



**STUDENT CATALOG**

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

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*ACCREDITED BY ACCREDITING COMMISSION of CAREER SCHOOLS AND COLLEGES*

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>1-2</b>
<b>MISSION</b> .....	<b>3</b>
<b>OBJECTIVE</b> .....	<b>3</b>
<b>STATE APPROVAL DISCLOSURE</b> .....	<b>3</b>
<b>POWERED BY TONI&amp;GUY EDUCATION</b> .....	<b>3</b>
<b>OWNERSHIP HISTORY</b> .....	<b>4</b>
<b>HISTORY</b> .....	<b>4</b>
<b>THE FACILITY</b> .....	<b>4</b>
<b>FACULTY AND STAFF</b> .....	<b>5</b>
<b>BECOMING A STUDENT</b> .....	<b>6</b>
ENTRANCE REQUIREMENTS AND PROCEDURES .....	<b>6</b>
<b>TRANSFER STUDENTS</b> .....	<b>7</b>
<b>VETERAN’S AFFAIRS</b> .....	<b>7</b>
<b>FINANCIAL AID</b> .....	<b>7</b>
<b>OUR PROGRAMS</b> .....	<b>8</b>
COSMETOLOGY PROGRAM .....	<b>8</b>
BARBERING PROGRAM .....	<b>10-11</b>
HAIRSTYLIST PROGRAM .....	<b>12-13</b>
ESTHETICIAN PROGRAM .....	<b>14-15</b>
<b>EDUCATIONAL GOALS</b> .....	<b>15</b>
PERFORMANCE OBJECTIVE.....	<b>15</b>
SKILLS TO BE DEVELOPED.....	<b>16</b>
ATTITUDES AND APPRECIATIONS TO BE DEVELOPED .....	<b>16</b>
<b>ACADEMIC CALENDAR</b> .....	<b>16</b>
FIVE (5) DAY SCHEDULE/ 30 AND 35 HOURS .....	<b>16</b>
Four (4) Day Schedule.....	<b>16</b>
THREE (3) DAY SCHEDULE .....	<b>17</b>
HOLIDAYS.....	<b>17</b>
CLOSURE DUE TO INCLEMENT WEATHER .....	<b>17</b>
FIVE (5) DAY DAILY SCHEDULE.....	<b>17-18</b>
THREE (3) DAY DAILY SCHEDULE.....	<b>18</b>
Four (4) Day Daily Schedule.....	<b>19</b>
PROGRAM START DATES .....	<b>19</b>
<b>SPECIAL EVENTS</b> .....	<b>20</b>
<b>ACADEMIC STANDARDS AND POLICIES</b> .....	<b>20</b>
DRESS CODE.....	<b>20</b>
<b>ATTENDANCE POLICY</b> .....	<b>21</b>
TARDINESS .....	<b>21</b>
ATTENDANCE.....	<b>21</b>
STANDARD FOR ATTENDANCE.....	<b>21</b>
RE-ENROLLMENT.....	<b>21</b>
PROGRAM SCHEDULE CHANGE POLICY .....	<b>22</b>



**TUITION SCHOLARSHIPS..... 38**  
**CANCELLATION AND SETTLEMENT POLICY ..... 38**  
**TUITION REFUND POLICY..... 39**  
**FINANCIAL AID CONSUMER INFORMATION ..... 39**

**DISBURSEMENTS ..... 39**  
**COMPLIANCE STATEMENT ..... 40**  
**STUDENT RECORDS ..... 40**  
**BANKRUPTCY DISCLOSURE..... 40**

TIGI HAIRDRESSING ACADEMY CATALOG 2023 VOLUME XVII

## 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 excellence in cosmetology education, esthetics education & barbering education. TIGI's educational legacy is 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, barbering & esthetics industry.

Sincerely,

*The TIGI Hairdressing Academy 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/spa 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/spa/barbershop 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/ Dermalogica Partnership School

TIGI Hairdressing Academy is committed to providing outstanding educational experiences for individuals who want to pursue the hairdressing and barbering industries. The TONI&GUY fundamentals 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 and an understanding of the salon experience as well as how to further their professional development. As a Dermalogica Partnership School, students will become well versed in the world of skin care & client care learning the Dermalogica techniques and product. 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 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, previous owner of the TIGI Hairdressing Academy spent many years providing a place where students from all backgrounds could learn their craft & thrive in the beauty industry. Both forward-thinking & compassionate, she opened the doors of Universal Beauty College in 1993 to begin enrolling students in their program of choice. Universal Beauty College later became TIGI Hairdressing Academy. Further continuing the legacy of student success, education & professionalism, the Academy remains a community like nowhere else. The Academy is currently owned by Steve Chandler. The Beauty Industry is nothing new to Steve, as he grew up fully immersed in the salon/academy environments. The TIGI Hairdressing Academy team is focused on the students and strive to provide the highest quality of education possible. Personalized service and commitment play an integral part in creating a lifelong relationship between TIGI students & Graduates.

## 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. As a Dermalogica partnership school, we are proud to provide detailed education in product knowledge, application & professional practices led with the Dermalogica techniques that have proved consistent since day one.











































## 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. The retake fee is \$75.00
- 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 one week based on your enrollment schedule and a maximum of sixty (90) 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. This is to include vaping.

## 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 professionals in the industry, 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. 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 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 risk termination 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. Threats involving firearms, weapons, etc. that would put any students, staff or clients in danger will be terminated.
- 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 verbal/written warnings.
- 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 educational 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 Policy

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 Director of Education.

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

- DPOS: DPOS Complaint Procedure: Complaints may be filed by a student or guardian at any time Online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at: <http://highered.colorado.gov/dpos>, 303-862-3001, 1600 Broadway Street, Suite 2200, Denver, CO 80202.

- 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/UploadedDocuments/Commission%20Actions/2021/IRD-Forms-2021/ACCSC-Complaint-Form-and-Information.pdf>

## 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. Our Career Services Director works closely with the Education Department to set up Mock Interviews & offer resources to the currently enrolled student body & alumni.

## 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 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: \$18,160 KIT: \$3,740 REGISTRATION FEE: \$100	BARBERING TUITION: \$18,160 KIT: \$3,740 REGISTRATION FEE: \$100	HAIRSTYLIST TUITION: \$16,360 KIT: \$3,540 REGISTRATION FEE: \$100	ESTHETICS TUITION: \$7,432.50 KIT: \$3,367.50 REGISTRATION FEE: \$100
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## 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 Fridays.

A fee of \$100.00 will be charged for each missed Friday/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-Enrollment 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/Fridays | <b>\$100.00 per day</b> , after the four free excused Saturdays you are given. \$100.00 per day, after the 2 free excused Fridays 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 Division's website at: <https://higherred.colorado.gov/about-us/division-of-private-occupational-schools>.
- 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

CAMPUS LOCATION  
5125 N Academy BLVD  
COLORADO SPRINGS, COLORADO 80918  
719.390.9898 PHONE

719.390.0977 FAX  
[www.tigihairdressingacademy.com](http://www.tigihairdressingacademy.com)

TIGI HAIRDRESSING ACADEMY IS ACCREDITED BY



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