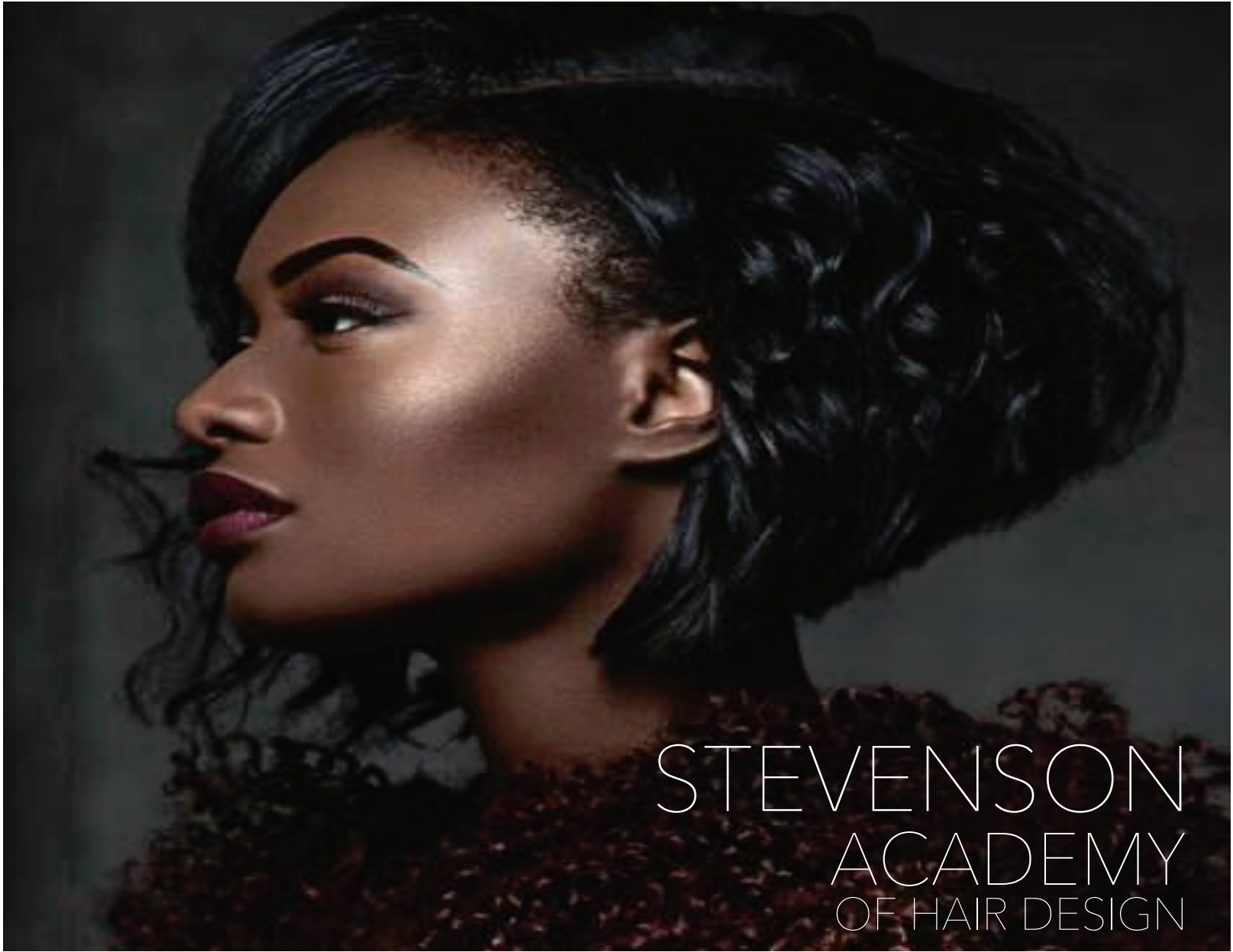


STUDENT
Catalog



STEVENSON
ACADEMY
OF HAIR DESIGN



STEVENSON ACADEMY
OF HAIR DESIGN

TABLE OF CONTENTS

Page		Page	
3	Welcome	20	Student Support Services
4	About Us	22	Admission Policies
5	Accreditation & Affiliations	23	Financial Services & Policies
6	Licensure Information	29	Institutional Refund Policy
7	Industry Information	30	Return of Federal Student Aid Policy
9	Class Starts, Schedules & Holiday Calendar	31	Satisfactory Academic Progress Policy
10	Cosmetology Course	34	Student Policies
11	Barber-Styling Course	35	Internal Complaint Procedure
12	Teacher Training Course	36	Rules & Regulations
13	Manicuring Course	41	Campus Crime & Statistics
14	Esthetics Course	42	Cost of Attendance
15	Shampoo Assistant Course	42	Faculty & Staff
16	Alternative Hair Design Course	42	School Song
17	Refresher Cosmetology Course		
18	Advanced Cosmetology Course		
19	Student Rights & Responsibilities		

Revised 01/28/2020

WELCOME!

It is a pleasure to welcome you to
Stevenson Academy of Hair Design.

Stevenson Academy of Hair Design offers opportunities to expand your knowledge base, brighten your professional outlook and give you the tools needed to enter the mainstream beauty industry empowered and with confidence. Thank you for choosing us to be such an integral part of your career path. We look forward to serving your educational needs and nurturing your professional growth.

ABOUT US

HISTORY

Stevenson Academy of Hair Design was founded by Dorothy Mitchell Stevenson, a cosmetology instructor and salon, who simply wanted to “train a few students” to become successful in the field that had been such a blessing in her own life. Stevenson Academy of Hair Design’s first location was opened in February 1973 at 2039 Lapeyrouse Street in New Orleans, LA with three students. The school quickly grew and with the help of her daughter and son-in-law, Joselyn and James Williams, her dream of being instrumental in the professional development of well-qualified graduates came to fruition.

In March 1985, the second school was opened at 401 Opelousas Avenue in Historic Algiers Point to serve the needs of West Bank New Orleans. By the early 1990s, Stevenson Academy of Hair Design expanded its course offerings with Barber Styling and comprised comprehensive entry into the beauty industry including cosmetology, manicuring, esthetics and Teacher Training as well.

In August 2005, the surge waters of Hurricane Katrina submerged the original campus. By December, all operations had moved to the Opelousas Street campus and Stevenson Academy of Hair Design welcomed back the remaining student body who had returned to the city. Stevenson Academy of Hair Design has always committed to improve the quality of life for its students and their families through education and entrepreneurship. The vision started with a few students and grew to thousands of successful graduates positively contributing to their communities.

OUR MISSION

Stevenson Academy of Hair Design is committed to preparing dedicated students for licensure and a fulfilling career in the beauty industry through a technical and artistically based curriculum designed to meet students at every learning level.

OUR CORE VALUES

- Integrity
- Service
- Determination
- Creativity
- Accountability
- Excellence

OUR OBJECTIVES

Stevenson Academy of Hair Design aims to create well rounded beauty professionals with:

1. Professional Skills: To provide organized and supervised laboratory activities which improve student’s technical skills
2. Sound Business Management Techniques: To provide training in business management techniques that prepare graduates in sound business judgment and competitive job entry level employment.
3. Effective Human Relation Skills: To provide support services including guidance and counseling on human relations skills which enhance understanding of employer/employee and client relationships.
4. Successful Employment Skills: To provide organized Courses of study to prepare graduates for licensing examinations, and successful employment skills.

ACCREDITATION, MEMBERSHIP & AFFILIATIONS

SCHOOL INFORMATION

Stevenson Academy of Hair Design is owned by Stevenson Academy of Hair Design, Inc.

MEMBERSHIPS AND AFFILIATIONS

American Association of Cosmetology Schools (AACCS)
AACCS was founded in 1924 as a non-profit educational association to bring together all facets of the cosmetology industry (students, individuals, teachers, and suppliers); to further the education of cosmetology arts & sciences; and to represent the interests of cosmetology institutions and students before Congress, the U.S. Department of Education, and state legislatures.

Louisiana Association of Cosmetology Schools (LACS)
LACS was founded in 1965 as a non-profit association dedicated to the support, education and advocacy of Louisiana schools and cosmetology educators.

CAMPUS FACILITY & LIBRARY

The Stevenson Academy of Hair Design facility includes classrooms, clinic areas, dispensary, retail, reception and offices for administration and advisement. The campus is equipped with audio-visual equipment, a library containing basic and advanced materials, client waiting areas, shampoo facilities and student work stations. Students are also provided with the option to secure equipment and supplies.

ACCREDITATION

Stevenson Academy of Hair Design is nationally accredited by the:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandra, VA 22314
703-600-7600
www.naccas.org

NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

NACCAS GRADUATION, LICENSURE & JOB PLACEMENT RATES

The following statistics represent program graduation, licensure exam pass rates and job placement rates as of [11/30/2018 for the NACCAS 2019 Annual Report](#).

