

THE **ATELIER**
ACADEMY OF BEAUTY

Atelier Academy Catalog
Edition 9, January 2023

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Academy Overview

Academy Fundamentals

The Boutique Experience.

Created to define a new era of educational opportunities, Atelier Academy has developed an experience that offers small class sizes and a tailored learning environment with advanced techniques.

Mission Defines Talent.

*Fostering a creative, professional learning environment
for world-class beauty industry services.*

Founded with Integrity.

William Anderson, an advocate of continual advanced education, sought an experience over the past decade that would allow students to learn in the way they relate to best right from the very beginning of their instructional training. With Anderson's 30+ years of salon experience, an industry visionary for new talent development and a pivotal leader, the investment in creating an academy was brought to light in 2015.

The Atelier Academy is the essence of a practical salon environment and an intelligent interactive space that allows both learning and the foundational confidence of an upscale salon. The vision and space has beckoned national artists to visit the academy for both student (non-licensed) and advanced (licensed) artist education.

Programs of Study

Cosmetology 1550 Hour - Study of hair, nails, lashes and skin with theory, practical application and business skills.

Nail 350 Hour - Study of nails with theory, practical application and business skills.

Instructor 38 Hour - Study of education systems, theory and skills needed to manage classrooms, students and deliver curriculum.

Eyelash Extensions 38 Hour - Study of diseases, laws and rules, application, removal and fills

Program Facilitation

All programs are offered in English including conversations, book work and curriculum support materials.

Ownership

Animare Incorporated, does business as (D/B/A) The Atelier Academy, Atelier Academy of Beauty and Atelier Academy. The ownership is 100% under Animare Incorporated.

Contact Information

Atelier Academy of Beauty
1413 Mainstreet
Hopkins, MN 55343
Phone: 952-283-2770
Website: www.theatelieracademy.com

Facilities and Equipment

Downtown and Local.

Small town feel minutes from downtown Minneapolis. Atelier Academy in Hopkins, MN offers a great location to learn and be a part of a growing community.

Salon Clinic Service Area

A salon clinic floor in the front of our academy allows our students to practice their educational findings as soon as they are approved in hours, quotas and curriculum prior to expanding to the salon clinic service area.

- Minnesota state law dictates that students must complete a required amount of service quotas both in practice and on guests to receive a license

Spa Clinic Service Area

A spa clinic floor allows our students to practice their educational findings as soon as they are approved in hours, quotas and curriculum prior to expanding to the spa clinic service area.

Digital Classroom

A space for students and staff to integrate technology allowing students to connect to current events and best practices through video and presentations.

Non Digital Classroom

A space for students and staff to study and practice their craft in a quiet space for optimal learning connections based on student needs.

Equipment for Board of Cosmetology Requirements

Atelier Academy satisfies all required equipment needed for educating students based on the Minnesota Administrative Rules, Chapter 2110, Cosmetology; Schools.

Student Maximum Capacity

Atelier Academy allows for 20:1 student to staff ratio based off the Minnesota Administrative Rules, Chapter 2110, Cosmetology; Schools. Based on the academy's square footage per Minnesota Administrative Rules, Chapter 2110, Cosmetology; Schools, Atelier Academy can house up to 117 students at any given time with any combination of any of our programs. Any of

our programs can operate as long as the total student count is below 117 and the 20:1 student to staff ratio is maintained.

Licenses Held, Associations and Accreditation

Atelier Academy holds a School License with the Minnesota State Board of Cosmetology..

Minnesota Board of Cosmetology

1000 University Avenue West, Suite 100
St. Paul, MN 55104

Atelier Academy is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of this institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite #350
St. Paul, MN 55108

Associations

Atelier Academy of Beauty belongs to the following associations:

- American Association of Cosmetology Schools (AACS)

Accreditation

The Atelier Academy of Beauty is not accredited. Our choice has allowed us to offer affordable tuition without incurring accreditation fees. Our school uses best practices and is approved for programming with the Minnesota Board of Cosmetology.

Academic Requirements

Admission

Admission Requirements

Admission is a simple process for each course. To begin admission, the following steps would take place:

1. Submit a completed enrollment application and application fee; In the enrollment application a high school transcript with graduation date or a copy of your General

Education Diploma (GED) transcript with completion date should be included. If a student is currently enrolled in high school and is in good standing with the school, they may attend courses at Atelier Academy. (Note: If homeschooled, provide evidence of completion of homeschooling that state law treats as a home or private school. If the state issues a credential for homeschooling, provide evidence of that credential).

2. Meet with the Admissions Representative to create an educational plan for admission upon application acceptance.
3. Complete registration by filling out an enrollment contract with The Atelier Academy Admissions.

To schedule an informational interview, call 952-283-2771 for The Atelier Academy Admissions.

Validating Documentation

All students need to provide documentation listed above prior to signing the enrollment contract. If The Atelier Academy has any reason to believe that any of the documentation listed above is not valid, the academy will request the official document from the respective institutions.

The student will be required to pay any fees necessary to obtain the official document. The official document must be presented to the admissions office in a sealed envelope with the institution logo from the institution where the student received the transcript or official document.

If the student attended a high school outside the United States, verification of the student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma. The student will be responsible for paying the fee for this service and the equivalent transcript must be notarized. If the institute has reason to believe that the high school transcript was not obtained from an entity that provides secondary school education, The Atelier Academy of Beauty will check with the department of education in the country in which the high school is located.

Exceptions to the above stated policy include the following:

1) If the student informs the admissions representative that his or her high school cannot locate the student's transcript, and the admissions representative has contacted the high school and confirmed that the student has graduated or received a GED, the admissions representative will request written documentation from the high school to validate high school graduation.

