



**TIGI**<sup>®</sup> HAIRDRESSING  
ACADEMY  
Legacy

STUDENT CATALOG

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ACCREDITED BY ACCREDITING COMMISSION of CAREER SCHOOLS AND COLLEGES

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## Welcome

We are thrilled to welcome you to TIGI Hairdressing Academy, and look forward to assisting you in building the foundation toward your new career in one of the most exciting industries imaginable. Our culture delivers an outstanding and continual educational experience built on the same legendary excellence in hairdressing education as the TONI&GUY educational legacy known by its worldwide reputation. We are honored that you have chosen to start your career with us, and we look forward to helping you reach your goals as a professional in the hairdressing or barbering industry.

Sincerely,

*Sandy Chandler and Team*

## Mission

Our mission is to use our passion for excellence to enrich lives and prepare students for employment as well as create very satisfied and loyal graduates, clients, and salon/barbershop owners who recommend family and friends to experience our outstanding education programs, services and products.

## Objective

The objective for the TIGI Hairdressing Academy basic Cosmetology/Barbering/Hairstylist/Esthetician programs is to surpass the criteria necessary for students to satisfy the state guidelines and pass the state exam required to obtain licensure in your field of study. Our hair, skin and nail curriculum is designed to impact fundamental and advanced current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment. TIGI Hairdressing Academy reserves the right to customize its admissions as well as various other policies as well as requirements as we determine appropriate.

## State Approval Disclosure

TIGI Hairdressing Academy is a private institution which is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Phone: 303.862.3001  
1600 Broadway, Suite 2200  
Denver, CO 80202

Website: [highered.colorado.gov](http://highered.colorado.gov)

## Powered By TONI&GUY Education

TIGI Hairdressing Academy is committed to providing outstanding educational experiences for individuals who want to pursue the hairdressing and barbering industries. The TONI&GUY programs focus on the Classics curriculum including ten cuts and nine color techniques. Students graduate with a fundamental education in hairdressing with expertise in products, makeup, skincare and an understanding of the salon experience as well as how to further their professional development.

To help deliver this commitment to excellence, we have created an ongoing learning culture, an exciting environment focused on our students. Our goal is to train you in the technical and interpersonal skills that will help you reach your personal and professional goals.

You will see evidence of our ongoing learning culture in many ways, big and small including but not limited to:

- On-going lessons in goal-setting and personal and professional development topics, including the interpersonal and non-technical skills required for success as a professional
- Interactive, hands-on classes taught in a supportive, dynamic environment
- Talented, seasoned professional instructors with years of experience behind the chair and in the classroom
- State of the art facility
- Professional quality tools in your student kit
- Full-color educational materials to supplement your State Board and basic cosmetology instruction
- Participation in our annual Student Soirée Hair Show is an excellent opportunity to display your talent and education
- Ample experience with clinic floor clients in a supportive, coaching environment
- Free haircuts and reduced chemical services for you and your immediate family members while you are enrolled
- Continual enhancements to our programs based on your feedback

## Ownership History

Sandra Chandler, owner of the TIGI Hairdressing Academy is a looked to for her forward-thinking leadership in the hairdressing industry. Success has been proven by Sandy since she first entered the hair industry more than 47 years ago. Sandy has been vitally active since 1971 as a stylist, salon owner, school owner, and business manager. In addition to opening her first Beauty School in 1993, she opened the TONI&GUY Salon in Colorado Springs in 1997. Further continuing this history of excellence, Sandy opened TONI&GUY Hairdressing Academy Coeur d'Alene in May 2017, and looks forward to her continued success with TIGI Hairdressing Academies in the future.

Under her direction and innovative curriculum, our students have caught the eyes of leaders in the industry. Sandy is dedicated to the TIGI philosophy and the same vision and mission the Mascolo family embraces.

Sandy and her support staff focus on the student and strive to provide the highest quality of education possible. She believes that personalized service and commitment play an integral part in creating a lifelong relationship between TIGI students and TONI&GUY through the continued education.

## History

TIGI founder, award winning, iconic hairdresser, Anthony Mascolo has created a unique culture: a family-oriented hub of creatives who share this ethos of pushing the boundaries and technical know-how to benefit themselves and other professional hairdressers. It is about sharing everything through TIGI educations, exciting the audience through shows and artistic imagery. TIGI understands and interprets fashion to create hairstyles hairdressers will want to recreate and their clients will love to wear, using TIGI products to enhance the cut, color, style and finish.

## The Facility

TIGI Hairdressing Academy Colorado Springs offers students the opportunity to receive their cosmetology, barbering and/ or hairdresser education in a stunning, free standing 17,807 square foot building. The spacious facility is separated into 3 floors. Upon entering the Academy, you are welcomed by our friendly reception team on our main level and are immediately embraced with our eye-catching reception and retail center showcasing TIGI product.

## Faculty and Staff

TIGI Hairdressing Academy educators are talented, skilled hairdressing & barbering specialists with impressive experience. We choose educators who are passionate about the profession and are interested in continuing to raise the industry standards. All our team members are devoted to offering extraordinary educational experiences to every student. The TIGI Hairdressing Academy team includes many full and part-time members that play an important role in offering students a once in a lifetime experience and education. Team members are committed to provide a continuous learning environment.

Owner/CEO	Sandy Chandler
Executive Director	Steve Chandler
Academy Director	Hayley Chandler
Administrative Assistant	Kassandra Miller
Admissions Director	Paula Walker
Financial Aid Director	Justina Moore
Director of Education	Karly Dumas
Faculty	Megan Abila
	Richard Chasteen
	Karen Childs
	Mary Jo Clement
	Jennaeh Derby
	Anna Grace Hook
	Alexandra Martens
	Norma Martinez
	Wallace Rushlow
Front Desk Coordinator	Jordyn Hanes

## Becoming a Student

### Entrance Requirements and Procedures

TIGI Hairdressing Academy considers applications from students who are at least 16 years old and have obtained a high school diploma or GED. Applicants will not be denied admission based on race, sex, age, religious preference, national origin, marital status, ethnic origin, color, religion, or disability. All prospective students must complete an interview as well as tour of our facility with our Admissions Director. This allows you to see and understand our expectations of our students and aids you better understanding of our program. After the tour you may be invited to register for enrollment with the academy.

The school accepts applicants for admissions as regular students once a completed application and the following criteria have been met:

A copy of your high school diploma or equivalent (i.e. GED Certificate, or sealed transcripts stating the graduation date, a state issued I.D., and a birth certificate, Individual Taxpayer Identification Number (ITIN), or social security card). Admission will verify the validity of every diploma or transcript by checking the NCES listing at [www.nces.ed.gov](http://www.nces.ed.gov) for the legitimacy of the high school.

If the high school diploma is from a school in a foreign country (any school outside the U.S.), you will need to obtain the services of a foreign credential evaluation service to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. The diploma must be evaluated and translated (if applicable). You are responsible for the evaluation fee and the translation fee, even if your diploma does not meet U.S. equivalency needed to enroll. TIGI Hairdressing Academy does not offer any Visa services or sponsor students and the academy will not attest for a student's legal status in the United States.

Your enrollment date will be decided after we receive all required documents and registration fees.

TIGI Hairdressing Academy courses are taught in English; this academy does not offer English as a Second Language (ESL) instruction.

Prospective students are required to visit the physical campus of the school to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. Prospective students are encouraged to review this catalog and School Completion/ Licensure placement rates which are provided to you prior to signing an enrollment agreement.

TIGI Hairdressing Academy is recognized by the United States Department of Education (USDE) as a qualified institution to engage in the Federal PELL Grant Program, and the William D. Ford Federal Direct Loan Program.

Anyone seeking to resolve problems or share a complaint should first contact the immediate instructor in charge. Requests for further action may be made to the Academy Director.

