

HOHA

HAIR ON HUDSON ACADEMY

COSMETOLOGY

SCHOOL

THE STANDARD
OF EXCELLENCE



**SUPPORT
SYSTEM**

One benefit of a small school is smaller class sizes. More opportunities to ask questions and individual attention to each student.



**IT STARTS
HERE**

Our proven model well prepares students through the certification process and lands them in the cosmetology field with in-demand skills.



**OFFICE
HEADQUARTER**

21 MARKET STREET
POUGHKEEPSIE, NY 12601

VOLUME 5

WEB: HOHA.ACADEMY

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21 MARKET STREET
POUGHKEEPSIE, NY 12601



CALL US NOW!
(845) 452-HOHA

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HAIR ON HUDSON CATALOG ADDENDUMS

A-Administrative Officers and School Faculty

B-Tuition and Payment Methods

C-Weekly Tuition Liability Worksheets

D-Information for Students- Disclosure Pamphlet

E- Distance Education Verification

F- OEDS- State Board Results

G- Start and Graduation Dates

Disclosure of Catalog Changes

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered.

Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

HAIR ON HUDSON PHILOSOPHY AND WELCOME

Welcome to Hair on Hudson Academy (HOHA), a place where insightful knowledge is the foundation to creating brighter futures in the Cosmetology Field, We take pride in the fact that our student pool includes people from diverse ethnic backgrounds and experiences, Some students are seeking to re-establish themselves in this challenging labor forces, and others are high school graduated who wish to gain a special skill and achieve more than a high school diploma, and others who simply decide they need a change in their lives and careers.

Our school motto is “Standard of Excellence”. With such dedication as our objective, our teachers embark on a journey to ensure a standard of excellence across a wide range of topics in the cosmetology field. The program offered is taught with high distinction and provides students with foundational knowledge at each step of the way.

Our program includes written and practical communication skills, confidence building, development and refinement of one’s skills, profitable business, and personal marketing strategies, as well as short- and long- term professional development.

Our goal is to deliver a career-development elite program that will produce graduates with unique and marketable skills who not only achieve their career goals, but who can also transform new knowledge into novel application techniques in the field.

As part of our training program trajectory, we are committed to helping our students actively seek many opportunities to successfully build a diverse, experience-rich professional resume. Our commitment is grounded in our belief that classroom learning, and assimilation of theoretical knowledge, are cultivated and further enhanced when they are actively practiced and applied in a profession that takes place in the real world.

A practical and professional development structure allows our students to gain valuable work experience, network with other professionals and entrepreneurs who share similar ideas and visions and promote their talents to potential employers who may evaluate them for future consideration.

We are committed to ensuring that our students receive excellent training opportunities.

We hope our program will be a good fit for aspiring and achieving your goals. And remember HOHA’s motto:
“STANDARD OF EXCELLENCE”.

LICENSURE AND AFFILIATIONS:

Hair on Hudson Academy is licensed by the Bureau of Proprietary School Supervision, New York State Education Department. The New York office location is – 116 West 32nd Street, 5th Floor, New York, NY 10001- (21) 643- 4760. The Albany office location is- 89 Washington Street, Room 560, Albany, New York, 12234- (518) 474-3969. – <http://www.acces.nysed.gov/bpss>

Hair on Hudson is a proud partner with NYS ACCES- VR- Workforce and Workforce Investment.

ADMINISTRATIVE OFFICERS

Tanesha Kemble-Reynolds- Financial Administrator – Ms. Kemble-Reynolds is the Director of Finance and holds an international degree in business administration and accounting.

Angelline Smalls- School Owner, Director, and Financial Advisor- Ms. Smalls has extensive experience in the Cosmetology Industry as both a salon owner and business owner. Ms. Smalls has received numerous awards and Angelline's success has granted her the opportunity to utilize her personal brand and talents to help motivate and inspire others. Ms. Smalls is a Licensed NYS Private School teacher and is committed to helping and inspiring others to develop and reach their full potential.

GENERAL SCHOOL INFORMATION

MISSION STATEMENT:

The mission of Hair on Hudson Academy is to deliver a career development elite program that will produce graduates with unique and marketable skills. The campus goal is for graduates to not only achieve their career goals but can transform new knowledge into novel applications and techniques in the field.

Hair on Hudson Academy's mission includes providing a quality, professional education that enables students to successfully pass the state licensing examination and provide entry-level skills to become competitive in the industry.

In addition, the goal is to create an environment of trust and mutual respect, promote personal and professional growth, inspire a continuous desire for knowledge, and prepare students for successful careers that enable them to provide excellent customer service.

Hair on Hudson Academy's main campus is located at 21 Market Street, Poughkeepsie, NY in the beautiful Hudson Valley. The school is in a historically converted bank building that reflects a grand entrance associated within the financial district and the vibrant business community of the City of Poughkeepsie. The school is centrally located in the downtown area and convenient for several modes of public transportation. The school has a private parking area located at the back of the building and additional public parking areas within walking distance.

The school is conveniently located one block away from Dutchess County bus lines and is within short walking distance of the City of Poughkeepsie train station. The school is located across the street from the Department of Motor Vehicles, also a few blocks away from the Hudson River, the Chamber of Commerce, and the most amazing restaurants located in the greater Poughkeepsie area. Situated in the heart of the business area of the City of Poughkeepsie, Hair on Hudson provides a welcoming atmosphere for students and guests.

The school has a satellite location at 381 Main Street. This location is located between Academy Street and Hamilton Street within walking distance of Market Street

LOCATION:

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PHYSICAL FACILITIES:

The school has three spacious floors and is approximately 7,000 square feet. The space consists of a reception area, several student salon training areas, office facilities, multiple classrooms, a product dispensary area, facial and skin-care rooms, break areas and supply storage. Hair on Hudson classroom settings are tailored to meet the needs of individual students and programs.

The classroom settings and student salon training facilities are suited to promote the personalized attention and the learning environment needed for students to succeed. We believe that students can be more efficient and prolific learners when they interact with classmates and instructors. These classroom settings provide a safe environment to practice what students learn, provide the opportunity to hone the craft, experience new ideas, and network and collaborate with peers for a novel perspective.

HOURS OF OPERATION:

The school is open Monday–Thursday from 8:30 AM to 10:00 PM, and Friday from 8:30 AM to 5:00 PM. Saturday hours are available for dedicated events or make-up classes, with advance notice provided to students.

CLASS START DATES: (DAY/EVE)

Hair on Hudson offers several program schedules to accommodate the adult student. Day and Evening classes are scheduled monthly. The full-time day schedule for all program offerings is Monday- Friday from 9:00 AM- 5:00 PM, part-time evening program is Monday- Thursday from 5:45 PM- 9:45 PM sixteen (16) scheduled hours per week.

The Esthetics Program has a part-time day/afternoon schedule of seventeen and a half hours (17.5) per week. The schedule is Monday – Friday 9:00 AM- 12:30 PM or 1:30 PM- 5:00 PM.

The full-time Barber program is Monday- Friday from 9:00 AM- 5:00PM, thirty-five (35) scheduled hours

per week. The part-time day schedule is Monday – Friday 9:00 AM- 2:00 PM twenty-five (25) hours per week,

Prospective students should inquire about schedule availability as schedule availability may change.

An anticipated graduation date may be extended due to Holiday and/or unscheduled closings. Failure to progress in the program as scheduled may result in additional charges.

SCHOOL CALENDAR AND HOLIDAY SCHEDULE:

Legal holidays are noted as days off and extend the enrollment contract. Hair on Hudson observes: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

The holiday schedule is subject to change. If there are changes to the holiday schedule, the Administration will announce the change.

School closes for one (1) week in July and one (1) week in December.

UNEXPECTED CLOSINGS:

In the case of a weather or school-related emergency, the School Director makes the decision to open the school late or close. Students are encouraged to check text messages, Facebook postings, and local TV and / or radio announcements.

In the event of a weather emergency or disaster, a faculty member will monitor all possible weather conditions announcements to determine whether the school should close. Decisions will be made based on the "on the ground" assessments at the campus.

Should the school be closed due to emergencies or other unscheduled events the students' graduation date will be extended for the time the school was closed.

ADMISSIONS

ENROLLMENT:

Prospective students may enroll at any time of the year. The school recommends enrollment well in advance of the students' starting date. Enrollment procedures for day and evening students and all program offerings are identical.

ADMISSIONS PROCEDURE:

All prospective students must schedule an interview and tour with Admissions. An Admissions representative will outline the training program. The interview helps applicants understand program details, policies, and outcomes. Admission decisions are based on prior education, work history, credit, and criminal record. The school does not discriminate on race, creed, sex, color, age, religion, financial status, gender, sexual orientation, origin, residence, or ethnicity.

ADMISSIONS REQUIREMENTS:

Are you ready to begin?

If you are excited about the prospect of training at Hair on Hudson Academy, here is all you must do to get

started. Complete an enrollment agreement with a non-refundable \$ 100 application fee.

Submit a copy of a valid driver's license, government issued identification, birth certificate or passport.

Provide a copy of a valid high school diploma or equivalent or a state issued credential of secondary school completion if homeschooled.

Have the Ability-to-Benefit* (ATB) from the training program.

In addition to satisfying the requirements for a valid high school diploma or equivalent, an applicant must demonstrate the character readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation (s) for which the program provided training. A parent or legal guardian must be present to co-sign all enrollment documents for any student under the age of eighteen (18).

All incoming students must attend an Orientation session held prior to the start of a program. During Orientation, the student will learn about student responsibilities, academic and attendance standards, the format of the program, progression of the program, and how performances will be measured.

ABILITY-TO-BENEFIT POLICY:

A possibility for admission for prospective students who do not have a high school diploma or equivalent diploma. is to take and pass an approved ability-to-benefit test that demonstrates the student can benefit from the education being offered.