2) If a student received their GED through the military or a correctional facility the admissions representative will review the official documentation and validate that it meets high school graduation requirements.

Transfer Hours

To transfer hours from another academy, the student must provide The Atelier Academy of Beauty with a copy of his or her transcript and state sheet(s). The academy will conduct an assessment to determine whether to accept the hours and how many hours to accept.

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

Tuitions are prorated for students who are transferring in accepted hours towards tuition. Should a student need an education clock-hour transfer, the cost for the transfer processing is \$100. This fee covers the transfer or quotas, hours and curriculum verification from the school the individual is transferring from.

Course Outlines

Cosmetology

Cosmetology Course Objectives

This course is 1550 hours inclusive of practical, theory and necessary training as a prerequisite to apply for a cosmetology license in the state of Minnesota. It is required to clock in for hours in this program. A student attending full time (8:30-4:30 Monday-Friday) can expect to complete their program in approximately 11 months.

Cosmetology Course Subjects

The cosmetology course includes instruction in applied science and skills in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, skin care and facials, makeup, waxing, and manicuring and nail care.

Cosmetology Course Theory + Lecture and Skill Hours

The first 240 hours of the cosmetology course consists of preclinical instruction in the theory of sciences of anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; infection control; safety procedures related to the practice of cosmetology; and Minnesota Statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation; and elementary service skills. Elementary service skills must be limited to the observation of an instructor demonstration or student-to-student application of basic services related to cosmetology.

The 1310 hours that follow are focused on building skill and proficiency in all areas of the study of cosmetology including but not limited to: hair cutting and coloring, styling, waxing, facials,

manicures, pedicures and artificial nails. These services will be performed during student-to-student practice, on models and on the general public so as to gain sufficient hands-on experience in the field. In addition to the training they received in the classroom in their first 240 hours, they will continue to study each subject in more depth and greater detail to ensure a well-rounded and thorough understanding of all subject matters. This portion of their training will also include studying and understanding soft skills, business practices, resumé writing and even a project wherein they must create their own fictitious salon including a floor plan and business model.

After completion of training, students will have 1130 cumulative hours of skill and 420 cumulative hours in theory and lecture. The breakdown of hours is as follows:

| | | | |
|----------------------------------|--------------|---------------------------------|------------|
| Student Salon/Skill Hours | 879.5 | Theory and Lecture Hours | 420 |
| Shampoo | 60 | Shaping | 61.75 |
| Condition | 22.5 | Haircolor | 49.25 |
| Shaping | 75 | Styling | 52 |
| Chemical Texture | 90 | Chemical Texture | 36.25 |
| Haircolor | 137.5 | Fundamentals | 118.25 |
| Styling | 225 | Salon Success | 20.5 |
| Manicuring | 150 | Skin | 32.5 |
| Facials | 60 | Nails | 49.5 |
| Makeup | 30 | | |
| Facial Waxing | 10 | | |
| Body Waxing | 20 | | |

Miscellaneous 250.5

Minnesota state laws and rules
 Safety and sanitation procedures

Cumulative hours for Cosmetology program: 1550

Nails

Nail Course Objectives

This course is 350 hours inclusive of practical, theory and necessary training as a prerequisite to apply for a nail technician license in the state of Minnesota. It is required to clock in for hours in this program. A student attending full time (8:30-4:30 Monday-Friday) can expect to complete their program in approximately 3 months.

Nail Course Subjects

The nail course includes applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of nails and in the application and repair of artificial nails.

Nail Course Theory + Lecture and Skill Hours

The first 50 hours must be preclinical instruction in the theory of sciences of anatomy, dermatology, and chemistry as related to manicuring; electricity and lights; infection control; safety procedures related to the practice of manicuring; and Minnesota Statutes and rules which pertain to the practice of manicuring; and elementary service skills. Elementary service skills must be limited to the observation of an instructor demonstration, or student-to-student application of basic services related to nail services.

In the 300 hours that follow, students are focused on building skill and proficiency with manicures, pedicures and the application and removal of artificial nails. These services will be performed during student-to-student practice, on models and on the general public so as to gain sufficient hands-on experience in the field. In addition to the training they received in the classroom in their first 50 hours, they will continue to study their subjects in more depth and greater detail to ensure a well-rounded and thorough understanding of the material. This portion of their training will also include studying and understanding soft skills, business practices, resumé writing and even a project wherein they must create their own fictitious salon including a floor plan and business model.

After completion of training, students will have 150 cumulative hours of skill and 200 cumulative hours in theory and lecture. The breakdown of hours is as follows:

| | | | |
|----------------------------------|------------|---------------------------------|------------|
| Student Salon/Skill Hours | 150 | Theory and Lecture Hours | 200 |
| | | Fundamentals | 60 |
| | | Salon Success | 140 |

Cumulative hours for Nail Technician program: 350

Instructor

Instructor Objectives

This course is 38 hours inclusive of practical, theory and necessary training as a prerequisite to apply for an instructor license in the state of Minnesota. It is required to clock in for hours in this program.

Instructor Subjects

The instructor course includes classroom theory, education learning styles and content delivery, time utilization and 2110 MN Statutes for cosmetology laws and rules.

Instructor Hours

Teachers will have 38 cumulative hours of skill in preparation for testing off-site for both a written and practical testing.

Eyelash Extensions

Eyelash Course Objectives

This course is 38 hours inclusive of practical, theory and necessary training as a prerequisite to apply for eyelash extension license in the state of Minnesota. It is required to clock in for hours in this program.

