

PERFORMANCE

BEAUTY

*academy*

Tennessee

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2024-2025

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School Catalog

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80 East Main St, Camden, TN 38320

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Performance Beauty Academy is authorized by the Tennessee State Board of Cosmetology. This license is based on an evaluation by minimum standards concerning the quality of education, ethical business practices, as well as the health and safety of the students and the public.

Volume I Issue 1, May 2024. This catalog is a guideline of what Performance Beauty Academy expects of its students. Performance Beauty Academy reserves the right to modify its policies based on changes in accreditation requirements, state, or federal laws, or for any other reason at the discretion of Performance Beauty Academy's Executive Committee. Changes will be made with the approval of the appropriate state regulatory agency. Rocks and Metals LLC owns and operates Performance Beauty Academy. The telephone number is (731)-213-1255 The Website address is [www.performancebeautyacademy.com](http://www.performancebeautyacademy.com)

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# WELCOME

Dear Future Professional,

Please let me be among the first to welcome you to Performance Beauty Academy... and to the exciting beauty profession.

This catalog is designed to provide you with as much information as we can about your course availabilities, rules, state regulations, and student services to continue to guide you throughout your career. We take extra effort to make this information relevant and understandable in order to answer any questions you may have about your school experience here at Performance Beauty Academy. If there are any further questions, any member of our Educational Team will be glad to answer them.

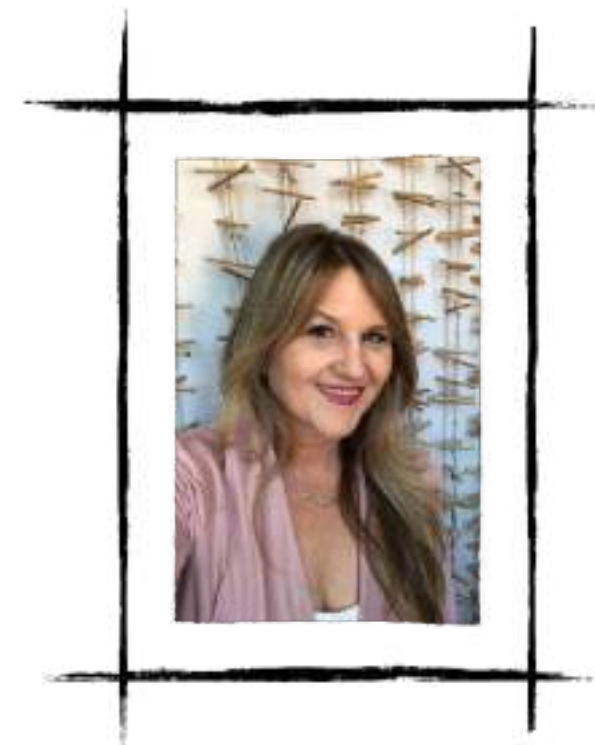
I truly hope that you will aspire to work to get the most out of your Performance Beauty Academy education. There are many great opportunities available to you in the next few months and I urge you to take full advantage of what is offered. I think you will find our exclusive Methodology at Performance Beauty Academy to be very helpful to your learning.

I hope you really focus on your career while you are with us. Remember, while it is important to learn great skills... it is even more essential for you to learn to communicate with your future clients and be the health of your community... continually working with your fellow professionals, businesses and leaders. If you master those skills, there is no limit to the future of your success.

Finally, I urge you to get involved in your communities, Learning can be really fun... and helping others can give you great satisfaction and endless opportunities as well as financial freedom. I wish you the best of luck as well as success over the next coming months... and for the rest of your career. I look forward to introducing you to the most beautiful profession in the world!

Best Wishes~

*Faye Waldrum*



# Our Mission

The Mission of Performance Beauty Academy is to provide quality cosmetology education, a positive learning environment where students are provided quality instruction, both in theory and practice which will prepare them for graduation and employment thereafter. In addition, we incorporate both professional and personal development to a diverse student population to help students achieve success and skill for their future.



# Our Objectives

The prime objective of Performance Beauty Academy is to prepare students to become a member of the Cosmetology, Manicuring, Aesthetics, or Teacher Training professions through quality education. We also prepare our students for the Tennessee State Board of Cosmetology, Manicuring, Aesthetics or Teacher Training Examination, in order to fulfill our objectives, we not only teach the techniques and artistry, but we also teach the students how to be prepared for the world of business, how to improve their customer service skills, as well as public health and personal hygiene. We will always be looking for the most effective methods and techniques in the fulfillment of these objectives. We recognize the continuing obligations to the student, and to the community and it is our sincere desire that each student will enter the work environment with confidence and enthusiasm, ultimately obtaining gainful employment.

## Administrative Staff and Faculty

**Faye Waldrum** - Director of School  
Licensed Cosmetologist, Aesthetician, Instructor  
615-943-7576

**David Waldrum** - Office/ Business Director  
615-943-3464

**Febe Waldrum**- Business Assistant  
731-213-1255

**Carrie Vick**- Cosmetologist/ Junior Instructor  
731-213-1255

## Facilities and Equipment

Performance Beauty Academy has **2,716 sq ft** of tastefully decorated interiors, containing an administrative office with part time and full time student records kept separately in locked files, a reception area, dispensary, two restrooms, Cosmetology clinic area, Cosmetology theory room, Aesthetic clinic area, Aesthetic theory room, Manicuring clinic area and a Manicuring theory room. The school is equipped with styling stations, shampoo bowls, sterilizers, manicuring tables and dryers. The student salon area is designed so that students acquire practical experience through servicing guests with a complete menu of hair, skin, and nail services. A handicap area is provided. All services are performed by senior-level supervised students. Our school houses a library of continuing education aids and other references that support the education process, as well as synchronized online classes, a teaching curriculum using loginID/password, Milady CIMA.

## Admission Policy

New applicants are required to provide a copy of high school diploma or GED (or transcript from the high school showing graduation date, completion of 10th grade), proof of age (state minimum age is 16 years of age, proven through an ID or birth certificate) and a social security card. In the event of a foreign student's high school diploma, there must be a translation and verification performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma. If the student is home schooled, there must be evidence of completion of homeschooling. Additionally, a student enrolling in the Instructor Training Program must also provide a current license in the field of Cosmetology held for a minimum of 3 years.

## Non- Discrimination

Performance Beauty Academy does not discriminate on the basis of sex, age, race, color, religion, ethnic origin or sex orientation when admitting students.

## Re-Enrollment

If a student decides to re-enroll into the school, an re-enrollment fee of **\$100.00** will be assessed and tuition will be pro-rated. If books and kits are in good operable condition, the student may utilize those rather than purchasing more.

## Transfer Students

Performance Beauty Academy is a special purpose institution. This school may accept appropriate credit from other licensed schools for previous education. This school does not guarantee the transferability of its credits to any other institution unless there is written agreement with the institution. Performance Beauty Academy will allow students to transfer in from another beauty school and may accept their hours based on receiving Official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Hours expire after 7 years. Students who transfer into Performance Beauty Academy from another school will be treated as a new student in terms of making satisfactory academic progress. The school will not make adjustments to recognize a student's prior education once the student has started at Performance Beauty Academy. Any student interested in transferring credit hours should check with the receiving institution directly to what extent, if any, credit hours can be transferred. Transfer students will receive credit for hours completed at another school as regulated by the Tennessee Board of Cosmetology and Barbers Examiners. Such approved school hours will be credited and the student's course of study shortened and/or adjusted accordingly. Students should be aware that transfer of credit is always the responsibility of the receiving Institution. Whether or not credits transfer is solely up to the receiving institution directly to determine to what extent, if any, credit hours can be transferred. A student shall be allowed to transfer hours only once.

A transfer fee of \$100.00 is due upon admission. Performance Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.

## Student Rights

Procedure: The student has the right to ask Performance Beauty Academy: The names of its licensing organizations, information on programs, instructional laboratory and other physical facilities; cost of attending, refund, policy, financial assistance, procedure and deadlines, satisfactory progress.

## Handicapped Facilities

Performance Beauty Academy is arranged with a ground floor clinic area and handicapped restroom with reasonable accommodations applicable.

## Calendar Year

Performance Beauty Academy offers classes year round. Any eligible person may enroll any day of the week of any month that the school is in session. Classes begin on Mondays of each week. Classes are held from 9:00 am to 6:00 pm Monday thru Thursday, with a 30 minute break and two 15 minute breaks. Friday classes are from 8:30 am to 4:30 pm with a 30 minute break and two 15 minute breaks.

Continued is a listing of holidays observed by this Institution. Students are permitted additional holidays for their religious preference. Should a holiday fall on a day that the school is normally closed, the following day will be observed as a holiday. All holidays and other closings will be posted. Inclement weather closings are posted on our Facebook page or our school messaging group. Part-time schedules may be arranged for students who may not be able to attend on a full-time basis.

- \*New Year's Day      \*Labor Day      \*Christmas Eve
- \*Memorial Day      \*Thanksgiving \*Christmas week
- \*July 4th week      \*Friday after Thanksgiving

**Note:** Rather than having an excused or unexcused absence, we build time into the contract to allow for absences for each student that will not be charged. Observed holidays or academy closures for inclement weather will not be calculated as part of the number of absences. However, a student going over the contract end date will be charged an **\$14.50** charge per hour for additional Instructional charge needed to complete the program.

