



# SCHOOL CATALOG

Revised 6/14/17

(Cos/Barber)

**99 South Main Street Newtown, CT 06470 (203) 426-1138 TONIGUY.EDU**

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**\* This catalog is written in English, the language in which the course / program(s) will be taught.**

**\*\* This catalog/publication is true and correct in content and policy.**

## **Mission Statement**

Ricci's Academy is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace. It is the hope and purpose of Ricci's Academy to provide students with a positive learning environment and a pathway to career success in the field of cosmetology and or barbering.

## **Administrative Staff and Faculty**

Owner/ Director/ Instructor: Daniel Riccio

Assistant Director: Matthew Riccio

Educational Director: Kelly Grady

Dean of Students/ Registrar: Dottie Mangone

School manager/ Admissions: Barbara Kraushaar

Financial Aid: Gregory Kraushaar

Academy Front Desk Receptionist(s): Patty Barry

Instructors: Kelly Grady, Daniel Riccio, Matt Riccio

Luisa Kazaferi, Steven Finn, Beth Roy, Debbie Massimin, Valerie Rindom, Julia Turiano, Enzo Cardillio, Dorothy Mangone, Matthew Conklin, Charles McGarvie, Laura Melodia, Gina Dorn (Substitutes) Stephanie Siclari, Sandra Keating, Erin Sefari, Anthony Macri, Terry Magazzi, Chelsea Fay

## **Facility**

Ricci's Academy occupies 7500 square feet, incorporating rooms that are utilized as both theory and practical or clinic areas. Video and white boards are available in some areas for utilization during teaching. Two separate computer room is available for student access to online educational quizzes and other resources. Ricci's Academy does not allow clients or any other traffic that would be a distraction to students into these areas during theory classes.

## **Approvals, Accreditation and Affiliation**

Ricci's Academy is approved by the State of Connecticut Dept. of Health 410 Capital Ave. Hartford, CT 06134 860-509-8000

Ricci's Academy is accredited by the National Accrediting Commission of Career Arts & Sciences, which is located at 4401 Ford Avenue, Ste. 1300, Alexandria, VA 22302 Phone: 703-600-7600.

Ricci's Academy is also approved by the United States Department of Education, 5 Post Office Square Boston, MA 02109 Phone (617) 289-0100; St of CT. Office of Higher Education, 450 Columbus Blvd. Suite 510 Hartford, CT 06103 Phone (860) 947-1800; Veteran Education and Training-Title 38. Ricci's Academy has been approve by the Ct. State Approving Agency to enroll qualified veterans, and their dependents, to use the GI bill educational benefits. Please call 888-GIBILL.va.gov, for application or claim information.

## **Admissions Policy**

All applicants to Ricci's Academy are given a personal interview to determine interest desire, and ability to benefit from our training.

Requirements:

- Photo ID required- Applicants must be above the age of compulsory education (16 years old)

- Applicants must have a High school or College Diploma or G.E.D, High School or College Transcripts. (Documentation Required) Ricci's Academy does not accept ATB students.

Any applicants attending under a training agreement with a government agency, school District, and/or other entity, must meet the admission requirements set out in the training Agreement and/or applicable state licensing or certification regulations.

- Ricci's Academy will accept transfer students needing 500 hours or more. Ricci's Academy does not initiate contact with applicants or students at any other school.
- Ricci's Academy allows students to reenter a program after they have withdrawn from and will return in the same satisfactory academic progress status at the time of withdrawal.
- Prior credit: Ricci's Academy will review prior credit and if excepted will reduce the number of clock hours required to complete the program and adjust tuition and fee charges accordingly. Prior credit is evaluated on a case by case basis and acceptance of prior training for credit towards completion of our programs is at the discretion of Ricci's Academy

## **Non Discrimination Policy**

Ricci's Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. Ricci's Academy does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken .Ricci's Academy takes all steps necessary to assure that all persons enjoy an equal opportunity to benefit from all programs available.