Eyelash Extension Subjects

The eyelash extension course includes all aspects of eyelash extensions including application, removal, fills, diseases, laws and rules surrounding this license.

Eyelash Extension Theory + Lecture and Skill Hours

The first 24 hours of the eyelash extension course consists of preclinical instruction in the theory of anatomy, disorders of the eye and orbital area, infection control, lash lengths and shapes for extensions, laws and rules and health allergies.

The 14 hours of clinical practice and skill after the preclinical training includes the cleansing, applying and removal of lashes. Inclusive of identifying eyelash extensions best suited for guests with regards to the consultation process.

Staff

Academy Director

The Academy Director is in charge of the school in all aspects, including administrative processes and training in any of the programs offered. If there are questions, barriers with any coursework, reach out to the Instructor. If the problem is not resolved, an appointment can occur with the Academy Director.

Instructors

Atelier Instructors are knowledgeable, well-practiced and excited to share their experiences within a professional learning environment. Instructors follow a daily lesson plan that has been approved by the MN State Board of Cosmetology. As our instructors lecture, demonstrate and coach in a variety of practices related to cosmetology, business and interpersonal communication, it is important as a student to concentrate on the subject matter and diligently

study and practice the delivered information daily. A student has personal responsibility for achieving daily attendance, observing academy rules and regulations, completing assignments and developing study and work habits. In accordance with Minnesota state law, all instructors hold a practitioners license as well as their Instructor license and have a minimum of 3 years of experience in their respective field.

Instructors welcome all questions and feedback. If they do not know the answer, they will find out for students' success. Our training incorporates excitement to make it an enjoyable learning environment.

Current staff members are as follows:

- William Anderson - Owner, licensed Cosmetologist Instructor
- Michelle Poirier - Academy Director
- Lisa Popp - School Manager, licensed School Manager, licensed Cosmetologist Instructor
- Amanda Hansen - Instructor, licensed Cosmetologist Instructor
- Johneil Evans - Instructor, licensed Cosmetologist Instructor
- Jessica Solie - Instructor, licensed Cosmetologist Instructor
- Jenna Aasen - Instructor, licensed Cosmetologist Instructor
- Elizabeth Campbell - Instructor, licensed Cosmetologist Instructor
- Jasmine Brown - Instructor, licensed Cosmetologist Instructor
- Georgina Davis - Instructor, licensed Cosmetologist Instructor
- Alicia Helling - Instructor, licensed Nail Instructor

School Calendar

Observed Holidays

Our Academy will be closed on the following holidays:

Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Please refer to the school calendar below for 2023 instructional and makeup days.

| Cosmetology Program Start Date | Anticipated Grad Date (Holidays, Makeup Days included) | Holidays Off: | # of Holidays | Make Up Days Off: | # of Make Up Days | Added Time |
|--------------------------------|--|---------------|---------------|-------------------|-------------------|------------|
|--------------------------------|--|---------------|---------------|-------------------|-------------------|------------|

| | | | | | | |
|------------|------------|---|---|---|---|----|
| 01/09/2023 | 12/11/2023 | 5/29/2023 7/4/2023 9/4/2023 11/22-25/2023 | 6 | 3/20/2023 6/5/2023 8/28/2023 10/16/2023 | 4 | 20 |
| 02/27/2023 | 01/31/2024 | 5/29/2023 7/4/2023 9/4/2023 11/22-25/2023 12/25 1/1/2024 | 8 | 3/20/2023 6/5/2023 8/28/2023 10/16/2023 | 4 | 20 |
| 04/17/2023 | 03/20/2024 | 5/29/2023 7/4/2023 9/4/2023 11/22-25/2023 12/25 1/1/2024 | 8 | 6/5/2023 8/28/2023 10/16/2023 3/18/2024 | 4 | 20 |
| 06/12/2023 | 05/15/2024 | 7/4/2023 9/4/2023 11/22-25/2023 12/25 1/1/2024 | 7 | 8/28/2023 10/16/2023 3/18/2024 5/13/2024 | 4 | 20 |
| 07/31/2023 | 07/09/2024 | 9/4/2023 11/22-25/2023 12/25 1/1/2024 5/27/2024 7/4-5/2024 | 9 | 8/28/2023 10/16/2023 3/18/2024 5/13/2024 7/8/2024 | 5 | 20 |
| 09/18/2023 | 08/21/2024 | 11/22-25/2023 12/25 1/1/2024 5/27/2024 7/4-5/2024 | 8 | 10/16/2023 3/18/2024 5/13/2024 7/8/2024 | 4 | 20 |
| 11/06/2023 | 10/10/2024 | 11/22-25/2023 12/25 1/1/2024 5/27/2024 7/4-5/2024 9/2/2024 | 9 | 3/18/2024 5/13/2024 7/8/2024 10/7/2024 | 4 | 20 |

Eyelash Extensions Course

Our training is spaced out as we find that many of our students are looking for a schedule they can balance while working.