Division of Private Occupational Schools  
1600 Broadway, Suite 2200  
Denver, CO 80202  
Telephone 303.862.3001  
[higher.ed.colorado.gov](http://higher.ed.colorado.gov)

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd #302,  
Arlington, VA 22201  
Telephone 703.247.4212



## Transfer Students

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The ability to transfer credits earned at TIGI Hairdressing Academy is at the sole discretion of the institution to which you may seek to transfer. Acceptance of the diploma earned in Cosmetology, Barbering and Hairstylist is at the sole discretion of the institution to which you may seek to transfer. If the credits or diploma earned at this institution are not accepted at the institution to which you seek to transfer, that institution may require you to repeat some or all coursework. For this reason, you should ensure that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TIGI Hairdressing Academy to determine if your credits or diploma will transfer. TIGI Hairdressing Academy does not have a transfer agreement with any other Academy.

TIGI Hairdressing Academy may accept up to 1000 transfer hours for the Cosmetology and Barbering program and up to 900 transfer hours for our Hairstylist program from other accredited institutions on a case by case basis with the approval of the Academy Director. All students transferring, must attend a minimum of 500 hours of TIGI Hairdressing Academy, to be considered to have completed the TIGI culture and education program. If transferring from another TIGI Hairdressing Academy, all transfer hours will be accepted.

Credits will be reviewed in detail of the students work quality and the relationship of the specific subject to the TIGI Curriculum. Other factors to be evaluated will include the prior institution and/or program approval/accreditation, course syllabus, students' grade, and the length of time.

All transfer hours must be submitted at the time of enrollment and a Transfer Hours Form must be completed and certified by the Academy Director upon completing and signing an enrollment agreement. All transfer students are required to purchase a complete TIGI Hairdressing Academy student kit.

Each course offered by TIGI Hairdressing Academy is considered an individual course; therefore, students with an outstanding tuition balance will not be able to receive their transcripts until the account is paid in full.

## Financial Aid

At TIGI Hairdressing Academy our philosophy is that every student should be able to achieve an education, regardless of financial status. To bring this to fruition, our Financial Aid Office assists students in finding sources of financial aid. Financial Aid is available to those who qualify. Students are encouraged to begin the application process three months prior to starting class to have funds available before school starts. Students must complete the Free Application for Student Aid (FAFSA), to be considered for grants or student loans. For further information contact the Financial Aid Office.

## Our Programs

### COSMETOLOGY PROGRAM

1500 Hours / 44 WEEKS – 5 Day Schedule 35 HOURS PER WEEK

1500 Hours / 50 WEEKS – 5/3 Day Schedule 30 HOURS PER WEEK

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TIGI Hairdressing Academy offers a Basic Cosmetology program to individuals seeking to become licensed within the field of Hairdressing. Our program produces qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology program introduces and guides beginning students in meeting the level of proficiency in cosmetology required by the State. The program is designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the cosmetology field. Students will learn TIGI's unique haircutting, styling, coloring, skincare & nail design techniques in the levels listed below.

#### Program Format:

The curriculum for students enrolled in the Cosmetology program shall consist of 1500 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction mean instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### Freshman

Skills Learned: Cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

#### Sophomore

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, relaxers, Mizani product knowledge, specialty styling and Avant Garde concepts & techniques.

#### Junior A

Skills Learned: Makeup, hair removal, manicure, pedicure, facials and Dermologica product knowledge, clinic floor operations, introduction to State Board Testing procedures. Students will now begin taking clients half day on class training day.

#### Junior B

Skills Learned: Advanced color theory, lightening, toning, corrective color consultations, techniques & applications. Ongoing hands-on in specialty styles, artificial nails, consultation and closing the services, advanced cut and chemical techniques. Students are available to take clients half day on class training day.

## Salon Ready

Skills Learned: Salon business, portfolio & resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical TIGI Classic techniques to become an Advanced Senior. Students are available to take clients all day.

## Senior

Skills Learned: Boards preparation and set up. The procedures and guidelines for the state board examination. Students are also given mock board examination. Students are available to take clients all day.

The normal time to complete the Cosmetology program for a 5-day 35 hr. student is 44 weeks and 5/3-day 30 hr. student is 50 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

## COSMETOLOGY

SUBJECT AREA	CLOCK/CONTACT HOURS
SCALP CARE (SHAMPOOING, RINSING & CONDITIONING)	50
HAIR COLORING OR HAIR TINTING & BLEACHING	200
HAIRCUTTING	200
HAIRSYLING	175
CHEMICAL TEXTURE SERVICES	100
MANICURING & PEDICURING	175
APPLICATION OF ARTIFICIAL NAILS	125
FACIALS & SKIN CARE	175
FACIAL MAKEUP	25
HAIR REMOVAL	75
LAWS, RULES & REGULATIONS	25
MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	25
DISINFECTION, CLEANING & SAFE WORK PRACTICES	150
<b>TOTAL</b>	<b>1500</b>

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Cosmetologist, Hairstylist or Barber.

Career paths for a licensed Cosmetologist can be in the following areas:

Entry-level Salon Stylist or Chemical Technician, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

To become a Cosmetology, further training is required. Other positions mentioned may also require additional training and education.

## BARBERING PROGRAM

1500 Hours / 44 WEEKS – 5 Day Schedule 35 HR

1500 Hours / 50 WEEKS –5/ 3 Day Schedule 30 HR

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TIGI Hairdressing Academy offers a Basic Barbering program to individuals seeking to become licensed within the field of Barbering. Our program produces qualified barbers invested in the concept of hair fashion. The Barbering program introduces and guides beginning students in meeting the level of proficiency in barbering required by the State. The program designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the barbering field. Students will learn TIGI's unique haircutting, styling, coloring, skincare & shaving techniques in the levels listed below.

### Program Format:

The curriculum for students enrolled in the Barbering program shall consist of 1500 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction mean instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### Freshman

Skills Learned: Cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

#### Sophomore

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, chemical relaxing, chemical perming, specialty styling and Avant Garde concepts & techniques.

#### Junior

Skills Learned: Advanced color theory, men's facial theory, men's facial application. Students will now begin taking clients.

#### Salon Ready

Skills Learned: Salon business, portfolio and resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical TONI&GUY Classic techniques to become a senior. Students are available to take clients all day.

#### Senior

Skills Learned: All applications of state exam procedures, including all required tests and practical test outs to prepare Mini-Board exam. Students must pass mock State Board exam. Students are available to take clients all day.

The normal time to complete the Barbering program for a 5-day 35 hr. student is 44 weeks and 5/3-day 30 hr. student is 50 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetology Licensing:

## BARBERING

SUBJECT AREA	CLOCK/CONTACT HOURS
TREATMENT OF HAIR & SCALP	60
FACIAL MASSAGE & TREATMENTS	90
SHAVING	90
HAIRCUTTING	270
HAIRSTYLING	270
CHEMICAL HAIR SERVICES	240
HAIR COLORING & HAIR TINTING	240
LAWS, RULES & REGULATIONS	30
MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	30
DISINFECTION, CLEANING & SAFE WORK PRACTICES	180
<b>TOTAL</b>	<b>1500</b>

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed barber.

Career paths for a licensed barber can be in the following areas: Entry-Level Barber, Salon Manager, Salon Owner, Salon Director, Salon Educator, Product Company Representative, or Platform Artist.

To become a Barber Instructor, further training is required. Other positions mentioned may also require additional education.

## **HAIRSTYLIST PROGRAM**

1200 Hours / 36 WEEKS – 5 Day Schedule 35 HR

1200 Hours / 40 WEEKS – 5/3 Day Schedule 30 HR

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TIGI Hairdressing Academy offers a Basic Hairstylist program to individuals seeking to become licensed within the field of Hairdressing. Our program produces qualified hairdressers invested in the concept of hair fashion. The Hairstylist program introduces and guides beginning students in meeting the level of proficiency in Hairstyling required by the State. The program designed to help prepare you to obtain the knowledge and skills needed for an entry level position in the Hairstyling field. Students will learn TIGI's unique haircutting, styling & coloring techniques in the levels listed below.

### **Program Format:**

The curriculum for students enrolled in the Hairstylist program shall consist of 1200 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction mean instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### **Freshman**

Skills Learned: Cutting methodology/terminology, handling cutting/styling tools, ergonomics, head sheets, shampooing, up-dos, thermal styling, perm, texturizing techniques and cutting/styling ten (10) TONI&GUY Classic Cuts.

