



TURNING POINT
BEAUTY COLLEGE, INC.



STUDENT HANDBOOK



Making Your Tomorrows Count...



LOCATIONS



Casa Grande Campus

580 N. Camino Mercado Suite 19-20
Casa Grande, AZ 85122
Phone: (520) 836-1476
Ms. Jan Haner (Director)



East Mesa Branch Campus

7246 E. Main Street
Mesa, AZ 85207
Phone: (480) 649-1476
Maria Lua Campos (Director)

CORPORATE LICENSING

Turning Point Beauty College, Inc. is licensed to operate by the:

Arizona State Board Of Cosmetology
1721 East Broadway
Tempe, AZ 85282
Phone: 480.784.4539

Nationally accredited by:

The National Accrediting Commission of Career Arts And Sciences Inc.
4401 Ford Avenue
Alexandria, VA 22302-1432
Phone: 703.600.7600

www.TurningPointBeauty.com

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Career Opportunity

Cosmetology: The field of study, which encompasses the areas of hair, nails and make-up: utilizing scientific, chemical, geometric and psychological techniques.

Cosmetology/Cosmetology Instructor provides opportunities in the following areas of endeavors:

Licensed Cosmetologist:

Hair Stylist
Facial Expert
Make-up Artist
Permanent wave Technician
Nail Technician
Shop Manager/Supervisor
Hair Colorist

Related Jobs in Education Field:

Cosmetology Schools
Instructor in Cosmetology
Supervisor or Director
School owner
Sales in Beauty Manufacturers
Sales in store Cosmetic department

Outside of Schools or Salons:

State Board Inspector
State Board Member
Education Director or Manufacturer
Teacher- Trainer
Guest Artists (Hair styling, Colorist, Make-up, Etc.)

The Possibilities Are Endless...



Introduction

Turning Point Beauty College, Inc. is a corporation with two business partners sharing equal ownership: each having 50% of the stock in the company. Those owners are Jan Haner and Sally Elsberry.

The original Turning Point Beauty College opened its first campus in Casa Grande, Arizona in 2000. The East Mesa campus which is located at 7246 E. Main Street, Mesa, Arizona, opened in October 2005.

Both campuses are approximately 4,000 square feet, containing an enrollment office, teacher's office, facial room, two classrooms, a student lounge, dispensary, storage lock up, two bathrooms (both handicapped accessible) reception area. The large clinic floor is available to handle work stations for cosmetology students, as well as areas for manicure and pedicure. The student lounge is provided a refrigerator, microwave oven and lockers for personal property.

Every effort is made to provide necessary products and equipment to make the learning process both efficient and rewarding. We pride ourselves on having a facility that is not only a clean and bright place to work, but also a fun place to come and learn a worthwhile career.

A handwritten signature in black ink that reads "Sally Jo Elsberry". The signature is written in a cursive, flowing style.

Sally Elsberry, President

A Message from the President

SALLY ELSBERRY

It is my pleasure to welcome you to Turning Point Beauty College. Our hope is to have two of the finest schools in the state of Arizona and with your help, we will be successful.

We decided to name our school Turning Point, as we see it as a major "Turning Point" in a lot of lives. You will learn a valuable vocation and be able to provide not only a satisfactory income for yourself, but obtain a sense of self-worth that will enable you to pursue many varied avenues. When we make others feel good about themselves as a result of our learned techniques in cosmetology and nail technology, we in turn feel better about ourselves. It is a win/win situation.

I have every confidence that you will enjoy your time here at Turning Point Beauty College and I look forward to meeting with you.

A handwritten signature in black ink that reads "Sally Jo Elsberry". The signature is written in a cursive, flowing style.

Sally Elsberry, President

Meet Our Director

JAN HANER (Casa Grande Campus)

Ms. Haner took her cosmetology training in both the states of Iowa and Arizona. She started her studies in Iowa and took over 1,400 hours there before moving to Arizona in 1984 where she finished her course work at Classic Beauty College in Mesa.

After working in the salon for two years, Ms. Haner decided to go back and take the cosmetology instructor's course at Classic Beauty College in Mesa and has been teaching in the field since 1988.

She has directed schools in Chandler, Casa Grande, Mesa and Phoenix in two locations for the Classic Beauty College system. Prior to the opening of Turning Point, she had been the supervisor of the night school at Earl's Academy of Beauty in Mesa, where she had taught the nail and cosmetology programs for a total of seven years.

She not only has a fantastic state board pass rate for her students, but she runs terrific schools. Ms. Haner works hard and she expects her students to work hard as well so that they may be the best they can possibly be. She expects her students to be salon ready when they complete her program.

Along with the hard work, she has a great deal of fun with her students and they in turn find learning to be a more positive experience.

Meet Our Director

MARIA LUA (East Mesa Branch Campus)

Ms. Lua took her cosmetology training at Earl's Beauty Academy in Mesa and after working in the field of cosmetology for a year and a half, she returned to school to take her instructor training at Turning Point Beauty College in Casa Grande.

Ms. Lua worked as the freshman teacher for Turning Point from 2002 to 2005 when she was made director of the Mesa school when it opened in the Fall.