## **State Licensing Disclaimer**

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Department of Health to deny licensure. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Ricci's Academy is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Ricci's Toni & Guy Hairdressing Academy is not responsible for students denied licensure.

## **Program Description /Course Outline**

### **Course: COSMETOLOGY (1500 Hours)**

#### **Program / Course Description:**

The Primary purpose of the Cosmetology course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

#### **Course Goals/ Objectives:**

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
2. To prepare students to work in a professional salon/spa.
3. To develop employer/employee relationships and effective communication skills

#### **Instructional Methods:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

#### **References:**

Students follow Salon Essentials textbook... A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

#### **Occupations available:**

For licensed professionals jobs include Salon/ Spa/Barbershop ownership or management, full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors  
Other areas include: Hair, Nail or Makeup artistry for Film ,Theater, Photography studio or Department store, Product manufacturer , Marketing or Educational Support Representative, Manicurist, Skin care specialist

#### **Grading scale:**

100%           A+  
90-99% A  
80-89% B

70-79% C  
 Below 70% Fail

**State Of CT. Curriculum / Units of Instruction:**

1. The total curriculum shall not be less than 1500 hours of instruction.
2. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but supervised practice on a clinic floor cannot.
3. The remaining thirteen hundred (1300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

**MINIMUM REQUIRED INSTRUCTION HOURS**

<u>Content Area</u>	<u>Theory Hours</u>	<u>Clinic Hours</u>
Sanitation & Hygiene.....	15	20
Anatomy & Physiology.....	15	0
Chemical Procedures .....	30	200
Business & Professional Relations.....	10	10
Hair Care & Treatment.....	20	200
Skin Care, Facial, Make-up, Shaving.....	15	80
Manicuring.....	15	40
Hair Shaping & Styling.....	75	750
State Laws for Barbers & Hairdressers and EEOC Guidelines.....	<u>5</u>	<u>0</u>
TOTAL HOURS:	200	1300

**I. Sanitation and Hygiene..... 35 hrs.**

- A. Hygiene and good grooming
  - 1. Personal Hygiene
  - 2. Good Grooming
- B. Sanitation Procedures
  - 1. Definition
  - 2. Importance
  - 3. Methods of Sanitation
  - 4. Chemistry as Applied

**II. Anatomy and Physiology..... 15 hrs.**

- A. Dermatology
  - 1. Structure of the Skin
  - 2. Functions of the Skin
  - 3. Conditions of the Skin
  - 4. Disorders of the Skin
- B. Trichology
  - 1. Structure of Hair
  - 2. Composition of Hair

- 3. Blood and Nerve Supply
- 4. Growth and Regeneration
- 5. Color, Texture, Elasticity, Porosity
- 6. Conditions and Disorders
- C. Nails
  - 1. Structure and Composition
  - 2. Growth and Regeneration
  - 3. Nail Irregularities

**III. Chemical Procedures..... 230 hrs.**

- A. Hair Coloring and Lightening
  - 1. Purpose and effects
  - 2. Materials and Supplies
  - 3. Classification (types)
  - 4. Safety Measures
  - 5. Procedures
  - 6. Corrective Measures
  - 7. Fillers
  - 8. Removal of Artificial Color
  - 9. Special Effects
  - 10. Chemistry as Applied
- B. Chemical Waving
  - 1. Purpose and Effect
  - 2. Material and Supplies
  - 3. Scalp and Hair Analysis
    - a. Hair Porosity
    - b. Hair Texture
    - c. Hair Elasticity
    - d. Hair Density
    - e. Hair Length
  - 4. Classifications (types) of Products
  - 5. Safety Measures
  - 6. Procedures
  - 7. Special Hair Problems
  - 8. Chemistry as Applied
- C. Chemical Hair Relaxing
  - 1. Purpose and Effect
  - 2. Material and Supplies
  - 3. Scalp and Hair Analysis
    - a. Hair Porosity
    - b. Hair Texture
    - c. Hair Elasticity
    - d. Hair Length
    - e. Hair Density
  - 4. Classifications (types) of Products
  - 5. Safety Measures
  - 6. Procedures
  - 7. Special Problems
  - 8. Chemistry as Applied