## Grading Policy

The following factors will be measured to determine academic progress. Theory and Practical Exams will be graded according to the following:

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 74 & under Unsatisfactory / Fails
- Clinical work is graded by mastered and not mastered

## Language

All courses are taught in English. **State Board Testing & Textbooks also available in Spanish and Vietnamese**



## Student Hours

To be considered a full-time student at Performance Beauty Academy, a student is expected to complete 25-48 hours per week. A part-time student is expected to complete 15-24 hours per week, Following Tennessee State Law no student may be credited more than 10 clock hours per day. All hours over 10 will not be credited to student hours.

## School Hours

- Monday**                      **9am-6pm** *campus only*
- Tuesday**                    **9am-6pm** *campus or (online) 9am-4pm*
- Wednesday**                **9am-6pm** *campus or (online) 9am-4pm*
- Thursday**                    **9am-6pm** *campus or (online) 9am-4pm*
- Friday**                        **8:30am-4:30pm** *campus only*

**1 Saturday per month ~ In Sync Digital Learning Online!  
(Bonus Hours determined by students needs)**

<b>Maximum Hours Per Day</b>	<b>10</b>
<b>Minimum Hours Per Week</b>	<b>15</b>
<b>Maximum Hours Per Week</b>	<b>48</b>



## **Class Size**

The class size at Performance Beauty Academy is 20 students to an instructor. We hope by keeping a small class we are able to give the student, the time and individual attention to make sure you are ready to pass the state board of cosmetology, as well as we prepare to be a successful employee.

## **Graduation Requirement**

In order to graduate and receive a diploma, a student must successfully complete the work assignments for cosmetology, manicuring, aesthetics, apprenticeship or teacher training program and have a cumulative GPA of 75% or above, complete the required hours, and fulfill all payment obligations. Students will also need to complete the state domestic violence training additionally, this is required training by the state of Tennessee once graduated to become licensed.

## **Placement Assistance**

Although Performance Beauty Academy considers job placement to be the primary responsibility of the student, staff members will be happy to assist students in finding employment, in regard to interviewing, resume preparation and letters of recommendation. However, Performance Beauty Academy cannot promise or guarantee employment for graduates. Apprenticeship applicants will be placed in a practical salon, shop or establishment.

## **Cancellation and Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply, the following policy will apply to all terminal loans for any reason, by either party, including students decision, course or decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school is entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the Enrollment Agreement. In this case all monies collected by the school shall be refunded. This applies, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the Enrollment Agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except the \$100.00 registration fee.
4. A student notifies the Institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date the student notifies the Institution that the student will not be returning.

6. A student is expelled by the school. (unofficial withdrawals will be determined by Performance Beauty Academy by monitoring attendance at least every 30 days.
7. In type 2,3,4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdrawn prior to course completion (after three business days of signing the Enrollment Agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:



PERCENT OF ELAPSED (SCHEDULED)  
TIME ENROLLED TO TOTAL COURSE / PROGRAM

TOTAL TUITION SCHOOL  
SHALL RECEIVE / RETAIN

0.01% to 04.9%

20%

5% to 09.9%

30%

10% to 14.9%

40%

15% to 24.9%

45%

25% to 49.9%

70%

50% and over

100%

9. Students who are absent for 14 days without making contact to the school by phone, written, or in-person as to their reason of absence, will be dropped from the course, all refunds will be calculated based on the student's last date of attendance. Any Monies due a student who withdrawals shall be refunded within 45 days of determination that a student has withdrawn, whether officially or unofficially.
10. In the case a disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition.
12. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course.
13. If the course canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to their school based on the hours accepted by the receiving school OR provide a full refund of all monies paid.
14. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the Enrollment Agreement.

15. Other miscellaneous charges the student may have incurred at the Institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the Catalog and in the Enrollment Agreement.

## Evaluation Periods

**All students/Apprenticeships must comply with the following standards:**

Students and Apprenticeships are evaluated for Satisfactory Academic Progress on actual hours as follows:

Cosmetology	<b>450, 900, 1200, 1500</b>
Manicuring	<b>300, 600</b>
Aesthetics	<b>375, 750</b>
Teacher Training	<b>150, 300</b>

\*\* Transfer Students- Midpoint of the contracted hours or the established periods, whichever comes first

\*\* Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period,, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Length of Completion

The length of completion (which does not exceed 143% of the course length) allowed for students/Apprenticeships to complete each course at satisfactory academic progress is stated below minus holidays and any emergency school closing.

**Cosmetology** (*Full-time*, 39 hrs/wk.)-  
1500hrs 39 Weeks

**Cosmetology** (*Part-time*, 20hrs/wk.)-  
1500hrs 75 Weeks

**Manicuring** (*Full-time*, 39hrs/wk.)-  
600hrs 16 Weeks

**Manicuring** (*Part-time*, 20hrs/wk.)-  
600hrs 30 Weeks

**Aesthetics** (*Full-time*, 39hrs/wk.)-  
750hrs 20 Weeks

**Aesthetics** (*Part-time*, 20hrs/wk.)-  
750hrs 38 Weeks

**Teacher Training** (*Full-time*, 39hrs/wk.)-  
300hrs 8 Weeks

**Teacher Training** (*Part-time*, 20hrs/wk.)-  
300hrs 15 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours. Students who do not complete by the maximum time frame will convert to pay cash pay (where applicable) and are always subject to the over contract fee of **\$14.50** per program hour once the contract end date is exceeded.



## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable (system of grades as determined by assigned academic learning. Academic learning is evaluated after each unit of study. Clinic assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating), If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical evaluation criteria adopted by the school.

Students must maintain a written cumulative grade average of 75%. Numerical grades are considered according to the following scale:

**94-100 Excellent**  
**87-93 Very Good**  
**80-86 Average**  
**75-79 Pass**  
**Below 74 Unsatisfactory-  
Fails Below Standards**



## Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

## Determination of Progress Status

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not maintaining satisfactory academic progress will be counseled and advised the actions necessary to begin satisfactory academic progress by the next evaluations. A student who does not achieve the minimum standards is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

# Cosmetology 1500 Hours Curriculum

The objective of the course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 1500 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, etc. The 1500 hours of instruction required by the state board for practice shall be apportioned as follows:

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check as terms of payment methods.

Students Kits: Each student, with the school's assistance shall be required to have a kit pursuant to 0400-01-07 after 200 hours of enrollment. Refer to rules for list of items. Kits are non refundable.



The fifteen hundred (1,500) clock hours/45 credit hours of instruction required of applicants for a license to practice cosmetology shall be apportioned as follows:

1. General.....300 clock hours/9 credit hours Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law.
2. Chemical.....600 clock hours/18 credit hours Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry.
3. Physical.....600 clock hours/18 credit hours Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

### Tuition

<b>Registration Fee:</b>	\$125.00
<b>Equipment &amp; Books</b>	\$2,000.00
<b>Tuition</b>	\$13,075.00
<b><u>Total:</u></b>	<b>\$15,200.00</b>

# Manicuring 600 Hours Curriculum

The objective of this course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 600 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as a manicurist, salon manager, salon owner, product demonstrator, etc.

Students Kits: Each student, with the school's assistance shall be required to have a kit pursuant to 0400-01-07 after 100 hours of enrollment. Refer to rules for list of items. Kits are non refundable.

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check as terms of payment methods.

The six hundred (600) clock hours/18 credit hours of instruction required of an applicant for a license to practice manicuring shall be apportioned as follows:

1. General.....150 clock hours/4.5 credit hours Sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics.
2. Chemical.....100 clock hours/3 credit hours Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements.
3. Physical.....350 clock hours/10.5 credit hours Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety.

## Tuition

Registration Fee	\$125.00
Equipment & Books	\$1,100.00
Tuition	\$6,300.00
<b>Total:</b>	<b>\$7,525.00</b>

# Aesthetics 750 Hours Curriculum

The objective of this course is to prepare the student for the State Board Examination and for salon work by providing a minimum of 750 clock hours of classroom demonstrations and clinical practice in order to develop in the student the personal qualities essential to achieving success in the cosmetology field. The knowledge and skills covered in the course will prepare the student for work as a Aesthetician, spa owner, work for a physician, make-up artist, platform artist and professional demonstrator.

Students Kits: Each student, with the school's assistance shall be required to have a kit pursuant to 0400-01-07 after 150 hours of enrollment. Refer to rules for list of items. Kits are non refundable.

The payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check as terms of payment methods.

The seven hundred and fifty (750) clock hours/22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows:

1. General.....150 clock hours/4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law.
2. Chemical.....150 clock hours/4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements.
3. Physical.....450 clock hours/13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching.

## Tuition

Registration Fee	\$125.00
Equipment & Books	\$1,300.00
Tuition	\$7,500.00
<b>Total:</b>	<b>\$8,925.00</b>

## Apprenticeship Program

Students will follow the same requirements as the Cosmetology, Manicuring, or Aesthetic program. It is optional for schools to participate. The new rules will require a student to **initially** be enrolled as an apprentice student, first complete 750 theory hours, pass the TN State theory exam, then engage in apprenticeship with a pre-approved (contracted with the school) salon/mentor who will log and report hours and student progress to the school. You cannot enroll as a traditional student and then transfer to the apprentice program. **The mentor must have been licensed for a minimum of 10 years and the supervising licensed professional's license must be current at all times while providing supervision. The apprenticeship program works as a one-on-one relationship. The mentor, or supervising professional (as stated in the Rule) can only take on one student at a time.** The shop must post a sign that apprentice students practice in the shop (at least 8X10) but it is not limited to the number of apprentices, only that each one is under one "supervising professional". **Last but not least, each student must have their own work space.**

Notwithstanding any provision to the contrary, any school operated under the Tennessee Cosmetology Act of 1986 may develop courses of instruction and practice incorporating an apprenticeship curriculum, which allows an applicant to obtain fifty percent (50%) of the required hours for a specific license through classroom instruction and fifty percent (50%) of the required hours under the direct supervision and responsible charge of a licensed professional who meets the requirements set forth in this rule. Supervised apprenticeship hours may not be used for credit for more than fifty percent (50%) of the required hours in any instruction subcategory (General, Chemical or Physical).