#### **Sophomore**

Skills Learned: Coloring methodology/terminology, basic color theory, TIGI color product knowledge, nine (9) TONI&GUY Classic Coloring techniques, relaxers, Mizani product knowledge, specialty styling and Avant Garde concepts & techniques.

#### **Junior**

Skills Learned: advanced color theory, lightening, toning, corrective color, consultations, techniques & applications, specialty styling, avant garde concepts & techniques, TIGI product knowledge. Students will now begin taking clients.

#### **Salon Ready**

Skills Learned: salon business, portfolio & resume building, state board kit check, state board overview. Students will prepare for their Senior Test Out and must be able to perform practical TIGI Classic techniques to become an Advanced Senior. Students are available to take clients all day.

#### **Senior**

Skills Learned: fundamentals of state board procedures, State Board written examination & preparation, advanced styling, take cut and color clients all day.

## State Board

State Board Skills Learned: State Board review: Thursdays/Fridays: review state board procedures, take cut and color clients. Students must pass mock state board prior to Graduating.

The normal time to complete the Hairstylist program for a 5 day 35 hr. student is 36 weeks and 5/3 day 30 hr. student is 40 weeks however, program duration may increase based on time off due to holiday, inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

## HAIRSTYLIST

SUBJECT AREA	CLOCK/CONTACT HOURS
SCALP CARE (SHAMPOOING, RINSING & CONDITIONING)	60
HAIR COLORING OR HAIR TINTING & BLEACHING	240
HAIRCUTTING	240
HAIRSYLING	210
CHEMICAL TEXTURE SERVICES	120
LAWS, RULES & REGULATIONS	30
MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	30
DISINFECTION, CLEANING & SAFE WORK PRACTICES	270
<b>TOTAL</b>	<b>1200</b>

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed Cosmetologist, Hairstylist or Barber.

Career paths for a licensed Cosmetologist, Hairstylist or Barber can be in the following areas:

Entry-level Salon Stylist, Barber or Chemical Technician, Salon/Barbershop Manager, Salon/Barbershop Owner, Salon/Barbershop Director, Salon/Barbershop Educator, Product Company Representative, or Platform Artist.

To become a Cosmetology/Barber Instructor, further training is required. Other positions mentioned may also require additional training and education.

**\* NOTE:** It is the students' responsibility to meet with the Academy Director to pick up all necessary paperwork to apply for the State License Examination and consequent licensure and pay all applicable fees.

**\*\* NOTE:** Once a student is licensed, it is the student's responsibility to contact the administration office regarding licensure including graduate's current name, address, telephone number and of his/her employer once employed in the field.

The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records cards.

## ESTHETICIAN PROGRAM

600 Hours / 25 WEEKS – 4 Day Schedule 24 HOURS PER WEEK

(Program duration may increase based on time off due to holiday or inclement weather closures.)

TIGI Hairdressing Academy offers a Basic Esthetician program to individuals seeking to become licensed within the field of Esthetics. Our program produces qualified estheticians invested in the concept of skin care & skin services. The Basic Esthetician program introduces and guides beginning students in meeting the level of proficiency in Esthetics required by the State. The program is designed to help prepare you to obtain the knowledge, skills & professionalism needed for an entry level position in the esthetics field.

Students will learn TIGI 's unique skin care services, facial & body waxing, lash & brow tinting, makeup application & lash extension techniques in the levels listed below.

### Program Format:

The curriculum for students enrolled in the Esthetician program shall consist of 600 clock hours of technical instruction, practical operations and theory as mandated by the State. Theory and technical instruction mean instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### Freshman

Skills Learned: Skincare, Waxing & Makeup methodology/terminology, handling of facial & waxing tools, usage & sanitation of Esthetics Equipment, ergonomics, head sheets, client consultations, facial & body hair removal, and basic skin care theory.

#### Sophomore

Skills Learned: Dermalogica product knowledge, introduction to advanced concepts & techniques, lash lifting/extension services, brow/ lash tinting, clinic floor operations, introduction to State Board practical procedures.

#### Junior

Skills Learned: advanced skincare theory, consultations, contraindications techniques & applications, Facial & makeup services on models, hair removal services on models, pro power peel overview & services on models, and advanced Dermalogica product knowledge. Students will now begin taking clients.

#### State Board

Skills Learned: Begin State Board overview of written & practical examination, salon business, portfolio & resume building, state board kit check, state board overview. Students will begin taking State Board finals and must be able to perform practical TIGI skincare & waxing techniques. Students will take clients all day, except on Tuesdays. State Board review is in the am every Tuesday.

#### Senior

Skills Learned: Fundamentals of State Board procedures, State Board written examination & preparation, advanced techniques. Students will take clients all day, except on Tuesdays. State Board review is in the am every Tuesday. Students will review state board procedures, take skin & waxing clients. Students must pass mock state board prior to Graduating.



The normal time to complete the Esthetician program for a 4-day 24 hr. student is 25 weeks however, program duration may increase based on time off due to holiday or inclement weather closures or any other natural occurring event causing TIGI Hairdressing Academy to unexpectedly close for a period of time. Please review the following requirements for program completion for admission to the State of Colorado Office of Barber and Cosmetologist Licensing:

## ESTHETICIAN

SUBJECT AREA	CLOCK/CONTACT HOURS
FACIALS & SKINCARE	210
FACIAL MAKEUP	30
HAIR REMOVAL	90
LAW, RULES & REGULATIONS	30
MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	30
DISINFECTION, CLEANING & SAFE WORK PRACTICES	210
<b>TOTAL</b>	<b>600</b>

Upon completion of the program, a successful state board exam and subsequent licensing, the graduate becomes an entry-level licensed esthetician.

Career paths for a licensed esthetician can be in the following areas: Entry-Level Esthetician, Spa/Salon Manager, Spa/Salon Owner, Spa/Salon Director, Makeup Artist, Medical Esthetician, Hair Removal Specialist, Esthetics Educator, Eyelash & Brow Specialist, Product Company Representative, or Platform Artist.

To become an Esthetics Instructor, further training may be required. Other positions mentioned may also require additional education.

## Educational Goals

### Performance Objective

- Obtain knowledge of laws and rules regulating the established Colorado's Cosmetology & Barbering practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, shaving and nails.
- Gain knowledge of general theory relating to cosmetology, barbering and hairstyling including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology/barbering.
- Establish retail sales techniques which will prepare the student for a salon or barbershop environment.

### Skills to be Developed

- Learn the proper use of implements relative to all cosmetology and barbering services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Develop procedures and terminology used in performing all cosmetology and barbering services.
- Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Establish the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

### Attitudes and Appreciations to be Developed

- Understand and value good workmanship common to cosmetology.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

## School Calendar

### Five (5) Day Schedule/ 30 and 35 Hours

To excel in our Program, you must attend all scheduled classes. Attendance is mandatory for all students. Class maximum number is 25. The 30 Hour Class Schedule hours are Tuesday through Saturday 8:00 a.m. - 2:30 p.m. The 35-hour Class Schedule hours are Tuesday through Wednesday, 8:00 a.m. – 2:30 p.m., and Thursday - Friday from 8:00 a.m. – 4:00 p.m. and Saturday from 8:00 a.m. – 4:30 p.m. Theory class runs Thursday and Friday from 8:00 a.m. – 9:50 a.m.

Students are responsible to clock themselves in and out. Time clock adjustments will only be made in the event of a time clock failure or any other extenuating circumstances that may arise and approved at the sole discretion of the Academy Director.

Suggested arrival time is 7:45 a.m., to be prepared for class by 8:00 a.m. You are considered tardy at 8:01 a.m., thus you will be unable to accrue hours until 9:50 a.m. on scheduled theory days. The Academy administration may adjust program hours and days in consideration of holidays or other events requiring schedule adjustment. Students will be informed by writing notice of any schedule changes in advance.

### Three (3) Day School Hours

To excel in our Program's, you must attend all scheduled classes. Attendance is mandatory for all students. Class hours are Thursday, Friday and Saturday, 8:00 a.m. – 6:30 p.m. Theory class runs Thursday and Friday from 8:00 a.m. to 9:50 a.m. Students are responsible to clock themselves in and out. Time clock adjustments will only be made in the event of a time clock failure or any other extenuating circumstances that may arise, as approved at the sole discretion of the Academy Director.