CAMPUS – ALL COURSES COMBINED

Graduation Rate	64.29 %
Licensure Rate	88.89 %
Job Placement Rate	100.0 %

BARBER-STYLING COURSE

Graduation Rate	64.71 %
Licensure Rate	100.0 %
Job Placement Rate	81.82 %

COSMETOLOGY COURSE

Graduation Rate	42.86 %
Licensure Rate	100.0 %
Job Placement Rate	83.33 %

TEACHER TRAINING COURSE

Graduation Rate	90.91 %
Licensure Rate	100.0 %
Job Placement Rate	100.0 %

**Courses not listed had zero enrollment for the reporting period.*

LICENSURE

LICENSING

Stevenson Academy of Hair Design is licensed and regulated by the following boards:

Louisiana State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
225-756-3404 www.lsbcc.louisiana.gov

Louisiana Board of Barber Examiners
4626 Jamestown Avenue, Suite 1
Baton Rouge, LA 70898
225-955-1701

REQUIREMENTS FOR LICENSURE

To be eligible for a cosmetology, esthetics or manicurist license, an applicant must do the following:

- Be at least 16 years of age
- Satisfactorily completed 10th grade from an approved high school
- Satisfactorily complete required course hours in an approved cosmetology school
 - Cosmetology-1500 hours
 - Esthetics-750 hours
 - Manicuring-600 hours
- Pass required State board examinations
- Pay proper fees

To be eligible for an instructor applicant must do the following:

- Have a valid professional cosmetology, esthetics, manicurist or barber license
- Proof of secondary education completion
- Satisfactorily complete 500 course hours in an approved cosmetology or barbering school
- Pass required State board examinations
- Pay proper fees

To be eligible for a barbering license, an applicant must do the following:

- Be at least 17 years of age
- Must be of good moral character and temperate habit.

- Shows proof of graduation from high school or its equivalent.
- Graduation of an approved course or instruction of not less than 1,500 hours
- Pass satisfactorily an examination conducted by the Board of Barber Examiners
- Pay proper fees

LICENSURE EXAM FEES

Louisiana State Board of Cosmetology Exams
Theory and Practical Exams are administered separately.

- Theory Exam fee per attempt - \$83.00
- Practical Exam fee - \$25.00
- Retake Practical Exam fee - \$25.00

Louisiana Board of Barber Examiners
Theory and Practical Exams are administered jointly.

- Barber Exam fee per attempt - \$50.00
- Instructor Exam fee per attempt - \$70.00

ACHIEVE, EXCEL & PROSPER

FORMULA 1: CD4

C= Courage - Strength

D1= Desire - How much do you want success

D2= Discipline - Control of your Life

D3= Dedication - Commitment

D4= Determination - Unshakable Faith to Achieve

FORMULA 2: P5

P5= Prior Planning Prevents Poor Performance

You don't plan to fail, you Fail to PLAN!

Planning is the key to the success of your career.

FORMULA 3: S3

S1= Sell Yourself

Personality, Smile, Warmth, Consideration, and Effective Human Relations Skills

S2= Sell Service

Professional service that retains clients.

S3= Sell Your Products

INDUSTRY INFORMATION

PHYSICAL DEMANDS & SAFETY

The beauty industry is best suited for persons who are generally in good to excellent health. Many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and/or demonstrate the use of the products carried by the Academy, both for classroom as well as clinical work.

Physical Demands: Stylists and technicians, by the very nature of what they do, are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. As with other physically demanding vocations, these work activities can cause fatigue and/or pain in various parts of the body and serious injury can sometimes occur. Some aches, pains and/or injuries develop slowly over a long period of time.

In many cases, health challenges can be prevented through improved posture, better work habits, proper equipment and proper equipment use. An important part of one's education is to understand that developing good habits at the beginning of training will help prevent injury and/or health issues in the future. Strong chemicals used in the regular course of providing beauty services may cause allergic reactions, discomfort and other unanticipated effects. It is imperative to read instructions and use manufacturer recommended protective gear before applying any chemical.

Safety: To protect the public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards



CAREER OPPORTUNITIES

The list below is not intended to represent all the career opportunities available. Please note: Although placement assistance is provided, employment is not guaranteed. Placement rates may be found in the Disclosures section on our website at stevenson-academy.com

- Hair Designer
- Barber-Stylist
- Color Specialist
- Hair Extension Specialist
- Nail Technician
- Esthetician
- Makeup Artist
- Waxing Specialist
- Salon/Spa Manager
- Salon/Spa Owner
- Salon/Spa Trainer
- Platform Artist
- Private Consultant
- Sales Director
- Education Director
- Retail Product Educator
- Retail Manager

INDUSTRY INFORMATION

JOB OUTLOOK

The outlook for industry professionals is good. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than the supply, and that trend is expected to continue.

According to the United States Department of Labor, the U.S. employment rates for hairdressers, hairstylists, cosmetologists, and shampooers are projected to grow by 20 percent through the year 2018. Employment of manicurists and pedicurists is expected to increase by 19 percent and skin care specialists are projected to have even more growth—up to 35 percent over the same period!

Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-2011 edition.

EARNINGS

Income and methods of compensation vary widely based on several factors. Some of the main factors that determine a cosmetology income include the size and location of the salon, hours worked per week, the tipping habits of clients, and competition from other salons and shops. The cosmetologist's ability to bring in and maintain regular clients is another factor in determining cosmetologist salaries. According to the United States Department of Labor many cosmetologists, and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked. Nearly every professional in the cosmetology industry receives tips and commissions for the products they sell. Some salons pay bonuses to employees who bring in new business.

Earnings vary depending on geographic location, size of the town or city, work experience, and the employer. Some professionals working in a salon or spa may earn a straight salary while others may get an additional commission based on the number of clients and services. Typical commission can range from around 30-50% and is

negotiated individually. Self-employed professionals who rent space in a salon or spa typically keep all their earnings but pay rent for their station, product costs, taxes, insurance, and other expenses related to maintaining their own business.

The average salary range for a salon professional in America is \$30,000 to \$48,000 per year. This average is based on full-time employment and excludes tips. Tips are often an important part of a person's earnings and may account for 10-30% of income, depending upon the salon and spa, service prices, and the city. Note: Tips are considered income and the salon professional is responsible for taxes related to that income.

Source: Job Demand in the Cosmetology Industry, 2007 (A National Survey conducted for: The National Accrediting Commission of Career Arts and Sciences)

CONTINUING EDUCATION REQUIREMENTS

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas to achieve all goals and meet the diverse needs of clients today. Students at Stevenson Academy of Hair Design are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. Many classes are regularly publicized through the Stevenson Academy of Hair Design network. Students and graduates should contact the Student Services department to gain information and advice on continuing education opportunities.

LICENSING REQUIREMENTS

Every state in the U.S. requires cosmetologists, barber-stylists, estheticians, nail technicians and beauty educators to have a license to legally practice. Licensure requirements differ among states. Licensure and endorsement information may be obtained by contacting the Student Services Office during regular business hours.

CLASS STARTS, SCHEDULES & HOLIDAY CALENDAR

CLASS START DATES

Class start dates commence the last Tuesday of each month excluding the month of December or planned holidays.

CLASS SCHEDULES

Full Time/Day – 25 Hours per Week

Tuesday through Saturday, 8:30 a.m. to 1:30 p.m.

Part Time/Night – 12 Hours per Week

Tuesday & Thursday, 6:00 p.m. to 8:00 p.m.

Saturday 7:30 a.m. – 3:30 p.m.

Instructor Part Time/Day – 12 Hours per Week

Tuesday & Wednesday, 8:30 a.m. to 2:30 p.m.

Instructor Full Time/Day – 24 Hours per Week

Tuesday through Thursday, 8:30 a.m. to 4:30 p.m.

HOLIDAY CALENDAR

Stevenson Academy of Hair Design has 17 planned holidays per calendar year:

- Mardi Gras Saturday
- Mardi Gras Tuesday
- Ash Wednesday
- Fourth of July
- Thanksgiving Thursday
- Thanksgiving Friday
- Thanksgiving Saturday
- Winter Break-10 school days
 - *Last week of December through first week of January*

SCHOOL CLOSURE /DELAYS & CANCELLATIONS

In the event of inclement weather, information regarding School cancellation or a delayed opening will be broadcast on television station WDSU New Orleans Channel 6 and on their website WDSU.com. Additionally, we will make every effort to communicate cancellations or delays digitally via our social media properties, website (stevenson-academy.com.edu), text messages and emails to students.