| Lash Program Start Date | Lash Grad Date | Dates of Class |
|--------------------------------|-----------------------|---|
| 1/3/2023 | 1/30/2023 | 24 Hours Online Prior to 1/23/2023, 1/30/2023 |
| 2/1/2023 | 2/27/2023 | 24 Hours Online Prior to 2/20/2023, 2/27/2023 |
| 3/1/2023 | 3/27/2023 | 24 Hours Online Prior to 3/20/2023, 3/27/2023 |
| 4/1/2023 | 4/24/2023 | 24 Hours Online Prior to 4/17/2023, 4/24/2023 |
| 5/1/2023 | 5/22/2023 | 24 Hours Online Prior to 5/15/2023, 5/22/2023 |
| 6/1/2023 | 6/19/2023 | 24 Hours Online Prior to 6/19/2023, 6/26/2023 |
| 7/1/2023 | 7/24/2023 | 24 Hours Online Prior to 7/24/2023, 7/31/2023 |
| 8/1/2023 | 8/28/2023 | 24 Hours Online Prior to 8/21/2023, 8/28/2023 |
| 9/1/2023 | 9/25/2023 | 24 Hours Online Prior to 9/18/2023, 9/25/2023 |
| 10/1/2023 | 10/30/2023 | 24 Hours Online Prior to 10/23/2023, 10/30/2023 |
| 10/10/2023 | 11/13/2023 | 24 Hours Online Prior to 11/6/2023, 11/13/2023 |

30 Minutes will be scheduled for course completion paperwork after you have completed all coursework and testing to complete the required course hours.

Start Dates and end dates for the following programs are determined at the time of enrollment since each student has customized scheduling*. These include:

Nail Program

Instructor's License Continuing Education Courses

* Customized scheduling means that the student could start on any day as long as the academy can support the proposed education dates requested by the student. Each student schedule is based on the amount of time required by the program and their availability. For example, an instructor course is 38 hours. The student may only offer availability of one day per week for only 6 hours. If the academy can accommodate staffing for that one student, it would allow that student to be at school for 7 weeks since they would only be able to offer 6 hours per week. The start and end dates would be customized to the student's availability. Another example is that the online continuing education courses are only 8 hours. Our academy offers online continuing education 24/7 as long as the student completes the 8 hours of coursework in a 14 day period of time. That means if a student starts on Sunday the 1st of the month at 6am, the course would be completed on Sunday the 14th of the month at 5:59am. We are proud to offer students millions of customized scheduling options available to them based on our staffing.

Student Conduct and Dismissal Procedures

Verbal Warning

- Verbal warnings are given to first time offenders of minor infractions.
- Two verbal warnings will warrant a written warning

Written Warning

- A corrective action form accompanies a written warning
- The student will be made aware of the details of the infraction and a way to correct the deficiency
- Immediate correction is required

Probation

- After two written warnings are provided, the student will be placed on a 30-day probation
 - If during this period another infraction occurs, the student will be put on suspension

Suspension

- This is time designated for the student to seek outside help for the continuing issue or allow enough time to contemplate and change the recurring behavior
- During the time of suspension, the student will not be allowed to attend classroom or salon-floor activities and will be required to make up any lost hours according to The Atelier's make-up policy

Expulsion and Termination

- Termination is the result of three warnings that have resulted in probation or suspension
 - Gross misconduct will result in immediate termination

Corrective Action Regarding Unsatisfactory Progress

Should a student fall below the expected progress within their program, the following actions will apply:

- 1st time Suspension for 1 days
- 2nd time Suspension for 3 days
- 3rd time Suspension for 5 days
- 4th time Suspension for 2 weeks
- 5th time Suspension for 1 month
- 6th time Expulsion

Students are required to make up any missed time during required suspension in accordance with The Atelier's make-up policy.

Appeal Process for Grievances

In the event a student or staff member chooses to file a grievance, observe the following process:

- Submit a written request for a hearing to the Academy Director
 - Hearings will be held with Atelier staff and instructors present regarding grievance
 - Submitted written requests must be emailed to the Academy Director.
- All parties must be present to present and hear the case
- Impartial staff member and/or students may also be invited at the request of either party
- If a majority of the impartial party cannot reach a decision, the Academy Director of The Atelier will cast a final decision
- Further appeals will be directed to the Minnesota State Board of Cosmetology and other appropriate authorities

Graduation Requirements

Attendance

Punctuality is a consideration for instructors, fellow classmates and guests. Any planned absences or late arrivals should be communicated to the appropriate instructor and/or academy director in a timely fashion. Attendance is determined by the Scheduled Hours a student's enrollment agreement confirms.

Scheduled Hours

Full-time students are scheduled Monday through Friday from 8:30am to 4:30pm. (Any student scheduled less than 30 hours per week in accordance with their individual enrollment agreement will be considered part-time.) They must clock in upon arrival and clock out for their 30-minute lunch break each day.

- If a student must leave the campus at any time during scheduled hours, they must notify their instructor(s) and/or director as appropriate and clock out before exiting the building.
- In the event a student forgets or fails to clock in or out upon arrival or departure, they must fill out a time clock adjustment form within 24 hours of their missed time
 - This includes but is not limited to first arrival, missed break, a failure to clock in or out at any time during a break or leaving the building
 - A student will be allowed up to 2 time adjustments per month.
 - In the event of a third or more, a student will lose any un-clocked hours for that scheduled day
 - In the event a student runs late with a guest, a lunch adjustment will be subject to instructor discretion
- Scheduled days may be subject to change in accordance with each student's individual enrollment agreement
 - In the event a student would need to request a change in scheduled days or scheduled hours for any reason during their program, they should complete a schedule change request form detailing the proposed changes
 - A student may change their schedule one time during their contracted enrollment period
 - A student may be asked to provide any documentation to support their proposed changes
- In the event a student leaves the campus and does not return without previously notifying their instructor, this will be considered a violation and the student will receive a written warning in accordance with the Attendance policy.
- The first 7 weeks of training are pertinent to the program. Therefore, if a student misses more than 55 hours or 5 consecutive, unplanned days within that first 7 weeks, they are required to restart the program.
 - They may restart as soon as the next class start
 - This will apply to the first 4 weeks of enrollment for any restart or transfer student.