(a) For purposes of this rule, "supervising licensed professional" shall identify a licensed professional in supervision of a student enrolled in an apprenticeship program curriculum, approved by the Board, and responsible for all aspects of that student's apprenticeship instruction.

(b) Any school offering an apprenticeship curriculum shall maintain a record of all hours completed under the apprenticeship program, including classroom hours, for which credit is awarded in a student's academic file. This record shall include the number of hours completed under direct supervision and responsible charge, the dates these hours were earned, the license number of the professional in responsible charge of instruction who directly supervised the student and the signatures of both the student and the supervising licensed professional in responsible charge.

1. The required records shall be maintained in the student's file and made available for inspection during the student's academic career, shall be maintained for a period of not less than seven (7) years after a student is no longer attending the school providing the apprenticeship curriculum, and shall be made available to the Board immediately upon request during this time.
2. **A daily log accounting for all apprenticeship hours awarded under this chapter by any school offering an apprenticeship curriculum shall be maintained by the**

school and updated monthly. This log shall be made available for inspection at any time.

3. **The supervising licensed professional shall submit the daily log to the school providing the apprenticeship curriculum no later than the close of business of the first (1st) day of the month for the previous month.**
4. Should an apprentice change salon, shop, establishment, or supervising licensed professional, a notarized transcript of the total hours accumulated shall be signed by the salon, shop, or establishment owner or manager along with the supervising licensed professional and submitted to the approving school within ten (10) days of the change.  
**(c) Any supervising licensed professional in responsible charge as provided in this rule shall have at least ten (10) years of experience as a licensed professional in the field of study in which the supervision is provided and hold a current, valid Tennessee license issued by the Board in the field in which supervision is provided.** The supervising licensed professional's license must be current at all times while providing supervision.
  1. **A participating school shall be responsible for confirming a supervising licensed professional's qualifications to be placed in responsible charge of an apprenticeship student as provided by this rule.**
  2. The participating school providing hours for supervised apprenticeship credit shall maintain documented proof of a supervising licensed professional's experience and a copy of the supervising licensed professional's current, valid Tennessee license. This documentation shall be maintained for a minimum of seven (7) years following the date that the supervising licensed professional last provided supervision for that school.
  3. Apprenticeship experience earned in any jurisdiction other than Tennessee may be considered for purposes of complying with this rule provided that the supervising licensed professional was appropriately licensed in that jurisdiction at all times when responsible charge was provided for the purpose of earning credit. Proof of the supervising licensed professional's credentials must be provided by the transferring student candidate.
  4. **The owner of the salon, shop, or establishment providing the student an apprenticeship shall provide the school a written acknowledgement accepting the student.**
  5. Each supervising licensed professional shall be the responsible charge of no more than one apprenticeship student.
  6. **Any salon, shop or establishment participating in an apprenticeship program shall provide a work station for the apprentice student.**
  7. The supervising licensed professional must notify the approving school that the apprentice is no longer under his or her supervision within ten (10) days of termination of the apprenticeship and submit a transcript of all hours completed.  
**(d) No participating school shall allow any person not appropriately licensed to provide any supervision for purposes of this rule, nor shall any participating school allow credit for hours under the supervision of unlicensed persons.**



# Instructor Training 300 Hours Curriculum

**NEW! ONLINE HYBRID SYNCHRONIZED LEARNING AVAILABLE (A Compatible Computer system is required for this program).**

**Students wishing to enter in this course must have a valid Tennessee Cosmetology license for 3 years prior.**

The knowledge and skills covered will prepare the student for work as an instructor, school manager, school owner, product demonstrator, etc. Upon completion of this 300-hour course, the student will be prepared to teach students and will have demonstrated competencies to pass the State Board exam, as well as the ability to teach the theory and practice of cosmetology using lesson plans. He or she will further demonstrate the knowledge and techniques along with cosmetology state law necessary to perform as a professional Cosmetology Instructor / Teacher.

1. Teach the theory and practice of Cosmetology, Aesthetics or Manicuring using lesson plans.
2. Use various teaching aids, such as textbook, workbooks, audio visual aids, test, etc. to the best advantage in the classroom.
3. Demonstrate the knowledge and techniques along with the Cosmetology State Laws necessary to perform as a Cosmetology, Aesthetics or a Manicuring Instructor.

The Payment plan installments will be detailed on the student individual enrollment agreement. A 2% interest charge will be assessed each month a payment is late. The school accepts cash, credit card, money order, cashier's check as term of payment methods.

# Online, Virtual Instructor Training

Any online, virtual or electronic instructor-training program shall demonstrate to the Board that the instructor-training program does not allow one to skip through content and meets at least one (1) of the following qualifications:

- (a) **Synchronized zoom classes by a licensed instructor during normal business hours:** Streamed or real-time presentation that allows the submission of questions, group chat, or solicits responses from licensees through surveys, multiple choice questions, etc.;
- (b) Requires a unique login I.D./Password; **Milady CIMA or PSI Pre-Testing sites**
- (c) Monitors licensee participation and includes a testing component that requires a passing grade in order to complete the program. **Milady Final Practice Exam with minimum passing score**

<b>General</b> .....	120 Hours
Orientation and Review, Introduction to teaching, Course Development, Lesson Planning and Motivation, Laws and Rules and Record Keeping	
<b>Physical</b> .....	180 Hours
Assist in classroom, Practice teaching clinic, Sanitation, and Theory	

## Tuition

Registration Fee	\$125.00
Equipment & Books	\$950.00
Tuition	\$33,500
<b>Total:</b>	<b>\$34,575</b>



## Apprenticeship Requirements

They will follow the same requirements as the Cosmetology program. It is optional for schools to participate. The new rules will require a student to **initially** be enrolled as an apprentice student, first complete 750 classroom hours, pass the theory exam, then engage in apprenticeship with a pre-approved (with the school) salon/mentor who will log and report hours and student progress to the school. You cannot enroll as a traditional student and then transfer to the apprentice program. The mentor must have been licensed for a minimum of 10 years and the supervising licensed professional's license must be current at all times while providing supervision. The apprenticeship program works as a one-on-one relationship. The mentor, or supervising professional (as stated in the Rule) can only take on one student at a time. The shop must post a sign that apprentice students practice in the shop (at least 8X10) but it is not limited to the number of apprentices, only that each one is under one "supervising professional". Last but not least, the student must have their own work space.

## Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet \* the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

## Appeal Process

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination including death of a \*relative, an injury, or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation plan. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and re-establishment of Satisfactory Academic Progress students may reestablish satisfactory academic progress, as applicable, by meeting minimum academic and attendance requirements by the end of the warning or probationary period.

## Leave of Absence and Re- Enrollment

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## Course Incompletes, Repetitions, and Non-Credit Remedial Course

Course incomplete, repetitions and non-credit remedial courses do not apply to this Institution's form of Instruction. Therefore, these items have no effect upon the schools's satisfactory academic progress standards.

## Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## Housing

There are no housing (dormitory) facilities available; however, administration can assist in finding suitable living arrangements.

## Advising

Students are advised on their academic and attendance progress for satisfactory progress. If the student is experiencing any type of personal problem, the administration is available to listen. However, because we are not professional counselors, there is a list of professional referral agencies available.

## Rules and Regulations and Codes of Conduct

- \* Students are not permitted to use cell phones during school hours in the school. All phones and electronic devices are to remain on silent mode during school hours. Cell phones may be used only during breaks and lunch and should never be taken onto the floor. Unless on silent mode. No electronic devices are permitted for use on the floor without prior authorization.
- \* No student is allowed to have more than 48 hours per week.
- \* Smoking is permitted \* Outside the campus in designated area, no smoking is permitted within 10 feet of any entrance or exit.
- \* If a student is going to be absent, he or she must call by 9:00 a.m. with no exceptions. Students arriving late will be asked to remain outside of the classroom until class is finished. This ensures all students get the best education possible with minimal interruption.
- \* If a student is going to miss class, arrangements must be made with the instructor to make up work and/or test(s).
- \* Students are not allowed to borrow or take other student's equipment, and anyone caught stealing will be expelled with no exceptions.
- \* All duties are to be completed before leaving for the day. Sanitation duties are to be signed off daily by an instructor.

- \* No student is permitted in the business offices unless it is for official business, use of campus equipment for social media and electronic mail is not permitted.
- \* All student work must be checked by an instructor when complete. No student is permitted to do beauty work off school premises; it is against the law.
- \* Students are to restrict conversations concerning sex, religion or politics.
- \* In addition to the above, students are required to adhere to the rules and regulations of the Tennessee Cosmetology Board.
- \* Cheating will not be tolerated. First offense you will be counseled by the director. Second offense you will be issued a notice per the school regulations and per the discretion of the director. Third offense you will be terminated.
- \* Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was invalid, Re-entry after termination requires a special permission from Performance Beauty Academy directors. Any violation of the school's rules and regulations could also result in termination. Permit to reinstate could result in an additional fee of \$150.00 and consideration would be given for up to 1 year.