*Ability-to-Benefit (ATB) applies to students over compulsory school age without a high school diploma or equivalent, but who can benefit from training. Applicants must pass a nationally recognized test before admission. Those meeting ATB requirements should contact the School Director for testing details and any additional fees.

The approved ability-to-benefit test is the Wonderlic Basic Skills Test (WBST), Verbal Forms VS-1 and VS-2 and Quantitative Forms QS-1 and QS-2. Verbal -200 and Quantitative- 210 scores are required. Prospective ATB students are required to contact the Director for information on the fee, schedule, and availability of testing dates.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR FOREIGN STUDENTS:

If an applicant has a foreign high school diploma, the applicant must provide evidence that verification of his or her high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services.

DISABILITY POLICY:

Students with disabilities who would like to request academic accommodation are responsible for initiating the process. Hair on Hudson Academy strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. In conformance with the law, Hair on Hudson will provide academic

accommodation to qualified students with diagnosed disabilities to ensure that they have equal access and are not discriminated against because of disability.

NON-DISCRIMINATION POLICY:

Hair in Hudson Academy, in its admission, administrative, instruction and graduation policies, does not discriminate based on race, creed, sex, color, age, religion, ancestry, disability, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school Director.

TRANSFER OF HOURS/CREDIT FOR PREVIOUS TRAINING POLICY:

Students applying to transfer hours from another program must meet the institution's admission requirements. Students must submit an official school transcript documenting proof of hours. Transfer students are required to complete both a written and practical evaluation. The student must pass both the written test and practical evaluation with a minimum passing grade of 80%. Additionally, the School Director must approve the transfer process. Transfer students are required to pay an evaluation fee of \$100. Transfer students may be accepted only if there is availability.

All transfer credits must be approved and applied to the student file **prior** to commencement of the course. Credit hours will **NOT** be accepted after any student has started a course.

Course requirements will be shortened accordingly, and all records of previous education will become a part of the student's permanent record file. Tuition will be charged at the current rate for the hours needed for completion of the course in which the student is enrolling.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY:

Student records are maintained and monitored by the administration and staff. Only administration personnel will have access to specific student records. Any student wishing to review their file may do so in the presence of an administrative staff member.

The policy of Hair on Hudson Academy is to maintain confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors. For students who are dependent minors, their parents may also have access to their file. In this event, a school administrator will assist the parents in interpreting the contents of the file. The policy of Hair on Hudson Academy is to maintain confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors.

Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file and presented/delivered to the School Director. No information will be released to any third party without an official written request from the student, except when under subpoena or in accordance with state and federal laws.

Student records will be held on school premises for seven (7) years before moving to an offsite

storage site and stored per New York State requirements of twenty (20) years. Files will contain all documentation regarding but not limited to pre- enrollment, financial aid packaging, academic & practical paperwork, and graduation documentation.

AMENDMENT TO STUDENT RECORDS:

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school Director and bring any supporting documentation to show that the record is incorrect.

COLLEGE CREDIT DISCLAIMER:

As a licensed private school, the curriculum is measured in clock hours, not credit hours. Certificates of completion (i.e., school certificates) are issued to students that meet the clock hour requirements. The granting of any college credit to students who have participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to attend subsequently.

hours will **NOT** be accepted after any student has started a course.

Course requirements will be shortened accordingly, and all records of previous education will become a part of the student's permanent record file. Tuition will be charged at the current rate for the hours needed for completion of the course in which the student is enrolling.

FINANCIAL COSTS

TUITION/PAYMENT TERMS AND PAYMENT METHODS:

Any payment due to the school for tuition and/or related fees are accepted with cash, checks, money order or electronic bank/wire transfer. Processing fees for bounced checks (\$35.) will be applied. Students cannot be billed when each payment is due and are expected to keep track of their payments. A receipt is available for each payment. A statement of account is available upon request.

TUITION PAYMENT SCHEDULES:

During the enrollment process, the student will select the payment schedule based on their schedule. The student pays the school tuition fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

DELINQUENT TUITION:

Any student who is delinquent for 30 days in payment (s) to the school may be terminated. Currently, the school does **not** participate in any Federal Title IV funding. Payment plans are available and discussed during the enrollment process.

COSTS FOR TUITION AND SUPPLIES:

Program	Registration	Tuition	Student Kit	Tax	Textbooks	Uniforms	Total Cost
Cosmetology	\$ 100	\$ 5,000.00	\$ 1,819.30	\$ 215.90	\$ 458.02	\$ 380.00	\$ 7,973.32
Esthetics	\$ 100	\$ 5,000.00	\$ 1228.68	\$ 159.56	\$ 355.22	\$ 380.00	\$ 7,723.46
Barber	\$ 100	\$ 5,000.00	\$ 923.56	\$ 126.37	\$ 351.79	\$ 380.00	\$ 6,881.72

- New York Sales Tax is included in total cost.
- Payment terms are available. Check with the school Director/Financial Administrator for additional information on extended payment terms.
- Payment for the student kit and applicable sales tax must be paid prior to the first day of class unless additional payment terms have been approved in advance by the School Director/Financial Administrator.
- Financial officers assist in completing a payment agreement during enrollment. The School Director/Financial Administrator assists by offering payment plans to defray tuition costs over the length of courses.

Program: Cosmetology – 1000 Clock Hours

Session	Down Payment	Number of Payments	Amount
Full- Time Day	\$ 2,973.32	6	\$ 833.33
Part-Time Eve	\$ 2,973.32	12	\$ 416.66

Hairdressing and Cosmetology (Full-time) 1,000 hours- 35 hours per week- 9:00 AM- 5:00 PM 3 Quarters Total- 10 Weeks Each Quarter- Tuition - \$ 5,000.00 – Tuition Each Quarter- \$ 1666.00

Hairdressing and Cosmetology- (Part-time) 1,000 hours- 16 hours per week- 5:45 PM- 9:45 PM 4 Terms Total – 3 Terms at 16 Weeks Each and 1 Term at 15 Weeks- Tuition- \$ 5,000.00- Tuition Each Term \$ 1250.00

Program: Esthetics- 600 Clock Hours

Session	Down Payment	Number of Payments	Amount
Full-Time Day	\$ 2,723.46	4	\$1250.00.
Part-Time Day (17.5)	\$ 2,723.46	8	\$ 625.00
Part-Time Eve	\$ 2,723. 46	8	\$ 625.00

Esthetics (Full time) 600 Hours- 35 hour per week schedule - 9:00 AM– 5:00 PM 2 Quarters Total – 18 Weeks Total - 9 Weeks Each -Tuition: \$5000.00 - Tuition Each Quarter: \$ 2500.00

Esthetics (Part time Days -) 600 Hours- 17.5 hour per week schedule 9:00 AM – 12:30 PM OR 1:30 PM- 5:00 PM - 2 Quarters- 35 Weeks Total- 1 Quarter at 18 Weeks - 1 Quarter 17 Weeks - Tuition: \$5000.00 - Tuition Each Quarter: \$ 2500.00.

Esthetics- (Part time Eve) 600 Hours - 16 hour per week schedule - 5:45 PM- 9:45 PM

4 Quarters- 38 Weeks Total - 2 Quarters 10 Weeks- 2 Quarters 9 Weeks

Tuition: \$5000.00 - Tuition Each Quarter: \$ 1250.00

Program: Barber- 600 Clock Hours

Session	Down Payment	Number of Payments	Amount
Part-Time Day	\$ 1,881.75	3	\$ 1,666.00
Part-Time Eve	\$ 1,881.75	4	\$ 1,250.00

Barber (Full time) 600 Hours- 35 hours per week schedule - 9:00 AM- 5:00 PM

2 Quarters Total – 9 Weeks Each Quarter - Tuition: \$5000.00 - Tuition Each Quarter: \$ 2500.00

Barber (Part time) 600 Hours - 16 hour per week schedule - 5:45 PM- 9:45 PM

4 Quarters Total - 4 Quarters - 2 Quarters 10 weeks each and 2 Quarters at 9 weeks Tuition: \$5000.00 – Tuition Each Quarter 1250.00

ADDITIONAL CHARGES:

Throughout the training, students may have to replace products that were supplied in their equipment kit due to usage, loss, wear, and tear. Additional charges vary depending upon the amount of practice, and students are responsible for covering such expenses.

STUDENT KIT AND SUPPLY OVERVIEW:

Students receive a kit containing the tools, equipment, and textbooks necessary for their training program. Upon receiving the kit, students must inventory the supplies and acknowledge acceptance by signing and dating the student kit checklist. This signed and dated list is included in the student's permanent academic record. All items in the student kit are required on the first day of class, and students may purchase them individually or from the school. Once issued and accepted, student kit and book charges are non-refundable. Students participating in hybrid programs must have a digital device to access the learning management system (LMS). Students are responsible for their equipment and must secure all items in their assigned locker. The school does not accept responsibility for lost or stolen articles. Students are also required to follow the school's guidelines regarding proper disinfection and storage of all tools and supplies.

NON-CREDIT REMEDIAL COURSES AND REPETITIONS:

Noncredit, remedial courses, and repetitions do not apply to this school.

STUDENTS WHO WITHDRAW:

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind will be stored for 60 days, at which time the items become the property of the school.

REENTRY STUDENTS:

All outstanding tuition, fees, and overtime expenses must be settled in advance, or the student must establish satisfactory arrangements with the School Director. As tuition fees and costs are subject to change, re-entering students will be contracted at the prevailing rates and will be responsible for any applicable additional fees,

including registration fees. Readmission is at the sole discretion of school administration and may require special conditions. A personal interview with the School Director is mandatory for all students seeking readmission. Upon return, the student will undergo a 30-day evaluation period.

During this evaluation period, the student is expected to demonstrate adherence to the school's minimum attendance and academic requirements necessary for Satisfactory Academic Progress. The students' performance will be reassessed at the next scheduled evaluation period to determine their updated status. Students who do not meet the required standards within the 30-day period may be terminated. Those readmitted to the program will retain the same Satisfactory Academic Progress standing as when they departed.