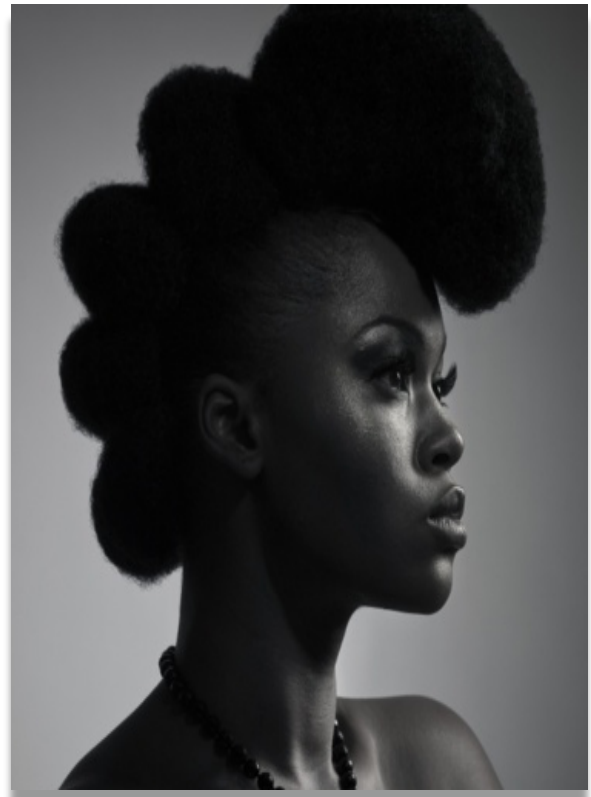
Decisions for day classes will be determined by 6:00 a.m. and evening classes by 4:00 p.m.

ADDITIONAL COSTS

Students are required to purchase additional consumable items while in School at an estimated cost of \$50.00. These supplies are necessary to ensure the student's success while in School and remain property of the student. Required items vary by course.

Supplies needed on the first day of course:

- Small Combination Lock
- Pen or Pencil
- Highlighter
- Notebook paper



COURSE DESCRIPTIONS - COSMETOLOGY

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic cosmetology skills in preparation for licensure exams and job placement.

COURSE LENGTH - 1500 HOURS

Full-time course to be completed in not less than 60 weeks, no more than 90 weeks. Part-time course to be completed in not less than 125 weeks, no more than 187.5 weeks.

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Cosmetology.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Cosmetology, 13th Edition
 ISBN-13# 9781285769417
 Milady Standard Cosmetology Exam Review
 ISBN-13# 9781285769554
 Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Professional Development	600
Salon Ecology	
Anatomy & Physiology	
Electricity	
Chemistry	
Salon Business	
School & State Rules and Regulations	
HAIR SERVICES:	
Trichology	800
Design Decisions	
Haircutting	
Hairstyling	
Wigs & Hair Additions	
Chemical Texturizing	
Hair Coloring	
NAIL & SKIN SERVICES:	
Study of Skin	100
Study of Nails	
TOTAL	1500

COURSE DESCRIPTIONS – BARBER-STYLING

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic barber-styling skills in preparation for licensure exams and job placement.

COURSE LENGTH - 1500 HOURS

Full-time course to be completed in not less than 60 weeks, no more than 90 weeks. Part-time course to be completed in not less than 125 weeks, no more than 187.5 weeks.

COURSE OBJECTIVES

1. To train students in for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in barber-styling.
3. To train students to learn and observe all rules and regulation issued by the Louisiana Board of Barber Examiners.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Barbering, 6th Edition
 ISBN-13# 9781305100848
 Milady Standard Barbering, 6th Edition
 ISBN-13# 9781305100558
 Louisiana Board of Barber Examiners Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Introduction to Barbering	600
Laws and Regulations	
Implements	
Sanitation and Safety	
Hair, Skin & Scalp	
Chemistry	
Anatomy and Physiology	
Shop Management and Salesmanship	
Employment Preparation	
School & State Rules and Regulations	
HAIR SERVICES:	
Men's Haircutting	800
Taper Haircutting	
Women's Haircutting	
Hair Maintenance & Styling	
Men's Hairpieces	
Chemical Texturizing	
Hair Coloring	
NAIL & SKIN SERVICES:	
Study of Skin-Shaving & Massage	100
Study of Nails	
TOTAL	1500

COURSE – TEACHER TRAINING

COURSE DESCRIPTION

The Teacher Training Course is designed to train and develop students in teaching methods and techniques including content delivery, planning, testing, class management, and human relation skills for successful job entry as an educator.

COURSE LENGTH - 750 HOURS

Full-time course to be completed in not less than 31 weeks, no more than 46.5 weeks. Part-time course to be completed in not less than 63 weeks, no more than 94.5 weeks.

RATIONALE FOR COURSE HOURS

The Louisiana State Board of Cosmetology and the Louisiana Board of Barber Examiners require 500 clock hours. The Stevenson Academy of Hair Design Teacher Training Course is 750 clock hours. The rationale for the additional hours is to exceed the basic requirements to fully prepare novice educators for the challenges of the modern classroom, including additional presenting and student relations,

COURSE OBJECTIVES

- 1.To encourage teacher trainees to keep abreast of the latest teaching methods through advanced training and seminars.
- 2.To train teacher trainees to utilize effective teaching techniques and training aids
- 3.To encourage teacher trainees to maintain respectful, professional and successful relationships with students, colleagues and administrators.

COURSE REFERENCE MATERIALS

Master Educator, 3rd Edition
ISBN-13# 9781133693697
Master Educator Exam Review
ISBN-13# 9781133776598
Louisiana State Board of Cosmetology Rules & Regulations
Louisiana Board of Barber Examiners Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design facilitates a collaborative learning environment with through group discussion, interactive lecture and demonstration.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through tests and assignments. Practical learning is achieved in presentation and demonstration of classroom management.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

Teaching Methodology School & State Rules and Regulations	200
Presentation & Effectiveness of Instruction	300
Instructor Preparation & Qualities	150
Learning Environment	100
TOTAL	750

COURSE – MANICURING

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic cosmetology skills in preparation for licensure exams and job placement.

COURSE LENGTH - 600 HOURS

Part-time course to be completed in not less than 50 weeks, no more than 63 weeks. Full-time schedules are not available for this course.

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Manicuring.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Salon Fundamental Nails CB
ISBN# 978-0-9779961-8-6 0- 9779961-8-2
Salon Fundamental Nails SSG
ISBN# 978-0-9789765-0-7 0- 9789765-0-9
Salon Fundamental Nails LEP
ISBN# 978-0-9789765-1-4 0- 9789765-1-7
Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and

assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Nail Composition	200
Salon Ecology	
Anatomy & Physiology	
Chemistry	
Salon Business & Professional Ethics	
Manicuring and Pedicuring	
Basic Massage	
Artificial and Natural Nail Technology	
School & State Rules and Regulations	
NAIL SERVICES:	
Care of Natural Nails	400
Application and Repair of Artificial Nails	
Nail Art & Design	
TOTAL	600

COURSE DESCRIPTION – ESTHETICS

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic esthetics skills in preparation for licensure exams and job placement.

COURSE LENGTH - 750 HOURS

Part-time course to be completed in not less than 63 weeks, no more than 94.5 weeks. Full-time schedules are not available for this course.

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Esthetics.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Salon Fundamental Esthetics CB
 ISBN# # 978-0-9742723-1-3 0- 9742723-1-0
 Salon Fundamental Esthetics SSG
 ISBN# 978-0-9742723-7-5 0- 9742723-7-X
 Salon Fundamental Esthetics LEP
 ISBN# 978-0-9742723-6-8 0- 9742723-6-1
 Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Professional Development	350
Salon Ecology	
Anatomy & Physiology	
Study of Skin, Treatments & Care	
Makeup	
Electricity & Electrical Equipment	
Chemistry	
Salon Business	
School & State Rules and Regulations	
SKIN SERVICES:	
Client Care	400
Facial Treatment (Cleansing, Masking & Therapy)	
Hair Removal	
Makeup Application	
Advanced Treatments	
TOTAL	750

COURSE DESCRIPTION – SHAMPOO ASSISTANT

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic shampoo and hair maintenance skills in preparation for licensure exams and job placement.

COURSE LENGTH - 40 HOURS

Full-time course to be completed in not less than 1.5 weeks, no more than 2.25 weeks. Part-time schedules are not available for this course.

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Shampooing.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Cosmetology, 13th Edition
ISBN-13# 9781285769417

No textbook is required for this course.

Handouts are provided.

Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Professional Development	8
Salon Ecology	
Trichology	
Scalp Disorders & Disease	
School & State Rules and Regulations	
HAIR SERVICES:	
Shampoo, Rinsing & Conditioning	32
Draping	
Study of Nails	
TOTAL	40

COURSE DESCRIPTION – ALTERNATIVE HAIR DESIGN

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop basic alternative cosmetology and braiding skills in preparation for licensure exams and job placement.

COURSE LENGTH - 1000 HOURS

Full-time course to be completed in not less than 40 weeks, no more than 60 weeks. Part-time schedules are not available for this course.