## **Internal Complaint Policy**

Performance Beauty Academy has established the following procedure for receiving and responding to complaints by students, faculty or any interested party. Complaint must be reported in writing to the director and must outline all allegations or nature of the complaint. The complaint form must indicate name and address of the complaint, telephone number, and date the problem occurred. A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. If, after careful evaluation the problems cannot be resolved through discussion, the complaint will be referred to the school complaint committee. The committee will meet and review the allegations within twenty-one (21) days of receipt of the written complaint. Within fourteen (14) days the committee will either outline steps to take corrective action or indicate that the allegations were not warranted or based on fact. The committee's decision is final.

If the complaint is not satisfied with the committee's decisions, he/she may direct the complaint to the regulatory agencies:

Tennessee State Board of Cosmetology  
 500 James Robertson Pkwy  
 Nashville, Tn 37243-0565

## State Complaint Process

“any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02” may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (if applicable).

## Termination

Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was invalid. Re-entry after termination require a special permission from Performance Beauty Academy. Any violation of the school’s rules and regulations could also result in termination.



## Annual Testing of Emergency / Evacuation Procedures

- \* Annually the evacuation plan for Performance Beauty Academy will be tested via the monthly staff / student meeting. A current copy of the evacuation route will be distributed, and all staff / students will be required to complete a walk thru during that time.
- \* A signature sheet of those in attendance will be completed and filed in Performance Beauty Academy’s Annual Meeting files.
- \* All new students will also be provided copies of Performance Beauty Academy’s Policy and Procedures for emergency / evacuation procedures during orientation on to facility.

## Dress Code

Performance Beauty Academy requires all students to wear black scrubs, smock and closed toed shoes. Students may not deviate from this uniform. Name tags are provided by the institution and must be worn on the upper left-hand side of the shirt / smock at all times

**Note: Performance Beauty Academy allows students and staff to dress casual on Friday’s in *Professional Business Attire*.**

**NO SLEEVELESS SHIRTS, OPEN TOED-SHOES, SHIRTS SHOWING STOMACH OR SHORTS ARE PERMITTED.**

As a professional business Performance Beauty Academy requires all students and staff to maintain a professional appearance at all times. If there is a question about what is acceptable, please feel free to contact PBA Administration.

## Possession, Use and Distribution of Alcohol and Other Drugs

Performance Beauty Academy has a zero-tolerance policy of possession, use and distribution of alcohol and other drugs, this policy is in effect for all employees, students and clients. Anyone known to be in violation of this policy will be terminated if employee, permanently expelled if student and asked to leave premises if client. NO EXCEPTION

## Leave of Absence

**LEAVE OF ABSENCE POLICY:** An authorized leave of absence (LOA) is a temporary interruption in a student's program of study, LOA refers to the specific time period during a program when a student is not in attendance and approved for unforeseen, unavoidable and sever situations, or a long-planned event such as a wedding, family reunion or similar situation. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions as a withdrawal requiring an Institution to preform a refund calculation, in order for an LOA to qualify as an approved LOA:

Request for leaves of absence must be requested in advance (unless a sudden event or unforeseen circumstances, such as a car accident prevents an advance request) in writing, in person, by email or fax and include the student's signature and reason. For the request, leaves of absence will be granted or denied at the sole option of the Director, provided.

- \* There is a reasonable expectation the student will return to class at the end of the Leave of Absence.
- \* An LOA may be granted to a student who did not provide the request prior to the LOA due to foreseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institution to be the first date the student was unable to attend the Institution because of the unforeseen circumstances.
- \* The student must follow the Institution's policy in requesting the LOA.
- \* There must be a reasonable expectation that the student will return from the LOA.
- \* Approval of the student's request for an LOA is in accordance with this policy.
- \* No additional Institutional charges will be assessed to the student as a result of the LOA.
- \* The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 - month period.
- \* A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- \* The Institution must extend the student's contract period and maximum time frame by the same number of days taken in the LOA, Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- \* The withdrawal date for the purpose of calculating a refund is student's last day of attendance.
- \* An addendum must be signed due to the LOA. Leaves of Absence cannot exceed 180 days in a twelve-month period. The student will return to class in the same status and grade situation as before the Leave of Absence started.

## Students Records

All of the following's rights apply to student or the parent / guardian if the student is a dependent minor. Every student has the right to gain access to her/his cumulative record by appointment under supervision of an authorized staff member. Any information pertaining to a student's cumulative record will be released to a third party upon written instruction for each request in accordance with state and federal law. School employees, schools to which a student is transferring, certain government officials, parties connected to financial aid, organizations doing studies for a school, accrediting agency, individuals with a court order or subpoena, persons who need to know for health or safety emergencies and state and local authorities to whom disclosure is required are all exempt from obtaining written permission. Performance Beauty Academy may also disclose, without consent "Directory Information" such as student's name, address and phone number, date of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them. Tracking of part time and full time students will be kept in separate locking filing cabinets color coded. Hours are kept with a biometric time clock as well as a written log.

**POLICY:** BIENNIAL REVIEW COMMITTEE FOR DRUG AND ALCOHOL AWARENESS PROGRAM

**PROCEDURE:** Performance Beauty Academy will conduct a biennial review to determine the effectiveness of its AOD program and to ensure consistent enforcement of applicable laws, ordinances and Institutional policies for violators.

\* Members of this committee will include but is not limited to Director of School, Director of Business, Director of Financial Aid, Sr. Instructor, and one student.



## Health Risk Associated With The Use of Alcohol And Other Drugs

While Performance Beauty Academy discourages the use of alcohol and other drugs, recognizes that sometimes people come to us already addicted or using. It is for that reason that the academy provides our employees and students with information concerning the health risk associated with its use.

- \* People who suffer from addiction often have one or more accompanying medical issues, which may include lung or cardiovascular disease, stroke, cancer and mental disorders.
- \* Imaging scans, chest x-rays and blood tests show the damaging effects of long-term drug abuse throughout the body.

Below is a list of Counseling Referral Agencies numbers. This list is made available so all students and employees at all times.

- \* Alcoholics Anonymous **615-831-1050**
- \* Athena Counseling Psychological Eating Disorders **615-320-1150**
- \* Salons Against Domestic Abuse **1-800-799-7233**
- \* Rape And Sexual Abuse Center **615-259-9055**

## Scholarship Policy

Performance Beauty Academy **offers a \$1000.00 Scholarship to every graduating senior from high school and one \$5000.00 scholarship annually.** To qualify the students must complete a 200- word essay stating why they chose the cosmetology field. Scholarships will be awarded to every student meeting this criterion, but it will be null and void if the student drops out or is terminated. Essay's should be delivered to or mailed to:

Performance Beauty Academy  
Attn: Director of Financial Aid  
80 East Main St  
Camden, TN 38320





## Campus Crime and Security Policy

Performance Beauty Academy takes the safety of the students and personnel very seriously. This school is located in a busy downtown street with a county courthouse that is open weekdays. Because of this the campus is patrolled frequently. Neighboring the Camden Police Department located at 119 W Main St., Camden, TN 38320. All clients are required to sign in prior to services or appointments.

Students are required to clock in and out and must have a name badge indication name and number. All employees are required to have on name badges as well.

Campus Security Reports 2024

Murders on Campus	0
Sex Offenses on Campus	0
Robberies on Campus	0
Aggravated Assaults	0
Burglaries on Campus	0
Motor Vehicles Thefts on Campus	0
Manslaughters on Campus	0
Arsons on Campus	0

## Harrassment Policies

Students who report sexual misconduct, Academy officials will respect the student's right to confidentiality to the extent permitted under academy and legal regulations.

Statement and Intent of Policy. Under Title IX Performance Beauty Academy will not tolerate and prohibits sexual assault and for all for of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. In publishing this policy, the academy is not intending to substitute or supersede related civil and/or criminal law. All student, faculty, and staff, as well as members of the public participation in academy activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment. Below are various terms of sexual misconduct.



- \* **Sexual Assault:** Sexual assault is a general term which covers a range of crimes. It includes but not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.
- \* **Intimate partner violence:** This term is defined to mean any physical, sexual, or psychological harm against an individual by current or former partner or spouse of the individual.
- \* **Sexual Harassment:** Sexual harassment is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.
- \* **Sexual Exploitation:** Sexual Exploitation occurs when a person takes nonconsensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit: or to benefit or advantage anyone other than the one being exploited.
- \* **Consent:** “Affirmative Consent” means affirmative, conscious and voluntary agreement to engage in sexual activity. It is given by both parties to sexual activity.
- \* **Sexual Violence:** A term that is used to refer to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.
- \* **Stranger Rape:** Rape perpetrated by someone unknown.
- \* **Acquaintance Rape:** The most prevalent form of sexual assault on a campus is between two people who know each other.

**Procedure:** Any Individual who is a victim of sexual misconduct is strongly encouraged to reach out immediately to someone she/he trust such as a family member, friend, administrative office or local law enforcement. There are resources available on and off campus to the victim to provide the support she/he needs and help cope with difficulties. Recognizing that victim’s response to the sexual misconduct may differ ; If you have been physically assaulted or raped, there are other important steps you can take right away. Go to a safe place. Do not hesitate. If on campus, contact appropriate authorities and if during off hours, contact 911. It is important for the victim to preserve the evidence if she/ he intends to pursue criminal charges. Do not shower, bathe, douche, or brush teeth, and save all clothing. Go immediately to see medical personnel at a local hospital emergency department. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.



Reporting Options:

Performance Beauty Academy encourages individual to report all incidents and violations of the nature to the Administrative Office and the Director of Schools for these incidents to be properly addressed and for victim to avail themselves of all services and rights to which they are entitled.