**IV. Business & Professional Relations..... 20 hrs.**

- A. Professional Attitude & Salesmanship

1. Personality
2. Salesmanship
3. Client Relationships
4. Telephone Techniques

B. Salon Management

1. Business Practices
2. Employer-Employee Relations
3. Salon Development
4. Professional Ethics
5. Public Relations

C. Safety Measures

1. Pertaining to shop clients
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions to Various Services Including Hair Straightening
6. Precautions for Electrical Devices

**V. Hair Care and Treatment..... 220 hrs.**

A. Shampoos and Rinses

1. Purpose and Effect
2. Materials and Supplies
3. Types of Shampoos
4. Rinses
5. Procedures
6. Chemistry as Applied

B. Scalp and Hair Care

1. Purpose and Effects
2. Materials and Supplies
3. Junctions of Nerves, Muscles, and Blood
4. Procedures
5. Safety Measures
6. Chemistry as Applied

**VI. Skin Care, Facials, Make-up, Shaving..... 95 hrs.**

A. Facials and Makeup

1. Purpose and Effect of Massage Movements
2. Implements and Supplies
3. Functions of the Nerves and Muscles
4. Procedures in Giving a Plain Facial
5. Facial Cosmetics
6. Special Problems
7. Eyebrow Arching
8. Lash and Brow Tinting
9. Shaving
10. Beard and Moustache Grooming

**VII. Manicuring ..... 55 hrs.**

- A. Purpose an effects
- B. Preparation
- C. Equipment, Supplies and Implements



D. Procedures for Manicuring

**VIII. Hair Shaping and Styling..... 825 Hrs.**

A. Hair shaping

1. Purpose and Effect
2. Materials, Supplies and Implements
3. Fundamentals
4. Use of Implements
5. Designing and Procedures
  - A. Traditional Barber Styles (fine Taper)
  - B. Contemporary Styles
6. Safety Measures

B. Hairstyling

1. Purpose and Effect
2. Materials and Supplies
3. Finger waving and Shaping
4. Curl Formation
  - a. Pin curls
  - b. Rollers
5. Comb out technique

C. Thermal Techniques

1. Hair and Scalp Analysis
2. Materials, Supplies and Implements
3. Hair Pressing
4. Thermal Curling
5. Thermal Waving
6. Safety Measures

D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and Conditioning
3. Fitting and Adjusting
4. Styling
5. Safety Measures

**VIII. State Laws**

5 Hrs.

- A. State Laws, Rules and Regulations concerning Hairdressing, Barbering and EEOC Guidelines for Employment

## **Program Description /Course Outline**

**Course: BARBERING (1000 Hours)**

### **Program / Course Description:**

The Primary purpose of the Barbering course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Barbering field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barbering profession.

### **Course Goals/ Objectives:**

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
2. To prepare students to work in a professional barber shop.
3. To develop employer/employee relationships and effective communication skills

### **Instructional Methods:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **References:**

Students follow *Salon Essentials textbook*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### **Occupations available:**

For licensed professionals jobs include Barbershop ownership or management, full or Part-time work as a Barber, Barber in a Barbershop/Salon/Chain salon, Instructor (at least two years Professional experience required), and Inspectors

Other areas include: Hair for Film Theater, Photography studio or Department store, Product manufacturer. Marketing or Educational Support Representative

**Grading scale:**

- 100%            A+
- 90-99% A
- 80-89% B
- 70-79% C
- Below 70% Fail

**State Of CT. Barber School Curriculum / Units of Instruction:**

The total curriculum shall not be less than one thousand (1,000) hours of instruction.