Students are required to attend the scheduled hours agreed upon at the time of their enrollment. In the event that a student must clock hours beyond their contracted date of completion due to unscheduled absences and/or tardiness, they will be subject to the following:

- An additional fee of \$10 per hour will be charged for each hour clocked past the contracted date of completion
 - For example, if an additional 70 hours are clocked in one calendar month, the student will be charged \$700.
 - If the enrollment agreement agreed upon states a variance to this policy, the enrollment agreement will be enforced.

Unsatisfactory Attendance

First contact of a late arrival or absence must be directly communicated to the student information phone, unless otherwise approved. A student must then leave a message (texting is preferred) or speak directly with any staff member to ensure confirmation. Should they fail to do so, the following disciplinary action will take place:

- A written warning will be issued for the first two offenses
 - No call by 8:45am
 - Absent at 9:00am
 - If a student fails to call or clock in by 9:00am of their scheduled day, they will be considered absent
 - In the event of a part-time schedule, the policy will apply to the student's scheduled time.
 - In the event a student will be late, they must notify the staff of their exact arrival time. A failure to arrive at that time will be considered a violation of the policy.
- In the event of a third offense, a student will receive a one day suspension
 - The student will not be allowed to clock in for the remainder of that day as well as the next scheduled day
 - Should a student arrive later on the same day of the third offense, they will be asked to leave in accordance with their suspension
- In the event of an offense following their third, the following actions will take place:
 - 4th and 5th offense:
 - The student will receive a one-day suspension for their next scheduled day
 - Once the student has received and signed their written violation, they will be suspended on their next scheduled day
 - 6th offense:
 - The student will be asked to sign their written violation, leave for the day and remain suspended for their next two scheduled days
 - 7th, 8th, 9th offense:
 - The student will receive a one-day suspension for their next scheduled day
 - 10th offense:
 - The student will be asked to sign their written violation, leave for the day and remain suspended for their next 5 scheduled days

- In the event of 11 or more offenses, a student will continue to receive a 5-day suspension per offense and may be subject to further disciplinary action up to and including termination
- In the event a student calls but continues to be absent for 14 consecutive scheduled days with no formal agreement for a Leave of Absence, this will be considered a voluntary withdrawal from the program
- In the event a student has a planned vacation or extended absence (more than two consecutive scheduled days) not including a formal Leave of Absence, they should complete a vacation absence form so as not to be subject to the 14 days absent policy

Leave of Absence

During your program with the Atelier, a student may be granted a personal leave of absence for a maximum of 60 days, or medical leave for a maximum of 6 months. The requesting student must provide a written request along with supporting reasons for the leave. Each request will be reviewed by the student's instructor(s) and administration before providing an approval or denial of the request.

The program contract will be extended the length of the absence and the student will agree to re-enter on the designated date. The student will be dropped from the program as of the last day of attendance should the absence extend the requested leave time. The academy refund policy will be in effect and any outstanding balance due to the academy will be due immediately.

If a student is absent more than 14 consecutive calendar days, it is considered a voluntary withdrawal of their program.

Make-Up Time

Throughout the duration of a calendar year, there are several scheduled days as opportunities for make-up time.

- Should a student be on track with their program and choose not to attend these days, it will not reflect negatively on their attendance
- Should a student choose to attend these scheduled days, they will work on book work and/or quotas
 - Guests will not be scheduled for this time

Beyond the scheduled days, make-up time is also available on limited Saturdays and Thursday evenings during the week. As this is volunteer and not scheduled time, students are to sign up prior to the week of the attendance date to attend. Once signed up, the appointment books will be opened to allow guests to schedule for this time.

As this time is open for receiving guests, once signed up, the student is committing to the full scheduled make-up time.

- Thursday evenings are 4:30pm to 8:00pm
 - Should a student reach their 10 hour daily maximum before that time, they will be asked to leave in accordance with Minnesota state law
- Saturday hours are from 9:00am to 3:00pm
- Students are to receive guests during this time
 - Should a student be under the required 240 hour completion mark to receive guests, they will work on bookwork, mannequin quotas or student-to-student practice as appropriate or assigned by their designated instructor
- Should a student wish to book an appointment to receive a service, they will not be clocked in and considered a paying guest and therefore charged accordingly
 - Should a student wish to make an appointment on a “walk-in” basis, they will not be clocked in and charged in accordance with student/model pricing
 - This will not apply when both students have signed up for make-up time
- In the event a student is signed up for make-up time and does not attend or leaves before their scheduled time, they will receive a warning
 - Three warnings will result in a loss of make-up time privileges
 - This will apply per make-up day
 - For example, a student receives three warnings for Thursday evenings so will therefore lose their Thursday even privileges. They will, however still be eligible to attend Saturday make-up time

Tardiness

In the event a student will be unexpectedly tardy and/or absent, the student must notify the school as soon as possible. Excessive absences and/or tardiness may result in disciplinary action.

Disciplinary action may include verbal, written warnings and suspension based on the individual situation.

Class Cuts

We do not observe class cuts.

Grade Requirement

Students must have a minimum grade of 75%. Grades are administered on a scale of 0-100%.

Grades are determined as the following:

90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

Grades are administered with tests or activities. Rubrics are used on activities that are graded.

A student must complete the program outlined by The Atelier Academy and the Minnesota State Board of Cosmetology. A grade-point average of 75% must be maintained in addition to completion of the academy's written final and skills tests to graduate. All tests are required to be passed at 75%, retake exams are allowed.

State Requirements

All service quotas and hours must be fulfilled by the student prior to graduation. The practical test administered must be completed prior to receiving a diploma.