In addition, it is the victim's rights to notify law enforcement and to be assisted by the academy's officials in doing so. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the academy.

A victim also has the right to use the academy's procedures in addition to filing a criminal complaint.

To file a complaint at the academy, contact the Administration office at the numbers provided and fill out a PBA Grievance Form.

Below are the numbers to contact PBA staff in addition to Local and Federal reporting options:

Director of Schools, Faye Waldrum	615-943-7576
Director of Security, David Waldrum	615-943-3464
Local Emergency Services	911
National Sexual Assault Hotline	1-800-656-HELP

Rights of the person accused of Sexual Misconduct:

- \* All sexual misconduct cases will be treated seriously.
- \* The respondent will be treated with dignity, respect, and in a non-judgmental manner Academy personnel will cooperate in investigating the case fully for legal and student conduct process.
- \* Respondents are informed that he/she is entitled to receive, in writing, the result of the Grievance process just as the victim has.



## Safety and Security Information Report

Under the Clergy Act, Performance Beauty Academy will provide annual statistics on incidents of campus crimes, including incidents:

\* Sexual misconduct occurring on campus and reported to campus authorities and/or local police.

Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, the state of Tennessee or any local laws.

## State Board Examination

Each student who successfully completes our basic cosmetology, manicuring, aesthetics or teacher training courses will be issued the necessary forms to file for the State Board Examination. These exams are held daily in various location sites. Upon successful completion of both the theory and practical exam, a *student will need to apply and pay* for a license with the Tennessee Board of Cosmetology and Barber Examiners.

## Student Responsibilities

Education after high school involves a large amount of time, effort and money. Therefore, the student should carefully evaluate the education the training being offered the student should make the best possible choice, on the school's academic, facilities, cost of attendance, refund policy and any other information that will help him/her make the right decision.

**Performance Hair Academy will maintain sanitary expectations daily. The students will be assigned a daily sanitations to ensure sanitations are maintained.**

## Consumer Information

Prospective students to the school and other interested parties, receive a copy of the Performance Beauty Academy Catalog containing consumer information. Detailed consumer information, including campus security statistics, student right to know data and other disclosures required by the United States Department of Education and is also available to any interested party at the school's website:[www.performancebeautyacademy.com](http://www.performancebeautyacademy.com)

“COSMETOLOGY INCLUDES THE PRACTICE OF BLEACHING, CLEANING, CURLING, CUTTING, COLORING, DRESSING, REMOVING, SINGEING, STYLING, WAVING, OR SIMILAR WORK, UPON THE HAIR OF ANY PERSON BY ANY MEANS, AND WITH HANDS OR MECHANICS OR ELECTRICAL APPARATUS OR APPLIANCES. NON-PERMANENT REMOVAL OF HAIR SERVICES MAY BE PERFORMED WITH THESE DEVICES AS LONG AS THERE IS NO PUNCTURING OF THE SKIN, OR BY USE OF COSMETIC PREPARATIONS, ANTISEPTICS, TONICS, LOTIONS, OR CREAMS, MASSAGING, CLEANSING, STIMULATING, EXERCISING, BEAUTIFYING, OR SIMILAR WORK, THE SCALP, FACE, NECK, ARMS, OR UPPER PART OF THE BODY, OR MANICURING THE NAILS OF ANY PERSON, A COSMETOLOGIST MAY HOLD THEMSELVES TO BE A BEAUTICIAN, BEAUTY CULTURIST, BEAUTY OPERATOR, COSMETOLOGIST, OR HAIR DRESSER.”



## Compensation/Job Outlook

- \* Job opportunities generally should be good, however, competition is expected for jobs and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services overall employment is expected to grow about as fast as the average for all cosmetology occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services.
- \* A number of factors, including the size and location of the salon, clients tipping habits, and competition from other salons, determine the total income of cosmetologist, and other personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business, a cosmetologist initiative.
- \* And ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for Entry-level workers are usually low, however, for those who stay in the profession, earnings can be considerably higher.
- \* Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.
- \* In Nashville, Cosmetologists can expect to earn \$25,000-60,000 per year. Employment in this field is not strongly effected by downturns in the business cycle and
- \* job opportunities are expected to be good for both newcomers and experienced cosmetologists. Many openings should be available for persons seeking part-time work. [Money Magazine ranks Cosmetology as one of today's "Hottest Jobs"](#)
- \* Cosmetologist and other personal appearance workers held about 790,000 jobs in 2024, of these, Barbers, Hairdressers, Hairstylist, and Cosmetologist held 670,000 jobs, Manicurists and Pedicurists 60,000 Skin Care Specialist 30,000 and Shampooers 27,000
- \* Most of these workers are employed in the beauty salons, but they also are found in nail salons, day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetic stores.
- \* Nearly every town has a beauty salon, but employment in this occupation is concentrated in the most populous cities and states. About 48 percent of cosmetologists are self employed. Many own their own salon, but a growing number lease booth space or a chair from the salon's owner.
- \* In addition to working with clients, personal appearance workers are expected to maintain clean work areas and sanitize all their work instruments, they may make appointments and keep records of hair color and perm formulas used by their clients. A growing number sell hair care products and other cosmetic supplies.
- \* Personal appearance workers who own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business inventory records, ordering supplies, and arranging for advertising.

## Physical Demands of the Profession

- \* Personal Appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation, good health and stamina are important, because these workers are on their feet most of their shift, prolonged exposure to some hair and nail chemicals may cause irritation, for protective clothing, such as plastic gloves, mask or aprons, may be worn.
- \* Most personal appearance workers work at least 40 hours per week, but longer hours are common especially among self-employed workers, work schedules may include evenings and weekends, the times when beauty salons are busiest. About 32 percent of cosmetologist work part-time, and 14 percent of cosmetologist have variable schedules.

## Licensing Requirements

Once a student completes the required amount of hours for the courses, he/she must pass a written and practical exam for the State Board of Cosmetology in order to be licensed there is an application and fees to be paid into PSI, you will be responsible for arrangements and payment and be provided with the duties on which to take the examinations through PSI at a location they have designated. Also, a one time Domestic violence training course is required by the state.

A candidate shall schedule the test needed for a specific license (cosmetologist, manicurist, instructor, aesthetician, with the Board's designated testing agency and pay an examination fee that will include any fees charged by the designated testing agency.

## Safety Requirements

Certain safety requirements must be followed for the safety of all inflamed, infected, broken or swollen skins should not be worked upon, infectious diseases must be kept out of the salon/school when using chemicals, gloves, protective eyewear and/or protective clothing should be considered.

**ALL OSHA LAWS MUST BE OBSERVED.**



## Hybrid Digital Synchronized Learning Requirements

Performance Beauty Academy understands the needs of our students, the Milady CIMA online courses are offered to allow for your flexibility and education. The Instructor course can be offered entirely online, the first half of our Cosmetology, Manicuring, Aesthetic and Apprenticeship programs are available by Synchronized online classes within a digital platform (or in a traditional classroom setting). This includes only theory hours, once completed students are then either required to take the theory portion of the exam if applicable or to be in the clinic setting at campus or in a partnering apprenticeship program within a school, salon, shop, or establishment by a Supervising Licensed Professional or instructor to complete practical hours. Instructors course is available synchronized online or on campus with synchronized learning during school hours.

(A compatible computer system is required and is not supplied for online abilities, reference PSI Testing and MILADY CIMA computer and software compatibility requirements for specific details)

Any online, virtual or electronic instructor-training program shall demonstrate to the Board that the instructor-training program does not allow one to skip through content and meets at least one (1) of the following qualifications:

- Synchronized zoom classes during regular business hours:** Streamed or real-time presentation that allows the submission of questions, group chat, or solicits responses from licensees through surveys, multiple choice questions, etc.;
  - Requires a unique login; **Milady CIMA and PSI Final Testing**, or
  - Monitors licensee participation and includes a testing component that requires a passing grade in order to complete the program.
- Milady Final Practice Exam 72% minimum passing score**

## Gainful Employment Information

### **Performance Beauty Academy Undergraduate Certificate in Cosmetology**

- \* Program Length :12 Months
- \* Students graduating on time
- \* N/A\* of Title IV students complete the program within 12 months
- \* \*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.
- \* Program Cost\*
- \* \$13,200.00 for tuition and fees, \$2,000.00 for equipment and books,
- \* Other Cost
- \* Visit website for more program (<http://www.performancebeautyacademy.com>)
- \* \*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.
- \* Students borrowing: 0 students who attend this program borrow money to pay for it, the typical graduate leaves with N/A\* in debt.
- \* Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
- \* The typical monthly loan payment: N/A \* per month in student loans with N/A \* interest rate.
- \* The typical graduate earns estimate of \$26,550 per year after leaving this program. Graduates who got jobs: 73% of program graduates got jobs according to the state job placement
- \* Program graduates are employed in the following fields: Hairdressers, Hairstylists, and Cosmetologists.
- \* Licensure Requirements
- \* This program meets licensure requirements in Tennessee
- \* Additional Information
- \* Date Created 4/12/2024
- \* These disclosures are required by the U.S. Department of Education