STUDENT SERVICES

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES:

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Hair on Hudson Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Students are expected to conduct themselves in a professional manner. The school has established guidelines to ensure fairness, understanding and positive work habits among our students.

STUDENT ACADEMIC ADVISING:

Academic Advising: A student's academic progress is reviewed periodically during the program. The school provides tutoring and additional assistance if a student experiences challenges in meeting the minimum performance standards and course requirements. If a student needs academic assistance, they should request help from the Administrative Staff or School Director.

Individual Counseling: If a student experiences personal challenges, they should contact the School Director who will help the student resolve the problem or direct them to a professional or organization that can. The administrative staff is deeply knowledgeable about community resources and will advise students of organizations and agencies that can assist them and their families.

Students are encouraged to seek both academic and personal assistance from faculty and/or staff. The school has an open-door policy.

EMPLOYMENT ASSISTANCE:

A staff member will meet with each student prior to graduation to make appropriate job recommendations. Although the school cannot guarantee employment, every effort is made to place our students. The school meets with the students to arrange interviews in area salons or related fields. We stress the value of additional education. Professional Appearance and Resume development are included in our Professional Development Unit as part of the curriculum.

CAREER OPPORTUNITIES:

Career opportunities for Cosmetologists include but are not limited to: Master Stylist or a Colorist, Salon or Spa Manager, Business Owner, Editorial Stylist, Make-Up Artist, Customer Service Representative and Sales.

Employment of hairdressers, hair stylists, and cosmetologists is projected to grow 16 percent, about as

fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming decade.

Career opportunities for Estheticians include, but are not limited to: Skin care specialist, Make-up artist, Esthetician, Product representative, waxing specialist, Brow specialist, Sales manager, Beauty editor. Esthetics is an exciting, ever-expanding field. Esthetics has evolved from a minor part of the beauty industry into an array of specialized services offered in elegant, full-service salons, day spas and wellness centers.

Career opportunities for Barbers include, but are not limited to: Barber/Stylist, manufacturer's representative, hair replacement specialist, product demonstrator, media-barber-stylist or platform artist. The Barber industry has recent changes and technological advances. Barber skills today require the barber to adapt to trends and advanced techniques in face, scalp and hair treatments.

The school offers employment assistance and an active placement service to graduates. Throughout the program students also receive assistance in developing resumes and are provided with fundamental job interview skills. An up-to-date log of employment opportunities is available. Hair on Hudson Academy is committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided.

PROGRAMS OF STUDY

PROGRAM OVERVIEW:

Instructional Methods: Hair on Hudson Academy strives to deliver a student-centered classroom that allows students to develop skills and achieve competency. Instructional strategies are incorporated that enable students to focus interests, attention and organizational skills on a strategic platform that allows students to accomplish their goals.

The courses offered encompass several types of student-centered learning: Theoretical knowledge, the foundation of education. Practical experience, the application of knowledge and professional business-building skills, vital for student success. Each phase of the education emphasizes a different combination of learning approaches. The staff both supports and coaches students with guided and independent practice, modelling and handling real- life situations. The school provides students with a platform to display their skills and ideas.

All courses are taught in English. Textbooks, course materials, additional supporting educational handouts and learning aids are also only available in English.

Hair on Hudson Academy maintains the following Student-Teacher Ratio of Theory – 30:1 and Skill Development – 20:1. - Students are never excused from mandatory theory class to work in the clinic.

CURRICULA- GOALS AND OBJECTIVES:

Goals and Objectives- Upon completion/graduation, students will demonstrate knowledge of the many job opportunities in the industry and have the basic skills required in content areas.

Cosmetology content areas include Hair Cutting and Shaping, Hair Coloring and Lightening, Hair Styling, Chemical Restructuring, Nail and Skin Care Procedures.

Esthetics content areas include skilled use of Cosmetics, importance of Skin Analysis, Facial Massage,

Facial Treatments, Technology and Devices, Advanced Topics and Treatments.

Barber content areas include Hair Cutting and Styling, Mustache and Beard Design, Shaving and Treatments for Skin and Scalp.

Students will study and implement accepted practices that include general safety, sanitation, disinfection, sterilization, and universal precaution in all topics with an emphasis on client protection. This includes but is not limited to: Involving a step-by-step learning process with several innovative approaches.

As students advance through the program, they will work on skill development and learn advanced techniques. The curriculum includes assessments of both theoretical and practical knowledge to prepare students for State Board examinations. The school also instructs students to track their own progress and evaluates their learning outcomes.

INDUSTRY STANDARDS:

Students interested in pursuing a career in Cosmetology, Esthetics or Barbering are required to develop finger dexterity and a sense of form and artistry. Industry professionals must enjoy dealing with the public and be aware of the latest fashions and beauty techniques. Students entering the training program are encouraged to make a strong commitment to their education and be aware that the work can be arduous and physically demanding because of long hours standing, using your hands and arms extensively.

SAFETY PRECAUTIONS:

Students are required to follow specific safety, sanitary and disinfection requirements that contribute to the health and well-being of themselves and the community. Students are required to practice good hygiene and follow safety guidelines. Safety and sanitary precautions should be followed with each client. All supplies and equipment should be thoroughly disinfected after each use and stored per state regulations.

EDUCATIONAL CLASS SCHEDULES:

The school offers several schedules based on availability of program offerings. Schedules include Cosmetology, Esthetics and Barbering full-time day schedules, a part-time day Esthetics schedule and part-time Cosmetology, Esthetics and Barbering evening schedules. During the enrollment process students are encouraged to enroll in a schedule that fits their current personal and family life. Classes begin the first Monday of each month for full and part-time sessions, unless otherwise noted.

Schedule	Days	Times	Instructional Credit
Full Time Day	Monday-Friday	9:00 AM- 5:00 PM	35 Hrs. Week /7 per Day
Part-Time Day	Monday-Friday	9:00 AM- 12:30 PM	17.5 Hrs. Week/3.5 per Day
Esthetics Program (ONLY)*	Monday-Friday	1:30 PM- 5:00 PM	17.5 Hrs. Week/3.5 per Day
Part-Time Evenings	Monday-Thursday	5:45 PM- 9:45 PM	16 Hrs. Week /4 per Eve

(* *Esthetics Program ONLY*)

Full-time students receive an hour lunch break and two 10-minute breaks. Part-time students have one 10-minute break. The staff will schedule breaks at their discretion. Lunch and breaks cannot be combined.

SCOPE OF CURRICULUMS:

New York State requirements and Industry Standards are woven within course content areas. The New York hourly requirements are distributed throughout the stages in the related subjects, allowing for better understanding and retention.

COURSE CONTENT AND PROGRAM ADVANCEMENT:

In addition to the state requirements listed, the school provides training in the areas of communication skills, professional ethics, salesmanship, decorum, resume writing, record keeping, and customer service. The hour requirements in each category are required to be met by students.

COSMETOLOGY COURSE OUTLINE:

Professional Requirements: 24 Hours - State and Federal Payroll Requirements; New York State Sales Tax Requirements; Career Opportunities and - Placement; Professional Ethics, Conduct, and Attitude; Professional Organizations, Trade Shows, and Publications, View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course.

Safety and Health: 26 Hours- New York State Laws, Rules, and Regulations; OSHA Regulations Concerning Hazardous Materials Communications; Types and Classification of Infectious Organisms; Growth and Reproduction of Infectious Organisms; Immunity and Body Defenses; Decontamination and Infection Control; Physical and Chemical Agents

Anatomy and Physiology: 15 Hours- Cells, Tissues, and Organs; Body Systems; Basic Principles of Nutrition; Overview of Bones and Muscles of the Head, Arms, Hands, Legs, and Feet

Hair Analysis: 10 Hours - Structure; Growth Patterns; Texture; Porosity, Elasticity

Hair and Scalp Disorders and Diseases: 10 Hours- Dandruff; Alopecia; Fungal Infections; Infestations; Infections

Chemistry as Applied to Cosmetology: 5 Hours- Forms and Properties of Matter; Elements, Compounds, and Mixtures; Chemical Reactions and Solutions; the pH Scale; FDA Laws Governing Hair Care Products and Product Safety

Shampoos, Rinses, Conditioners and Treatments: 30 Hours- Client Preparation, Analysis, and Consultation; Hair Analysis Instruments and Equipment; Shampooing Products, Composition and Procedures; Rinsing Products, Composition, and Procedures; Conditioning Products, Composition and Procedures; Procedures for Hair and Scalp Disorders; Scalp Manipulations.

Hair Cutting and Shaping: 175 Hours- Fundamentals, Principles and Concepts of Design; Scissor Haircutting; Razor Haircutting; Clipper Haircutting; Removal/Trim of Superfluous Hair; Contemporary and Specialized Haircutting; Mustache and Beard Shaping; Shaving.

Hairstyling: 245 Hours- Finger Waving, Pin Curling, Skip Waving, Roller Styling, Patterns in Hairstyling, finishing techniques, Twisting, Wrapping, Weaving, Extending, Locking and Braiding, Traditional Weaving and Styling, Services in Hairstyling (tools and implements) Blow-drying, Thermal Curling, hair pressing, Hair pieces.

Chemical Restructuring:180 Hours- Chemistry; Chemical Restructuring Products; Client Consultation; Preliminary Procedure of Chemical Restructuring; Procedure of Chemical Restructuring; Corrective Chemical Restructuring.

Hair Coloring and Lightening: 180 Hours- Color Theory; Chemistry; Preliminary Procedures of Hair coloring; Client Consultation; Hair Coloring Procedures; Hair Lightening; Special Effects; Corrective Procedures

Nail Care and Procedures: 40 Hours- Nail Structure; Nail Disorders and Diseases; Nail Shape and Color Analysis; Basic manicuring and Pedicuring; Manipulations of the Hand, Arm, Leg and Foot; Nail Tip Application; Nail Wrap Application; Liquid and Powder Nail Enhancements

Skin Care and Procedures: 60 Hours- Structure and Function of the Skin; Skin Conditions and Disorders; Facial and Body Procedures; Wet and Dry Exfoliation and Applications; Use of Various Products to Enhance the Appearance of the Skin; Discussion for future Training Required for Advanced Techniques such as Aromatherapy and Water Therapies; Make-Up Application.