Course Completion Certificate

All service quotas and hours must be fulfilled by the student prior to graduation. The practical test administered must be completed prior to receiving a diploma. The critical document that is obtained after completion of a course is the Course Completion Certificate. When you complete the program, an original version of this certificate is released to the student upon payment in full. This certificate is a requirement of the Licensing Board of Cosmetology in order to apply for the initial license.

Student Life

Student Academic and Professional Advisement

Monthly Advisor Meetings

Students will meet once a month to review hours, academic progress, areas of improvement and career goals with the School Manager. A monthly report is given with the above information. It showcases a student's percentage of completion rates, grades and quotas required by each program.

Our academy does our best to support students with professional and personal referrals upon request. Students will work on resumes, job interviewing and management of a salon/spa. As

students are educated on these areas of support for being successful in this career, we want to still aid in the support of finding a career.

Student Records

Every student's record will maintain copies of their enrollment agreement, financial payments, daily and monthly student hour records, progress reports, course completion certificates, monthly quotas, exam reports and final transcript after course completion. These files are maintained for 10 years.

Academic Probation

Students who fall below 60% cumulative grading will need to be subject to corrective action for unsatisfactory progress.

Corrective Action Regarding Unsatisfactory Progress

Should a student fall below the expected progress within their program, the following actions will apply:

- 1st time Suspension for 1 days
- 2nd time Suspension for 3 days
- 3rd time Suspension for 5 days
- 4th time Suspension for 2 weeks
- 5th time Suspension for 1 month
- 6th time Expulsion

Expected progress is considered satisfactory attendance and content completion within each designated course during the student's respective scheduled hours.

Students are required to make up any missed time during required suspension in accordance with The Atelier's make-up time policy.

Re-enrollment Process

If a student wishes to re-register at Atelier Academy, all monies will need to be paid including the outstanding tuition payment for any previous hours accumulated at Atelier Academy.

The school will charge a registration fee for students transferring to the school and a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100 or 15% of tuition, whichever is less. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 14 days after the formal withdrawal date unless mitigating circumstances apply.

Student Equipment and Textbooks

Student Kit (Textbooks included)

Students will be issued a kit after it is paid in full. This kit will need to be in the student's possession each day. Daily class work and practical work is done with the kits regularly and a kit is required in order to complete a cosmetology, eyelash and nail programs.

Student Kit: Cosmetology Costs \$1,860.03 + taxes (in Hopkins, MN with the tax rate in 2023, the total is \$2,000.00)

Student Kit: Nails Costs \$669.61 + taxes (in Hopkins, MN with the tax rate in 2023, the total is \$720.00)

Student Kit: Instructor has no kit requirement. The student can choose to purchase a book.

Student Kit: Eyelash Kit Costs \$186.00 + taxes (in Hopkins, MN with tax rate in 2023, the total is \$200.00)

Transportation and Parking

Bus Lines

Our academy lands directly on the Route 12 bus route. For more details on timing and other connections, please visit:

<https://www.metrotransit.org/route/12>

Parking

Street: There is local parking that offers two-hour free of charge parking options that are within the city block of The Atelier Academy.

Public Lots: There is a three-hour free of charge parking option within the city block of The Atelier Academy. A few more blocks away is an all day, free of charge parking lot.

Academy Lot: Spots behind the building are reserved for staff. There are several spots within the parking lot that have designated student parking.

Breaks and Lunches

Food and Beverages

Students must only have food and beverages in the designated break/lunch spaces. Students are allowed one covered beverage on the salon or spa clinic floor.

Phone Calls

No personal calls are allowed on the business phones without permission of the Academy Director. All calls and texts must be taken care of outside of classroom or clinic floor time.

Smoking

Students are not allowed to smoke in or around the building for up to 1 mile. Students may not smell of smoke before or during the school day.

Academy Financials

Tuition and Fees

Tuition

Tuition must be paid in full by the first of the month or first scheduled day in a month, whichever comes first. Tuition due is based on the agreed upon tuition payment plan customized to each individual. Should you not be able to make a tuition payment on either date, you will fall into a tuition default period of 5 business days. It is within these five grace days that a fee of \$50 is assessed in addition to the outstanding bill on your tuition account. The student is still able to attend class and accrue hours towards course completion during this time.

If one should be unable to pay for the tuition within the 5 business days (Monday-Friday) of tuition default, the student's education is suspended until further payments are made.

An education suspension will be up to 7 class days of non-attendance. If a payment is received within the 7 days of education suspension, the student may resume their schedule the following scheduled day after a payment is received. If no payment has been made within that time, all education will be halted and the student's enrollment is terminated.

Termination is considered a serious form of withdrawal from the Cosmetology program.

All tuition and fees must be paid for in-full before the student will receive their diploma and transcript of hours completed.