The first one hundred fifty (150) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first one hundred fifty (150) hours but supervised practice on a clinic floor cannot.

The remaining eight hundred fifty (850) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

**MINIMUM REQUIRED INSTRUCTION HOURS**

<u>Content Area</u>	<u>Theory/Classroom Hours</u>	<u>Clinic Hours</u>
Sanitation & Hygiene.....	15	20
Anatomy & Physiology.....	15	0
Chemical Procedures .....	30	100
Hair Care & Treatment.....	10	50
Skin Care, Facial, Manicuring.....	15	30
Hair Shaping (20) Styling (10) Shaving (20).....	50	640
Business & Professional Relations.....	10	10
State Laws for Barbers & Hairdressers and EEOC Guidelines.....	<u>5</u>	<u>0</u>
TOTAL HOURS:	150	850

**Barbering Curriculum**

**I. Sanitation and Hygiene..... 35 Hrs.**

- A. Hygiene and good grooming
  - 1. Personal hygiene
  - 2. Good grooming
- B. Sanitation Procedures
  - 1. Definition
  - 2. Importance
  - 3. Methods of sanitation
  - 4. Related chemistry

- C. Universal Precautions/Infection Control
  - 1. Blood Borne Pathogens
  - 2. Infectious Diseases (e.g., HIV, Hepatitis C)

**II. Anatomy and Physiology** ..... 15 Hrs.

- A. Properties and disorders of the skin
  - 1. Structure, composition and function
  - 2. Blood supply, nerves and muscle function
  - 3. Growth and regeneration
  - 4. Conditions, diseases and disorders
  - 5. Irregularities
  
- B. Properties and disorders of the hair and scalp
  - 1. Structure, composition and function
  - 2. Blood supply, nerves and muscle function
  - 3. Growth and regeneration
  - 4. Color, texture, elasticity, density and porosity
  - 5. Conditions, diseases and disorders
  - 6. Analysis
  - 7. Irregularities

**III. Chemical Procedures** ..... 130 Hrs.

- A. Hair Coloring and Lightening
  - 1. Purpose and results
  - 2. Materials, Implements and supplies
  - 3. Classifications
  - 4. Scalp and hair analysis
  - 5. Safety measures
  - 6. Procedures
  - 7. Corrective measures
  - 8. Fillers
  - 9. Removal of artificial color
  - 10. Special effects
  - 11. Related chemistry
  
- B. Chemical Waving
  - 1. Purpose and results
  - 2. Materials, implements and supplies
  - 3. Scalp and hair analysis
  - 4. Classifications (types) of products
  - 5. Safety measures
  - 6. Procedures
  - 7. Corrective measures
  - 8. Special effects
  - 9. Special hair problems
  - 10. Related chemistry
  
- C. Chemical Hair Relaxing
  - 1. Purpose and results
  - 2. Materials, implements and supplies

3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Related chemistry

**IV. Hair Care and Treatment**..... 60 Hrs.

- A. Shampoos and Rinses
  1. Purpose and results
  2. Materials and supplies
  3. Types of shampoos/rinses
  4. Procedures
  5. Related chemistry
  
- B. Scalp and Hair Care
  1. Purpose and results
  2. Materials and supplies
  3. Massage
  4. Procedures
  5. Safety measures
  6. Related chemistry

**V. Skin Care/Facials and Manicuring**..... 45 Hrs.

- A. Skin Care/Facials
  1. Purposes and effect of massage movements
  2. Implements and supplies
  3. Function of nerves and muscles
  4. Procedure in giving a plain facial
  5. Special problems
  
- B. Manicuring
  1. Purpose and results
  2. Preparation
  3. Equipment, implements and supplies
  4. Procedures