Ms. Lua has an unbeatable pass rate at state boards as her students always do well and she works hard to see that her students succeed. She is a strong task master and expects the most out of her students and as a result they are very well prepared for the industry upon graduation.



MISSION STATEMENT

The prime objective of Turning Point Beauty College, Inc. is to provide career preparation in Cosmetology Arts and Science, including Cosmetology Instructor Training.

The school assesses the Quality of its classes by comparing them to state requirements and documents.

We continue to evaluate our performance by assessing our student success rate.

Turning Point Beauty College will operate throughout the year with the following exceptions: the school will be closed the week during Christmas through the New Year and all major holidays. The school will be open Monday through Friday 8:30 AM to 5:00 PM.

Major Holidays

The following holidays will be observed:

New Year Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Day

Class Enrollment

Cosmetology classes start every 4 weeks. Classes start the first Monday, with continuously rotating curriculum. Cosmetology students are enrolled for 12-18 months and instructors training must be completed in 5 months.

Cosmetology (1600 hours)

Cosmetology Instructor (650 hours)

Call for start dates:

Casa Grande Campus (520) 836-1476

East Mesa Branch Campus (480) 649-1476

COSMETOLOGY

1. High School Diploma or G.E.D.
 2. State Issued Picture I.D.
 3. Social Security Card
 4. Enrollment Application
 5. Birth Certificate/ Green Card
 6. Most Recent Years Taxes
- (The school will make copies of all originals)*

COSMETOLOGY INSTRUCTOR

1. High School Diploma or G.E.D.
 2. State Issued Picture I.D.
 3. Social Security Card
 4. Birth Certificate/ Green Card
 5. Enrollment Application
 6. Notarized Proof of One Year Experience as a LICENSED Cosmetologist or Nail Technician
- (The school will make copies of all originals)*

ADMISSION POLICY

The school admits as regular students: High school graduates and High school graduation equivalence certificates

At this time we currently do not accept ability to benefit students.

Turning Point Beauty College in its admission and graduation polices practices no discrimination on the basis of age, sex, race, color, religion, financial status, or ethnic origin.

Turning Point Beauty College will not require permission from the student to grant access to student files to the Arizona State Board of Cosmetology, Department of Education, and the National Accrediting Commission of Career Arts and Sciences, and/or Director by law.

Students at anytime may request from the staff access to their student records, this shall only occur under the supervision of an acceptable employee of Turning Point Beauty College, Inc. Any student that is a minor may also be reviewed by their legal guardian.

No request shall be granted access to a student's file, without written permission from the student, if over 18 years of age. If a student is a dependent minor, under the age of 18 years old, then the parent may only give written permission for access.

We accept transfer of all hours that have been registered with the Arizona State Board of Cosmetology; or any school in any state with which we have reciprocity. Legal documentation of hours completed must be provided to the school by the student. SAP evaluations are based on actual contractual hours at the institution.

We do not recruit students already enrolled in any other cosmetology program, nor do we recruit students that are already in attendance at another facility.

A student who takes a leave of absence shall return with the same satisfactory progress status as prior to the leave. Students who withdraw, or are terminated must wait a minimum of 3 months before they may reapply to attend either Turning Point Beauty College. Upon returning, the student will be considered to be making satisfactory progress. Official interruptions have no effect upon satisfactory progress standards.



The staff of Turning Point is always available for advisement. We feel that understanding the importance of each and every student in our school and dealing with their problems and concerns is of utmost importance in those areas which deal with the student's academics.

PLACEMENT SERVICE / CAREER ADVICE

We find there is always a demand for good stylists. Constant career advice is stressed throughout the course in the areas of personal grooming, hygiene, and good posture. Also stressed throughout the course is communication skills with others, verbal and nonverbal. Students are required to design a salon and create their own resume with the guidance of an instructor.

The school offers assistance in obtaining employment and has a successful placement percentage. Turning Point has a placement file, tracking available jobs and assists in student placement. The current job opening file is made available to all graduate students to assist them in obtaining employment in the field of cosmetology and nail technology.

A competent stylist or nail technologist can expect with constant hard work, to have steady income within two years of graduation. Wages in the first 18 months to two years, depend on the salon type; ranging from \$7.00 to \$15.00 per hour. This would amount to about \$18,000 to \$30,000 after two years.

It is good for all potential students to remember that the beauty field is one which requires many hours of hard work, with stress to the back, shoulders, hands, and feet. With proper posture and training in job related activities one can be bothered little by fatigue.

Potential students also need to be aware that they will be working daily with color, perm wave, chemical straighter and all nail product chemicals. The studies show that with proper ventilation and training there is little danger. Students should also be aware that they will be training in the safe operation of many different types of electrical equipment.

HOWEVER, THE SCHOOL DOES NOT GUARANTEE JOB PLACEMENT.

Turning Point Beauty College maintains a written satisfactory progress statement which is provided to each student during orientation. Satisfactory progress of 75% of your contracted hours per month must be maintained by all students academically. These will be reviewed monthly, quarterly and at mid point with advisement. Midpoints of cosmetology students are different than those of student instructor course.