Suggested arrival time is 7:45 a.m., to be prepared for class by 8:00 a.m. You are considered tardy at 8:01 a.m., thus you will be unable to accrue hours until 9:50 a.m. on scheduled theory days. The Academy administration may adjust program hours and days in consideration of holidays or other events requiring schedule adjustment. Students will be informed by written notice of any schedule changes in advance.

### Holidays

TIGI Hairdressing Academy observes the following holidays:

- New Year's Day
- Memorial Day Weekend
- Fourth of July
- Labor Day Weekend
- Thanksgiving Break
- Winter Break

Any student who is absent the day before or after a designated holiday or break may be suspended. Any changes to the schedule for Thanksgiving or Winter Break, Academy administration will announce in advance. The holiday season is always a very busy time in the hairdressing industry. To assist in transitioning smoothly, into a career as a professional in the hairdresser industry, and meet the demands of the industry, we continue a tight schedule throughout the holidays.

### Closure Due to Inclement Weather

The academy follows the inclement weather closings announced for the local Independent School District. The academy will close any time the district closes due to bad weather. Students should always use good judgment when traveling in inclement weather.

### Five (5) Day Daily Schedule

- |                   |  |
|-------------------|--|
| 7: 45 – 8:00 a.m. | Prepare for class before you clock in. Show up in proper uniform and professional dress. Be sure to be well groomed, including applying make-up before arriving at school. Before you clock in at 8:00 am, prepare your station and tools for clients. |
|-------------------|--|

8:00 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:01 am. Theory class begins promptly at 8:00 am. You will be considered tardy at 8:01 am.
9:50 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every student is required to take a 30-minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.
3:30 – 4:00 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 4:00 p.m. unless servicing a client.

### Three (3) Day Daily Schedule

7: 45 – 8:00 a.m.	Prepare for class before you clock in. Show up in professional dress with proper uniform. Apply make-up before arriving at school and be sure that your hair is groomed. Before you clock in at 8:00 am, prepare your station and tools for clients.
8:00 a.m.	Clock in and be seated in the designated room. Roll call begins at 8:01 am. Theory class begins promptly at 8:00 am. You will be considered tardy at 8:01 am.
9:50 a.m.	Junior and senior students go directly to their stations on the clinic floor and begin their assignments.
LUNCH BREAK	Every student is required to take a 30-minute lunch break, as scheduled by the Academy Administration. If you are servicing a client past your regular lunch time, you are required to notify your instructor and the front desk to reschedule your lunch break.
3:30 – 6:30 p.m.	Sanitize and clean your station. Complete your assigned duty as requested prior to leaving. All students must clock out by 6:30 p.m. unless servicing a client.

### Program Start Dates

All our courses begin the first Thursday of each month. TIGI Hairdressing Academy reserves the right to add or delete any course dates in a calendar year. You will be required to sign an enrollment contract prior to beginning class and attend a mandatory New Student Orientation. An orientation will be completed at the beginning of each new level of the program to help you understand what is expected as you progress.

## Special Events

Each year, TIGI Hairdressing Academy students may participate in our Runway Hair Show. This special event requires many hours of preparation. You may receive field trip hours for your participation only if you meet the following requirement

- a) Participation throughout the event
- b) Attendance the day before the event
- c) Attendance the day after the event

## Academic Standards and Policies

### Dress Code

The TIGI Hairdressing Academy dress code helps set a standard of excellence for our students and gives our clinic floor a professional look and feel that appeals to our clinic floor clients. When selecting your school apparel, remember your attire should always convey a sense of professionalism. The apparel you choose must always meet the following dress code guidelines:

- Tuesday through Saturday all black dress is required. Once Senior Test out is complete, white, black, gray dress code allowed.
- All clothing must be plain: no logos, emblems, plaids, or writing may appear on the clothing, other than a TIGI emblem.
- No t-shirts of any kind unless it is a TIGI/TONI&GUY T-shirt. TIGI/TONI&GUY T-shirts must be clean, pressed, and tucked into other clothing giving a neat appearance.
- You may always wear an approved apron over your clothing on the clinic floor.
- Shoes must be closed toe and may be any color, cleaned, and polished. Sandals, moccasins, and workout shoes are not permitted. Tennis shoes must be new, clean, and solid color and not shoes that can be worn to the gym. Wear comfortable shoes as you will be on your feet all day.
- Socks, pantyhose, leggings, tights, or “booties” must always be black in color. Leggings, tights, and hose must be in dress code (correct color).
- Ties and scarves can be any color.
- Jewelry, belts, and other accessories can be any color.
- Armpits and chest must always be covered.
- No bare stomachs. If top rises when arms are lifted and reveals bare flesh, the top is too short.
- Slippers, house shoes, sweatpants, low cut blouses, men’s undershirts, colored undershirts, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- A skirt with a hemline above the knee is acceptable, as long as solid black leggings are underneath.
- Undergarments must be nude or black. Colored undergarments which are visible through clothes are not be permitted.

- Undergarment lines and body suit lines should not be visible through clothing. Slips must be worn when fabric is sheer.
- Bandannas, du rags, or scarves wrapped on head are not permitted.

**Note:** Any student who returns to practice for the State Board must be in proper dress code for that day.

## Attendance Policy

### Tardiness

You are expected to clock in each day by 8:00 a.m. You are tardy at 8:01 a.m. and you will not be able to start accruing hours for that day until 9:50 a.m. Theory begins each morning, Thursday and Friday at 8:00 a.m., and required to attend by the state. Attending class on time is critical for your success and helps demonstrate your commitment to the program and keeps you in good standing at the academy.

### Attendance

You must always maintain a 94% attendance rate during the program to ensure completion of program within the scheduled timeframe. If a 94% attendance rate is not maintained you will require further instruction to satisfy graduation requirements, over contract fees will occur. TIGI Hairdressing Academy does not have an excused absence policy. This strict attendance policy will help prepare you for the challenging schedules of hairdressing professionals. The Administration will take corrective action against any student who does not maintain 94% or higher attendance. Students attendance must be immediately corrected and maintain the expected level of attendance or receive further corrective action for punctuality will be taken.

### Standard for Attendance

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining Satisfactory Attendance Progress. Evaluations are conducted at the end of each evaluation period, and SAP reports are printed on a weekly basis to determine if the minimum requirements have been met. If attendance falls below the 80% at the time of evaluation, or at the beginning of each week, the student will be placed on an SAP/Attendance Warning. At the end of the SAP/Attendance Warning if you have failed to reach an 80% attendance rate you may be terminated from the program. However, if you have made significant advancement toward the Academy's standard of 80%, and the Academy Director can reasonably determine the 80% can be achieved, you may then be placed on an extension of the Attendance Warning. At the end of the extension, if you are not meeting the SAP requirement, you will be terminated from the Academy.

### Re-Enrollment

If you withdraw from TIGI Hairdressing Academy in good standing and wish to return, contact the Director. Re-enrollment is reviewed on a case by case basis and is subject to availability. If you are accepted for re-enrollment, you must sign a new contract, pay a nonrefundable re-enrollment fee, and settle all outstanding tuition balances. Students approved to re-enroll will re-enter in the same progress status as when they left, including grade point average, and attendance rate. Those who receive a grade of incomplete and who is approved to re-enroll in the program may complete the incomplete subjects. The grade point average will improve as incomplete subjects are completed.

## Program Schedule Change Policy

A student wanting to change their current program schedule, must request this from the Director. To complete the change a meeting with the Financial Aid Director and pay a \$500.00 schedule change fee is required. All requests will be considered case by case and must be approved by the Academy Director prior to the schedule change.

## Grading Policy

TIGI Hairdressing Academy gives grades for written work, exams, and the Mock State Board exam, weighted evenly. We use the following grading scale to evaluate performance:

100% - 94%	Exemplary Performance
93% - 87%	Very Good Performance
86% -80%	Satisfactory Performance
79% and Below	Not Passing

## Monthly Progress Report

Each student enrolled will receive a progress report the first Thursday of each month, or more often as deemed necessary by school, defining their current status of attendance and grade point average. If absent on the day the progress reports are to be received, it is the responsibility of the student to request their monthly progress report from the Education Director. Those students that are achieving an attendance rate of 94% or higher as well as an 80% GPA or higher will be eligible for the Honors Program.