**VI. Hair Cutting, Styling and Shaving**..... 690 Hrs.

- A. Hair Cutting
  1. Purpose and results
  2. Materials, implements and supplies
  3. Use of implements
  4. Haircutting theory
  5. Techniques, designing and procedures
    - a. Traditional barber styles (fine taper)
    - b. Contemporary styles
  6. Safety measures

B. Hair Styling/Care and Care/Styling of Wigs

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Finishing techniques
5. Thermal Techniques
  - a. Hair and scalp analysis
  - b. Materials, implements and supplies
  - c. Hair pressing
  - d. Thermal curling
  - e. Thermal waving

6. Care and Styling of Wigs

- a. Types of Wigs
- b. Cleaning and conditioning
- c. Fitting and adjusting
- d. Styling

7. Safety measures

C. Shaving

1. General precautions and safety precautions of shaving
2. Standard shaving positions and strokes
3. Fundamentals of shaving the head, neck and face
4. Beard and mustache grooming

**VII. Business and Professional Relations..... 20 Hrs.**

A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

**VII. State laws..... 5Hrs**

- A. State Laws, Rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Ricci's Toni & Guy Hairdressing Academy/TIGI Creative School. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**Evaluation Periods:**

Students are evaluated for Satisfactory Academic Progress as follows:

**Cosmetology: 450, 900, 1200 (actual) hours**

**Barbering: 450, 900 (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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

**Attendance Progress Evaluations:**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Ricci's Academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Maximum Time Frame:**

The maximum time which does not exceed 150% of the course length allowed for students to complete each program at satisfactory academic progress is stated below:

Program	Maximum Time Allowed	
	Weeks	Scheduled Hours
<b>Cosmetology-1500 hours</b>		
Full time (35 hrs. / 40 wk.)	60	2250
30 hours a week/ 50 wk.	75	2250
<b>Barbering-1000 hours</b>		
Full time (35 hrs. / 27 wk.)	40	1500
30 hours a week/ 34 wk.	51	1500

The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 67% of scheduled hours. Students who exceed the maximum time frame will be automatically terminated.

**Academic Progress Evaluations:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical's are evaluated according to text procedures and set forth



in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**Grading scale:**

100%	A+
90-99%	A
80-89%	B
70-79%	C
Below 70%	Fail

**Determination of Progress:**

Students meeting the minimum requirements for academics (70%) and attendance (67%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV funding ( if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**Academic counseling sessions** with students are provided ongoing as needed.

**Warning:**

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

**Probation:**

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

**Re-Establishment of Satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Students who reenter will reenter under the same satisfactory academic progress status as in place at the time the individual left if they were determined to be on probation, then they will reenter on probation. Additionally when using probation, it must last until the next scheduled evaluation point

## **Interruptions, Course Incompletes, Withdrawals:**

**Effective 11/15/16, the leave of absence policy is rescinded. If a student needs to be absent for an extended period of time they will be required to withdraw from the program.**

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

Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Ricci's Academy

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by Ricci's Academy. An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed all the above requirements.

## **Appeal Procedure:**

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

## **Incompletes, Repetitions, Noncredit and Remedial Courses:**

Incompletes, Repetitions, non-credit and remedial courses do not apply to Ricci's Academy. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **Transfer hours:**

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

## **Graduation Requirements**

A student is considered graduated when he/she has completed the required clock hours of instruction for their chosen field, all coursework and tests are completed with a cumulative overall grade point average of 70% or better. A final progress report and exit interview ensures the student has fulfilled these graduation requirements. Upon successful completion the student will be awarded a Diploma / Certificate of completion.

## **Obtaining License**

\*Verification of hours will not be notarized for the ST of CT license application until all financial obligations are met and the student has passed their state board.