Attendance: all hours are recorded by time clock. All absences from scheduled instruction are recorded as well. All the theory chapters with test must be made up within two weeks on the students own time. When absences affect progress or are excessive, the student will be advised with possible re-scheduled attendance or be placed on probation.

Academic Grade Averages:

91-100% Superior

86-90% Excellent

75-85% Average

Below 75% Unsatisfactory

Attendance and grade average of at least of 75% cumulative, must be maintained at all times.

Credit:

Appropriate hourly credit will be allowed when such falls under the Arizona State Board of Cosmetology law allowance, and the course shortened accordingly, for re-entry or in-transfer students. Out-transfer hours are forwarded upon request.

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SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress: The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Cosmetology and Cosmetology Instructor programs whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the signing of the enrollment contract. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

DEFINITIONS

Evaluating Periods - Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: on the 1st day of each month student to be contacted before the 10th day of the month with a written satisfactory progress evaluation.

Cosmetology Instructor: on the 1st day of each month student to be contacted before the 10th day of the month with a written satisfactory progress evaluation.

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

ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 1.33% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

| Course | Maximum Time Allowed |
|---|----------------------|
| Cosmetology (Full Time, 51 week = 1600 hours) | 76 weeks |
| Cosmetology (Part time, 66 weeks) | 99 weeks |
| Cosmetology Instructor (Full time, 22 weeks) | 33 weeks |
| Cosmetology Instructor (Part time, 27 weeks) | 41 weeks |

The maximum time allowed for transfer students who need less than full course requirements or part time students will be determined based on 75% of the scheduled hours.

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the grading system will reflect completion of the practical assignment as a 100 rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93-100% Excellent
- 85-92% Very Good
- 75-84% Satisfactory
- 70-74% Below Standards - Unsatisfactory

PROBATION 1ST WARNING

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. If the student has still not met progress requirements at the end of the warning period, the student will be placed on probation. In order for the student to continue to receive federal financial aid, the student MUST APPEAL the satisfactory academic progress decision at the beginning of the probationary period and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in the agreed upon

academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible for payment of all tuition balances,. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

LEAVE OF ABSENCE: One leave of absence can be taken per program enrollment for medical or personal problems. A leave of absence can be taken up to 90 days and a student who takes a leave of absence shall return with the same progress status as prior to the leave. A form for leave of absence and addendum to the student's contract must be filled out as the hours elapsed during the leave of absence will extend the student's contract period but will not be included in the student's cumulative attendance percentage calculation. A copy of each form will be given to the students. Students who withdraw or are terminated must wait a minimum of three (3) months before they reapply to attend the institution. Upon returning, the student will be making the same progress status as prior to the withdrawal or termination. Official interruptions have no effect upon satisfactory standards.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

To prevail in appeal process, the following documents must be presented:

1. Military activity duties
2. Illness in family and only you available to give care Medical Documents
3. Diagnosis of personal illness with prognosis in medical detail

NONCREDIT AND REMEDIAL COURSES:

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

GRADUATION REQUIREMENTS

Completing required hours within contract limits, the successful passing of the general level test, and senior finals with 75% in both practical and written tests are required before graduation. Notebooks with all chapters outlined, hair or nail projects, and all the monthly assignments must be finalized before finals commence. Senior finals are given once a month with hour requirements, completion within one week of test date qualifies registrant for testing, otherwise student must test on next available date, if within their graduation deadline date. If over their graduation deadline date, the student must purchase the extra hours. When all graduation requirements are completed a diploma will be issued.

Licensing

All graduated cosmetology students shall be eligible to apply to the Arizona State Board Of Cosmetology for licensing at 1721 East Broadway Road, Tempe Arizona 85282

All graduates must supply proper documentation of completion of cosmetology course, which is available from Turning Point Beauty College. The graduate must also complete a written and practical test with a 75% or better, which is given by the Arizona State Board Of Cosmetology.



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 Casa Grande, AZ 85122
 tel. (520) 836-1476
 tpbc20000@yahoo.com

Mesa Location

Gainful Employment Course
Cosmetology 1600 Clock Hours
Cosmetology Instructor 650 Clock Hours

| | |
|-------------------------------------|-------------|
| On Time Completion - Combine Course | 72.86% |
| Licensor | 94.59% |
| Placements Of 17 Working | 72.22 % |
| Median Loan Debt Incurred | \$10,372.50 |

Casa Grande Location

Gainful Employment Course
Cosmetology 1600 Clock Hours
Cosmetology Instructor 650 Clock Hours

| | |
|-------------------------------------|-------------|
| On Time Completion - Combine Course | 72.86% |
| Licensor | 94.59% |
| Placements Of 17 Working | 72.22 % |
| Median Loan Debt Incurred | \$10,379.50 |

Cosmetology Curriculum

| | |
|---|-----------|
| Theory of Cosmetology, Arizona Cosmetology Rules and Laws | 200 hours |
|---|-----------|