### **Performance Beauty Academy Undergraduate Certificate in Manicuring**

- \* Program Length: 20 weeks
- \* Students graduating on time
- \* 0% of Title IV students complete the program within 20 weeks
- \* Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.
- \* Program Cost\* \$6,300 for tuition and fees
- \* \$1,100 for books and supplies
- \* \$125 for Application and Registration
- \* Visit website for more program cost information (<http://www.performancebeautyacademy.com>)
- \* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.
- \* Students Borrowing Money: N/A of students who attend this program borrow money to pay for it.
- \* Fewer than 10 students enrolled in this program, This number has been withheld to preserve the confidentiality of the students.
- \* The typical graduate leaves with N/A \* in debt.
- \* Fewer than 10 students completed this program within normal time.
- \* This number has been withheld to preserve the confidentiality of the students.
- \* The typical monthly loan payment: N/A \* per month in student loans with N/A\* interest rate.
- \* The typical graduate earns \$20,675.00 per year after leaving this program
- \* Graduates who got jobs: 73% of program graduates got jobs according to the state job placement rate 73% of program graduates got jobs according to the accreditor job placement rate
- \* Program graduates are employed in the following fields: Manicurists, Pedicurists and Nail Artistry
- \* This program meets licensure requirements in Tennessee
- \* Additional information
- \* Date created 4/12/2024
- \* These disclosures are required by the U.S. Department of Education

## **Performance Beauty Academy** **Undergraduate Certificate in Aesthetics**

- \* Program Length: 25 weeks
- \* Students graduating on time N/A\* of Title IV students complete the program within 25 weeks
- \* Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students
- \* Program Costs: \$7500 for tuition and fees
- \* \$1,300 for books and supplies
- \* \$125 Registration and Application
- \* Visit website for more program cost information (<http://www.performancebeautyacademy.com>)
- \* \*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.
- \* Students borrowing: 0 students who attend this program borrow money to pay for it, the typical graduate leaves with N/A\* in debt.
- \* Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
- \* The typical monthly loan payment: N/A \* per month in student loans with N/A \* interest rate.
- \* The typical graduate earns \$30,090 per year after leaving this program
- \* Graduates who got jobs: 73% of program graduates got jobs according to the state job placement rate 73% of program graduates got jobs according to the accreditor job placement rate
- \* Licensure Requirements  
This program meets licensure requirements in Tennessee
- \* Date created 4/12/2024
- \* These disclosures are required by the U.S. Department of Education



## **Performance Beauty Academy** **Undergraduate Certificate Instructor**

- \* Training Program Length: 10 weeks
- \* Students graduating on time
- \* N/A\* of Title IV students complete the program within 12 months
- \* \*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.
- \* Program costs:\$33500 for tuition and fees
- \* \$950 for books and supplies
- \* \$125 Registration and Application Fees
- \* Other costs visit website for more program cost information (<http://www.performancebeautyacademy.com>)
- \* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.
- \* Students Borrowing Money: N/A of students who attend this program borrow money to pay for it.
- \* Fewer than 10 students enrolled in this program, This number has been withheld to preserve the confidentiality of the students.
- \* The typical graduate leaves with N/A \* in debt.
- \* Fewer than 10 students completed this program within normal time.
- \* This number has been withheld to preserve the confidentiality of the students.
- \* The typical monthly loan payment: N/A \* per month in student loans with N/A\* interest rate.
- \* The typical graduate earns \$51,910 per year after leaving this program
- \* Graduates who got jobs N/A of program graduates got jobs according to the state job placement rate as required.
- \* N/A of program graduates got jobs according to the accreditor job placement rate: Program does not have enough completes to calculate a placement rate as required.
- \* Licensure Requirements \* This program meets licensure requirements in Tennessee
- \* Date created 4/12/2024
- \* These disclosures are required by the U.S. Department of Education



## Policy: Contingency/ Teach Out Plan

Performance Beauty Academy acknowledges that in the event of an actual closure the institution:

- a. May elect to provide all affected students with a pro rata refund. Additionally, “if” the event of a closure, the school will participate in a Teach-Out Agreement. This agreement will be provided to the applicable accrediting agencies as close to 30 days prior to the closure date available.
- b. Will satisfy any outstanding financial obligations to Local, State, or Federal providers.
- c. Will provide a list of students who were enrolled at the time of the closure. The list will include the arrangements for each student affected.
- d. Will put all relevant information regarding the closure on its website and all social media customarily used by the institution to communicate with students and/or the public.
- e. Will comply with applicable State and or Federal laws regarding record maintenance (and will include such statement in any associated Teach-out Agreement(s)).
- f. Will provide to all enrolled students the name and contact information of the custodian of the Institution’s files and the address where those files will be kept.
- g. Will provide online synchronized course study if applicable
- h. Other Schools in Surrounding areas:  
Transfer of any hours so students will be able to attend another school locally,  
example: Paris, TN, Henry County TCAT

**\*\*\*Performance Beauty Academy will work with Franklin Hair Academy as needed with Substitute Instructors during initial training of additional staff**

33 **Student**  
**Initials**\_\_\_\_\_

## Scholarship Students

**Procedure:** Performance Beauty Academy offers a **\$1,000.00** Scholarship to **every graduating senior from any high school** and one **\$5,000.00** Scholarship **annually** for entering the field of cosmetology. (Instructor training scholarships exceeding **\$30,000** are based on an extended 3 year work agreement, as well as other work based scholarships for cosmetology, manicuring, and aesthetic careers available, to qualify please see administration for details)

**To qualify the student must complete a 200-word essay stating why they chose the cosmetology field.** Scholarships will be awarded to every student meeting this criterion. Essay’s should be delivered to or mailed to:

Performance Beauty Academy  
Attn: Director  
80 East Main Street  
Camden, Tn 38320

**Note: Any Student who drops out or does not complete the total hours for documented course recognizes that the scholarship is null and void and will be debited back to the students ending ledger balance. By signing below, you agree to terms and conditions as written.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Performance Beauty Academy Date

\_\_\_\_\_  
Parent’s Signature Date

# ADMISSIONS APPLICATION

Performance Beauty Academy  
 80 East Main Street  
 Camden, TN 38320  
[www.Performancebeautyacademy.com](http://www.Performancebeautyacademy.com)  
 (731) 213-1255

I, \_\_\_\_\_ HEREBY MAKE AN APPLICATION OF THE PROGRAM IDENTIFIED BELOW AND, IN CONSIDERATION OF MY ENROLLMENT AND YOUR FURNISHING, OF OFFERING TO FURNISH INSTRUCTION AT PERFORMANCE BEAUTY ACADEMY THEREIN AFTER REFERRED TO COLLEGE PROVIDE THE FOLLOWING PAYMENT AND CONDITIONS. **(I have read, understand and agree prior to payments.)**

<u>Address:</u>		<u>Education Level:</u>	
<u>City, State, &amp; Zip Code:</u>		<u>Name of High School:</u>	
<u>Telephone:</u>		<u>Number of Transferred Hours:</u>	
<u>Social Security Number:</u>		<u>Number of Other Cosmetology Schools Attended:</u>	
<u>Date Of Birth</u>		<u>Number of Transferred Hours:</u>	
<u>Email:</u>			

### CHECK FIELD OF INTEREST:

**Cosmetology**     
  **Aesthetics**     
  **Manicuring**     
  **Instructor**  
(Must be licensed for 3 years prior)     
  **Apprenticeship**  
(Must Have a Contract with a SLP of 10 yrs, Take Theory hrs and pass state exam to begin apprenticeship in a Supervising Salon)

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

**Student**  
 34 **Initials** \_\_\_\_\_

# Enrollment Agreement

**Courses are Taught in English**  
**State Board Testing & Textbooks also available in**  
**Spanish and Vietnamese**

**THIS IS A LEGAL BINDING CONTRACT**

I, \_\_\_\_\_ (student enrollee) am of age \_\_\_\_\_ and education level required under law, hereby apply for the course identified below and, in consideration of my enrollment and your furnishing, or offering to provide, instruction at **Performance Beauty Academy**, provide the following information and agree to the following payments and conditions set forth:

Address:	
City, State, & Zip Code:	
Telephone:	
Social Security Number:	
Date Of Birth	
Email:	

## Course and Number of Hours in Each Course

Total Course Hours Contracted \_\_\_\_\_

Transfer Hours Accepted \_\_\_\_\_

Course of Study begins: \_\_\_\_\_

and ends on: \_\_\_\_\_

The program will be taught for \_\_\_\_\_ weeks

hours over: \_\_\_\_\_.

**I am applying for (Circle):**

Cosmetology	Aesthetics	Manicuring	Instructor	Apprenticeship
1500	750	600	300	750 Theory hrs
			Must be licensed 3 yrs prior	pass state exam and have a Contract SLP of 10 yrs for 750 Practical hrs

*Students will clock in on Home Base using their Student ID. If the system is offline, students will then clock in/out on an approved sheet listing their names. Tracking of part-time and full-time students are kept separate and when inputted into Home Base is put in based on their status.*

## Class Schedule:

\_\_\_\_\_ Full Time minimum 25 hours weekly

\_\_\_\_\_ Part-Time minimum 15 hours weekly

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Performance Beauty Academy Signature

\_\_\_\_\_  
Date

35 Student Initials \_\_\_\_\_

## PAYMENT TERMS AND METHODS

I agree to pay the **Performance Beauty Academy**

\$ \_\_\_\_\_ **weekly/biweekly/monthly**

**(circle one)** in full on or before commencement of classes in consideration for my admission into the program and providing the necessary instruction to complete the program. The program price will be payable as follows:

**I have read, understand and agree prior to payments.**

<b>Registration Fee:</b> <b>Non- Refundable</b>	
<b>Equipment &amp; Books</b> <b>Non-Refundable</b>	
<b>Tuition</b>	
<b>Total:</b>	
<b>Down Payment</b>	

**Balance:**

I understand that I must complete the program by \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_.