Total Hours 1,000

PROGRESSION and ADVANCEMENT:

Cosmetology

The Cosmetology course content is divided into four (4) stages of instruction. The Preclinical Classroom Instruction includes Stage One and Stage Two. The Clinical Instruction includes Stage Three and Stage Four where the student practices skills, gains personal confidence and experience with exposure to a variety of clients.

Full-Time: The 1000-hour full time program lasts for 30 weeks. It is split into 4 stages. Stages one, two, and three last for 8 weeks; stage 4 lasts for 6 weeks.

Part Time: The 1000-hour part time program lasts for 63 weeks. It is split into 4 stages. Stages one, two, and three last for 17.5 weeks; stage four lasts for 10 weeks.

Stage One: Introduction to Fundamentals

In this stage, the student is introduced to the fundamentals. Instruction and practice are devoted to classroom instruction and practice where students learn design principles, technical information, and professional practices. Phase one instills the fundamentals including general sciences, basic styling techniques and introduction to NY State Board techniques and procedures. The focus is building manual dexterity and coordination.

Stage Two: Cut, Color and Chemical Techniques

In this stage, the cooperative classroom experience is devoted to five specific content areas. These include cutting, texture, services, nails, make-up, and hair coloring. This phase introduces challenging practical workshops and experiences that allow students to acquire the knowledge and understanding of the Cosmetology Industry, and important information to keep both the client and the stylist safe.

Stage Three: Apply Your Knowledge

In this stage, the student will apply skills developed on models and clients. The focus will be on perfecting skill as students continue to evolve in the program. This stage encompasses classroom and clinical workshops coupled with challenging practical services. This stage is designed to continue building student skills.

Stage Four: Perfect your Skills

In this stage the student will practice and master skills. In this stage, the student will be assigned to the clinic area where practical experience is gained. Individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on clients in the clinic floor area.

ESTHETICS COURSE OUTLINE:

Orientation:5 Hours- School rules and regulations, history of Esthetics, Role of the Esthetician, Qualities of the professional Esthetician, Code of Ethics, NYS and Federal laws, View and Discuss mandatory Domestic Violence and Sexual Awareness course.

Safety and Health: 8 Hours- Local, state and federal safety codes, Classroom/Study Salon rules and regulations, Hazardous Material Communications (HAZMAT)

Infection Control: 18 Hours- Types and classifications of bacteria, Viral, bacterial and fungal infections, Physical and chemical agents for infection control.

Anatomy and Physiology:30 Hours- Cells, tissues and organs, Body systems

Structure and Functions of the Skin:18 Hours- Physiology and histology of the skin, Structure and functions of the skin, Appendages of the Skin

Nutrition for Healthy Skin and Longevity: 5 Hours- Understand nutrition, proper nutrition, free radicals, antioxidants and benefits of vitamins.

Skin Disorders and Diseases: 12 Hours- Skin disorders, lesions, Sebaceous gland disorders, Inflammations of the skin, Pigmentation Disorders, Contagious vs non-contagious diseases

Skin Analysis:18 Hours- Skin types, Skin Conditions, Client consultations, Product selection and treatments based on Skin Analysis.

Superfluous Hair:60 Hours- Theoretical Overview of permanent methods, Temporary methods: Manual tweezing and Waxing (Strip and Non-Strip)

Chemistry: 3 Hours- Chemistry related to Esthetics, Acidity and Alkalinity

Chemistry as Applied to Esthetics: 21 Hours- Cosmetics and skin care products, Massage creams and oils, new product technology, FDA Laws governing cosmetics and skin care, Skin sensitivity and allergic reactions.

Electricity and Equipment:18 Hours- Electricity as related to Esthetics equipment, Electrical Equipment and safety, Galvanic current for Iontophoresis and Disincrustation, High frequency current, Esthetic equipment, paraffin Unit, Emerging technologies.

Facial and Body Procedures: 240 Hours- Client consultation, Skin analysis and recommendations, Facial and Body procedure, Overview of various products, Facial procedures with electrical equipment, Wet and dry exfoliation, Overview advanced techniques

Make- Up Techniques:70 Hours- Color theory, Morphology of the face, Eyebrow contouring, Make-up application, Artificial lashes, Advanced make- up techniques.

Business Practices: 30 Hours- Business operations, Accounting and Inventory, Payroll regulations, Ethics and Professional conduct, Retailing techniques, Marketing, Customer relations.

Career Skills:12 Hours- Resume, Cover letter, Licensing regulations, Employment Application, Employment interview.

Introduction to Advanced Esthetics: 9 Hours- Paramedical procedures, Discuss scope of licensing, Overview medical procedures, pre-and post-operative care.

Unassigned and State Board Examination Preparation:23 Hours- Instruction and practice are given to provide information on written and practical examination procedures.

Total Hours 600

PROGRESSION and ADVANCEMENT:

Esthetics:

The Esthetics course content is divided into three (3) stages. The Preclinical Instruction includes Stage One. Clinical instruction includes Stages two (2) and Three (3) where students practice skills, gain personal confidence and experience with exposure to a variety of clients.

Full-Time: The 600-hour full time day program lasts for 18 weeks and is split into 3 stages.

Part-Time Day: The 600-hour part-time day program lasts for 35 weeks and is split into 3 stages.

Part-Time Evening: The 600-hour part-time day program lasts for 38 weeks and is split into 3 stages.

Stage One: Introduction to Esthetics Foundations

In this stage, the student is introduced to the fundamentals. Instruction and practice are devoted to. Skin Care Treatments career opportunities, anatomy and physiology and the histology of the skin. Stage one instills the fundamentals including skin analysis, skin care products, ingredients and selection. The focus is also on building manual dexterity and coordination.

Stage Two: Skin Care Treatments, Supplies and Implements

In this stage, the cooperative classroom experience is devoted to the protocols required in a treatment room, including challenging workshops and treatments. The focus is on technology of facilities and services within the skin care industry with an emphasis on advancements.

Stage Three: Perfecting Your Skills

In this stage, the student will practice and master practical skills. In this stage the student will be assigned to the student training area where practical experience is gained. Individual attention and group learning experiences using worksheets and periodic tests developed specifically for this monitoring process.

BARBER COURSE OUTLINE:

Course Overview and Contents:7 Hours- School rules and regulations, Professionalism and Ethics, Career opportunities, NYS and Federal las, rules and regulations,

Workplace Safety and Health:14 Hours- Local, state and federal safety codes, OSHA regulations, First aid, General safety classroom and clinic

Bacteriology, Decontamination and Infection Control: 20 Hours- Bacteriology, Decontamination, Infection control

Anatomy and Physiology- 20 Hours- Cells, Tissues and Organs Body systems, Principles of Nutrition

Chemistry as Applied to Barbering- 10 Hours- Forms and properties of matter, Elements, compounds and mixtures, Chemical reactions and solutions, pH Scale, FDA Laws

Properties and Disorders of Skin, Scalp and Hair:22 Hours- Histology of the hair and skin, study of skin, main divisions of the skin, properties of hair related to multicultural and interracial clients with relation to analysis, porosity and density.

Shampoo, Rinse, Conditioners and Treatments: 28 Hours- Client consultation, Client analysis and preparation, Scalp treatments and manipulations, Chemistry, Safety and disinfection, retail and communication skills related to proper client consultation for the multicultural client for product selection and home maintenance procedures.

Haircutting and Shaping: 200 Hours- Fundamentals and principles of haircutting, Scissor and razor haircutting, Hair texturizing, Clipper cutting, Contemporary and specialized haircutting, precision haircutting techniques and principles related to trends, trimmer attachments, related theory and practice with disinfection control and procedures related to virus transmission. Incorporating beard and mustache designs and shaping.

Shaving and Facial Massage: 62 Hours- Fundamentals of Shaving, Preparation and Procedures, Facial Massage, Steaming techniques, Safety protocols with razor and skin irritations, product knowledge and theory on chemical composition of shaving products, additional review of safety and disinfection procedure with respect to virus transmission.

Hairstyling: 55 Hours- Basic principles of Hairstyling, Quick services, Tools and implements, blow-dry styling techniques, Free-form styling, design styling using a variety of implements and tools for contemporary trends and styles. Incorporating braids into contemporary styling designs.

Hair Coloring- Temporary & Semi-Permanent:50 Hours- Law of color, Classification of color, Product knowledge, Chemistry, PH Scale, Developers strengths, Safety and disinfection procedures

Artificial Hair Procedures:30 Hours- Hairpieces, Human and synthetic hair, measuring for hairpieces, Care of hairpieces, Cutting and styling hairpieces, Wigs, Hair replacement techniques.

Business Practices:50 Hours- NY State Licensing requirements, Business management and operations, Accounting and inventor, Payroll deductions, Ethics, Professional conduct and client relations, Career Skills, Marketing and retailing, Professional organizations and trade shows

State Board Exam Review and Practice: 30 Hours- Review skills needed for examination preparation, Preparation of work and client area, haircutting techniques.

Total Hours 600

PROGRESSION and ADVANCEMENT:

Barber:

This course is divided into three (3) stages of instruction. The Preclinical instruction includes Stage One in which the student is introduced to the history of Barbering and the personal skills needed to become successful. Stage one instills the fundamentals. Stages two (2) and three (3) incorporate procedures and essential technical knowledge with proficient skill development. Required scientific information of services that Barbers are qualified to offer to clients is provided. In stage three (3) the students are provided with various methods to prepare for employment, licensure and general business principles.