2023

Tuition and Fees Listing

Nail Program

Application: \$50, Registration Fee: \$100, Tuition: \$3,300.00, Kit: \$720.00

| | | | | |
|--|--|--|--|----------|
| Atelier Nail Kit | | | | |
| Item number | | | | |
| <i>*indicates items ordered on as an individual item seperate from the kit</i> | | | | |
| | Student Book Set: Textbook, Study Guide | | | \$135.40 |
| | Online Access Cosmetology Ed Group Fee | | | \$200.00 |
| 215937 | OPI Nail Pro Acrylic System | | | \$245.00 |
| | File + Buff Pack | | | |
| | Wood Mani Sticks - 12pk | | | |
| | 2 Glass Dappen Dishes | | | |
| | Travel Case | | | |
| | OPI Cuticle Oil | | | |
| | OPI Nail Laquer | | | |
| | OPI Start to Finish | | | |
| | OPI Mach 5 Adhesive | | | |
| | Nail Brush 7R | | | |
| | BondEx | | | |
| | Cuticle Cream | | | |
| | Clarite Curing Resun | | | |
| | Absolute White Powder | | | |
| | Absolute Clear Powder | | | |

| | | | | |
|--|---------------------------------|--|--|---------------|
| | Absolute Pink Powder | | | |
| | Absolute Liquid | | | |
| | Clarite Monomer | | | |
| | Clarite Natural Powder | | | |
| | Clarite Clear Powder | | | |
| | Plastic Eye Dropper - 5 pack | | | |
| | 500 Ct. Nail Forms | | | |
| | 100 Ct. 1/2 Well Nail Tips - x2 | | | |
| | OPI Swiss Hand Guard | | | |
| | OPI NAS99 | | | |
| | Bondaid | | | |
| | 2x Sani Foot Files | | | |
| | Acetone Polish Remover | | | |
| | OPI Moisture Mask | | | |
| | OPI Sugar Scrub | | | |
| | OPI Soak | | | |
| | OPI Massage Cream | | | |
| | OPI Implement Toolkit | | | *kit specific |
| | tip cutter | | | *kit specific |
| | silk scissors | | | *kit specific |
| | toenail clipper | | | *kit specific |
| | cutice nipper | | | *kit specific |
| | curette/cuticle | | | *kit specific |

| | | | | |
|---|----------------|--|-----------------|---------------|
| | pusher | | | |
| | toenail nipper | | | *kit specific |
| | carrying case | | | *kit specific |
| | | | | |
| Shipping (Pivot Point \$15.00 / Marianna \$15.00) | | | | \$30.00 |
| Backbar supplies (gloves, dowels, files, nail polish etc.) | | | | \$56.00 |
| Processing Fee | | | | \$3.21 |
| | | | | |
| | | | Total Kit Cost: | \$669.61 |
| | | | With Tax | \$720.00 |

Cosmetology Program

Application: \$50, Registration Fee: \$100, Tuition: \$13,750.00, Kit: \$1,950.00

Pricing for 2023 Cosmetology kit items are listed below at their individual pricing:

| Atelier Academy Student Cosmetology Kit | | | |
|--|------|---|-------------------|
| # | Item | Description | |
| | | PIVOT POINT | \$1,071.95 |
| | | | |
| 1 | | SNAPCAP, Headform ABS | \$16.75 |
| 1 | | SNAPCAP, Chloe Full Solid | \$70.85 |
| 1 | | SNAPCAP, Celia Long Full | \$110.20 |
| 2 | | SNAPCAP, Clarisse Full Uniform | \$103.20 |
| 1 | | 5pc Electrical Kit includes: Blowdryer, Flat Iron, Marcel Iron, Clipper & Trimmer | \$245.45 |
| 1 | | Apron + Cape | \$28.40 |
| 1 | | 1 Shears – Shark Fin 2 pc Set with Pouch | \$172.40 |

| | | | |
|---|--------------|---------------------------------|-----------------|
| | | 2 Pk 8.5" Carbon Cutting Comb | \$1.05 |
| 1 | | Fundamentals Book Set | \$317.00 |
| | | Timer | \$6.65 |
| | Kit # 212512 | MARIANNA | \$796.17 |
| | | | |
| | | BRUSHES AND COMBS | |
| 1 | 2942 | Clipper comb | \$2.24 |
| 1 | 4249 | Brush 7 Row Styler Phillips | \$2.99 |
| 1 | 5249 | 8.5" Rattail Comb 6/bag black | \$1.85 |
| 1 | 5252 | Denman Pro Brush Kit | \$31.99 |
| 1 | E559 | Comb Set 5 Pc Elite Nano Ionic | \$22.11 |
| 1 | 4852 | 1.7" Head Hugger Denman | \$9.29 |
| 1 | 4853 | 2.1" Head Hugger Denman | \$9.91 |
| 1 | 4854 | 2.5" Head Hugger Denman | \$10.95 |
| | | MANNEQUIN HEADS | |
| 1 | 14119 | Ms. Nicole | \$45.65 |
| 1 | 14108 | Magnum | \$55.00 |
| 1 | 14185 | Ms. Maya | \$70.99 |
| | | CUTLERY | |
| 1 | 2906 | Cool Care Plus 5 in One | \$10.49 |
| 1 | 1170 | Barber Shear | \$6.12 |
| | | | |
| | | ACCESSORIES | |
| 2 | 10483 | Gator Clips | \$6.76 |
| 1 | 10431 | Clips Steel Duckbill 12/box | \$1.33 |
| 1 | 8603 | Aluminum Spray Bottle | \$2.20 |
| 1 | 8301 | Large Deluxe Picture Mirror | \$3.85 |
| | | | |
| 1 | 12572 | Aluminum Beauty Case on Wheels | \$159.99 |
| 1 | 14225 | Large Steel Manikin Stand | \$120.00 |
| 1 | 1416 | Feather Styling Razor Intro Kit | \$34.47 |
| | | NAILS | |
| 1 | | OPI On-the-Go Cosmo Acrylic Kit | \$105.00 |

| | | | |
|----------|-------|---------------------------|-------------------|
| | | EYELASH EXTENSION KIT | |
| 1 | 14281 | Eyelash extensions | \$82.99 |
| | | NAME TAG | \$9.87 |
| | | T-SHIRT | \$17.50 |
| | | Shipping Bundled Discount | -\$24.42 |
| Subtotal | | | \$1,871.07 |
| | | | |
| | | Sales Tax | \$128.93 |
| Total | | | \$2,000.00 |

Instructor Program

Application: \$50, Registration Fee: \$100, Tuition: \$700.00 Kit: there is no kit requirement; material can be found in a textbook that is highly recommended but not available for purchase through the academy. Should a student choose not to purchase this book, one is available for on-campus use only.