Practical Cosmetology and Practical Theory Involving All Hair and Skin Types

| | |
|---|--------------|
| Monitor Duties, Salesmanship, Ethics and Salon Management | 35 hours |
| Chemical Hair Restructuring, Including Permanent Waving and Chemical Relaxing Specifically Theoglycolate and Sodium Hydroxide | 230 hours |
| Hair Coloring, Including Tinting and Bleaching | 230 hours |
| Haircutting | 230 hours |
| Hair Styling, Pressing, Thermal Curling and Waving | 230 hours |
| Facials, Makeup, Including Massage and Physical and Chemical | |
| Depilatories | 100 hours |
| Massage | 100 hours |
| Manicuring, Pedicuring: Sculpture Nails, Extensions, Wraps, Overlay and Chemical Removal | 75 hours |
| Shampooing, Conditioning, Re-conditioning Rinse, Application and Chemical Remover | 50 hours |
| Scalp Treatment and Brushing | 20 hours |
| Electricity and Light Therapy As Related to the Practice of Cosmetology | 10 hours |
| Creative Preference | 40 hours |
| Disinfection Procedures | 50 hours |
| Total Hours | 1,600 |

Cosmetology Instructing Curriculum

| | |
|---|------------------|
| Orientation | 16 hours |
| Theory, Principles, and Methods of Teaching | 250 hours |
| Practical Demonstrations | 150 hours |
| Conducting Theory Classes | 60 hours |
| Clinic Floor Work | 130 hours |
| Arizona Cosmetology Laws and Rules | 10 hours |
| Record Preparation | 10 hours |
| Evaluation and Unassigned | 24 hours |
| Total Hours | 650 hours |

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Course Description:

Cosmetology is the study of the art and science of the care of hair, nails, and the skin. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

1. To fully educate a student in the cosmetology field.
2. To graduate and obtain a Cosmetology license.
3. To successfully secure and retain employment.

Cosmetology Curriculum:

Hours

| | | |
|---|---|--------------|
| 1. Theory of Cosmetology, Arizona Cosmetology Law and Rules | | 200 |
| 2. Practical Cosmetology and Practical Theory, Involving All Hair and Skin Types. | | |
| A. | Monitor duties, salesmanship, Ethics, and Salon Management | 35 |
| B. | Chemical hair restructuring, including permanent waving and Chemical Relaxing, Specifically Thioglycolate & Sodium Hydroxide. | 230 |
| C. | Hair coloring, including Tinting and Bleaching | 230 |
| D. | Hair Cutting | 230 |
| E. | Hairstyling, Pressing, Thermal Curling & Waxing | 230 |
| F. | Facials, & Make-up, including Massage, Physical, & Chemical depilatories | 100 |
| G. | Massage | 100 |
| H. | Manicuring, Pedicuring, Sculpture nail extension, wraps, overlays, & related services. | 75 |
| I. | Shampooing, Conditioning, Re-conditioning Rinse, Application & Chemical remover. | 50 |
| J. | Scalp Treatment & Brushing | 20 |
| K. | Electricity & Light Therapy as related to the practice of Cosmetology | 10 |
| L. | Creative Preference | 40 |
| M. | Disinfection Procedures | 50 |
| Total Hours | | 1,600 |

Grading:

Regular testing is given on each chapter. A 300, 600, 1000 Hour testing and Senior Final.

Grading & Progress:

For satisfactory progress, a grade of 75% is required. If this grade is not maintained in each major phase of the course the student will be interrupted. Re-enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

| | |
|----------|----------------|
| 91-100 | Superior |
| 86-90 | Excellent |
| 75-85 | Average |
| Below 75 | Unsatisfactory |

Text Book: Major-Milady's standard text of Cosmetology with Workbook & Handouts

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

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Course Description:

Instructing is the study of teaching cosmetology students the art and science of the care of hair, skin, and nails. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

1. To fully educate a student in the Instructing field.
2. To graduate and obtain an instructor’s license.
3. To successfully secure and retain employment.

CONTENTS OF UNITS OF INSTRUCTION

Cosmetology Instructor

Cosmetology

| | |
|--------------------------|-----|
| Clinic Floor Work | 130 |
| Orientation | 16 |
| Theory of Teaching | 250 |
| Practical Demonstrations | 150 |
| Conducting Theory Class | 60 |
| Arizona Cosmetology Law | 10 |
| Record Preparation | 10 |
| Evaluation & Unassigned | 24 |

Grading:

Regular testing is given on each chapter, 450 hours, generals, & a senior final.

Grading & Progress:

To progress satisfactorily, a grade average of 75% is required. If this grade is not maintained in each major phase of the course, the student will be interrupted. Enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained, or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

| | |
|----------|----------------|
| 91-100 | Superior |
| 86-90 | Excellent |
| 75-85 | Average |
| Below 75 | Unsatisfactory |

Text Book: Major-Milady's standard text of Cosmetology with Workbook & Handouts

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COSMETOLOGY

A student shall spend 1600 hours in the study of cosmetology which is concerned with the science of beautifying and improving the complexion, skin, hair, and nails of the human body. 14 months are the usual contracted time for the completion of the required 1600 hours. All students are trained to salon entry level, with the capability to successfully pass the State Board Exam and receive a license.

COSMETOLOGY INSTRUCTOR

One year of licensed cosmetology work experience is required to take this course. The Cosmetology Student Instructor shall complete 650 hours of training in the duties and skills to teach cosmetology students. Cosmetology Student Instructors will conduct theory class, teach practical skills in both the class and on the clinic floor. All students are trained to school level instructor, with the capability to successfully pass the State Board Exam and receive a license.