Full-Time: The 600-hour full time day program lasts for 18 weeks and is split into 3 stages.

Part-Time Evening: The 600-hour part-time day program lasts for 38 weeks and is split into 3 stages.

Part-Time Day: The 600-hour part-time day program lasts for 24 weeks and is split into 3 stages.

Stage One: The Science of Barbering

In this stage the student explores the science of barbering with an emphasis on implements, tools and equipment. The properties and disorders of the skin and hair and chemistry of products. This stresses the importance of safety, infection control and scientific information on how to work with clients and products.

Stage Two: Professional Barbering

In this stage students focus on mastering clippers and trimmers and the versatility and utility of Barber tools. Emphasis is focused on position of blades, precision design and fine finish work on haircuts and facial hair trims.

Stage Three: Advanced Barbering and Business Management

This stage is devoted to finger and shear precision cutting, shaving and facial hair design incorporating a variety of hair textures and design patterns. Students are provided with information on State Board preparation and licensing laws, barbershop management.

TESTING AND GRADING PROCEDURE:

Testing and grading procedures are incorporated within each course. This includes, but not limited to, theory tests, mid-term practical and written final examinations. Students are also required to complete practical worksheets throughout the course.

To meet the measurable performance objectives, students are required to achieve passing grades on all practical graduation requirements, projects, and theory examinations. Students are required to achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.

Students are required to satisfactorily pass final written and practical exams. In written/theory exams or quizzes, the student must receive an 80% or higher grade. The written mid-term examination is an evaluation of both theoretical and practical skills. This test covers an overview of all related subjects.

All final written examinations cover an overview of all theory instruction, New York state law, and other items covered on the state licensing examinations.

GRADING SYSTEM:

All assigned practical, academic, and written assessments are assessed throughout the course. Teachers sign off on all theory and practical assignments. Practical assignments and skill development tasks are evaluated using textbook criteria, industry standards, NY State Board requirements and standards and written evaluation criteria developed by the school.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade, which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

Theory tests, quizzes and additional academic assignments are graded on the following.

A = Excellent	90 % - 100%
B= Good	80 % - 89%
C= Pass	75 % – 79%
D= Fail	below 75 %

The state of New York requires that a student have an accumulative Grade Point Average.

(GPA) of 2.00: A = 90 – 100% = 4.00 - B = 80 – 89%=3.00 - C = 75 – 79% =2.00

Failing below 75% = 1.5-

- Hair on Hudson Requires an 80% cumulative Grade Point Average

GRADUATION AND LICENSING REQUIREMENTS:

New York State Department of State (NYSDOS) Division of Licensing Services will issue Cosmetology and Esthetics graduates a temporary license upon submission of a completed Appearance Enhancement License Application. When a graduate completes the application a medical form and the required application fee is required. The fees required for licensing are the responsibility of the student.

Barber students upon completion can apply for licensure. The application notifies the Board that you are ready to take the licensing examination. Barber applicants submit the Barber Operator Application online, submit affirmation form the school with the required health certification. Also required are the \$ 40 application fee

and two (2) recent photographs. To obtain a NY Master Barber License, all individuals must complete an Infection Control course known as HIV and Transmission of Contagious Diseases prevention. Proof of completion must be submitted with application for a Barber License.

A temporary license will not permit the holder to operate a salon. A separate salon license must be obtained. New York State has an online application process for licensure, and the school will assist students with this process.

All additional fees for the licensing process are the responsibility of the student. There are two fees that must be paid to New York State during the application process: \$40 application fee and \$10 temporary license fee. A temporary license is a six-month temporary license available to applicants desiring to work while completing the examination process.

In addition to the regular license fee, applicants must pay for each practical and written examination taken. The fee for each exam is \$15 and must be paid for the examinations to be scheduled.

A license is issued for a four-year term, automatically expiring four years after the effective date. Any renewal requires applicants to disclose any prior or currently pending misdemeanor or felony charges. Proof of disposition may be required.

Licensing guidelines, testing dates and requirements are issued by the NYS Department of State (NYSDOS) and are subject to change. The contact information is- NYS Department of State- Division of Licensing Services- One Commerce Plaza -99 Washington Avenue, 6th Floor, Albany N.Y. 12231 518-474-4429 or the NYC Office- 123 Williams Street, New York, NY 10038-3804. www.dos.ny.gov or www.businessexpress.gov

Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to apply to the state licensure examinations. Hair on Hudson Academy is not responsible for students denied licensure.

POLICIES AND PROCEDURES

STANDARDS OF CONDUCT:

Hair on Hudson Academy (HOHA) believes in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience. The entire staff appreciates the students' respect for these guidelines.

- Unprofessional or disruptive conduct includes, but is not limited to, using vulgar or inappropriate language.
- Any violent behavior or threat of violent behavior toward staff, fellow students, or clients
Failure to maintain ambitious standards of personal hygiene.
- Attending the school under the influence of drugs and/or alcohol.
- Behavior which disrupts the educational process in the classroom
- Refusal to work on another student or salon guest.
- Smoking in the school or the building.
- Cheating on an examination.

- Disrespectful behavior toward other students, faculty, or staff.

Hair on Hudson Academy reserves the right to place on probation, suspend or expel, at any time and without a hearing, any student who: Fails to comply with the rules, regulations, and policies of this institution, willfully damages or steals school property, or engages in unprofessional or disruptive behavior.

DRESS CODE POLICY:

All students are expected to meet the professionalism standards set by the beauty industry. Each student will receive an approved apron, which should be worn as appropriate. Uniforms must always remain clean and orderly. Students are required to arrive at school groomed, in full uniform, and to comply with all appearance standards. The dress code applies whenever a student is clocked in and accumulating hours.

Adherence to the school's approved dress code and/or uniform is mandatory for all students without exception: All black attire is required. Black denim is allowed (not faded) leggings.

- Hair must be styled.
- Shirts with writing or designs are prohibited.
- No gym clothing allowed.
- Tights with sheer material cannot be worn as bottoms.
- Shoes must be black with closed toes and heels.
- Sandals and flip flops are not allowed. No workman style boots.
- No hats are allowed (Religious exceptions with documented approval)
- Underarms and chests must always be covered.

SANITATION AND PERSONAL SERVICES POLICY:

- Students must keep workstations and classroom areas clean, sanitary, and clutter free.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately after a service is completed before blow drying.
- Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- Students may have their hair or other services done with teacher approval.

ATTENDANCE POLICY:

- Attendance is an important part of the education process. Students are expected to be set up, on time and in class every Day. Hair on Hudson Academy is a clock hour institution, and as a result tracking students' time at school is especially important. Students are required to attend classes according to the schedule on their enrollment agreement.
- Instructors take attendance in class each day and record the number of hours students earn in an attendance book. Attendance is taken at the beginning and end of each session. Any student who is not

in class at the start of class is considered late. Late arrival is recorded to the next quarter hour. Early departure from class is recorded to the previous quarter hour. Clock hours are measured to the nearest 1/4 hour- (for example- 9:10 am will be clocked in at 9:15 am).

- Attendance for day students must be taken at the beginning and conclusion of EACH morning/afternoon session. Attendance should be taken at 9:00 AM, and again before lunch dismissal. Attendance is taken again at the beginning of the afternoon (PM) session and prior to afternoon dismissal.
- Attendance for part-time evening students is taken at the beginning of the evening session at 5:45 PM and again prior to dismissal. The attendance register is always kept at the school. The classroom instructor maintains the attendance register. In the event of a substitute instructor, the substitute instructor will be responsible for the day's attendance and will initial the attendance register.

LATENESS/TARDY POLICY:

Students are expected to report to class on time. Late arrival for any reason must be communicated and explained to the Educator and /or School Director. Tardiness will be clocked at the nearest ¼ hour. Repeated tardiness/lateness may result in disciplinary action up to and including suspension.

MAKE-UP WORK/HOUR POLICY:

- Students can progress through the program satisfactorily with a minimum of 80%, however, this would **NOT** allow any student to graduate without completing the required 1,000 actual clock hours for Cosmetology, 600 actual clock hours for Esthetics and Barber and complete graduation requirements to be issued a certificate of completion.
- If a student is absent, make-up hours are permitted. However, all make-up work tickets are assigned based on the actual theory/practical assignment missed. To attend a make-up session, students must have a work ticket that identifies the missed assignment based on the actual theory/practical assignment missed. When assignments are successfully completed and the teacher documents, the make-up work ticket becomes part of the student's permanent record. To achieve the minimum standards, students are encouraged to make up work/hours. The school staff will inform students when make-up time is available.
- Make-up work does not cancel absences. Hours missed and not made up by the scheduled completion date will be charged at the hourly rate payable at the time make-up is scheduled. Rate to be determined by the students' enrollment agreement. Students are not allowed to exceed 100% attendance or "Bank Hours" in advance of, or in anticipation of an absence.
- Students are not allowed to attend make-up hours in place of their regular scheduled days and will not be allowed to do make-up hours on days that they are tardy. Any additional overtime hours required to complete the program after reaching their scheduled graduation date will be charged at an overtime charge fee.
- Charges due to exceeding the contract completion date and/or required hours, failing to complete required academic work, and failing to maintain attendance rate, will be based on scheduled hours only. Makeup schedules are managed and only approved by the HOHA Faculty. The current rate for overtime charges is \$13.00 per hour. Overtime hours are set at a maximum of 35 hours.

LEAVE OF ABSENCE (LOA) POLICY:

A leave of absence (LOA) is a temporary interruption that extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. In cases of extenuating circumstances, a student may receive a leave of absence at the discretion of the Director. Students requesting a leave of absence must provide a written, signed and dated request prior to the leave.

A student will not receive credit for attendance or achievement for this leave of absence, nor will they be charged with the absence. A student's graduation date will be extended by the amount of the leave of absence. Upon return the student will be evaluated for retention for proper placement in the program.