## Satisfactory Academic Progress Policy (SAP)

TIGI Hairdressing Academy generally requires a higher standard of attendance and GPA than our accreditation body, the state or the Department of Education. As a TIGI Hairdressing Academy student, you must meet consistent and reasonable standards of satisfactory academic progress, including a grade point standard and an attendance standard as mentioned above. This policy is applicable to all students enrolled in our diploma program and is evaluated in actual hours.

It is provided in print form in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the federal regulations established by the United States Department of Education.

## Evaluation Periods

Students are evaluated for Satisfactory Academic Progress during their enrollment with TIGI Hairdressing Academy.

At the beginning of each week, SAP reports are printed from our student information system, FAME. If any student is below 80% attendance, they will be placed on an Attendance Warning.

Below are the disbursement periods regarding Federal Student Aid (FSA). The Satisfactory Academic Progress (SAP) for every student is also checked and an evaluation is given at these periods.

Cosmetology	450, 900, 1200 clocked (actual) hours
Barbering	450, 900, 1200 clocked (actual) hours
Hairstylist	450, 900, 1100 clocked (actual) hours
Esthetician	300, 600 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **Make-Up Work**

Make-up work is allowed when a student is excused due to illness, emergency or unusual circumstance beyond the student's control that prevent the student from the completing the assigned work or examinations prior to the end of their program.

### **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must be set forth:

- A) Whether the postponement is for the convenience of the school or student, and
- B) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced or the student fails to attend the new start date agreed upon in writing, the student will be entitled to an appropriate refund of the prepaid tuition and fees within 30 days of the deadline of the new start date as stated in the agreement, provided the refund is in accordance with the schools' refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

### **Maximum Time Frame**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at Satisfactory Academic Progress. A student with an 80% attendance rate would be able to complete within 150% of the program length.

Transfer hours, up to 1000 hours, from another institution accepted toward your program, are counted as both actual and scheduled hours for determining the if the allowable maximum timeframe has been exhausted.

### **Standard for Grade Point Average**

Students must maintain a minimum of an 80% grade point average to graduate from the program and to be considered maintaining Satisfactory Academic Progress.

Numerical grades are considered according to the following scale:

100% - 94%	Exemplary Performance
93% - 87%	Very Good Performance
86% -80%	Satisfactory Performance
79% and Below	Not Passing

### **Determination of Progress Status**

Students that meet the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.



## Financial Aid

Students who do not meet the minimum standard for Satisfactory Academic Progress will be no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. TIGI Hairdressing Academy will notify students of any evaluation that will impact their eligibility for financial aid.

### Warning

Students who do not meet minimum attendance requirements or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. All warnings will be in writing and specific actions outlined to attain Satisfactory Academic Progress by the next evaluation. At the end of the warning period, if the student has still not met both the attendance and academic requirements, the student may be terminated from the program or 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 may be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. At the end of the probationary period, if the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress, the student will be determined as NOT making Satisfactory Academic Progress and the student will be terminated from the program.

### Re-Establishment of Satisfactory Academic Progress

Students meeting the minimum attendance and academic requirements by the end of the warning and probationary period, will be considered to have re-establish Satisfactory Academic Progress and may qualify for Title IV Aid.

### Interruptions, Course Incompletes, Withdrawals

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

### Appeal Procedure

If a student is not performing with Satisfactory Academic Progress, the student may appeal the determination. Applicable appeal reasons include a relative's death, student injury or illness, or any other allowable special or mitigating circumstance. The student must submit an appeal in writing to the school on the designated form describing in detail the reason for the appeal, to include supporting documentation why the determination should be reversed. This detailed appeal should include current changes that support the student's situation to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be rendered and communicated in writing to the student within 30 calendar days. The appeal and decision documentation will be retained in the student file. If the decision is to uphold the student's appeal, the SAP determination will be reversed and if applicable, Federal Financial Aid will be reinstated.

## Transfer Hours

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as actual hours for the purpose of determining when the allowable maximum time frame has been exhausted.

A student's transfer hours will be counted as actual hours for the purpose of determining when the allowable maximum time frame has been exhausted. Applicable transfer hours will be counted during Satisfactory Academic Progress only.

## Requirements for Graduation

TIGI Hairdressing Academy has set minimum standards for completion of the program. Graduation requires meeting the following:

Satisfy all state requirements, consisting of:

- A) Completion of required state hours.
- B) Completion of exams and course requirements.
- C) Passing the Mock State Board, you may re-take this test if you do not pass the first attempt.
- D) Fulfill practical operations required by the academy and the state.
- E) Comply with all policies in the catalog.
- F) Maintain an 80% or higher, grade point average through the program.
- G) Maintain an 80% or higher, attendance rate throughout the program.
- H) Arrangements made to pay all tuition and fees to the Academy before graduation day.
- I) Final payment must be made in the form of a cashier's check, money order or credit card. (Personal checks are not accepted.)
- J) Complete the program while maintaining Satisfactory Academic Progress within each evaluation period.
- K) Complete a Financial Aid Exit Interview: If applicable.  
\*\*If you received financial aid funds, you must complete this interview. You are required to report your most current address and telephone number, as well as the name and telephone number, and address of your employer (if employed).
- L) Complete the Graduation Checklist: Obtain the necessary staff/faculty member signatures and file the checklist with the School Administration.
- M) Turn in all keys and Academy property. You will be charged a fee for each key that is not returned to the Academy. This charge must be paid prior to receiving your diploma.

Upon your satisfaction of the above criteria, we will issue a diploma to you and you will be recognized as a graduate of TIGI Hairdressing Academy. Your graduation will be reported to the Colorado State Board of Barbering and Cosmetology. You can then contact Colorado State Board of Barbering and Cosmetology to request a state board exam date.

Once you successfully complete the course, pass the state board exam, and receive a license from the state, you are qualified to become a Cosmetologist/ Hairstylist or Barber. Congratulations!

## Leave of Absence Policy

You may request a Leave of Absence (LOA) for a minimum of five (5) calendar days and a maximum of sixty (60) calendar days. It is the Directors discretion to extend the LOA due to extreme circumstances. You must submit a LOA request in writing to the Director with a specific program return date. Approval of a LOA request is not guaranteed. If the LOA request is approved, you must return by the date specified. Failure to return from the LOA by the specified date, is considered you to have withdrawn from the program, effective the date which you fail to return or the date the Academy was notified of your intended change whichever comes first, with the following outcomes:

- a) If entitled to a refund, the academy will pay you within thirty (30) days of the date upon which the academy is notified you are not returning from the approved LOA.
- b) If any federal student grants or loans were received, the determination of the extent of any unearned grant or loan funds that either you and/or the academy must return to the federal student aid programs and lenders will be made using the beginning date of your LOA as the last date which you completed scheduled class hours.
- c) If you received any federal student loans, the six month “grace” period will be deemed to begin the first day of your approved LOA, and all the time in the “leave” period will be counted in the six-month grace period.

## Student Conduct

Our goal is for all our students to be successful and to have an ongoing educational experience. To meet these goals, we have established student conduct guidelines. Failure to observe these guidelines could cause disruption to the learning environment or negatively impact you and other students educational experience. Proper student conduct keeps our unique learning environment strong and helps you build a foundation for success. Students are not considered employees and thus will not be paid for providing services to the public. This is considered part of the course curriculum. TIGI Hairdressing Academy complies with all local, state, and federal laws that apply. We may take corrective action against students who violate the policies listed within this catalog, who interfere with another student’s work, or who exhibit disruptive behavior.

## Non-Smoking Policy

We provide a smoke-free environment for all students, staff, and clients. Students may smoke in the designated smoking area only.