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Alternative Hair Design.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Natural Hair Care & Braiding CB
ISBN# 9781133693680
Milady Standard Natural Hair Care & Braiding WB
ISBN# 9781133765653
Salon Fundamental Cosmetology CB
ISBN# 0-615-11288-9
Salon Fundamental Cosmetology SSG
ISBN# 0-615-11288-9
Salon Fundamental Cosmetology LEP
ISBN# 9724338-1-3
Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Professional Development	350
Salon Ecology	
Anatomy & Physiology	
Electricity	
Chemistry	
Salon Business	
School & State Rules and Regulations	
HAIR SERVICES:	
Trichology	650
Design Decisions	
Hairstyling	
Braiding & Hair Extensions	
TOTAL	1000

COURSE DESCRIPTION – REFRESHER COSMETOLOGY

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology refresh basic cosmetology skills in preparation for licensure exams and job placement.

COURSE LENGTH - 300 HOURS

Part-time course to be completed in not less than 25 weeks, no more than 37.5 weeks. Full-time schedules are not available for this course

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Cosmetology.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Cosmetology, 13th Edition
ISBN-13# 9781285769417
Milady Standard Cosmetology Exam Review
ISBN-13# 9781285769554
Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Professional Development	75
Salon Ecology	
Trichology	
Electricity	
Chemistry	
Salon Business	
School & State Rules and Regulations	
HAIR SERVICES:	
Haircutting	200
Hair Coloring	
NAIL & SKIN SERVICES:	
Manicuring & Pedicuring	25
TOTAL	
	300

COURSE DESCRIPTION – ADVANCED COSMETOLOGY

COURSE DESCRIPTION

Student will receive training in the art and science of cosmetology to develop advanced cosmetology skills in preparation for licensure exams and job placement.

COURSE LENGTH - 300 HOURS

Part-time course to be completed in not less than 25 weeks, no more than 37.5 weeks. Full-time schedules are not available for this course

COURSE OBJECTIVES

1. To train students for gainful employment.
2. To train students to continue to improve and keep abreast of new techniques in Cosmetology.
3. To train students to learn and observe all rules and regulation issued by the State Board of Cosmetology.
4. To encourage students to take part in educational workshops and seminars for continuous advancements.

COURSE REFERENCE MATERIALS

Milady Standard Cosmetology, 13th Edition
 ISBN-13# 9781285769417
 Milady Standard Cosmetology Exam Review
 ISBN-13# 9781285769554
 Louisiana State Board of Cosmetology Rules & Regulations

INSTRUCTIONAL METHOD

Stevenson Academy of Hair Design provides theoretical and practical instruction through lectures, demonstrations and student participation.

GRADING PROCEDURES

Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in academic learning and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is achieved through hands on completion of assigned work and assessed with rubrics.

Each student will be evaluated in theory and practical instruction by the grading scale. All students must maintain an overall average of 70% in theory and practical grades.

ATTENDANCE

All students must maintain satisfactory attendance during enrollment. Students must maintain an average of 67% of scheduled hours of attendance

UNITS OF INSTRUCTION

THEORY ESSENTIALS:	
Salon Operations & Management	75
Employee Relations	
Employment Preparation & Procurement	
Salon Ecology	
Chemistry	
School & State Rules and Regulations	
HAIR SERVICES:	
Design Haircutting	225
Design Hair Coloring	
Hair Extensions & Styling	
TOTAL	300

STUDENT RIGHTS AND RESPONSIBILITIES

RECORDS, PRIVACY, ACCESS AND RELEASE OF INFORMATION

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student or parent of a dependent student. Requests for such release are to be submitted to the Director of Student & Financial Services during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

1. All students and/or parents of dependent students have certain rights under The Family Educational Rights and Privacy Act of 1974 (FERPA). Those rights include a right to review a student's educational records; to request amendment to a student's educational records; to request a hearing if an amendment is not granted; to consent or withhold the disclosure of personally identifiable information; and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA.
Students and prospective students may obtain additional information or request a review of records by contacting Academy Management during regular business hours. Annual notice of this policy may be found in the Academy catalog and/or in other publications or notices.
2. A student or parent (of a dependent student) must make a written request to review educational records. The notice should include a description of the specific records requested for review. There is no fee for reviewing records. However, if copies are requested, a \$25.00 administrative fee may be charged.
3. Records will be made available during regular business hours and on an appointment basis. Stevenson Academy of Hair Design will attempt to schedule such a review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate Academy official who may assist in the interpretation of the records.
4. No personally identifiable information will be released to a third party without the written consent of the student or guardian unless it is:
 - a. To Academy officials (including, but not limited to, educators) who have educational interest in the information.
 - b. To officials of another school/academy where the student seeks or intends to enroll.
 - c. To representatives of a state or federal governing agency, a company, servicer, or agency contracted by the Academy, which has a specific business purpose in utilizing the information/data in effort to carry out the duties of their office and/or as required under the law/regulation or on behalf of the Academy.
 - d. To financial aid representatives and/or servicers contracted by the Academy as necessary to determine student(s) eligibility for aid, the amount of aid, conditions for the aid, and/or to enforce the terms and conditions of the aid.
 - e. To state officials if required by state statute.
 - f. To an authorized representative of the Department of Education. This includes employees of the Department as well as organizations or firms under contract to conduct studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization, and the information provided to the organization will be destroyed when no longer needed for the study.
 - g. To the Academy's accrediting agency to carry out accrediting functions and/or duties.
 - h. To parents of a dependent student.
 - i. To comply with a judicial order, subpoena or ex parte order.
 - j. To meet needs in the case of an immediate threat to the health and safety of students or other individuals as authorized under the authority and rights of the Campus Security/Clery Act.
5. The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
6. Stevenson Academy of Hair Design does not produce a student directory.

STUDENT SUPPORT SERVICES

RECORD RETENTION AND TRANSCRIPTS

Record retention for former students (withdrawals or graduates) is maintained according to state and federal requirements. Former students requesting access to records and/or who need an academic transcript should contact the administrative office during regular business hours. Record retrieval takes some time; an advanced request is highly recommended. Note: The required record retention time frame is limited for students who did not complete their program of study.

Each student is entitled to receive one free academic transcript upon completion of all course requirements and financial obligations. Diplomas are issued only once and only to graduates. Duplicate diplomas are not available.

Note: Transcripts are released only to former students who did not complete the program/course if the student has satisfied all charges/fees due to Stevenson Academy of Hair Design. Requests for transcripts under this policy may be made on the appropriate request form by contacting the administrative office.

Students are highly encouraged to make a personal photocopy of all important educational documents at the time of receipt. This would include, but is not limited to, diplomas, transcripts and state board examination and licensure information.

ADVISING

Non-Academic/Non-Attendance Issues: The Academy staff will provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Students needing such services should see the Academy Management during regular business hours. Stevenson Academy of Hair Design does not employ a professional counselor nor assert responsibility for professional counseling services.

Professional Referrals: In the event a student is having difficulty regarding a personal issue, the Academy staff may provide referral information. Students needing assistance and referral should contact the administrative office during regular business hours. Students are hereby advised that the Academy is required by its accreditation agency to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

Substance Use and Abuse Issues: Stevenson Academy of Hair Design has a strict drug and alcohol policy that may be found in this catalog. It is however, a part of the Academy's philosophy to provide informational services and referrals to students and staff who may be struggling with related issues. The complete copy of the Academy's policy on drug and alcohol abuse and prevention is available to students, prospective students, employees and prospective employees upon request by contacting the administrative office during regular business hours.

Attendance Advising: Students are monitored and advised monthly regarding their attendance and academic achievements. The Academy will, at a minimum, officially evaluate a student's satisfactory progress (SAP) at least once by the midpoint of the academic year or the midpoint of the program for programs that are less than an academic year. See the Satisfactory Academic Progress section of this catalog for more information on official SAP reviews.

General Information and Conduct Issues: Students are expected to attend orientation prior to or on the first day of class. Orientation is intended to inform and advise students of their rights and responsibilities while attending Stevenson Academy of Hair Design. Students are encouraged to keep this catalog for reference throughout their enrollment. Academy staff will also provide verbal or written advisement regarding student conduct and/or violations of Academy policies and procedures as needed. Policies and procedures may be changed/modified as deemed appropriate by Academy Management.

Financial Assistance: Student Financial Assistance (SFA) information may be found in the Student Guide, which is produced by the U.S. Department of Education; in the financial services section of the catalog; and by contacting the administrative office during regular business hours. Appointments are recommended. Student tuition payment advising is also provided for students who request it; please see the Academy management.

STUDENT SUPPORT SERVICES

NATIONAL CRISIS HELP LINES

A-Anon Alcoholism Help Line
800-356-9996

National Council on Alcoholism
800-NCA-CALL

National Institute on Drug Abuse
800-662-HELP

National Suicide Prevention Hotline
800-273-8255

National Sexual Assault Hotline
800-656-HOPE

National Domestic Violence Hotline
800-799-7233

National Veterans Crisis Hotline
800-273-8255

DISABILITIES AND ACCOMODATIONS

Stevenson Academy of Hair Design is committed that no qualified handicapped person, due to his or her handicap, will be excluded from enrolling in a course of instruction or be subjected to discrimination based upon disability. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. However, all prospective students must meet standard admissions requirements.