A student returning to school after an interruption in their education or after being dropped must return to school with the same satisfactory progress as prior to their departure. Reasonable provisions are made for students' re-entry based on individual circumstances.

Students on leave of absence are not considered to have withdrawn, and no refund calculation will be performed at that time. However, for students who do not return from their leave, their withdrawal date, for purposes of calculating a refund, will be the student's last day of attendance.

Leaves of absence extend the student's contract end date by the same number of days in the leave. Changes to the contract period are included as an addendum to the students' enrollment agreement on the Leave of Absence Request form. Students in attendance for less than 30 days are not entitled to leave of absence.

SATISFACTORY PROGRESS/ NEW YORK STATE ACADEMIC STANDING POLICIES

SATISFACTORY PROGRESS/ NEW YORK STATE ACADEMIC STANDING POLICIES:

Academic Progress Evaluations:

Students are required to maintain a cumulative grade point average (GPA) of 80% or higher to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined and assigned per curriculum stage. Students are assigned academic learning and several practical experiences throughout the course. Academic learning is evaluated and reviewed after each assignment. The academic grade consists of written and practical tests, and any assigned projects. Practical skills are evaluated according to written assessment criteria adopted by the school and reviewed with the student. Any incomplete projects, examinations or practical work not completed as assigned will be recorded as a zero ("0") and averaged into the final grade of each evaluation.

Attendance Progress:

Students are required to maintain a cumulative attendance average of 80% or higher. However, this would **NOT** allow a student to graduate without completing the required - 1,000 actual hours for Cosmetology, 600 actual hours for Esthetics and Barber. Students must complete all graduation requirements to be issued a certificate of completion.

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to satisfy the attendance policy. Evaluations are conducted 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.

NEW YORK STATE EDUCATION DEPARTMENT ACADEMIC STANDING:

New York schools are required to determine the academic standing of each student based on the minimum standards. Students must maintain a minimum grade point average of 80% and a minimum attendance percentage of 80%. Academic standing shall be evaluated at the midpoint and endpoint of each quarter or term, as defined on the student enrollment agreement, as follows:

Hairdressing and Cosmetology FULL TIME DAYS- Weeks 5,10,15, 20, 25 and 30

Hairdressing and Cosmetology PART TIME EVENINGS – Weeks 8,16,24,32, 40,48,56, 63

Barbering and Esthetics – FULL/PART TIME DAY - Weeks 9 and18

Esthetics- PART TIME DAY- Weeks-9,18,26 and 35

Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the mid evaluation shall be provided with a written notice of warning. Students who have been provided with a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of each quarter or term, as defined in the student enrollment agreement, shall be placed on probation or withdrawn from the program.

The maximum period of probation shall be the conclusion of the next consecutive quarter or term after the student has been placed on probation, as defined in the student enrollment agreement. Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the probation period shall be withdrawn from the program.

Prior to withdrawal, and at the school's discretion, students may be allowed an additional 30 days to make up assignments or instructional hours to achieve satisfactory academic standing.

INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS:

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

DISTANCE EDUCATION TECHNOLOGY AND REQUIREMENTS:

Students enrolled in hybrid programs must have their own internet access and an electronic device (computer, laptop, or tablet) with a functional camera. A Gmail account is required for school communications, and students must provide their email address to the school and instructor. Milady CIMA and Google Chat are the main platforms for lectures, lessons, and interactions; students must download and use both applications. Assignments will be submitted via the Learning Management System (LMS).

Except during scheduled breaks or meals, students must stay logged in, on-camera, participate in

discussions, use Google Chat, and work on assignments throughout their scheduled hours to earn attendance credit.

Access instructions for online classes will be provided by the Director before the course begins.

INSTITUTIONAL REFUND AND CANCELLATION POLICY:

Per Section 5002 of Education Law

Institutional Refund: The institutional refund policy applies to all withdrawals and terminations for any reason by either party who signs the enrollment contract. To terminate the enrollment contract, either party must send written notice to the other through mail, postage prepaid, either registered or certified mail, or return receipt requested to the Director.

The failure of a student to immediately notify the Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the New York Education Law.

The institutional refund policy is as follows:

1. The school will keep the non-refundable application fee of all students who apply but are denied admission.
2. If a program is canceled prior to or after a student's enrollment, the school will provide a refund of all money paid.
3. If the school is permanently closed and no longer offering instruction prior to or after a student has enrolled, the student is entitled to a full refund of all money paid.

A student who cancels within 7 days after midnight of the day on which the agreement was signed, but before instruction begins, receives all money returned except for the non-refundable application fee. Thereafter, a student will be liable for:

- A. the non-refundable application fee plus;
- B. the cost of the kit; plus
- C. the tuition liability as of the student's last date of physical attendance determined by the chart below.

Tuition liability is determined by the number of quarters or terms in the program. Total tuition liability is limited to the quarter or term during which the student withdrew or was terminated, and any previous quarters or terms completed.

Any money due to the applicant or student shall be refunded within 45 calendar days of (1) the postmark date on the written notification or the date the notice is delivered to the Director in person; or (2) the date which the student is deemed to have withdrawn pursuant to section 5002(3) (g) of the New York Education Law.

That section states that if a student has failed to attend classes for a period of 30 calendar days, the institution shall send by regular mail a notice to the student that the student shall be deemed to have withdrawn from the program. If the student does not notify the institute to the contrary within 12 days from the date on which the letter is sent or if the student fails to respond within such 12-day period, the student shall be deemed to have withdrawn.

The school shall maintain evidence that the refund is received by the recipient in a timely manner, such as,

but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with the applicable regulations.

The failure of a student to immediately notify the Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the New York Education Law.

The institutional refund policy is as follows:

4. The school will keep the non-refundable application fee of all students who apply but are denied admission.
5. If a program is canceled prior to or after a student's enrollment, the school will provide a refund of all money paid.
6. If the school is permanently closed and no longer offering instruction prior to or after a student has enrolled, the student is entitled to a full refund of all money paid.

NEW YORK STATE REFUND POLICIES- TUITION LIABILITY:

TERM REFUND POLICY: (See Catalog addendum for details)

Term Refund - Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

First Term

If Termination Occurs	School May Keep
Prior to or during First Week	0%
During Second Week	20%
During Third Week	35%
During Fourth Week	50%
During Fifth Week	70%
After Fifth Week	100%

Subsequent Terms

If Termination Occurs	School May Keep
During the First Week	20%
During the Second Week	35%
During the Third Week	50%
During the Fourth Week	70%
After the Fourth Week	100%

QUARTERS REFUND POLICY: (See Catalog addendum for details)

Quarter Refund - Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

First Quarter

If Termination Occurs	School May Keep
Prior to or During First Week	0%
During Second Week	25%
During Third Week	50%
During Fourth Week	75%
After Fourth Week	100%

Subsequent Quarters

If Termination Occurs	School May Keep
During First Week	25%
During Second Week	50%
During Third Week	75%
During Weeks 4-10	100%

COMPLAINT PROCEDURE:

Any student who has a complaint should contact the School Director. Every effort will be made to resolve the problem. Students or employees also have the right to file a complaint with the New York State Education Department. Write to the New York State Education Department at 116 West 32nd Street, 5th floor, New York, NY 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint.

All relevant documents should be brought to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with the student and go through the complaint in detail. This process is described in a pamphlet entitled "What You Should Know About Licensed Private Schools and Registered Business Schools in New York State" which is given to each enrolled student and is available from the school on request. This pamphlet also describes the "Tuition Reimbursement Fund" which returns monies owed if a school closes during a course of study or if there is a violation of the New York State Education Law.

TRANSCRIPT FEES:

Any student wishing an official copy of their transcript, they must submit a written request to Hair on Hudson Academy. Unofficial copies are provided at one time free of charge. All transcript requests must include the following information: Student's legal name when attending, Current address, email, and phone number, program dates attended. Additional transcripts will be given at a fee of \$20.

The twenty (\$20) dollar transcript fee must be payable to: Hair on Hudson Academy payable by debit, check, money order, or in cash.

GRIEVANCE POLICY:

In the event a student has a concern or grievance that cannot be resolved with the student's immediate teacher, the student must file the concern in written form. The complaint will then be referred to the school's Director. The Director will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the Director will determine a

resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Hair on Hudson Academy will maintain records of the complaint and response in accordance with the published record retention policy.

HOHA will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are included in new student orientation, thereby ensuring that all students know the steps to follow should they desire to register a complaint at any time. Contact the administration office to obtain the designated form to properly register a grievance.

The student should register the complaint in writing using the official Student Grievance Form provided in your H.O.H.A. student enrollment folder within 60 days of the date that the act, which is the subject of grievance, occurred. The complaint form will be given to the school Owner/Director. The complaint will be reviewed, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution to the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

If the complaint is of such nature that it cannot be resolved by the institution, it will be referred to an appropriate agency if applicable. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution to the complaint.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, H.O.H.A. will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all parties involved. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School owners shall consider the report and either accept, reject, or modify the recommendations of the committee. Hair on Hudson Academy will maintain records of the complaint and response in accordance with the published record retention policy.

HARASSMENT POLICY:

HOHA is committed to maintaining a working and learning environment that provides fair and reasonable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any form. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in HOHA. Administration will take prompt and remedial action on all reports and complaints that come to the attention of school personnel, whether formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. The school will respect the confidentiality of all parties involved in the complaint as much as possible and as consistent with the school's legal obligations.

ALCOHOL AND DRUG FREE POLICY:

HOHA prohibits the possession, use, or intoxication of alcohol or illegal substances on school premises. This prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. HOHA reserves the right to search all school premises including classrooms, administrative offices, storage rooms, and parking lots. HOHA also reserves the right to implement other

measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including school expulsion for students.

NON-SMOKING POLICY:

HOHA provides a smoking-free environment for all students, staff, and clients. Students may not congregate or loiter in front of H.O.H.A. premises or in front of or near surrounding businesses at any time. Students can smoke in designated smoking areas at appointed times.