## Safety

We have established the following safety guidelines to provide a safe environment for all our students and staff:

- Always walk through the school. Running can lead to slips and falls.
- Keep aisles and work areas free from clutter and obstruction.
- When lifting heavy items, seek assistance from another person: do not lift alone. Lift by bending your knees, not bending at the waste and using your back.
- No standing on chairs or sitting on tables or stations. This may result in negligent injury.
- Report any incident resulting in an injury immediately.
- Report any possible hazard, that could cause an injury or place someone in a danger, i.e. chipped glass, broken equipment, sharp or rough edges, electrical problems, water seepage or spills.
- Promptly report any suspicious or out of the ordinary situation.
- Use the fire escape routes in case of fire. Each classroom and each stairwell entrance have a posted designated escape route on all three floors to direct you in case of fire. Please inspect each area for the fire escape plan, as you will be working in various areas of the academy.
- The TIGI Hairdressing Academy Legacy will not be held liable for any injury resulting in negligence or carelessness.

## Professionalism

Our team is focused on graduating professional hairdresser's thus we work hard to maintain the highest educational and environmental standards throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep communications with clients positive and keep sensitive topics such as religion, personal business, or gossip out of conversations. Profanity and vulgar language are not permitted. Treat your clients, instructors, fellow students, and administration with the upmost respect always.

## Daily Duties

The break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained per state regulations. Each student will be assigned daily tasks and duties which will help prepare you for a salon environment. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly before you clock out. Clean and sanitize your styling station and mirror before you leave each day. Be sure to take all personal belongings from the academy. TIGI Hairdressing Academy cannot be held responsible for lost, damaged, or stolen items that remain in the building after hours. A locked cart is provided to each student which may be used for storing items. The safest place for your belongings is with you.

## Eating / Drinking

Eating and drinking are not permitted on the clinic floor. Refreshments and meals may be enjoyed in our Student Break room.

## Telephones

While clocked in, cell phones and mobile communication devices are permitted in the building and only be used for education purposes. Cell phone use is allowed in the break room during scheduled breaks. While on the clinic floor or in the classroom, no phone calls or text messaging may be conducted. Any emergency phone messages should be routed to the Academy Customer Service Specialists.

## Reception Desk

The lifeblood of our clinic floor operations is concentrated at the reception desk. Our receptionists work very hard to keep the clinic floor running smoothly. Please help them provide ongoing professional service to our clients by allowing them space to work. Students are not authorized behind the receptionist desk at any time. You will need to work within the reception area when you greet your clients and when assisting them in making product purchases and checking out. At all other times, you should stay clear of the reception area.

## Client Services

To shape quality and proficiency with the new skills and techniques learned in class, you will need to perform practical applications on clients. Our clients expect and deserve your best ongoing professional service. Greet every client in a timely manner and deliver outstanding ongoing professional service until you have assisted them with checking-out. Refusing service to a client or trading tickets with another student is not permitted and will result in corrective action, up to and including termination. When you have completed each client service, an instructor should sign off before escorting the client and ticket to the front desk.

## Student Services

### Academic Support

The mission of the Academy is to provide students and promote growth in your academic potential. Students with educational needs are encouraged to ask for guidance from any of the staff. To assist you in maximizing your growth, the staff will provide instruction on note taking, meaningful text reading and retention, exam preparation, time management, and a variety of other skills needed for success. These services will be presented during individual meetings that assess your needs and concerns as a student. An individualized plan is then created to strengthen specific academic study skills.

### Library/Resources

The majority of the academic material needed for each course is covered during regular theory hours. Resources consist primarily of teaching videos, trade magazines and specialty books. Students desiring to enhance their education with additional materials are able to do so by reviewing the additional resources available to them. These resources are available upon request.

Hours of Operation:	Tuesday & Wednesday	8:00 a.m. – 2:30 p.m.
	Thursday, Friday & Saturday	8:00 a.m. – 6:30 p.m.
Library Hours:	Tuesday & Wednesday	8:00 a.m. – 2:30 p.m.
	Thursday, Friday & Saturday	8:00 a.m. – 6:30 p.m.

### Confidentiality Policy

Your contract is made solely between you and TIGI Hairdressing Academy, the information and details of the transaction are confidential and not to be shared with other parties. All student advisement or conversation between any student and the administration is held to be confidential and private. Do not discuss your contract or interactions with instructors and staff, among fellow students. Violation of this policy may lead to corrective action, and up to and including termination.

### Levels of Corrective Action

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the TIGI Hairdressing

Academy helps us maintain the continued educational environment at the TIGI Hairdressing Academy and ensures that each student has an excellent educational experience. Should your conduct, attendance, or academic performance require attention, the TIGI Hairdressing Academy Administration may become involved with corrective action.

The following levels of corrective action could include:

### **Verbal Warning**

When a student violates TIGI Hairdressing Academy policies, the student will be verbally informed of the violation that he/she committed. The verbal warning acknowledges the potential ramifications for failure to correct the behavior.

### **Written Warning**

Students who violate TIGI Hairdressing Academy policies and have received a verbal warning, for continued violation or any severe violation of policy may be issued a Written Warning which is to be signed by the student and staff. The Written Warning acknowledges the ramifications for failure to correct the behavior addressed in the Verbal and Written Warning, which may include a suspension and/or termination.

### **Suspension**

Students who violation TIGI Hairdressing Academy policies and have received a verbal and written warning, or any severe violation of policy may be immediately suspended or withdrawn from TIGI Hairdressing Academy. Depending on the violation, an Out-Of-School suspension may last for a period of not less than one (1) day but not longer than thirty (30) days.

### **Termination**

The TIGI Hairdressing Academy will terminate students who no longer clock hours due to voluntary withdrawal by the student.

You will also be terminated by the TIGI Hairdressing Academy for any one or more of the following actions:

- 1) Obvious use or possession of drugs and / or alcohol during TIGI Hairdressing Academy hours, including being under the influence after breaks.
- 2) Bringing firearms or weapons onto campus grounds.
- 3) Any act of violence, bullying or verbal/physical abuse to other students, instructors, administrators, or clients.
- 4) Refusal to provide assigned client services.
- 5) Disruptive behavior.
- 6) Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
- 7) Stealing from the TIG Hairdressing Academy, clients, member of the staff, or a fellow student.
- 8) Clocking in or out for another student.
- 9) Leaving the TIGI Hairdressing Academy premises while clocked in.
- 10) Failure to pay tuition as outlined in your contract.
- 11) Unsatisfactory attendance preceded by verbal warning, written warning, and / or suspension.
- 12) Failure to maintain an 80% grade point average or better.

- 13) Failure to maintain a minimum 80% attendance rate.
- 14) Misrepresentation of personal information on contracts or documents.
- 15) Violation of school policies as outlined in this catalog or any written supplemental notices provided to you.
- 16) Violation of state regulations applicable to students.
- 17) Failure to correct behavior as outlined in terms of written warning.
- 18) Discussing confidential information with other parties (i.e., contract details, disciplinary action, private administration advisement sessions.)
- 19) Any act of vandalism to school property, or others personal property.

### **Withdrawal**

You may voluntarily withdraw from the TIGI Hairdressing Academy by providing written notice of intent to withdraw, as stated on a particular date, to the Academy Director. If no notice is provided, the date of determination of your withdrawal is fourteen (14) calendar days date last attended, unless there is an approved leave of absence. To be sure the withdraw is official, you must initiate the withdraw with the TIGI Hairdressing Academy Administration. The tuition refund policy will apply to withdrawn students.

### **Student Complaint Policy**

We value your feedback about ways that we can continue to improve the education experience for you and your fellow students. We conduct periodic student evaluations in which we request your feedback about your experiences at the Academy. Student complaints include those based on items such as complaints of unfair treatment by an instructor, complaints of unfair grades given by an instructor, classroom procedures, absence and tardiness practices, course requirements differing significantly from those in the syllabus, and the right to participate in certain activities. The procedure for student complaints is described below.

#### **SPECIAL NOTE:**

Any Student Complaint involving discrimination or sexual harassment should be directed to the Academy Director, Campus Safety and Security Officer or the Director of Education, Title IV Coordinator. The student has the right to select their preferred contact based on the nature of the complaint, and those involved.