Stevenson Academy of Hair Design does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise an administrator prior to class start and must submit a written request for specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodation(s) requested.

Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the administrative office at any

time; however, all requests should be made at least four weeks in advance of the date needed. Accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by an administrator and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student's program and/or within two weeks of the official request for currently enrolled students.

Students requesting reconsideration of the decision regarding the request should contact the administrative office within one week of the date of the response. The student must provide a statement of why and how he or she believes the response should be modified. Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

CAREER PLACEMENT ASSISTANCE

Although Stevenson Academy of Hair Design provides placement assistance, career guidance and opportunity referrals, it is primarily an educational institution, not a job service, and therefore may not guarantee employment. However, the Academy attempts to assist students and graduates in job-seeking skills and interview assistance, including, but not limited to, guidance on professional expectations, including conduct and appearance.

Stevenson Academy of Hair Design is dedicated to the success of its students as beauty professionals. Academy staff will aid current students and graduates seeking employment within the beauty industry. In addition, Stevenson Academy of Hair Design provides advising opportunities, reciprocity and endorsement information from Academy Management during regular business hours. Students and graduates may contact the Academy Management directly or may check the job placement board, where available career opportunities are posted regularly.

ADMISSIONS POLICIES

ADMISSIONS & ENROLLMENT REQUIREMENTS

An applicant must submit the following documentation:

1. Verification of secondary education completion from an acceptable accredited institution
 - High School Diploma
 - GED Certificate
 - Official Transcript indicating secondary school completion
 - State certification of home-school completion.
2. Birth Certificate
3. Social Security Card/Documentation
4. State or Federal Issued Identification
 - Driver License
 - State I.D.
 - Passport
 - Military I.D.

Teacher Training applicants must meet all the above requirements and submit:

5. Current practitioner license in the field they wish to teach.

Stevenson Academy of Hair Design does not admit Ability to Benefit (ATB) students.

FOREIGN DIPLOMAS & TRANSCRIPTS

Foreign Diplomas or Transcripts must be translated and evaluated from a recognized agency and approved by the state board.

RE-ADMISSION POLICY

Re-entering students will be charged at the current tuition rates. Amounts paid during the first enrollment period will be credited to their accounts. If kit and books are lost, re-entering students must repurchase items. If students re-enter within or before the expiration date on the contract, the enrollment fee will be waived. Stevenson Academy of Hair Design reserves the right to deny re-admission to students dismissed

because of disciplinary action or violation of school rules.

TRANSFER STUDENTS

Transfer students must fulfill the following requirements:

- A \$175 Registration Fee is required on all courses.
- Will accept hours only from an accredited school when duly verified on proper forms.
- Stevenson Academy of Hair Design will accept no more than 300 transfer hours
- Tuition will be based on the total hours of instruction needed to complete the course.
- The student must successfully complete 100 hours of practical training before working on the clinic floor.

NON-DISCRIMINATION POLICY

Stevenson Academy of Hair Design does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

NON-RECRUITMENT POLICY

The school does not recruit students already attending or admitted to another school offering a similar program of study.

FINANCIAL SERVICES & POLICIES

FINANCIAL ASSISTANCE

Stevenson Academy of Hair Design provides financing plans for students who wish to pay on a payment plan. Stevenson Academy of Hair Design will assist students in developing financial plans to pay for their education through United States Department of Education's Federal Student Financial Assistance Programs (Title IV funding), Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit. The administrative staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

PAYMENT AGREEMENT

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the administration.

Billing - Tuition payments are due based on the schedule established through the financial planning process. Students utilizing monthly payment plans are required to pay monthly tuition in a timely manner. Monthly tuition is due on the 15th of each month. Students paying monthly tuition after the 25th will be charged a \$20.00 late fee.

PAYMENT METHODS

Acceptable methods of payment include cash, credit card, money order, check and Title IV Aid.

SCHOLARSHIP & FEE WAIVERS

Stevenson Academy of Hair Design reserves the right to offer tuition scholarships and waive fees to eligible students, graduates, employees and immediate relations of employees of Stevenson Academy of Hair Design.

EXTRA INSTRUCTIONAL CHARGES

Stevenson Academy of Hair Design does not penalize students with additional fees for exceeding the enrollment agreement end date.

FINANCIAL AID- available to those who qualify

Stevenson Academy of Hair Design is approved by the U.S. Department of Education to participate in several federal aid programs. Additional information may be found in the Student Guide published by the Department of Education. To qualify for financial assistance all applicants must complete a Free Application for Federal Student Aid (FAFSA). The application can be completed online at fafsa.ed.gov or by contacting a Financial Services Advisor. [The Stevenson Academy of Hair Design school code is 014524.](#)

To be eligible for student aid an applicant must:

- Have a high school diploma, a General Education Development (GED) or the equivalent
- Be enrolled as a regular student working toward a degree or certificate in an eligible program
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number (SSN)
- Comply with Selective Service registration if required (males only)
- Not owe a refund on a federal grant or be in default on a federal student loan

Note: Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Not all aid programs are available for students in all educational courses/programs.

Application deadlines may apply. Contact the administrative office during regular business hours for additional information regarding application procedures and deadlines.

FINANCIAL SERVICES & POLICIES

DETERMINATION OF FINANCIAL NEED AND COST OF ATTENDANCE

A student's financial need is determined using the predetermined Cost of Attendance and his or her Expected Family Contribution (EFC). The Expected Family Contribution (EFC) is a measure of the student's family financial strength and is calculated according to a formula established by law. The student's family taxed and untaxed income, assets, and benefits (such as SNAP, unemployment, or Social Security) are considered in the formula. Also considered are the family size and the number of family members who will attend college or career school during the year. The information the student reports on the Free Application for Federal Student Aid (FAFSA) is used to calculate the EFC. The EFC is the result of a formula developed by the U.S. Congress that assesses the information the student submits on his or her FAFSA. Note: The EFC is not the amount that the student must pay the institution. Stevenson Academy of Hair Design uses the EFC to determine the student's federal aid eligibility and financial aid award.

THE BASIC FORMULA FOR CALCULATING FINANCIAL NEED IS:

Cost of Attendance
Less: Expected Family Contribution
Less: Pell Grant Award
(Academic Year)
Less: FSEOG Grant Award
(Academic Year)
Less: Other Aid
Less: VA Benefits
=Financial Need

Note: Financial need is calculated at the beginning of each academic year for programs over 900 clock hours.

Cost of attendance is determined by several factors including tuition, fees, supplies/ equipment, living expenses and travel expenses. Cost of attendance estimates for each program may be found on our website at the Disclosures page. Students should

contact the administrative office with questions regarding cost of attendance, FAFSA completion and determination of need.

TYPES OF FEDERAL FINANCIAL AID

Stevenson Academy of Hair Design participates in the following student aid programs (additional descriptions for these programs may be found in the Student Guide published by the U.S. Department of Education; a link to the Student Guide is available at our website at stevenson-academy.com.

- Federal Pell Grant: A Federal Pell Grant, unlike a federal loan, does not have to be repaid. This is a grant to assist undergraduates who have not earned a bachelor's or a professional degree. For current maximum Federal Pell Award amounts, visit: <http://studentaid.ed.gov/types/grants-scholarships/pell>.
- Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG, unlike a federal loan, does not have to be repaid. This is a grant to assist undergraduates who have not earned a bachelor's or a professional degree and who also demonstrate exceptional financial need. The average award is \$375.

Stevenson Academy of Hair Design DOES NOT participate in the student aid loan programs listed below:

- Federal Direct Subsidized Loan: Direct Subsidized loans are available to undergraduate students who demonstrate financial need. The school determines the amount a student can borrow and the amount may not exceed the student's financial need. The U.S. Department of Education pays the interest on Subsidized loans while the student is in school, and during periods of deferment. Subsidized loans must be repaid. For maximum loan amounts and current interest rates, visit: <http://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.

FINANCIAL SERVICES & POLICIES

Stevenson Academy of Hair Design **DOES NOT** participate in the student loan programs listed below:

- Federal Direct Unsubsidized Loan: Direct Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The school determines the amount a student can borrow by considering the cost of attendance and other financial aid received. Unsubsidized loans must be repaid. Students are responsible for paying the interest on Unsubsidized loans during all periods. Students can choose not to pay the interest on Unsubsidized loans while in school and during grace periods or forbearance periods; however, interest will accrue (accumulate) and be capitalized (that is, interest will be added to the principle amount of the loan when the student goes into repayment). For maximum loan amounts and current interest rates, visit:
<http://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.
- Federal Direct PLUS Loan: PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education is the lender. The borrower must not have an adverse credit history. Federal PLUS loans have a fixed interest rate of 7.9%. The maximum amount a borrower can take is dependent of the student's cost of attendance minus any other financial aid received.