STUDENT RIGHT OF ACCESS POLICY- FERPA:

The Family Educational Rights and Privacy Act (FERPA) establish clear restrictions on the disclosure of personally identifiable information contained within school records and delineates students' rights regarding the review and amendment of such records. FERPA affords postsecondary students the ability to: access their education records, request amendments to any inaccurate information within those records, and authorize the release of their records to third parties. Access to school records must be provided to students—or, in cases where the student is a dependent minor, their parents or guardians—within 45 days of submitting a request, with a staff member present during the review. Except as outlined under specific circumstances detailed in institutional policy, written consent from the student is required prior to the disclosure of any personal identifiable information from educational records.

The written consent must: State the purpose of the disclosure, Specify the records that may be disclosed, Identify the party or class of parties to whom the disclosure may be made, and request must be signed and dated.

FEPA DISCLOSURES to PARENTS:

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student. A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. A school official may share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

RELEASE INFORMATION to REGULATORY AGENCIES:

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

DISCLOSURES in RESPONSE to SUBPOENAS or COURT ORDERS:

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

DISCLOSURES FOR OTHER REASONS:

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99 .31[a] [13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.



Addendum A- Faculty and Staff

Christal Bennermon- Ms. Bennermon is NYS Licensed Private School teacher and has previous administrative post-secondary school experience working in New York. Christal has been actively involved in the Cosmetology Industry for over 12 plus years and brings a vast amount of experience to the school. Christal's positive outlook is infectious. Her focus is on helpful feedback for her students and keeping them focused on the possibilities, not the obstacles.

Shashana McNeil – Ms. McNeil is a NYS Licensed Private School teacher that brings a wealth of experience to the HOHA faculty. Shashana has traveled extensively sharing her skills in styling and fashion both in the United States and abroad. Shashana is trained in Paul Mitchell cutting and styling and has attended numerous advanced education classes. Shashana's teaching philosophy is all about adding value to students by creating a positive educational environment with high energy, praise, persistence, and consistency.

Micaela Remy- Ms. Remy is a NYS Licensed Private School teacher that has seen the industry in various forms. Her expertise is not limited to the salon, she also worked in theatrical, fashion and medical environments. Despite having collaborated with different professionals her true passion is in education. Even with her diverse background, in every role she has obtained she has been a trainer in some form. From training new hires, to continuing education and even clients who want to learn how to do services for themselves at home. Teaching is her passion. She is a multi-licensed professional in esthetics, lash extensions, and laser hair removal. Despite having collaborated with different professionals her true passion is in education. Even with her

Annie Roach- Ms. Roach is a licensed NYS Private School teacher that brings a variety of experience to the faculty. Annie is a Barber Salon owner and holds Barber, Cosmetology and Nail Specialty licenses. Her extensive experience as a salon owner and practitioner allows her to share her wealth of information with her students. An expert in all elements of the craft, Annie combines her passion for teaching with her passion for hairdressing and barbering. She embraces the energy and excitement of education while guiding her students towards a great career in the creative craft of appearance enhancement.

Melissa Harrison (Substitute) – Ms. Harrison is a licensed NYS Private School Esthetics teacher. Melissa has extensive post-secondary experience and enjoys sharing her vast expertise with students. Melissa has worked in several local salons and spas and continues to keep abreast of current trends and techniques. Melissa's diverse experience and background also provides the student with career guidance and positive energy.

Dorothy McKinley-Soressi- (Substitute) Ms. McKinley-Soressi, Assistant Director, has been actively involved in the post-secondary beauty industry for over 40 years. Dorothy has a BS in Physiology from Boston State Teacher College and a master's degree in education from the University of Massachusetts. Dorothy holds Cosmetology Instructor licenses in New York and Massachusetts. Dorothy has been responsible for developing curricula, instructor training and advanced programs and has a strong focus on education. Dorothy currently serves as the Academic Commissioner for the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Addendum B- HOHA Tuition and Payment Methods



HAIR ON HUDSON ACADEMY- COSTS FOR TUITION AND SUPPLIES

Program	Reg.	Student Kit	Textbooks	Uniforms	Tax	Tuition	Total Cost*
Cosmetology	\$ 100.	\$ 1,819.30	\$ 458.02	\$ 380.00	\$ 215.90	\$ 5,000.00	\$ 7,973.32
Esthetics	\$ 100.	\$ 1228.68	\$ 355.22	\$ 380.00	\$ 159.56	\$ 5,000.00	\$ 7,723.46
Barber	\$ 100.	\$ 923.56	\$ 351.79	\$ 380.00	\$ 126.37	\$ 5,000.00	\$ 6,881.72

- NY Sales Tax (8.125%) is included in total contract cost.
- Payment terms are available. Check with the school Director/Financial Administrator for additional information on extended payment terms.
- Payment for the student kit and applicable sales tax must be paid prior to the first day of class unless additional payment terms have been approved in advance by the School Director/Financial Administrator.

Program: Cosmetology – 1000 Clock Hours- Down Payment - Registration Fee, Kit, Books and Supplies - \$ 2,973.32

Session	Tuition	Number of Payments	Amount
Full- Time Day	\$ 5,000.00	6	\$ 833.33
Part-Time Eve	\$ 5000.00	12	\$ 416.66

Program: Esthetics- 600 Clock Hours - Down Payment - Registration Fee, Kit, Books and Supplies - \$ 2,723.46

Session	Tuition	Number of Payments	Amount
Full-Time Day	\$ 5,000.00	5	\$ 1,000.00
Part-Time Day (17.5)	\$ 5,000.00	7	\$ 714.28
Part-Time Eve	\$ 5,000.00	9	\$ 555.55

Program: Barber- 600 Clock Hours - Down Payment - Registration Fee, Kit, Books and Supplies - \$ 1,881.72

Session	Tuition	Number of Payments	Amount
Part- Time Day	\$ 5,000.00	5	\$ 1,000.00
Part-Time Eve	\$ 5,000.00	9	\$ 555.55

Addendum C- HOHA Tuition Liability Charts

Addendum C- Cosmetology Full Time Weekly Tuition Chart

Tuition Liability Chart- Cosmetology Catalog Addendum – Full Time Day (35 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Cosmetology Weekly Tuition Liability Chart

Contracted Hours 1,000

Contracted Tuition - \$ 5000.00 – 3 Quarters Total- 10 Weeks Each Quarter – Tuition Per Quarter \$ 1666.00

First Quarter				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0 %	0 %	100 %	\$ 1666.00
During 2 nd Week	25 %	\$ 416.50	75 %	\$ 1249.50
During the 3 rd Week	50 %	\$ 833.00	50 %	\$ 833.00
During the 4 th Week	75 %	\$ 1249.50	25 %	\$ 416.50
During Weeks 5-10	100 %	\$ 1666.00	0 %	\$ 0
Subsequent Quarters				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	25 %	\$ 416.50	75 %	\$ 1249.50
During 2 nd Week	50 %	\$ 833.00	50 %	\$ 833.00
During 3 rd Week	75 %	\$ 1249.50	25 %	\$ 416.50
During Weeks 4-10	100 %	\$ 1666.00	0 %	\$ 0.

Addendum C- Cosmetology Part Time Weekly Tuition Chart

Tuition Liability Chart- Cosmetology Catalog Addendum –Part Time Evening- (16 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/ quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Cosmetology Weekly Tuition Liability Chart

Contracted Hours 1,000

Contracted Tuition - \$ 5000.00 – 4 Terms- 3 Terms 16 Weeks Each- 1 Term at 15 Weeks- Tuition Per Term \$ 1250.00

First Term				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0 %	0 %	100 %	\$ 1250.00
During 2 nd Week	20 %	\$ 250.00	80 %	\$ 1,000.00
During the 3 rd Week	35 %	\$ 437.50	65 %	\$ 812.50
During the 4 th Week	50 %	\$ 625.00	50 %	\$ 625.00
During 5 th Week	70 %	\$ 875.00	30 %	\$ 375.00
During Weeks 6-16	100 %	\$ 1250.00	0 %	\$ 0
Subsequent Terms				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	20 %	\$ 250.00	80 %	\$ 1,000.00
During 2 nd Week	35 %	\$ 437.50	65 %	\$ 812.50
During 3 rd Week	50 %	\$ 625.00	50 %	\$ 625.00
During 4 th Week	70 %	\$ 875.00	30 %	\$ 375.00
During Weeks 5-16	100 %	\$ 1250.00	0 %	\$ 0.

Addendum C- Esthetics Full Time Weekly Tuition Chart

Tuition Liability Chart- Esthetics Catalog Addendum – Full Time Day (35 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/ quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Esthetics- Weekly Tuition Liability Chart

Contracted Hours

600 Hours

Contracted Tuition - \$ 5000.00 – 2 Quarters Total- 18 Weeks Each Quarter – Tuition Per Quarter \$ 2,500.00

First Quarter				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0 %	\$ 0.	100 %	\$ 2500.00
During 2 nd Week	25 %	\$ 625.00	75 %	\$ 1875.00
During the 3rd Week	50 %	\$ 1250.00	50 %	\$ 1250.00
During the 4 th Week	75 %	\$ 1875.00	25 %	\$ 625.00
During Weeks 5-9	100 %	\$ 2500.00	0 %	\$ 0.
Subsequent Quarters				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	25 %	\$ 625.00	75 %	\$ 1875.00
During 2 nd Week	50 %	\$ 1250.00	50 %	\$ 1250.00
During 3 rd Week	75 %	\$ 1875.00	25 %	\$ 625.00
During Weeks 4-9	100 %	\$ 2500.00	0 %	\$ 0.