**Testing Fee** (Payable to Prometrics) \$65.00

**Licensing fee application** (Payable to CT Dept. of Public Health) \$100.00

## **Employment Assistance/ Career Counseling Policy**

While Ricci's Toni & Guy Hairdressing Academy/TIGI Creative School **cannot guarantee employment** for its graduates, assistance in finding suitable employment is provided by posting job openings on the career opportunities bulletin board. Students also receive training in Resume development, Professionalism and Job interview skills. Ricci's Academy maintains a relationship with professionals and potential employers of Ricci's Academy graduates. Job referrals are made known to interested graduates as available. Student counseling regarding day to day academics, attendance and Ricci's Academy rules compliance is ongoing and as needed. If professional counseling is needed, students are referred to the list of professionals located on the back of the bathroom doors.

## **School Hours**

Tuesday – Saturday 8:30 to 4pm

Tuesday Wednesday Thursday 8:30 to 7pm

## **School Calendar**

**School Holidays:** Jan 1<sup>st</sup> (New Year's Day), July 4<sup>th</sup>, Thanksgiving Day, Dec. 25, Dec 26

**Summer Break:** Last week in the month of July      **Winter Break:** Week between Christmas and Jan 2nd

**School closings/delay announcements:** Ricci's Academy follows the Newtown Public school system for weather related delays and closings and early dismissals.

## **Class Schedules**

**Classes start** the first Tuesday of every month.

**Full time:** Tuesday – Saturday 8:30 to 4pm (½ hour lunch)

**T-W-TH** 8:30 to 7pm ½ hour lunch. (2) 10 minute breaks

## **Absence Policy**

Students are allowed excused absences for medical emergency, bereavement and other unusual circumstances that may be approved by Ricci's Academy. Written documentation is required and must be approved by the school director. Students who will be absent are required to notify the school as soon as possible. Any other absences will be considered unexcused and may result in overtime charges.

## **Tardiness Policy**

Students are expected to be in school on time with all their tools, ready to begin the day. Students who are not clocked in by 8:30 am (Day students) may not clock in until 10:00am.

## **Makeup Policy**

It is the students responsibility to makeup all course work, tests, practical work, etc. that were missed as a result of absenteeism. The student should contact the instructor for the coursework missed, and make arrangements with the Educational Director to schedule time to make it up.

## **Conduct**

Students must conduct themselves professionally at all times or risk temporary or permanent dismissal

## **Dress Code**

Students are required to wear a black T-shirt, black pants or knee length skirt, and black closed toe shoes. All attire must be neat and clean.

Students are required to be in dress code attire upon clocking in. If dress code is not adhered to the student will not be allowed to clock in and receive hours for that day.

## **Termination / Dismissal**

Students may be terminated for non-compliance with their contract, State Laws and Regulations, General policies, rules and regulations of the school, Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of Ricci's Academy; willful destruction of school property, theft, drug / alcohol use or any illegal act, Failure to meet required Satisfactory Academic Progress.

If a student has been terminated, they must wait three months before reapplying for reinstatement.

## **Policy Changes**

Ricci's Academy reserves the right to make changes to scheduling, course format, academic calendar, programs, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

## **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives rights to students and parents or guardians of dependent minors with respect to student education records.

- Eligible students or Parents/ guardians have the right to inspect and review the student's education records maintained by Ricci's Academy. Ricci's Academy is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. Ricci's Academy may charge a fee for copies.
- Eligible students or parents/guardians have the right to request that Ricci's Academy correct records which they believe to be inaccurate or misleading. If the Ricci's Academy decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, Ricci's Academy still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, Ricci's Academy must have written permission from the eligible student or parents/guardians in order to release any information from a student's education record. However, FERPA allows Ricci's Academy to disclose those records, without consent, to the following parties or under the following conditions:
  - Ricci's Academy officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Ricci's Academy provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

Ricci's Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Ricci's Academy must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that Ricci's Academy not disclose directory information about them.

Ricci's Toni & Guy Hairdressing Academy complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office  
US Dept. of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

## **Policy for Non-Disclosure of Non Public Personal Information**

Nonpublic information is collected about you when you apply to attend Ricci's Academy and/or when you apply for federal or private educational grants or loans. This information includes: Your name, address, social security number, financial assets, and bank name and account number.