## Student Complaint Procedure

1 Upon experiencing a challenge, the Student should first bring the challenge to their classroom / floor Educator.

2 If the Student feels like there was not a resolution to the challenge, the next step is to schedule a meeting with the Administrative Director

3 If the Student does not feel the Administrative Director resolved the challenge the next step is to write a formal internal complaint to the Director of Education / Director

- A formal complaint must be completed by the Student and then given to the Director of Education / Director for review.

4 The Director of Education / Director will then take the complaint to the complaint review board: The Complaint Review Board consists of the following members: Director, Education Director, Administrative Director & Educator.

5 Upon meeting with the complaint review board, the Director will review and respond to the complaint by scheduling a meeting within 30 days of receiving the complaint form, to resolve the challenge that was presented by the Student.

6 The Student may file a complaint with the following:

- Colorado Division of Private Occupational School Board at 1560 Broadway Street, Suite 1600, Denver, CO 80202. 303-862-3001, [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)
- Accrediting Commission of Career Schools & Colleges

### ACCSC STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@www.accsc.org](mailto:complaints@www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>



## Interview Training and Resume Development

We may assist you and provide recommendations for preparing a professional resume and offer interview training as part of our curriculum.

## Career Representatives

The academy cannot and does not guarantee employment to any student, but the academy's Student Services Office will endeavor to identify employment opportunities and assist students in employment positions. We encourage students to seek employment in the industry with the salons and companies of their choice and local salon representatives are often invited to talk with students regarding employment opportunities on an ongoing basis. The TIGI Hairdressing Academy maintains employment information on its alumni as much as possible, and you are requested to provide the same information to the TIGI Hairdressing Academy's Placement Office following your completion here at the academy.

## Drug Abuse Prevention Program

The TIGI Hairdressing Academy makes the following information available to its students, staff and instructors. Any individual associated with **TIGI Hairdressing Academy** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agency:

### Drug Abuse Prevention Program

Any individual associated with TIGI Hairdressing Academy who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit following agencies:

Rise Above Colorado  
PO Box 689  
Broomfield, CO 80038  
303.464.1469

Pikes Peak Recovery  
2270 La Montana Way  
Colorado Springs, CO 80918  
855.338.1718

## Education Costs

### Cosmetology

Tuition: \$14,860

Kit: \$3740

Registration Fee: \$100

### Barbering

Tuition: \$14,860

Kit: \$3740

Registration Fee: \$100

### Hairstylist

Tuition: \$13,360

Kit: \$3540

Registration Fee: \$100

### Esthetician

Tuition: \$7,400

Kit: \$1000

Registration Fee: \$100

## Tuition

Tuition and fees are your responsibility as a student. All tuition payments are due on the first Tuesday of each month, with the exception of the first payment, which is made on or before your first day of school. Tuition will be considered late on the first Friday of the month, and you will be assessed a late fee of \$25.

Failure to pay tuition as agreed upon in your contract may result in corrective action up to and including termination. Payment shall be made by credit card, personal check, cashier's check, or money order. The TIGI Hairdressing Academy does not accept cash payments. The final payment must be made by cashier's check, money order, or credit card. Returned checks will result in a Non-sufficient Fund Fee (NSF fee) the amount charged by the bank and further refusal of any future check payments. TIGI Hairdressing Academy reserves the right to change tuition and fees for each course as needed.

In the event a balance due to TIGI Hairdressing Academy becomes overdue, we may contact you to schedule to receive the balance in full, or we may send your account to a third-party collection service. All efforts to receive a balance due will reflect good taste and sound, and ethical business practices. Any third parties engaged to assist in collections of balance dues will acknowledge the existence of, and comply with, the Cancellation and Settlement policy.

A Registration Fee of \$100.00 is required to be paid by each student for each course or program of study, upon enrollment into the program or course.

### Tuition & Fees/ Misc. Fees

Please see [tighairdressingacademy.com](http://tighairdressingacademy.com) for current cost of program tuition and supplies.

Registration/Enrollment Fee	\$100.00
Re-Registration/ Enrollment Fee for Re-entry	\$100.00
Class Repeat Supplies/Processing Fee (Absent 25% of Class)	\$500.00
Duplicate Copy of Transcript	\$75.00
Late Tuition Payment Fee (Due by the 3 <sup>rd</sup> of every month)	\$25.00
Schedule Change/Processing Fee	\$500.00
*Every student must provide their own State Board Exam kit which can be used at the PSI exam facility after program completion. A State Board Exam kit is required for use in State Board training and the Mock Mini-Board Final Exam.	

Saturday (all day) attendance is mandatory for 3- or 5-day schedules commencing on Saturday. Each student in the Cosmetology, Barber, and Hairstylist program is granted four (4) missed Saturdays. Students in the Esthetician program are granted two (2) missed Saturdays.

A fee of \$100.00 will be charged for each missed Saturday thereafter.

Student kits are a required purchase for each student and are non-refundable.

If a student does not graduate within the time frame as stated in the Agreement, additional training will be provided at a rate of \$100.00 per day for additional hours to meet the minimum hours required by the program, Cosmetology: 1500 hours, Barbering: 1500 hours, Hairstylist: 1200 hours, and Esthetician: 600 hours. These additional fees will be charged to the student until the student attains the number of hours necessary to graduate. The maximum time frame shall not exceed 1.5 times the normal duration of the program.

### Cancellation Policy

All notices of cancellation should be in writing, signed, dated and mailed to:

TIGI HAIRDRESSING ACADEMY  
 5125 N. Academy Blvd  
 Colorado Springs, CO 80918

A) The student applicant will be refunded all monies paid if:

- 1) The school rejects the applicant.
- 2) The student application cancels this agreement within three (3) days after signing the

- agreement and making an initial payment.
- 3) The student applicant cancels this agreement within three (3) business days following a tour of the school and inspection of the school's equipment.
  - 4) The school discontinues a program during a period within which a student could have reasonably completed, except that this provision shall not apply in the event the school ceases operation.
  - 5) The student applicant will not be charged a penalty if the student fails to notify the school in writing.
  - 6) If the school cancels the programs start date, the student applicant can opt to move any monies paid into the alternate start date.
- B) A student will receive a refund of tuition and fees when requesting cancellation more than three (3) days after signing an enrollment agreement, and making initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus cancellation charge of \$150.00.
  - C) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the school facilities and inspection of equipment.
  - D) A student will be terminated from this academy who does not comply with the code of conduct as stated in the Student Catalog. Any refund due to the student will apply as stated on table below.
  - E) When a student discontinues training, prior to graduation, the balance due, or refund, will be determined according to table below.
  - F) If an outside agency (i.e. Collection Agency/Lawyer) is required to collect the balance due, the student is required to pay reasonable collection costs and TIGI Hairdressing Academy's reasonable lawyer fees, if any (as defined by said agency within state laws)

## Refund Policy for All Courses

The school shall refund unearned tuition and other charges to a student attending the school that withdraws or otherwise fails to complete the period of enrollment. The school shall make a pro-rated refund of tuition and other charges as defined below:

- A) A refund is based on the period of the student's enrollment, expressed in actual hours completed to total hours of program.
- B) The effective date of the termination for refund purposes is the earliest of:
  - 1) The last date of enrollment of the student which is terminated by the school
  - 2) The date on which the school receives written notice of the student's intent to discontinue the program or the date on which the student violates published school policy, , acts as the termination date.
- C) No student shall be continued on an inactive basis in violation of school policy without written consent of the student.
- D) Inactive students must be terminated no later than 30 days of the next available start date and refunded the appropriate prepaid tuition at that time.
- E) Except for retention of a cancellation charge not to exceed \$150.00, the policy for cancellation settlement, and refund of tuition and fees provides for at least the following:
  - 1) For a student terminating his/her training within the first ten percent of his/her program, the student shall be entitled to a refund of ninety percent (90%) of the tuition and fees of the program exclusive of books, tools, and supplies.
  - 2) For a student terminating his/her training after ten percent, but within the first twenty-five percent (25%) of his/her program, the student shall be entitled to a refund of seventy-five

percent (75%) of the tuition and fees of the program exclusive of books, tools, and supplies.