Addendum C- Esthetics Part Time Day Weekly Tuition Chart

Tuition Liability Chart- Esthetics Catalog Addendum – Part Time Day (17.5 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/ quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Esthetics- Weekly Tuition Liability Chart

Contracted Hours

600 Hours

Contracted Tuition - \$ 5000.00 – 2 Terms Total- 35 Weeks-

1 Term 18 Weeks- – 1 Term 17 Weeks- Tuition Per Term \$ 2500.00

First Quarter				
If Termination or Withdrawal occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0 %	\$ 0.	100 %	\$ 2500.00
During 2 nd Week	25 %	\$ 625.00	75 %	\$ 1875.00
During the 3rd Week	50 %	\$ 1250.00	50 %	\$ 1250.00
During the 4 th Week	75 %	\$ 1875.00	25 %	\$ 625.00
During Weeks 4-18	100 %	\$ 2500.00	0 %	\$ 0.
Subsequent Quarters				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	25 %	\$ 625.00	75 %	\$ 1875.00
During 2 nd Week	50 %	\$ 1250.00	50 %	\$ 1250.00
During 3 rd Week	75 %	\$ 1875.00	25 %	\$ 625.00
During Weeks 4-17	100 %	\$ 2500.00	0 %	\$ 0.

Addendum C- Esthetics Evening Weekly Tuition Chart

Tuition Liability Chart- Esthetics Catalog Addendum – Part Time Evenings (16 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/ quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Esthetics- Weekly Tuition Liability Chart

Contracted Hours 600 Hours

Contracted Tuition - \$5000.00 – 4 Quarters Total- 38 Weeks –

Quarter 1- 10 Weeks - Quarter 2- 10 Weeks - Quarters 3 and 4 – 9 Weeks Per Quarter - \$ 1250.00 Per Quarter

First Quarter				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0 %	\$ 0.	100 %	\$ 1250.00
During 2 nd Week	25 %	\$ 312.50	75 %	\$ 937.50
During the 3 rd Week	50 %	\$ 625.00	50 %	\$ 625.50
During the 4 th Week	75 %	\$ 937.50	25 %	\$ 312.50
During Weeks 4- 10	100 %	\$ 1,250.00	0 %	\$ 0
Second Quarter And ALL Subsequent Quarters				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	25 %	\$ 312.50	75 %	\$ 937.50
During 2 nd Week	50 %	\$ 625.00	50 %	\$ 625.00
During 3 rd Week	75 %	\$ 937.50	25 %	\$ 312.50
During Weeks 4-10	100 %	\$ 1,250.00	0 %	\$ 0.

Addendum C- Barber Weekly Tuition Chart

Tuition Liability Chart- Barber Catalog Addendum – Part Time Days (25 Hours)

Tuition liability as the student's last date of physical attendance- Tuition liability is divided by the number of terms/ quarters on the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed.

Barber Weekly Tuition Liability Chart Contracted Hours 600 Hours

Contracted Tuition - \$ 5000.00 – 2 Terms Total- 24 Weeks – Term 1- 16 Weeks – Term 2- 14 Weeks- \$ 2500.00 Per Term

First Term				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
Prior to/during 1 st Week	0%	\$ 0	100 %	\$ 2,500.00
During 2 nd Week	25 %	\$ 625.00	75 %	\$ 1,875.00
During the 3 rd Week	50%	\$ 1,250.00	50 %	\$ 1,250.00
During the 4 th Week	75 %	\$ 1875.00	25 %	\$ 625.00
After 4 th Week	100 %	\$ 2,500.00	0 %	\$ 0
Second Term				
If Termination or Withdrawal Occurs	% School Retains	Amount School Retains	% Of Student Refund	Amount of Student Refund
During 1 st Week	25 %	\$ 625.00	75 %	\$ 1,875.00
During 2 nd Week	35%	\$ 875.00	65 %	\$ 1,625.00
During 3 rd Week	50%	\$ 1,250.00	50 %	\$ 1,250.00
During 4 th Week	100%	\$ 2,500.00	0 %	\$ 0.

Information for Students

Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational

program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two

years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of

the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

Addendum E- Distance Education Student Notification



HAIR ON HUDSON ACADEMY- 21 Market Street- Poughkeepsie, NY 12601

Hybrid Distance Education Student Notification

All students that are seeking to attend Hair on Hudson Academy (HOHA) **MUST** be aware if the following guideline for participation in a Hybrid Learning Program and possess the following to receive proper instruction.

- No more than 50% of the program can be taught via distance education and that once the theory is completed students are required to attend practical and skills classes on campus.
- Computer, Laptop or Tablet with camera large enough access and/or stream videos and a microphone.
- Wi-Fi or wired broadband internet access – cellular data is not sufficient.
- Interaction with instructor must be validated by regular and measurable participation (clock hour) in the academic program. Participation will be documented utilizing attendance rosters approved by the NYS Education Department.
- Evaluations will be completed at the end of each educational unit approximately 10% of the program by a qualified instructor.
- Distance education will **NOT** be utilized as a method of delivery of clinical instruction in which the student is to perform practical skill applications on a model/client.
- All transcripts and other documents listing academic attainment- official or unofficial must identify the distance education component earned by the student.
- Academic achievement earned by distance education may **NOT** be accepted for reciprocity or eligible for licensure in other states.
- All FINAL examinations **MUST** be completed on campus with Instructor supervision.

A signed and dated copy of the disclosure **MUST** be found in the student file.

Student Signature _____ Date _____

Addendum F- Enrollment, Completion and Placement Rate in Private Trade Schools and Registered



Private Business Schools Occupational Education Data Survey (OEDS)

The information provided in the Occupational Educational Data Survey (OEDS) is self-reported by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

REPORTING YEAR - HAIRDRESSING AND COSMETOLOGY – July 1, 2023- June 30, 2024

Program Enrollment:

Full Time	37
Part Time	11
Total	48

Program Completion Rates:

Enrolled	46
Graduated	36
Non-Completers	6
Continuing Students	4
Completion Rate	87%

Placement of Program Completers:

Total Number of Graduates	36
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Percentage of Graduates who are:

1.) Employed in related field	28
2.) Employed in slightly related field	2
3.) Employed unrelated field	1
4.) In military	0
5.) Seeking employment	0
6.) Pursuing additional education	0
7.) Unavailable for employment	0
8.) Status unknown	5

Cosmetology	WRITTEN EXAMINATION				PRACTICAL EXAMINATION			
	Total Tested	Total Passed	Number Failed	Percentage Passed	Total Tested	Total Passed	Number Failed	Percentage Passed
07/01/2023-06/30/2024	11	10	1	90.9 %	13	9	4	69.2%
Course Completed 5Yrs.	11	9	1	90.9%	13	9	4	69.2%

Addendum F- Enrollment, Completion and Placement Rate in Private Trade Schools and Registered



Private Business Schools Occupational Education Data Survey (OEDS)

The information provided in the Occupational Educational Data Survey (OEDS) is self-reported by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

REPORTING YEAR – ESTHETICS – July 1, 2023- June 30, 2024

Program Enrollment:

Full Time	26
Part Time	10
Total	36

Program Completion Rates:

Enrolled	36
Graduated	30
Non-Completers	6
Continuing Students	2
Completion Rate	83%

Placement of Program Completers:

Total Number of Graduates	30
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Percentage of Graduates who are:

9.) Employed in related field	18
10.) Employed in slightly related field	0
11.) Employed unrelated field	2
12.) In military	0
13.) Seeking employment	4
14.) Pursuing additional education	0
15.) Unavailable for employment	0
16.) Status unknown	6

Esthetics	WRITTEN EXAMINATION				PRACTICAL EXAMINATION			
	Total Tested	Total Passed	Number Failed	Percentage Passed	Total Tested	Total Passed	Number Failed	Percentage Passed
07/01/2023-06/30/2024 Course Completed 5 Yrs.	15	14	1	93.3%	20	20	1	100%

ADDENDUM G- Start Dates 2025

Hair On Hudson COURSE	COSMETOLOGY FULL TIME DAY 35 Hours Per Week Monday – Friday	COSMETOLOGY PART TIME EVE. 16 Hours Per Week Monday –Thursday	ESTHETICS & BARBER FULL TIME DAY 35 Hours Per Week Monday – Friday	ESTHETICS PART TIME (3/4) DAY 17.5 Hours Per Week Monday – Friday	BARBER PART TIME DAY 25 Hours Per Week Monday-Friday	ESTHETICS & BARBER PART TIME EVE. 16 Hours Per Week Monday – Thursday
<i>2025' Start Dates</i>	<i>Grad Date</i>	<i>Grad Date</i>	<i>Grad Date</i>	<i>Grad Date</i>	<i>Grad Date</i>	<i>Grad Date</i>
01/02/2025	08/06/2025	04/24/2026	05/07/2025	09/15/2025	06/27/2025	10/14/2025
02/03/2025	09/02/2025	05/22/2026	06/04/2025	10/14/2025	08/01/2025	11/06/2025
03/03/2025	09/30/2025	06/11/2026	07/09/2025	11/07/2025	08/26/2025	11/26/2025
04/07/2025	11/05/2025	07/23/2026	08/13/2025	12/10/2025	09/25/2025	01/15/2026
05/05/2025	12/03/1025	08/27/2026	09/12/2025	01/22/2026	10/27/2025	02/19/2026
06/02/2025	01/09/2026	09/24/2026	10/08/2025	02/23/2026	11/26/2025	03/24/2026
07/07/2025	02/26/2026	10/22/2026	11/04/2025	03/20/2026	01/06/2026	04/23/2026
08/04/25	03/10/2026	11/19/2026	12/06/2025	04/17/2026	02/03/2026	05/15/2026
09/02/25	04/06/2026	12/29/2026	01/14/2026	05/26/2026	03/04/2026	06/11/2026
10/06/25	05/11/2026	01/20/2027	02/24/2026	06/24/2026	04/03/2026	07/24/2026
11/03/25	06/08/2026	03/05/2027	03/18/2016	07/28/2026	05/05/2026	08/20/2026
12/01/25	07/10/2026	03/31/2027	04/13/2026	08/21/2026	06/02/2026	09/24/2026