Theory of Cosmetology - The scientific study of the art of personal beautification including sanitation, chemistry, anatomy, physiology, and hygiene.

Arizona Law - Provides the student with a working knowledge of the laws of Arizona pertaining to cosmetology and manicuring.

Chemistry - A study of material to be used and their practical applications.

Hair Styling - The art and techniques of developing particular hair styles for individuals.

Ethics/Management, etc. - A study of the management duties in shop operation, including purchasing, stocking, etc. practices and procedures in working with the public and the ethics involved.

Electricity and Lights - Use of electricity and lights as they pertain to cosmetology.

Hair Cutting - The art of cutting and shaping various types of hair.

Permanent Waves and Shampoos - A study of the techniques used in shampooing and applying permanent wave solutions.

Treatment of the Hair and Scalp - Recognition of hair and scalp disease and those conditions which require medical treatment as well as those that can be treated by the cosmetologist. How to properly cleanse the hair and scalp.

Facials and Make-up - The art of skin care, treatment and the use of cosmetics.

Eye Make-up - How to apply cosmetics to the eyes, types and kinds of make - up used. Limits to be observed.

Manicuring, Pedicuring, and Massage - How to care for the hands, arms, fingernails, feet, toenails and the use of massage as an aid to such care.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

COST BREAKDOWN BY COURSE (Plus 5% Simple Interest)

| Cosmetology Course - 1600 Hours | | Entry Fees Due At Start | | Payment Plans Monthly |
|-------------------------------------|--------------------|-------------------------|-------------|-----------------------|
| Tuition | \$ 16,800.00 | Tuition (300 Hours) | \$ 3,150.00 | \$1,211 x 12 Months |
| Application Fee | \$ 50.00 | Application Fee | \$ 50.00 | |
| Kit | \$ 1,000.00 | Kit | \$ 1000.00 | Bi-Monthly |
| State Bd. Exam | \$ 190.00 | Tax On Kit | \$ 80.50 | \$2,422 x 6 Months |
| Tax On Kit | \$ 80.50 | Total | \$ 4,280.50 | |
| Total (Rate \$9.12 Per Hour) | \$18,120.50 | | | |

\$18,120.50 Minus \$4,280.50 Equals \$12046.00 (Plus 5% Interest of \$692.) leaving a total cost of \$14,532.00 still owing. The cosmetology student will pay \$10.50 per hour for over contract hours.

| Cosmetology Instructor - 650 Hours | | Entry Fees Due At Start | | Monthly |
|--------------------------------------|--------------------|-------------------------|-------------|-----------------|
| Tuition | \$ 7,150.00 | Tuition | \$ 880.00 | \$1,696 x 4 Mo. |
| Application Fee | \$ 50.00 | Application Fee | \$ 50.00 | Bi-Monthly |
| Kit | \$ 500.00 | Kit | \$ 500.00 | \$3,392 x 2 |
| State Bd. Exam | \$ 190.00 | Tax On Kit | \$ 40.25 | |
| Tax On Kit | \$ 40.25 | Total | \$ 1,470.25 | |
| Total (Rate \$10.00 Per Hour) | \$ 7,930.25 | | | |

\$7,930.25 Minus \$1,470.25 Equals \$6,460.00 (Plus 5% Interest of \$323.) leaving a total cost of \$6,783.00 still owing. The cosmetology instructor student will pay \$11.00 per hour for over contract hours.

COST BREAKDOWN BY COURSE (Plus 5% Simple Interest)

| Cosmetology Course - 1600 Hours | | Entry Fees Due At Start | | Payment Plans Monthly |
|-------------------------------------|--------------------|-------------------------|-------------|-----------------------|
| Tuition | \$ 16,800.00 | Tuition (300 Hours) | \$ 3,150.00 | \$1,211 x 12 Months |
| Application Fee | \$ 50.00 | Application Fee | \$ 50.00 | |
| Kit | \$ 1,000.00 | Kit | \$ 1,000.00 | Bi-Monthly |
| State Bd. Exam | \$ 190.00 | Tax On Kit | \$ 97.00 | \$2,422 x 6 Months |
| Tax On Kit | \$ 97.00 | Total | \$ 4,297.00 | |
| Total (Rate \$9.12 Per Hour) | \$18,137.00 | | | |

\$18,137.00 Minus \$4,297.00 Equals \$13,840.00 (Plus 5% Interest of \$692.) leaving a total cost of \$14,532.00 still owing. The cosmetology student will pay \$10.50 per hour for over contract hours.

| Cosmetology Instructor - 650 Hours | | Entry Fees Due At Start | | Monthly |
|--------------------------------------|--------------------|-------------------------|-------------|-----------------|
| Tuition | \$ 7,150.00 | Tuition | \$ 880.00 | \$1,696 x 4 Mo. |
| Application Fee | \$ 50.00 | Application Fee | \$ 50.00 | Bi-Monthly |
| Kit | \$ 500.00 | Kit | \$ 500.00 | \$3,392 x 2 |
| State Bd. Exam | \$ 190.00 | Tax On Kit | \$ 48.50 | |
| Tax On Kit | \$ 48.50 | Total | \$ 1,478.50 | |
| Total (Rate \$10.00 Per Hour) | \$ 7,938.50 | | | |

\$7,938.50 Minus \$1,478.50 Equals \$6,460.00 (Plus 5% Interest of \$323.) leaving a total cost of \$6,783.00 still owing. The cosmetology instructor student will pay \$11.00 per hour for over contract hours.