The first installment is payable on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_ and all subsequent installments are due

by the 10th of each month in the amount of \$\_\_\_\_\_. A 2% interest charge will be assessed each month an installment is not paid. It will be required to pay \$14.50 per program hour for any remaining hours after the completion date. It is the students right to obtain a receipt. The school accepts cash, credit card, money order, cashier's check or (financial aid if applicable) as terms pf payment methods.

**Student**  
**Initials** \_\_\_\_\_

**PBA**  
**Initials** \_\_\_\_\_

## POLICIES

### Non- Discrimination

*Performance Beauty Academy does not discriminate on the basis of sex, age, race, color, religion, ethnic origin or sex orientation when admitting students.*

### Harassment Policies

*Students who report sexual misconduct or harassment, Academy officials will respect the student's right to confidentiality to the extent permitted under academy and legal regulations. Statement and Intent of Policy. Under Title IX Performance Beauty Academy will not tolerate and prohibits sexual assault and for all for of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. In publishing this policy, the academy is not intending to substitute or supersede related civil and/or criminal law. All student, faculty, and staff, as well as members of the public participation in academy activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment. Below are various terms of sexual misconduct.*

### Transfer Students

*Performance Beauty Academy is a special purpose institution. This school may accept appropriate credit from other licensed schools for previous education. This school does not guarantee the transferability of its credits to any other institution unless there is written agreement with the institution. Performance Beauty Academy will allow students to transfer in from another beauty school and may accept their hours based on receiving Official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Hours expire after 7 years. Students who transfer into Performance Beauty Academy from another school will be treated as a new student in terms of making satisfactory academic progress. The school will not make adjustments to recognize a student's prior education once the student has started at Performance Beauty Academy. Any student interested in transferring credit hours should check with the receiving institution directly to what extent, if any, credit hours can be transferred. Transfer students will receive credit for hours completed at another school as regulated by the Tennessee Board of Cosmetology and Barbers Examiners. Such approved school hours will be credited and the student's course of study shortened and/or adjusted accordingly. Students should be aware that transfer of credit is always the responsibility of the receiving Institution. Whether or not credits transfer is solely up to the receiving institution directly to determine to what extent, if any, credit hours can be transferred. A student shall be allowed to transfer hours only once.*

**\*\*A transfer fee or re-enrollment fee of \$100.00 is due upon admission. Performance Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.**

**\*\*\*SANITATION: Performance Hair Academy will maintain sanitary expectations daily. The students will be assigned a daily sanitations to ensure sanitations are maintained.**

## **CANCELLATION AND REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. There are no refunds on logged hours. The following policy will apply to all terminations for any reason, by either party, including student decisions, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school is entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the Enrollment Agreement. In this applies all monies collected by the school shall be refunded. This applies, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the Enrollment Agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except the \$100.00 registration fee.
4. A student notifies the institution of his/her withdrawal in writing
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by Performance Beauty Academy by monitoring attendance at least every 30 days)
7. In type 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the Enrollment Agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

9. Students who are absent for 14 days without making contact to the school by phone, written, or in-person as to their reason of absence, will be dropped from the course. All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of determination that a student has withdrawn, whether officially or unofficially.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If the school is permanently closed or no longer offering instruction after the student has enrolled, the school will provide a pro rata refund of tuition.
12. If the course is cancelled subsequent to a students enrollment, the school will either provide a full refund of all monies paid or completion of the course.
13. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
13. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the Enrollment Agreement.
14. Other Miscellaneous charges the student have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the Catalog and in the Enrollment Agreement.

<b>Percent of Elapsed (Scheduled) Course/Program</b>	<b>Total Tuition School Time Enrolled To Total Shall Receive/Retain</b>
<b>0.01% to 04.9%</b>	20%
<b>5% to 09.9%</b>	30%
<b>10% to 14.9%</b>	40%
<b>15% to 24.9%</b>	45%
<b>25% to 49%</b>	70%
<b>50% and over</b>	100%

**Student  
Initials** \_\_\_\_\_

# Graduation Requirements

In order to graduate and receive a diploma, a student must successfully: complete the work assignments for cosmetology, manicuring, aesthetics, teaching or apprenticeship training while having a cumulative GPA OF 75% or above, complete the required hours, and all financial obligations have been met with the academy.

The Academy is required to download your transcript to the state, it is the students responsibility to have additional finances, transportation, and/or computer system needed for the State Board testing exams/sites. It is the student's responsibility to pass any and all exams that are needed to receive a license. In addition, a one time Domestic Violence training is required by all licensed professionals by the state with active license.

A student who graduates from a licensed school must pass all examinations no more than three (3) years after passing the initial theory examination. All scores of any passed examinations after that date will be vacated and the graduate must retake and pass the initial theory examination.

Although Performance Beauty Academy considers job placement to be the primary responsibility of the student, staff members will be happy to assist students in finding employment, in regard to interviewing, resume preparation and letters of recommendation. However, Performance Beauty Academy cannot promise or guarantee employment for graduates or Partnering Salon Apprenticeships.



Student  
Initials \_\_\_\_\_

Performance Beauty Academy

80 East Main Street

Camden, TN 38320

[www.Performancebeautyacademy.com](http://www.Performancebeautyacademy.com)

(731) 213- 1255

# Grounds For Termination

- \* Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal.
- \* A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action.
- \* Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was invalid.
- \* Re-entry after termination requires a special permission from Performance Beauty Academy directors. Any violation of the schools rules and regulations could also result in termination.

## **For The Program Entitled (Circle One)**

**Cosmetology**

1500

**Aesthetics**

750

**Manicuring**

600

**Instructor**

300

**Apprenticeship**

Cosmetology    Manicuring.    Aesthetics

# Acknowledgement

This contract contains the entire agreement and understanding between Performance Beauty Academy and I, and no further modifications or representation except as herein expressed in writing will be recognized. I acknowledge that I have read and understand and agree this contract in its entirety, consisting of six (6) pages, and that it is the student's right and our obligation for the student to receive a signed copy of the Enrollment Agreement and Catalog.

A guarantee of tuition cost for Cosmetology fifteen hundred (1500) contract hours, Aesthetics seven hundred fifty (750) contract hours, Manicuring (600) contract hours, Teacher Training (300) contract hours and Apprenticeship Program is Based on full-time enrollment.

The Performance Beauty Academy is authorized by the Tennessee State Board of Barbers & Cosmetology . This authorization is based on an evaluation of minimum standards concerning quality of education, ethical business practices and fiscal responsibility.



\_\_\_\_\_  
Student Applicant (Print)

\_\_\_\_\_  
Student Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Performance Beauty Academy (Print)

\_\_\_\_\_  
Performance Beauty Academy Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Student  
Initials**\_\_\_\_\_

## Commencement Of Classes And Attendance Required

Parties agree that the student shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ (month) and shall attend class regularly on the following days in the amount of \_\_\_\_\_ hours per week allowing for holiday and school closures:

The student should graduate and receive a diploma on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) 2024, exactly two (2) weeks for **Cosmetology, Aesthetics, Manicuring, Instructor, and Apprenticeship** beyond the original graduation date listed above without being charged for the over days.

If the student fails to graduate on aforementioned date and desires to complete his/her course of studies, the parties agree that they shall enter into a new contract for the remaining number of additional hours pursuant to the new completion date, at a rate of \$14.50 per hour. The maximum time frame for the course completion for any student shall not be more than one and a half of the course length.



Monday

Tuesday

Wednesday

Thursday

Friday

## Obligation And Responsibility

Performance Beauty Academy agrees to provide the student with a course in:

\_\_\_\_\_ **Cosmetology**    \_\_\_\_\_ **Aesthetics**    \_\_\_\_\_ **Manicuring**    \_\_\_\_\_ **Instructor**    \_\_\_\_\_ **Apprenticeship**

Of not less than 15 hours per week at a rate of no more than 48 hours per week. Upon completion of said course and all obligations and agreements have been met, student shall be awarded a diploma and shall be qualified and instructed to take the Tennessee State Board Exams in the course they complete.

Students  
Initials \_\_\_\_\_



# Performance Beauty Academy Orientation Checklist

Name: \_\_\_\_\_

Program: \_\_\_\_\_



1. \_\_\_\_\_ Course Outline
2. \_\_\_\_\_ Educational Objectives of the Course
3. \_\_\_\_\_ Tour of Facility
4. \_\_\_\_\_ School Catalog
5. \_\_\_\_\_ Review of Student Policies
6. \_\_\_\_\_ Review length & time for program both academic & calendar time
7. \_\_\_\_\_ Total Tuition and Fees of Program
8. \_\_\_\_\_ Total Cost of Books and Equipment

9. \_\_\_\_\_ Copy of Refund Policy as well as other policies affecting students (SAP,LOA, etc)
10. \_\_\_\_\_ Support services affecting a students (i.e., complaint policy, advising, professional referral).
11. \_\_\_\_\_ Job Copy of Transfer of Credit Disclosure Statement
12. \_\_\_\_\_ Provide and review student with the address and telephone number of Commission Staff.
13. \_\_\_\_\_ Received Enrollment Agreement

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Students  
Initials \_\_\_\_\_

**\*\*Any person claiming damage of loss as a result of any act or practice by Performance Beauty Academy that is a violation of the title 49, chapter 7, Part 20 or Rule chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission**

## Permission To Use Photograph

I grant Performance Beauty Academy and it's representatives and employees the right to take photographs of me and my property in connection with this school. I authorize Performance Beauty Academy, it's assigns and transferees to copyright, use and publish the same in print and or electronically.