PRIVATE LOANS

Students should always exhaust all federal student loan borrowing before considering borrowing private student loans because federal student loan programs typically have better terms, i.e., interest rates, more flexible repayment terms, etc. Students who choose to take a private loan should be aware of the following:

1. Private loans differ from lender to lender. It's important to ask questions when seeking a private student loan, so the borrower can compare loans and choose the one that best fits his or her needs.
2. Private loans are credit based; some students may need a co-signer to qualify. A co-signer is a person who agrees to assume responsibility for repaying the loan if the student fails to repay.
3. Students should plan ahead; know how much to budget for repayment.
4. The lender will send the borrower disclosure statement for the loan before the loan is disbursed. Students should review the disclosure statement for the loan to estimate what the monthly payments will

be. Lender will provide students with a repayment schedule.

Once a student has been credit-approved for a private student loan, the lender will send the student borrower the following:

1. *Application for Solicitation Disclosure* – This will provide information about the range of rates, fees and other terms that apply.
2. *Approval Disclosure* – This notice contains the terms specific to the approved loan. The borrower has 30 calendar days to accept the offer. Upon loan acceptance, the borrower will be directed to complete a master promissory note.
3. *Private Education Loan Applicant Self Certification Form* – The applicant is required to complete a self-certification form and submit to the lender. Before submitting to the lender, the institution must provide information on the costs of attendance and the amount of financial aid available to the student.
4. *Final Disclosure* – Presented to the borrower after the loan is accepted and all required documentation is on file with the lender. This disclosure is made 3 business days before the loan is disbursed. The loan will not be disbursed until the 3 business days have elapsed. The borrower may cancel the loan within this 3-day period.

Note: Stevenson Academy of Hair Design does not have a "Preferred Lender List" of private loan lenders that we recommend to students.

LOAN COUNSELING

Prior to loan disbursement, all student loan applicants will be advised of their rights and responsibilities regarding loans (and other financial aid funds) including but not limited to repayment requirements, sample repayment schedules, repayment options, and default counseling.

Students have the right to:

- Cancel the loan(s).
- Obtain a copy of the Master Promissory Note; this is legal agreement to repay your loan under the terms stated.
- A notification of loan sale or transfer; your lender must notify you if your loan is sold or transferred to another organization. In the notification, you should have the new organization's name, address, and contact information.
- Know the cost of the program chosen.
- Understand what criteria Stevenson Academy of Hair Design uses to award student financial aid.

FINANCIAL SERVICES & POLICIES

- Know the types of financial assistance that are available, including information on all federal, private, and institutional financial aid programs.
- Understand the criteria for meeting Satisfactory Academic Progress and maintaining financial aid eligibility.
- The current interest rate of any loan accepted and repayment terms for the loan.
- The total amount of student loans borrowed that will need to be repaid prior to attending.

Students are responsible for:

- Completing all financial aid forms accurately and on time.
- Providing additional documentation requested by Stevenson Academy of Hair Design to complete verification or resolve discrepancies.
- Maintaining Satisfactory Academic Progress in attendance, theory and practical to remain eligible to receive financial aid.
- Complete exit counseling upon leaving Stevenson Academy of Hair Design.
- Repaying the loan as agreed, even if the student did not complete his or her education, is unable to find employment or is dissatisfied with the education received.
- Repaying the loan even if a bill is not sent; failure to receive a bill does not relieve the student of the obligation to repay loans on schedule.
- Having a thorough understanding of all documents signed.

Students must notify their lender servicer if they:

- Change their name, address and/or other contact information.
 - Drop below half-time enrollment.
 - Transfer to a different school.
 - Are unable to meet the agreed upon payment terms.
- The bank may be able to work with the borrower by setting up forbearance, which is a period of time when the borrower is allowed to postpone or temporarily reduce the amount of the loan payment due to financial hardship.

In addition to entrance counseling, all student loan recipients will also be required to complete exit counseling. The financial advisor will review the repayment requirements, options, and default consequences as well as discuss debt management strategies and other issues that will assist the

borrower during repayment. Personal contact information will be updated at this time, which will be forwarded to the lender. Note: Students should schedule an individual or group appointment with financial services during the final phase of the program. Loan types and amounts may be impacted by the program duration and dependency status of the student. Additional loan information may be found at:

<http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>.

LOAN REPAYMENT REQUIREMENTS

All loans (Direct and PLUS programs) require repayment by the borrower according to the terms of the Master Promissory Note. Repayment options may include deferment and forbearance options. Borrowers should contact their lender as needed. There is no pre-payment penalty for Direct or PLUS loans. Students are encouraged to contact the Department of Education to set up electronic debiting when possible to assist with timely repayment. Additional repayment information may be found at: <http://www2.ed.gov/offices/OSFAP/DirectLoan/inrepayment.html>.

ADDITIONAL FINANCIAL ASSISTANCE ISSUES

Stevenson Academy of Hair Design participates in alternative funding options along with scholarships to qualifying students. For more eligibility details, application forms and deadlines, contact the Financial Services department during regular business hours.

CONTINUED ELIGIBILITY

All students must remain eligible for aid at all times; this includes but is not limited to Satisfactory Academic Progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or all guarantors will be responsible for all financial obligations to the Academy. This responsibility is assumed by the student and his or her guarantors regardless of the reason for the reduction or loss of eligibility.

FINANCIAL SERVICES & POLICIES

RENEWAL APPLICATIONS

An academic year is defined as the period of time normally spent completing one year of academic work. If part of the second academic year is in the next

AWARD YEAR/ACADEMIC YEAR

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the following year.

An Academic Year is defined by the institution for each program offered. The academic year must be within guidelines established by the Federal Government.

Title IV Financial Aid Eligible Course	Award Year 1	Award Year 2
Cosmetology, Barber-Styling	900Hrs	600Hrs
Alternative Hair Design	900Hrs	100Hrs
Teacher Training, Esthetics	750Hrs	N/A
Manicuring	600Hrs	N/A

Financial aid awards are prorated according to the length of the program (see above proration) according to the number of hours and weeks the student will be in attendance during an academic year.

PAYMENT OF AWARDS

Most funds are disbursed according to payment periods or award periods. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has successfully completed the appropriate number of clock hours and weeks of instruction required for the payment period. Failure to successfully complete the proper number of clock hours and weeks of instruction by the required date of evaluation may delay the next payment.

To avoid delays in the payment of awards, students applying for financial assistance should make sure that all corresponding application materials, verification documents and/or other financial-aid-related items are provided to the financial aid office. Stevenson Academy of Hair Design is not responsible for the reduction or cancellation of aid due to a student's failure to submit required application materials or a failure to maintain eligibility standards.

award year, applicants may be eligible for additional aid for the new academic year. Students must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

VERIFICATION

Some student financial aid applicants will be selected for a process called verification. Stevenson Academy of Hair Design verifies all applicants selected by the DOE CPS (Department of Education Central Processing System) through their random process as well as others as needed. It is the responsibility of all students chosen for verification to submit the required verification documentation. Should there be discrepancies in the information provided by the student or parent, the Financial Services Advisor will notify them that additional information may be required to resolve the conflict. Based on signed documentation provided by the student or parent, the Financial Services representative will submit any required corrections.

Stevenson Academy of Hair Design does not award federal, Title IV aid, or permit the student to attend classes until the verification process is complete. Verification must also be complete (if selected) prior to the 2nd academic year (Cosmetology/Teacher Training) if applicable.

Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled.

Stevenson Academy of Hair Design considers the student to be the responsible party for providing information and completing the verification process. Students can complete the verification process with the Financial Services representative. The representative will enter the corrections (if needed) into the Central Processing System and inform the students of any changes in eligibility.

On the rare occasion that a student is selected for verification after being awarded Title IV aid, the student will be subject to all rules and requirements of verification as those applicants who were selected before being awarded.

FINANCIAL SERVICES & POLICIES

If the student's federal Title IV aid eligibility changes as a result of corrections made through the verification process or by the student (online), the student will be responsible for any reduction to his or her Title IV aid. Stevenson Academy of Hair Design will notify the student in writing of any changes to his or her Title IV aid within 5 business days of the date the institution received the corrected ISIR (Institutional Student Information Record).

Stevenson Academy of Hair Design identifies the students selected for verification during the financial aid application process by viewing the FAFSA output document called the ISIR.

A review of the student's financial aid application occurs after ISIR data is received and data entry of required information is completed. The verification activity will initially compare applicant data for accuracy and completeness and continue to resolve conflicting information. In this process Stevenson Academy of Hair Design may require verification of the following but not limited to documentation:

- Household size
- Number in college
- Adjusted Gross Income (AGI)
- U.S. taxes paid
- Untaxed income
- Other untaxed income reported on tax return
- Wages

TYPES OF DOCUMENTS TO SUBMIT IF CHOSEN FOR VERIFICATION

Independent Students

- Current year Verification Worksheet for Independent Students
- A copy of your most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting irs.gov.
- If you did not file a tax return but earned wages, submit your most recent W-2(s).
- If your spouse did not file a tax return but earned wages, submit his/her most recent W-2(s).
- If you were divorced or separated at the time the FAFSA was filed and filed a "joint tax return", submit copies of your and your spouse's W-2(s) and all schedules submitted with your federal tax return.