Turning Point Beauty College currently has federal funding at both campuses. Methods of payment are: cash, credit card, money order, check, Title IV, private loans, etc.

Loans are available through various agencies, i.e. credit unions, banks, etc.

Turning Point Beauty College does offer a unique funding plan as a “pay as you learn” approach. All students regardless of the course of study they choose to follow, must pay for the kit, application fee, plus the freshman hours at the start of the course. After the freshman hours are completed, the student may pay as they learn. Clinic floor hours may be completed as the student obtains the needed capital.

Federal financial aid is available to those that qualify at both schools. Pell Grants and Stafford Loans (both subsidized and unsubsidized) are available.

A. Any monies due to the applicant or student will be refunded within 30 days of the official cancellation or withdrawal or withdrawal shall occur for the following:

1. The applicant is rejected for training by the school, in which the student will receive 100% refund of all monies paid.
2. If the student or guarantor, (if the student is a minor), cancels enrollment and request a refund in writing within three (3) business days of signing agreement but before the start of classes, the student will be entitled to a 100% refund of all monies paid with the exception of the application fee (\$50)
3. If the student, or guarantor (if the student is a minor), cancels enrollment and requires a refund in writing after three (3) business days but before starting classes, the student is entitled to 100% refund of all monies paid with the exception of the application fee. (\$50)
4. In the event the student wishes to withdraw or is terminated after the start of classes, the student is not entitled to a refund on the kit or the application fee (\$50) (the non-refundable charges in the kit consist of books, supplies materials, and tax on the kit itself.)
5. If the student is a minor, notice of termination must be made by the guarantor.
6. The student notifies the school of his/her withdrawal;
7. A student on approved leave of absence notifies the school that they will not be returning , the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
8. A student is expelled by the school.
9. In case of student's prolonged illness or accidents, death in the family or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both parties.
10. When a student requests a transfer to another school, the school may charge a reasonable fee, not to exceed \$25
11. If the school is permanently closed and no longer offering Instruction after the student has been enrolled, the student shall be entitled to a pro-rate refund of tuition.
12. If a course is cancelled subsequent to a student's enrollment, the school shall at its option;(1) provide completion of the course at another location with student's approval; or (2) provide a refund of all monies paid.

B. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or Termination date is determined by postmark on written notification when delivered to the school administrator, in person, or the date notice of cancellation is delivered to the school administrator in person. In cases of Leave of Absence, the termination date is the earlier of the day the student notifies the school they will not be returning or the day of the expected return. Refunds are due within 30 days of that date. If the student fails to notify the school of withdrawal, the school must terminate on the 30th day and refund within 30 days of the drop date. A Termination fee of \$100.00 is charged.

C. Any monies paid to the school, herein shall be subject to the following refund policy;

| Percentage of attendance total course time | Amount of tuition paid Plus Termination fee |
|--|---|
| 0.01% to 4.9% | 20% plus \$100.00 |
| 5 to 9.9 | 30% plus \$100.00 |
| 10 to 14.9 | 40% plus \$100.00 |
| 15 to 24.9% | 45% plus \$100.00 |
| 25 to 49.9 | 70% plus \$100.00 |
| 50% and over | 100% plus \$100.00 |

OWNER/PRESIDENT

Sally Elsberry

OWNER/CEO

Jan Haner

EDUCATIONAL STAFF

| | | | |
|----------|-------------------------|-----------|-----------------|
| Director | Casa Grande & East Mesa | Jan Haner | Lic. # 98800001 |
| Director | East Mesa | Maria Lua | Lic. # 90118572 |

ADMISSION/FINANCIAL ADVISORS

| | |
|-----------------------|----------------|
| Casa Grande/East Mesa | Jan Haner |
| Casa Grande/East Mesa | Sandy Arnold |
| Casa Grande/East Mesa | Lamonica Lopez |

COSMETOLOGY INSTRUCTORS

All of our instructors are licensed by the State of Arizona and it is required that there be one instructor for every 20 students. Turning Point has a much better instructor/student ratio than is required by the state.

Instructor names and license numbers may be obtained upon request.