I agree that Performance Beauty Academy may use such photographs of me with or without my knowing for any lawful purpose, including for example such purposes and publicity, illustration, advertising, ad web content.

**I have read, and understand and agree to the above.**

---

Student Signature

---

Date

---

Student Signature

---

Date



***I have read and understand the rules and regulations of Performance Beauty Academy and agree to abide by all the rules and regulations as stated in the Performance Beauty Academy Catalog.***

### **Performance Beauty Academy**

80 East Main Street  
Camden, TN 38320

[www.Performancebeautyacademy.com](http://www.Performancebeautyacademy.com)

(731) 213- 1255

**Students Initials For Received  
Copy \_\_\_\_\_**

Students Initials  
understand \_\_\_\_\_

## **Jewels: Supervising Licensed Professionals:**

***Are you ready to have an apprentice student learning under your supervision, training them exactly how you want your customers to be serviced, in your own salon!***

Now is the time to train your assistants, future coworkers and employees. We supply the curriculum for each student to learn the knowledge in theory and pass the initial exam through a synchronized hybrid digital learning platform that can be done online anywhere. Then they are able to learn skills directly from you a JEWEL, working side by side with you, as you teach them the salon practical portion of the licensing requirements with hands on experience on the clinic floor: sanitation, disinfectant, products, inventory, chemicals and techniques with procedures that are included in the everyday operations of the salon as well as the practical portion of exam.

***10+ Years experienced Licensed Professionals, (“Jewels”) Are you ready to take your salon to another level, Supervising?***

**The state of Tennessee does not require the Supervising Licensed Professionals (JEWELS) to pay a salary to student Apprentices working with you, nor are there any fee’s at this time to become a Supervising License Professional... It’s a WIN WIN Opportunity!**

*Performance Beauty Academy will not enter into any agreement for such payment nor will we be held liable for any agreement between the two parties.*

Application and Enrollment Agreement must be signed, understood and financially agreed upon between student and Performance Beauty Academy for the course of study they choose.

**You must be able to provide a work station for the apprenticeship student.**

The salon must post a sign at its entrance announcing its participation, and must allow clients to elect whether to be serviced by an apprentice student. This sign shall be a minimum of 8x10 inches in dimension, Performance Beauty Academy will provide the salon, shop or establishment with a printed sign that is within the State of Tennessee guidelines.

We at Performance Beauty Academy are pleased to partner with you, a JEWEL in our industry as a participating State of Tennessee Apprenticeship Program Salon,

**You have established the skills it takes to have a successful career in the field of Cosmetology for over a decade and we are here to reward you!**

Our administrative staff will assist you every step of the way in meeting the needs of our apprentice students thru a carefully laid out plan of action for the remaining hours of his or her education. It is our hope that our apprentice student will continue to work at your salon, however we look forward to working with you and are confident the students will lead your salon equipped with the knowledge he or she will need to have to accomplish success in their chosen field of study.

The owner of the salon, shop, or establishment providing the student an apprenticeship shall provide the school a written acknowledgement accepting the student. As well as an acknowledgment agreement that you agree and understand the policies and procedures of Performance Beauty Academy. (One Student per SLP)



**This Salon is proud to be a participating partner of the State of Tennessee Apprenticeship Program**  
**APPRENTICESHIP Enrollment Agreement**

Clients reserve the right to be serviced by an apprentice student.

**THIS IS A LEGAL AND BINDING CONTRACT**

I have read, agree and understand to abide by the Performance Beauty Academy Apprenticeship Program Policies and Procedures. I further understand that the State of Tennessee does not regulate how and if an apprentice student is rewarded for his or her work and that Performance Beauty Academy assumes no responsibility between either party on such agreement.

Failure to comply with any of the required policies will be cause for immediate transfer of the student back to Performance Beauty Academy for the continuation of student's education.

\_\_\_\_\_  
Supervising Licensed Professional Signature

\_\_\_\_\_  
Student Apprentice Signature

\_\_\_\_\_  
Performance Beauty Academy Official Signature

\_\_\_\_\_  
Parent's Signature

**Performance Beauty Academy**  
80 East Main Street  
Camden, TN 38320  
[www.Performancebeautyacademy.com](http://www.Performancebeautyacademy.com)  
(731) 213- 1255

(1)“Apprenticeship student” means a student enrolled in a school participating in an apprenticeship program with the intention of completing the school’s curriculum under that school’s apprenticeship program. (2) “Supervising licensed professional” means a licensee in the field of study of an enrolled apprenticeship student who is in responsible charge of supervising and accounting for that student’s apprenticeship program creditable activities and providing the participating school with the student’s apprenticeship activity record.

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_



## Apprenticeship Program

Supervising Licensed Professional/Student

Dear Supervising Licensing Professional/Salon Owner,

Thank you for your interest in joining Performance Beauty Academy for the apprentice program. We at Performance Beauty Academy are pleased that you have agreed to partner with us and look forward to working with you.

Enclosed you will find the policies and guidelines set forth by this institution to assist you, the supervising licensed professional, in meeting the needs of our apprentice student thru a carefully laid out plan of action for the remaining hours of his or her education.

It is our hope that our apprentice student will lead your salon equipped with the knowledge he or she will need to have a successful career in his or her chosen field of study. Please feel free to contact the academy at any time with questions or suggestions you may have that will benefit our program or our student.

Thank you again and we look forward to having you join our Apprenticeship Program at Performance Beauty Academy.

Sincerely,

*Faye Waldrum ~ Director*

PERFORMANCE  
**BEAUTY**  
*academy*



### **Performance Beauty Academy**

80 East Main Street

Camden, TN 38320

[www.Performancebeautyacademy.com](http://www.Performancebeautyacademy.com)

(731) 213- 1255

# Policy and Procedures: Apprenticeship Program: Page 1

**Policy:** The owner of the salon, shop or establishment providing the student an apprenticeship shall make available a time clock for the student to record official hours.

~**Procedure:** Provide the student a card and the equipment to record time. The card should be signed each week by the student as well as the supervising licensed professional and forwarded to the school by the close of the business each Monday.

**Policy:** Supervising Licensed Professional Work Space Accommodation/  
Termination

~**Procedure:** All supervising licensed professions in the program must provide a work station for the apprentice student. They must also notify Performance Beauty Academy within 10 days after termination with a complete transcript of the students worked hours.

**Note:** The state of Tennessee **does not require** the Supervising Licensed Professional to pay a salary to the Student Apprentice. Performance Beauty Academy will not enter into any agreement for such payment nor will be held liable for any agreement between the two parties.

**Policy:** Time/Hours Recorded

~**Procedure:** The Supervising Licensed Professional is responsible recording the student's daily hours and submitting that information to the school no later than the close of business on Monday's. The student is not to exceed eight hours per day or more than 40 hours per week.

**The academy shall maintain time schedule as outlined by the State of Tennessee.**

Students  
Initials\_\_\_\_\_

SLP  
Initials\_\_\_\_\_

PBA  
Initials\_\_\_\_\_

**Copied License on  
File**

**Policy:** The Supervising Licensed Professional is required to have a minimum of 10 years of experience as a licensed professional in the field of study in which the supervision is provided and hold a current, valid Tennessee license issued by the board in the field in which supervision is provided.

~**Procedure:** Current copy of the Supervising Licensed Professional's State of Tennessee License and documented proof of experience. Records will be maintained for no less than 7 years following the date they provided supervision for Performance Beauty Academy.

Performance Beauty Academy shall maintain **proof of current valid qualifications of the licensed professional's qualifications in charge of the apprenticeship student on file** and only one student may be assigned to one supervising licensed professional.

Should an apprentice change salon, shop, establishment, or supervising licensed professional, a notarized transcript of the total hours accumulated shall be signed by the salon, shop, or establishment owner or manager along with the supervising licensed professional and submitted to the approving school within ten (10) days of the change.



## Policy and Procedures: Apprenticeship Program: Page 2

**Policy:** Apprentice Student Dress Code

**~Procedure:** During the initial 50 percent of hours while in class at performance Beauty Academy student must wear black scrubs, closed toe shoes and school name badge which includes the students name and student number. Once the student transfers into the salon, shop or establishment the student must continue to wear name badge with name and student number and closed toe shoes. The supervising Licensed Professional will make the decision on proper dress code for his/her salon, shop or establishment.

**Policy:** The salon, shop or establishment participating in the apprenticeship program must post a sign at its entrance announcing its participation, and must allow clients to elect whether to be serviced by an apprentice student. This sign shall be a minimum dimensions of eight by ten inches (No Exceptions)

**~Procedure:** Performance Beauty Academy will provide the salon, shop or establishment with a printed sign that is within the State of Tennessee's guidelines. The salon, shop or establishment may choose to utilize other signage as long as it meets said requirements.

**Policy:** The following programs are eligible for the Tennessee Apprenticeship Programs:

1. Cosmetology 1500 Hours
2. Manicuring 600 Hours
3. Aesthetics 750 Hours

**~Procedure:** Students must complete a total of 50 percent of total hours at Performance Beauty Academy or attending synchronized hybrid classes online required by the State of Tennessee in order to be eligible for the apprenticeship Program. Below are the total hours required for each program:

1. Cosmetology 750 Hours
2. Manicuring 300 Hours
3. Aesthetics 750 Hours

**\*The owner of the salon, shop, or establishment providing the student an apprenticeship shall provide the school a written acknowledgement accepting the student.**

**\*An apprentice program must be completed within 150% of the time allowed for a student to complete a course of study under the school's standard, non-apprenticeship contract agreement.**



Students

Initials\_\_\_\_\_

SLP

Initials\_\_\_\_\_