Dependent Students

- Current year Verification Worksheet for Dependent Students
- A copy of your most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting irs.gov.
- If you did not file a tax return but earned wages, submit your most recent W-2(s).
- A copy of your parent(s) most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting irs.gov.
- If your parent(s) did not file a tax return but earned wages, submit your most recent W-2(s).
- If your parent is remarried, please also include a copy of your step-parent's most recent IRS Federal Tax Return Transcript (if they filed separate returns).
- If your parents are divorced or separated and filed a "joint tax return", please submit copies of their W-2(s) and all schedules submitted with their IRS Tax Return Transcript.

Additional information regarding verification may be found on our web site at stevenson-academy.com.

FRAUD

It is illegal to falsify documents in effort to secure federal or state funds for educational or other purposes. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result. Stevenson Academy of Hair Design will, in the case of fraud, suspected fraud or other criminal misconduct, make a referral to the U.S. Department of Education's Office of the Inspector General.

FINANCIAL SERVICES & POLICIES

REFUND POLICY/CANCELLATION & SETTLEMENT POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - 2) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 - 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.
 - 4) A student notifies the institution of his/her withdrawal in writing.
 - 5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 - 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 - 7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- 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. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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 the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

RETURN OF FEDERAL STUDENT AID

If a student withdraws or is dismissed from Stevenson Academy of Hair Design, the School and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Stevenson Academy of Hair Design. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Stevenson Academy of Hair Design will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Stevenson Academy of Hair Design returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Stevenson Academy of Hair Design will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Stevenson Academy of Hair Design.

If the student has a remaining balance owed to Stevenson Academy of Hair Design after all refund calculations are completed, whether the student withdraws or the School withdraws the student, there may be a 15% interest fee added to the owed remaining balance.

Stevenson Academy of Hair Design will send an invoice to withdrawn students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

STUDENT POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

DEFINITION

At Stevenson Academy of Hair Design, Satisfactory Progress is defined by the following criteria:

1. Theory and Practical Grade Average - 70%.
2. Attendance Average - 67% of scheduled hours

Students meeting minimum requirements at evaluation are considered making satisfactory progress until the next scheduled evaluation. The criteria will be evaluated periodically.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at scheduled hours as follows:

COURSE	COURSE LENGTH	EVALUATION HOUR PERIODS			
Cosmetology	1500	450	900	1350	Scheduled Hours
Barber-Styling	1500	450	900	1350	Scheduled Hours
Teacher Training	750	375	750	N/A	Scheduled Hours
Manicuring	600	300	600	N/A	Scheduled Hours
Esthetics	750	375	750	N/A	Scheduled Hours
Shampoo Assistant	40	20	40	N/A	Scheduled Hours
Alternative Hair Design	1000	450	900	N/A	Scheduled Hours
Advanced Cosmetology	300	150	300	N/A	Scheduled Hours
Refresher Cosmetology	300	150	300	N/A	Scheduled 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.

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, the school 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.

STUDENT POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY *continued*

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 is stated below:

COURSE	COURSE LENGTH	MAXIMUM TIMEFRAME
Cosmetology	1500	2250 <i>Hours</i>
Barber-Styling	1500	2250 <i>Hours</i>
Teacher Training	750	1125 <i>Hours</i>
Manicuring	600	900 <i>Hours</i>
Esthetics	750	1125 <i>Hours</i>
Shampoo Assistant	40	60 <i>Hours</i>
Alternative Hair Design	1000	1500 <i>Hours</i>
Advanced Cosmetology	300	450 <i>Hours</i>
Refresher Cosmetology	300	450 <i>Hours</i>

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to 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:

Theory Evaluation

93 – 100%	EXCELLENT
85 – 92%	VERY GOOD
70 – 84%	SATISFACTORY
69% and below	UNSATISFACTORY

Practical Evaluation/Rubric Assessments

Yes-1	Complete-the student met competency criteria of the skill
No-0	Incomplete-the student did not meet competency criteria of the skill

DETERMINATION OF PROGRESS STATUS

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

STUDENT POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

continued

WARNING

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

PROBATION

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

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 warning or probationary period.

LEAVE OF ABSENCE (LOA)-INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by 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 course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student is allowed one leave of absence, which may **not exceed 90 calendar days** in any **12-month period**.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding 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.

STUDENT POLICIES

ATTENDANCE POLICY

All students are required to attend class regularly. Students are also required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the Academy. Students are expected to maintain a minimum of 67% of scheduled hours to meet satisfactory academic progress standards. See the Satisfactory Academic Progress policy for more detail on failing to meet minimum standards.

Excessive Saturday absences, failing to contact the School in the event of an absence will result in corrective action up to and including immediate dismissal.

Regular holidays are built into the student contract as is a reasonable amount of personal time. This is to allow the average student ample time to complete by their contracted end date.

GRADUATION REQUIREMENTS

To graduate and receive a diploma from Stevenson Academy of Hair Design, the following are required:

1. Complete required course hours for the contracted course of study.
2. Complete all examinations, both written and practical.
3. Fulfill financial obligations to the Academy or have a payment plan/arrangements.

TIME CLOCK

Student hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day.

DRESS CODE

All students are expected to dress and groom themselves in a manner appropriate with the highest standards of the professional beauty industry.

Professional personal hygiene should always be maintained. Makeup (eyes, lips and cheeks) is strongly recommended; styled hair is expected. All students are required to wear black shoes with an enclosed heel. Bare midriffs, of any kind are not permitted; nor are clothing items bearing logos, phrases, words or lewd and/or offensive symbols permitted.

Students are required to wear completely black attire free of any colored embellishment, enhancement, trim, etc. All Tops/shirts should be black in color. Pants should be black in color. Denim is acceptable, provided that the color is black and not distressed appearing gray.

STUDENT CONDUCT

Attendees of Stevenson Academy of Hair Design are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to always. In addition to the basic standards of professionalism, Stevenson Academy of Hair Design must maintain policies that are necessary for efficient operation and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits Stevenson Academy of Hair Design, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination. Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or to comply with laws, rules and/or regulations of any external governing body.

STUDENT POLICIES

INTERNAL COMPLAINT PROCEDURE

Stevenson Academy of Hair Design 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 school files 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 the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to a school administrator.
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 the school 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 the school, and another member who may not be employed by the school or related to the school 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 the school's 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. School 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 the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

EDUCATIONAL ENVIRONMENT

Stevenson Academy of Hair Design is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. Abusive language and conversational topics that may be deemed by another as offensive may not be expressed. This would include topics of a sexual, religious, ethnic and/or racial nature

HEALTH AND WELFARE OF OTHERS

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or nonverbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by Academy administration. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

RULES & REGULATIONS

CORRECTIVE INSTRUCTION

Any student disrespect or lack of cooperation toward Instructors because of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being terminated,

GUEST SERVICE PARTICIPATION

As a part of the learning process, students are required to participate in a variety of student salon and spa/guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination.

READINESS: EQUIPMENT, BOOKS AND SUPPLIES

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment or refuse academic or practical assignments may be dismissed or terminated from the program.

RECORD KEEPING

To protect fellow students, staff, and student salon guests, all students are required to conduct proper client consultations, and are expected to document services rendered on client cards and/or other available record systems. Hold Harmless Client Releases are required for all clients, models and/or other persons receiving services of any kind at the Academy.

SANITATION

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during, and following each service. At the end of the class/day all students are required to participate in the general sanitation of the Academy/classroom. General sanitation is instituted throughout the entirety of the program to facilitate the learning of general health and safety requirements mandated by the state and/or as mandated by Stevenson Academy of Hair Design.

CHILD CARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Please make appropriate arrangements for child care.

ELECTRONIC DEVICES

Students are encouraged to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at School and at School activities when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted in designated areas. All other uses of electronic devices in the School are prohibited with the possessing student subject to the disciplinary measure. Educators have discretion over classroom use of devices.

SOCIAL MEDIA

Stevenson Academy of Hair Design respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio. Stevenson Academy of Hair Design students are personally responsible for the content they publish on social networking sites. Stevenson Academy of Hair Design does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in unacceptable conduct on campus and on any of our social media sites. Stevenson Academy of Hair Design reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate.

RULES & REGULATIONS

RELEASE

The student and/or legal guardian grant Stevenson Academy of Hair Design the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in School including for the commercial purposes of Stevenson Academy of Hair Design .