- 3) For a student terminating his/her training after twenty-five percent (25%), but within the first fifty percent (50%) of his/her program, the student shall be entitled to a refund of fifty percent (50%) of the tuition and fees of the program exclusive of books, tools, and supplies.
- 4) For a student terminating his/her training after fifty percent (50%), but within the first seventy-five percent (75%) of his/her program, the student shall be entitled to a refund of twenty-five percent (25%) of the tuition and fees of the program exclusive of books, tools, and supplies.
- 5) For a student terminating his/her training after seventy-five percent (75%) of his/her program, and has entered the final twenty-five percent (25%), shall not be entitled to any refund, and shall be obligated for the full price of the program, which constitutes the maximum obligation.

Actual Hours Completed to Total Hours in Program	Amount Academy Shall Retain	Amount Academy Shall Refund
0.01% to 10%	10%	90%
11% to 25%	25%	75%
26% to 50%	50%	50%
51% to 75%	75%	25%
76% or OVER	100%	0%

## Refund/Cancellation Policy meets Colorado Private Education Act of 1981, Section 12-59-114

- F) A refund owed under this section must be paid no later than the 30<sup>th</sup> day after the date on which the student becomes eligible for the refund. If a refund is not made within the period required by this section, the school shall pay interest on the refund for the interval beginning with the first day following the expiration of the refund period and ending with the day immediately after the date the refund is made. If the refund is made to a lending institution, the interest shall also be paid to that institution.
- G) The policy for the granting of hours for previous training shall not impact the refund policy.
- H) Refund calculation is based on the number of actual hours attended divided by number of hours in program to determine percent of refund as shown on chart above.

**Special Refund Circumstances:** In case of prolonged illness or accident, death in the family, or other documented circumstances that make it impractical to complete a period of enrollment, the school will make a settlement that is reasonable and fair to all parties.

**Veterans Refund Policy:** Veterans refund policy will be in accordance with V.A. Regulations 21-4255-1.

A Re-Enrolment Fee of \$100.00 (not considered tuition) will be required for any student requesting a re-entry into the TIGI Hairdressing Academy.

## Tuition and Fee Overages & Missed Days Schedule

Charges will continue to be assessed and billed per payment period.

Over Contract	<b>\$100.00 per day</b> , regardless of your absence or attendance, including corrective action absences such as suspension, until you fulfill your graduation requirements.
Missed Saturdays	<b>\$100.00 per day</b> , after the four free excused Saturdays you are given.

## Books, Equipment, and Supplies

You must purchase the TIGI Hairdressing Academy Student Kit, which includes the required books, equipment, and supplies, as required by your contract. Your Student Kit contains the necessary professional hairdressing tools needed to complement the instruction you receive at the TIGI Hairdressing Academy. The items in the kit may change from time to time, at the discretion of TIGI Hairdressing Academy and without notice to students. The TIGI Hairdressing Academy has done its best to outline itemized costs in your contract; however, we do not claim that the costs listed will be the only expenses that you incur as a student at the TIGI Hairdressing Academy. Students are required to utilize an Apple I-Pad to access the necessary educational materials within their program. Students have an option to purchase a multi-media kit from TIGI Hairdressing Academy for \$500 + applicable sales tax or they may choose to use their own electronic tablet for education purposes.

### Other Costs

You will need to pay other fees and costs for program requirements including **State Registration fees** and **State Board exam fees**. You will pay these fees directly to the state and the testing agencies and not to the TIGI Hairdressing Academy.

## Tuition Scholarships

TIGI Hairdressing Academy offers scholarships under specific qualifications. Scholarships are made usually March and August of each year. Applications are available from Academy Administrator.

## Cancellation and Settlement Policy

We will provide a refund of money you have paid toward tuition, fees, and other charges if you:

- 1) Student's Right to Cancel
  - You may cancel your contract for school, without any penalty or obligation on or before the latter of the third business day after you sign the enrollment agreement.
  - After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the in the Tuition Refund Policy.
  - Cancellation shall occur when you give written or verbal notice of cancellation to the institution. You can do this by hand delivery, mail, email or verbal communication. The written notice of cancellation, if sent by mail, is effective when it is properly addressed and placed in the mail. A notice of cancellation need not take any form, however expressed; it is effective once communicated that you no longer wish to be bound by the enrollment agreement.

- If the school closes before you graduate, you may be entitled to a pro-rata refund of tuition. Contact THE DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS at the address and phone number below for information. In the event of a school closure, a list of all students who were enrolled at the time of closing, including the amount of each pro-rata refund will be provided to the Division of Private Occupational Schools.
  - A student or any member of the public may file a complaint about this institution with the **DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS** by (303) 862-3001 or by completing a complaint form, which can be obtained on the Bureau's website at: [higherred.colorado.gov](http://higherred.colorado.gov).
- 2) If we cancel a start date, you can opt to move any monies paid into an alternate start date or request a refund less a registration fee. The delay could last up to ninety (90) days. We may need to cancel a start date due to the size of the student body, repairs to the facility, or other operational issues.
  - 3) If the TIGI Hairdressing Academy terminates you for failure to complete all required coursework in the program within 150% of the stated length of the program or because of failure to comply with the requirements, rules, and regulations outlined in the catalog, your enrollment will be terminated. The extent of any refund due to you will be determined according to our Tuition Refund Policy.

## Tuition Refund Policy

If you withdraw or are terminated from the TIGI Hairdressing Academy prior to completing your academic program, depending upon the point in the program at which your enrollment ended, you may be entitled to a refund of part of the payments you have made (not including Federal Financial Aid funds, which are addressed in our Return of Title IV policy) for tuition, fees, and other charges. A refund is based on your termination date.

If you withdraw from the course of training before your cancellation period expires, we will refund the amount you paid to the TIGI Hairdressing Academy less the registration fee.

If you withdraw from the course of training after the cancellation period expires, we will determine your refund amount by calculating the difference between the total payments you made to the TIGI Hairdressing Academy prior to your withdrawal and the total program charges which the TIGI Hairdressing Academy may retain based on actual hours attended up to your termination date. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, institution will remit a pro rata refund of tuition fees, less a registration fee within 30 days following your withdrawal.

## Financial Aid Consumer Information

The school is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Loan: Interest paid by federal government while student is enrolled at least half time in an eligible program of study and during any periods of deferment.
- Federal Stafford Unsubsidized Loan: Interest accrues from date(s) of disbursement. Private Education Loans.

## Disbursements

PELL Grant disbursements are earned when the student completes the required hours and number of weeks of each payment period. (See Financial Aid Coordinator for more information.)

## Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security number is mandatory. The Social Security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## Student Records

TIGI Hairdressing Academy administration maintains all student records. The TIGI Hairdressing Academy maintains educational records for all currently enrolled students that consists of all admissions, academic, and financial records and information upon which a student's enrollment is based. These records are securely maintained and protected against damage or loss. The academy maintains an official transcript for all formerly enrolled students. The TIGI Hairdressing Academy maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. Only TIGI Hairdressing Academy Administrators may have access to these files. If you wish to review your file, you may do so in the presence of an Administrative staff member. We will not release information to any party without your written consent each time a request is made, except under subpoena or in accordance with state or federal laws or funding programs. If such a situation occurs, we will make every possible effort to contact you, when allowed by law. If you are a dependent minor, your parents may have access to your file. In such an event, the Administrator will assist your parents in interpreting the contents of the file. Please be advised that we are only required to keep student records on location for a minimum of five years.

## Bankruptcy Disclosure

TIGI Hairdressing Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

# TIGI HAIRDRESSING ACADEMY

Legacy

Main Campus  
5125 N Academy BLVD  
COLORADO SPRINGS, COLORADO 80918  
719.390.9898 PHONE  
719.390.0977 FAX  
[www.tigihairdressingacademy.com](http://www.tigihairdressingacademy.com)

Branch Campus  
410 W, Neider Avenue, Suite B  
Coeur d'Alene, IDAHO 83815  
208.930.1276 PHONE  
208.930.1297 FAX  
[www.tieihairdressingacademv.com](http://www.tieihairdressingacademv.com)

TIGI HAIRDRESSING ACADEMY IS ACCREDITED BY



2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
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