Eyelash Extensions Course

Application: \$50, Registration Fee: \$100, Tuition combined cost: \$1,150.00 Kit: \$200

| Quantity | Item | Description | Single Pricing | Amount |
|----------|------|-------------------------------|----------------|----------|
| | | Amazon | | |
| 1 | | Kit Bag | \$ 1.20 | \$ 1.20 |
| 1 | | Surgical Tape | \$ 1.10 | \$ 1.10 |
| 10 | | Cuttte Extension Seperators | \$ 0.02 | \$ 0.20 |
| 10 | | Eyelash Gel Pads | \$ 0.12 | \$ 1.20 |
| 10 | | Disposable Mascara Wands | \$ 0.04 | \$ 0.40 |
| 1 | | Jade Stone | \$ 1.60 | \$ 1.60 |
| 1 | | 8 Set of Practice Lashes | \$ 0.50 | \$ 0.50 |
| 2 | | Cosmetic Sponge Round | \$ 0.25 | \$ 0.50 |
| | | Borboleta | | |
| 1 | | Hybrid Angle Tweezers | \$ 24.00 | \$ 24.00 |
| 1 | | Tight Curve Isolator Tweezers | \$ 24.00 | \$ 24.00 |
| 1 | | Eyelash Extension Primer | \$ 17.00 | \$ 17.00 |
| 1 | | Adhesive Gel Remover | \$ 20.00 | \$ 20.00 |
| 1 | | Maximum Adhesive- 5ml | \$ 49.00 | \$ 49.00 |

| | | | | |
|---|--|---------------------------------------|----------|------------------|
| 1 | | 7mm-15mm Multi Classic Lashes | \$ 23.40 | \$ 23.40 |
| | | Marianna Classroom Supplies | | |
| 1 | | Practice lashes and in-class supplies | \$ 10.00 | \$ 9.90 |
| 1 | | Shipping: | \$ 12.38 | \$ 12.00 |
| | | Total: | | \$ 186.00 |
| | | Taxes: | | \$ 14.00 |
| | | Total Kit Pricing | | \$ 200.00 |

Rates are prorated for students who are transferring in accepted hours towards tuition. Should a student need a license transfer, the cost for the transfer processing is \$100.

Please verify current tuition, kit and fees with Atelier Academy Admissions.

Personal Service Fees

Students requesting personal services that are not a part of a classroom requirement or clinic floor activity will have service fees charged.

Overtime Fees

Students are required to attend the scheduled hours agreed upon at the time of their enrollment. In the event that a student must clock hours beyond their contracted date of completion due to unscheduled absences and/or tardiness, they will be subject to the following:

- An additional fee of \$10 per hour will be charged for each hour clocked post contracted date of completion
 - For example, if an additional 70 hours are clocked in one calendar month, the student will be charged \$700.
 - If the enrollment agreement agreed upon states a variance to this policy, the enrollment agreement will be enforced.

Application Fee

Students are required to submit a \$50 application fee when completing an admission application.

Registration Fee

Students are required to pay a registration fee of \$100 or 15% of tuition, whichever is less, when completing an enrollment agreement.

Refund Policy “Buyer’s Right to Cancel”

Application, Tuition and Registration Fees

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark of the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a full refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a prorated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on clock hours and how much of the program you have completed. If your program is clock-hour based, the completion rate is the number of clock hours you have actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX). If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees and other charges.

If your program is 40 hours or less and you withdrew from your program, your refund will be pro-rated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees and other charges, you must withdraw from your program before the scheduled start day of the program.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. Notice to withdraw may also be given by email, verbally to a school official (not just an instructor), or with a voicemail to a school official, the Academy Director.

If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Atelier Academy is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from Atelier Academy will state that the school has withdrawn your enrollment and if this action was not your intent, you must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee and other charge refund that you may be eligible for. Once your kit is distributed to you and opened, Atelier Academy does not consider it available for resale.

These tuition and fees refund notices are posted on the enrollment agreement.

Kit and Books Fees

Students are entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition of resale, this cost will be deducted from your tuition, fees and other charge refund you may be eligible for.

Resale is determined if the item has been unopened, in the original packaging as a whole unit since our equipment is personal due to the sanitation procedures taken as a future licensee of the Minnesota State Board of Cosmetology. If a student has registered to their online learning courses associated with a book set, that account cannot be transferred to a future student since it is proprietary to the student and has an expiring access to that program not allowing that program to be transferred to another prospective student.

Mannequin heads that have been opened, even if they are washed or shampooed, they will be considered unable to be refunded. Once your kit is distributed to you and opened, Atelier Academy does not consider the kit available for resale.

Veterans

If the student receives veteran's benefits for attendance in a state or federally approved course and fails to enter the course, withdraws or if the student is terminated at any time prior to completion, that student receives a refund of all tuition fees and other charges which exceed a pro rata portion of the total charges. The pro rata portion is determined by the ratio of the number of hours of instruction completed to the total number of instruction hours in the course,

in accordance with 38 CFR § 21.4255. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess is prorated. All books and supplies are issued on the first day of the program. They are considered the sole possession of the student as they are not reusable or given a refund once opened by the student.