Turning Point Beauty College, Inc. is licensed to operate by the:

Arizona State Board Of Cosmetology

1721 East Broadway
Tempe, AZ 85282
Phone: 480.784.4539
Fax: 480.784.4962

LOCATIONS

Casa Grande Campus

580 N. Camino Mercado Suite 19-20
Casa Grande, AZ 85122
State Board License # 31

East Mesa Branch Campus

7246 E. Main Street
Mesa, AZ 85207
State Board License #52

RULES AND REGULATION

1. Student may park in front of the building
2. Each student (unless excused) must be in school and in a clean complete uniform promptly at 8:30 am.
3. Students must check in and out upon entering and leaving the school at all times, including lunch periods, which consist of 30 minutes and must clock out. All breaks consist of 15 minutes at a time, for breaks you must sign in/out. If leaving the school you must clock out.
4. Permission must be obtained to leave school premises during school hours. All absentees and tardy calls must be made by class start time (8:30 am). Failure to contact the school will result in a written, or verbal warning; or an out of school suspension. If a student is absent due to an illness on a Friday, the school may request a doctors release to return to work. If the student cannot provide the doctors release the student will receive a 3 day suspension.
5. Students must be occupied during the entire school hours, in either practical or study of theory, as per the curriculum, or they shall not receive the credit due to wasted time.
6. Student must have approved equipment and all required text at all times, borrowing is not recommended, the school is not responsible for any property belonging to the student, a locker is provided but locks must be provided by the student.
7. Students are required to accept all assignments given to them. A refusal to do so may result in being sent home for the day; the student must return to school on the following school day to resolve the issue.
8. All assignments must be completed before checking out, anytime during the day, unless otherwise approved by school instructor.
9. Under no circumstances will one student be allowed to clock in for another student
10. Student's work area must be kept clean and neat and in working order at all times, subject to inspection. Each student is fully responsible for his/her own styling station. Any student found with their styling station\kit or equipment in an unsanitary condition is subject to dismissal from school.
11. No eating, drinking, chewing of gum, or smoking on the clinic floor, styling station, during class, or in the classroom. All eating and drinking is limited to the school lounge, you may only have water that has a seal top lid at your station.
12. Uniform consists of smock and a name tag that must be worn at all times, if you are out of dress code you will receive a verbal warning.
13. A complete kit is required of each student, throughout their training. Including those students who choose to train in either artificial nail or hair. You will be required to perform all artificial nail service once that training is complete and therefore require proper equipment for these services. All equipment and personal property must be marked. Students are required to provide their own locks. The school is not responsible for any lost or stolen property.
14. Wash hands thoroughly before servicing each client. All students must use body

- deodorants, mouthwash; and keep themselves neat, clean, and presentable to be around.
15. All operations must be signed by an instructor at the time the operation is completed.
 16. No student may refuse a client except with instructor's permission. If a student refuses a client without permission or by causing a scene at the receptionist desk, they will be immediately sent home for the day. If repeat infractions occur an out of school suspension may result.
 17. Be courteous to your client, address them in a respectful manner, be observant to protect the client and their clothes at all times. Only use clean and sanitary material during service.
 18. Friends and visitors are not allowed on the client floor unless given special permission. This includes any person picking you up or dropping you off for school. You are also required to handle yourself professionally and respectfully while a friend, significant other, or family member are on school premises.
 19. Personal service must be cleared through the front desk and by an instructor prior to the start of the service. Personal service may not interfere with any class that is scheduled, or prior appointment on the book. All required work must be completed and checked by an instructor to that point. If there is a student charge for that service, the fee must be paid in advance. Personal service such as polishing nails must also be approved by an instructor
 20. Instructors are not allowed to do any student services except in the case of modeling for the class.
 21. Students are not permitted to do any favors for friends or family in this school without paying regular prices for rendering the service, the cost of products, and equipment usage. All immediate family members receive a 10% discount from the regular price list.
 22. Student must pay for their own cost of material used while during a student service, which includes, color bleaches, nail products, etc. The student must also prepay prior to beginning the service
 23. Students are not allowed to receive or make any personal phone calls on the school's business phones. At no time will a phone call be allowed to interrupt a class or a service to a client, the only exception is an emergency. No student while on the clinic floor or in a classroom while on the clock will have a cell phone, PDA, or pager in their possession. All electronic communication devices must be kept in the student lounge in a locker. The only times use of a communication device is permitted during break or lunch in either the student lounge or off school property. Student must clock out if leaving school property.
 24. All students are required to do their monitor duties when assigned and checked out by an instructor upon completion before being allowed to clock out at the end of the day.
 25. Written tests will be given weekly, monthly, or upon completion of a course. Practical tests will be given at required levels of training. A grade average at 75% or above must be maintained at all times in both written and practical areas
 26. All beginning cosmetology students must complete at least 300 hours of training, the required practical assignments, pass a written and practical minimum competency test

- with at least a grade of 75% or higher before advancing to the clinic floor.
27. The rules of Turning Point Beauty College have been adopted to insure a safe and structured environment for clients to receive service and students to learn. When students act outside the safety and sanitation or conduct rules 3 times, they are written up and counseled concerning the issues of infraction. After two 3 day suspensions, Turning Point will be left with no other option than to terminate the students enrollment
 28. Students must call out pre-arranged if not attending Friday. If a student calls out they may be required to have a doctors slip to return to school on Monday. If the student cannot provide a doctor release they will receive a 3 day suspension.

CONDUCT

A student is expected to follow and adhere to the rules and regulations of Turning Point Beauty College. A student, who interferes with others, is boisterous or obscene, will be subject to termination. Any student creating interference with another student while under the influence of alcohol or narcotics will be terminated.