EDUCATIONAL INTEGRITY

Cheating or allowing cheating is not acceptable at any time, nor is theft of test information or materials related to the preservation of academic quality and/or integrity. Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

PENALTY FOR RULE VIOLATION

Students who violate the rules and/or policies of Stevenson Academy of Hair Design are subject to disciplinary action including and up to termination. Specific sanctions will be determined by Academy administration on a case-by-case basis. Disciplinary action consists of warnings, suspension and/or termination. Warnings may consist of verbal and/or written warnings. Repeat violations of the same policy will result in a loss of student benefits and may lead to suspension (temporary involuntary absence) and/or termination (expulsion). In the case of a rules violation of a serious nature, Academy administration has the right to terminate enrollment without first issuing a warning or suspension.

Stevenson Academy of Hair Design reserves the right to amend or establish additional policies to maintain and facilitate an educational environment and/or to meet the goals and mission of the Academy and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

INCIDENT/ACCIDENT REPORTS

In situations where damage and/or an injury occurs on Academy property, staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting the administration during regular business hours.

WEAPONS

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on Academy property or at Academy-sponsored events and activities (including off-site educational events/field trips). Any person threatening (verbally or otherwise) the use of a weapon against any person related to the Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law. Any person with knowledge of weapons on Academy property shall inform an appropriate authority immediately. See the duty to warn policy.

SEARCH PROCEDURE

To protect the students, guests, and/or staff and faculty of the Academy, Stevenson Academy of Hair Design reserves the right to perform routine inspection of student property while on Academy property. In general, personal property on Academy premises in student lockers, bags and/or locked drawers is considered the student's private domain. However, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, Stevenson Academy of Hair Design reserves the right to inspect student property.

SMOKING POLICY

Smoking (as well as the use of e-cigarettes) is permitted only in designated areas outside the Academy. These areas must be kept free of smoking-related debris always.

RULES & REGULATIONS

THEFT AND MISUSE OF PROPERTY

Stevenson Academy of Hair Design is not responsible for lost, damaged or stolen property. Students have access to a locker and should be careful to keep all valuables locked up when not in use. Theft of, destruction or misuse of another's property will subject the student to disciplinary action up to and including

termination. Destruction of or defacing Academy property will result in disciplinary action including charges for the full replacement cost of the item(s) in addition, and up to termination. Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.

SOLICITATION

No outside solicitation is permitted without approval from Academy Management.

DISCLOSURES

Disclosure information for the following areas is on the Stevenson Academy website at stevenson-academy.com:

- Campus Crime and Safety/Reporting of Crime Information
- Retention Rates for first-time, full-time undergraduate students
- Completion Rate and breakdown of first-time, full-time students who completed their program within 150% of normal time frame
- Completion, Placement, and Licensure Rates for the current annual reporting period
- Median Loan Debt-*Stevenson Academy does not participate in loan programs*
- On-Time Completion Rate for current reporting period
- Cosmetology Program Disclosures
- Barber-Styling Program Disclosures
- Teacher Training Program Disclosures
- Manicuring Program Disclosures
- Esthetics Program Disclosures
- Shampoo Assistant Program Disclosures
- Alternative Hair Design Disclosures
- Refresher Cosmetology Program Disclosures
- Advanced Cosmetology Program Disclosures
- Cost of Attendance Budgets
- Educational Investment Information

RULES & REGULATIONS

CRIME PREVENTION AND STATISTICS

Stevenson Academy of Hair Design strives to provide a safe educational environment. In accordance with federal requirements the Academy reports and maintains statistical information for at least the three preceding years regarding crimes, which may have occurred on campus and/or on property used and as related to the educational mission of the Academy. Those statistics are made available to all prospective students and enrolled students in the admissions office. A complete copy of the annual Campus Crime and Statistics Report is available by contacting Academy Management during regular business hours. Annual notice of this policy may be found in the Academy's catalog addendum and/or in other publications or notices.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. Willful copyright infringement can also result in criminal penalties, including imprisonment and fines. For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Stevenson Academy of Hair Design policy prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Students who violate this policy are subject to disciplinary action up to and including termination.

DRUG AND ALCOHOL USE & ABUSE

Stevenson Academy of Hair Design policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. A complete copy of the Stevenson Academy of Hair Design Drug and Alcohol Abuse and Prevention Handbook is available upon request and may be obtained by contacting the Academy Director or Student Services Advisor during regular business hours. Annual notice of this policy may also be found at stevenson-academy.com.

SEXUAL HARASSMENT & SEXUAL VIOLENCE PROHIBITION

Stevenson Academy of Hair Design maintains that all employees, students, and guests have a right to work and fully participate in an environment free of discrimination, which encompasses freedom from sexual harassment and sexual violence. Therefore, Stevenson Academy of Hair Design prohibits sexual harassment in any form, by or against employees, students, and guests of the Academy.

Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to his or her use of drugs or alcohol or a disability. Sexual violence is a form of sexual harassment and is prohibited by Stevenson Academy of Hair Design rules as well as U.S. Department of Education Title IX regulations. Stevenson Academy of Hair Design and Title IX also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping even if those acts do not involve conduct of a sexual nature.

RULES & REGULATIONS

SEXUAL HARASSMENT & SEXUAL VIOLENCE PROHIBITION *continued*

Any employee or student who violates this policy will be subject to discipline up to and including termination from the Academy and its programs. Any guest who violates this policy will be counseled and may be required to leave the Academy's premises. Any person who was subjected to harassment will be apprised of his or her rights under this policy. Sexual harassment is prohibited regardless of whether it occurs verbally, nonverbally, via social media outlet, text message or email.

A partial list of conducts which may constitute sexual harassment includes:

- Unwelcomed sexual advances, propositions, or comments
- Sexual flirtation
- Discussing sexual activities
- Commenting about an individual's body or physical appearance
- Displaying sexually suggestive pictures, cartoons or drawings
- Using unseemly gestures
- Using offensive language or telling sexually explicit jokes
- Sexting or sexual cyber bullying
- Unnecessary touching
- Retaliation against a student, employee or guest for resisting or reporting sexual harassment
- Peeping
- Threats
- Rape, sexual assault or sexual coercion
- Unwanted physical contact

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Any employee or student who believes he or she has experienced sexual harassment, or has witnessed sexual harassment by any employee or prospective employee, student or prospective student, or guest should bring the matter to the immediate attention of the *designated Title IX coordinator, Jonique Williams.*

If the complainant feels comfortable in confronting the harasser, the complainant should also inform the harasser that the harasser's attention is offensive to them. Stevenson Academy of Hair Design advises the complainant of his or her right to file a criminal report in instances of alleged sexual violence. Stevenson Academy of Hair Design will not tolerate violations of this policy and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs.

DUTY TO WARN

To provide a safe environment, students have a duty to warn Stevenson Academy of Hair Design staff of any violations of company policies, Academy rules and regulations, laws and/or to advise staff of any threat to the occupants of the academies and/or company-owned properties. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

VACCINATIONS

Stevenson Academy of Hair Design does not require vaccinations.

VOTER REGISTRATION

Louisiana voter registration information is available online at:
<https://www.sos.la.gov/ElectionsAndVoting/Pages/OnlineVoterRegistration.aspx>.

CAMPUS CRIME & SAFETY REPORT

<i>Year</i>	2016						2017						2018								
	<i>Location</i>			On-Campus			Off-Campus			On-Campus			Off-Campus			On-Campus			Off-Campus		
REPORTED OFFENSES																					
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses-Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses -Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS																					
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS																					
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

COURSE COSTS – ESTIMATED COST OF ATTENDANCE

COURSE	HOURS	REGISTRATION	BOOKS & EQUIPMENT	TUITION	TOTAL
Cosmetology	1500	\$175.00	\$550.00	\$14,000.00	\$14,725.00
Barber-Styling	1500	\$175.00	\$550.00	\$14,000.00	\$14,725.00
Teacher Training	750	\$175.00	\$600.00	\$8,000.00	\$8,725.00
Manicuring	600	\$175.00	\$550.00	\$7,000.00	\$7,725.00
Esthetics	750	\$175.00	\$600.00	\$8,000.00	\$8,725.00
Shampoo Assistant	40	\$175.00	\$0.00	\$800.00	\$975.00
Alternative Hair Design	1000	\$175.00	\$550.00	\$11,000.00	\$11,725.00
Refresher Cosmetology	300	\$175.00	\$550.00	\$3,000.00	\$3,725.00
Advanced Cosmetology	300	\$175.00	\$550.00	\$3,000.00	\$3,725.00

ADMINISTRATION AND FACULTY

STEVENSON ACADEMY TEAM

Rev. James R. Williams, I
President/Owner/Instructor

Joselyn Williams
Senior Vice President/Instructor

James Williams, II
Vice President/Instructor

Jonique Williams
Vice President/Instructor

Title IX Coordinator

Richelle Newell
Instructor

SCHOOL SONG

Stevenson Academy
We love thy hallowed walls
We've come to you to learn our trade
To beautify one and all.

The teachers with their thoroughness
Have worked with us in love
To help us do the best we can
We thank dear God above.

CHORUS

Stevenson Academy
We hold your precepts high
And when we go, away from here
We'll praise you far and wide!