This information is not disclosed by Ricci's Toni & Guy Hairdressing Academy/TIGI Creative School to any person or institution except to the United States Department of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law.

Student records are maintained for up to three years in accordance with federal and State Law requirements, and safeguarded against loss or damage in locked filing cabinets in the financial aid office.

Records for prospective students who are not accepted or who do not enroll shall be destroyed after six months in a secure manner.

Access to student records is restricted to designated employees.

A fee of \$10.00 may be charged for requested copies provided of the records.

## **RICCI'S TONI & GUY HAIRDRESSING ACADEMY/TIGI CREATIVE SCHOOL**

**99 South Main Street Newtown, CT 06470**

**203-426-1138**

### **Release of Information- Authorization Form**

I understand that I have the right to gain access to my records according to Ricci's Academy access to files policy (FERPA) by making an appointment with the appropriate Ricci's Academy official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file and the right to rescind the authorization in writing at any time.

I hereby authorize the following individual(s) to have access to my records:

Person #1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Person #2:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Effective Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** This form need not be used when releasing information from the student's file to the student or student's parent/ legal guardian if the student is a dependent student under IRS laws.

## **Student Grievance Procedure**

In accordance with Ricci's Academy mission statement, Ricci's Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in Ricci's Academy files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by Ricci's Academy within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Ricci's Academy Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the

problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by Ricci's Academy who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in Ricci's Academy and another member who may not be employed by Ricci's Academy or related to Ricci's Academy owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by Ricci's Academy response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Ricci's Academy management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust Ricci's Academy internal complaint process before submitting the complaint to

Executive Director, Office of Higher Education

450 Columbus Boulevard, Suite 510 Hartford, CT 06103

Telephone No. (860) 947-1816

Fax No. (860) 947-1310

## **RICCI'S TONI & GUY HAIRDRESSING ACADEMY/TIGI CREATIVE SCHOOL**

**99 South Main Street Newtown, CT 06470**

**203-426-1138**

### **Student Grievance Form**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

\_\_\_\_\_

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Executive Director, Office of Higher Education (860) 947-1816

**Tuition + Fees**  
**Cosmetology Program**

Application Fee: \*     \$ 100.00\*  
Books/ Kits             \$ 3,200.00\*\*  
Tuition:                 \$18,500.00  
Enrollment fee:        \$ 200.00

**\*Application Fee Non-Refundable**

Total Tuition + Fees \$22,000.00

Add on TIGI Makeup and Dermologica Skincare Kits \$400. Each

**\*\* Includes I-pad eff. 2/1/2016 class**

**1000 Hour**  
**Barbering Program**

Application Fee:       \$ 100.00\*  
Books/ Kit:             \$ 3,200.00\*\*  
Tuition:                 \$14,000.00  
Enrollment fee:        \$ 200.00

Total Tuition + Fees \$17,500.00



**Other expenses** to be incurred by the Cosmetology student are:

State Board Exam	\$65.00
State Licensing Fee	\$100.00

### **Method of Payment:**

Please contact Ricci's Academy Financial Assistance Office for payment options.

The student can make full payment at time of enrollment agreement, or

Pay the application fee paid at time of signing agreement with balance paid prior to start date, or

Pay the application fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies. Ricci's Academy accepts cash, check, money order, credit card.

(Master Card, **American Express** or Visa).

Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs.

Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

**Any tuition balance not covered by Financial Aid, will be divided into monthly payments. The total must be paid in full by the 10<sup>th</sup> of the month of scheduled contract completion date. There are NO exceptions.**

### **Application Fee (\$ 100)**

Application fee is payable upon execution of a signed enrollment agreement.

### **Termination Fee (\$100)**

A termination fee of \$100.00 will be charged to any student who withdraws from Ricci's Academy prior to completion of course.