COMPLAINT PROCEDURE

In event of a complaint, the following steps are to be followed in order:

1. Make your complaint known to your primary instructors in writing.
2. Make your complaint known to the school director in a written, signed and dated document. Have the complaint copied and placed in your student record. We advise you also keep one for your own records.
3. Send a written complaint, and documentation of the complaint to Sally Elsberry who will respond within 24 hours and will try to reach a satisfactory agreement with the complainant.
4. If failure to resolve the complaint by school officials with the above steps completed, you may request the Arizona State Board of Cosmetology, and/or the National Accrediting Commission of Career Arts and Science Inc. to assist in a resolution.

Arizona State Board of Cosmetology
 1721 East Broadway
 Tempe, AZ 85282
 Phone: 480-784-4539
 Fax: 480-784-4962

Nationally accredited by:
 The National Accrediting Commission of Career Arts and Science, Inc.
 4401 Ford Avenue
 Alexandria, Virginia 22302-1432
 703-600-7600

Turning Point Beauty College, Inc. Absences or Tardiness Understanding

Call In Procedure

Students must call in to the instructor prior to the scheduled start time of the student. The student must speak to an instructor, receptionist, or another staff member. (speaking to another student does not excuse the absent or tardy)

Absence may only be excused if the student has called a faculty member prior to the scheduled start of their class.

A doctors release may be required for re-entry to class.

I understand that the career I have chosen requires a great responsibility on my part to be reliable to the best of my ability.

Signature _____ Date _____

Anti-Drug Abuse Certification

I, _____ certify that I have received information concerning the importance of non-drug involvement during my training at Turning Point Beauty College. I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of training. Any student that fails to adhere to this policy will be terminated immediately.

Signature _____ Date _____

POLICIES AND PROCEDURES FOR OVER CONTRACT HOURS

All students are contracted with more available hours than necessary for graduation.

| Course | Required Hours | Allotted Hours Per Contract |
|------------------------|-----------------------|------------------------------------|
| Cosmetology | 1600 | 1920 |
| Cosmetology Instructor | 650 | 780 |

Each course is allotted 20% more than their required course hours.

Stated on each contract is the amount of tuition per hour. If the student does not complete the required hours within the lapse of the allotted contract hours, there will be a charge of \$9.12 per hour for cosmetology students and a charge of \$10.00 per hour for cosmetology instructor students for any outstanding REQUIRED hours. The cost of completion is derived by the multiplication of hourly tuition times required hours needed for graduation. Payment must be made before hours can be completed. Methods of payment may be made in cash, credit card, money order, check, Title IV, private loans, etc.

POLICIES AND PROCEDURES FOR ENTRANCE INTERVIEWS

An entrance interview is conducted by the enrollment officer during a formal orientation attended on start day by each student, which is prior to the start of any classes. During this orientation the student watches a DVD on loan repayment and financial aid supplied by U. S. A. Funds. We follow up this DVD with added counseling regarding loan repayment, consequences of defaulting on a loan, Master Promissory Note information and other matters regarding financial aid.

A formal entrance interview is conducted with the use of a formal form, a copy of which is placed in the student's file.

POLICIES AND PROCEDURES FOR EXIT INTERVIEW

The exit interview is conducted by the enrollment officer at the time of the student's graduation and/or withdrawal. The exit interview is conducted with the use of a formal form, a copy of which is placed in the student's file. Should the student fail to return after a leave of absence, the exit interview will be mailed out to their last known address. At the exit interview, financial aid repayment counseling is conducted covering their indebtedness, their various payment options, and several different forms on forbearance and deference is also discussed and explained.

Students are also advised concerning expedient testing for licenser as well as job placement.

POLICIES AND PROCEDURES FOR GENERAL ENROLLMENT

Step 1 - A student must come in and fill out the school application.

Step 2 - Submit the following documents; high school diploma or G.E.D., state ID, and social security card, birth certificate. These documents are then copied and put into student's financial folder and academic folder.

Step 3 - Student must make an appointment to discuss the options for payment plans. Once the options are discussed they must choose a payment plan.

Step 4 - All students will be enrolled in a full time program.

Step 5 - Students are offered 5 days to consider the enrollment date that would work best for them.

Step 6 - Students secure an appointment to sign the contract.

Steps 1 - 6 must be completed no less than 1 week prior to their selected start date.

POLICIES AND PROCEDURES FOR LEAVE OF ABSENCE (LOA)

1. Leave of absence (LOA) may be granted per enrollment contract.
2. The LOA cannot be longer than 90 calendar days in length.
3. The 90 day LOA may not be divided into shorter increments of time.
4. A student is not required to use the complete 90 days.
5. A student who requests a LOA should do so in verbal and written communication delivered to a school official.
6. Students should request an appointment with the director or financial aid officer to explain the need for, and the length of the LOA. Documentation including medical or other documents that validate the student's request should be provided by the students.
7. Student will be required to sign an official LOA request form.
8. Students will be required to sign an addendum to the enrollment contract to extend the contract for the amount of school days found within the 90 calendar days stated on the official LOA.
9. A copy of the official LOA request and the addendum are given to the student and a second copy is placed in the student's records.

www.TurningPointBeauty.com