### **Returned Check Fee (\$35.00)**

A fee of \$35.00 is charged for any check returned from a financial institution due to in-sufficient funds or for any other reason.

### **Transcript Fee (\$10.00)**

Academic transcripts and/or financial transcripts will be released upon written request by the student and/or institution. Official Academic transcripts and/or student earned hours will be released only upon confirmation that the student does not have an outstanding balance. A fee of \$10.00 may be charged for copies made.

## **Refund Policy – Notice of Cancellation**

This refund policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or Ricci's Academy's closure.

·When calculating refunds, Ricci's Academy will use the policy mandated by the State and /or federal regulatory agencies or special programs for each student, as applicable.

·For all applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.

- Applicants not accepted by Ricci's Academy shall be refunded all monies paid to the school except the application fee of \$100.00.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by Ricci's academy will be refunded except the application fee of \$100.00, even if the student has begun classes.
- If a student cancels the enrollment after three business days of signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$100 will be made.
- The "official cancellation / withdrawal date" will be determined by:
  - a) postmark on written notification,
  - b) date said notification is delivered to Ricci's Academy in person,
  - c) the date of expulsion by the school,
  - d) 14 days after the last day of attendance without notification,
  - e) the scheduled date of return of an approved Leave of Absence.
- Unofficial withdrawal for clock hour students are determined by Ricci's Academy through monitoring clock hour attendance at least every thirty (30) days.
- Actual refunds are calculated based on the student's last date of attendance. Timeliness of refunds is determined using the student's withdrawal or termination date. The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- Any money due the applicant or student shall be refunded within 45 days of the formal cancellation/ withdrawal date of determination.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. If Ricci's Academy cancels a course and/or program and ceases to offer instructions after students have enrolled and instruction has been gone, Ricci's Academy shall at its option : Provide a pro-rated refund to all students transferring to another school based on the hours excepted by the receiving school.

**Refunds are calculated on scheduled hours.**

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TUITION RICCI'S ACADEMY SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, Ricci's Academy will provide a pro rata refund of tuition to the student. A list of all students who were enrolled at the time of Ricci's Academy closure, including the amount of each pro- rata refund, will be submitted to the accrediting agency.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Ricci's Academy does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or termination fee of \$150.00.

- This refund policy applies to tuition and fees charged in the enrollment agreement.
  - Other miscellaneous charges the student may have incurred at Ricci's Academy (EG: extra kit materials, books, products, unreturned school property, etc.) are not included in the tuition price, are non-refundable, and will be calculated separately at the time of withdrawal.
  - All fees are identified in the catalog and in this enrollment agreement.
  - If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by Ricci's Academy shall be paid, as applicable.
  - After all applicable returns have been made, this refund policy will apply to determine the amount earned by Ricci's Academy and owed by the student.
  - If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
  - If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by Ricci's Academy shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
- After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by Ricci's Academy and owed by the student.
- If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## Cost over Contract

Each student will be given an additional 77 scheduled hours to complete the required clock hours of instruction for their chosen field if the student fails to complete the program in the time allowed as contracted, and applicable. Any student going past the applicable program scheduled hours: Cosmetology program (1500 scheduled hours) / barbering program (1000 scheduled hours) will be required to pay **\$11.00 (Cosmetology). \$13.50 (Barbering)** for each additional hour necessary to reach the programs required actual hours of attendance.

<b>Example:</b> Scheduled hours	1577 (Cosmetology)
Actual hours	<u>1500</u>
Hours over 1500	130
Minus allowed additional hours	77
Overtime hours	53 x \$11.00 (cost over contract) =

Total Over time charge \$583.

### **OVERTIME CHARGES MUST BE PAID IN FULL BEFORE LICENSE INFORMATION IS RELEASED.**

Ricci's Academy reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

## **Ricci's Toni&Guy Hairdressing Academy/TIGI Creative School Scholarship**

Ricci's Academy does not have currently have a scholarship program.