



COURSE CATALOG

THE FUTURE OF HAIR

 703-479-7023

 info@PRPartnersAcademy.com

 11740 Sudley Manor Dr. | Manassas, VA 20109

 PRPartnersAcademy.com

  PRPartnersAcademy



PIVOT POINT
LAB[®]
Learn About Beauty



TABLE OF CONTENTS

Welcome	1
Mission	2
History	3
Administration	4
Academy Overview.....	5
Admissions	6
Class Schedules.....	9
Financial Information	10
Programs	11
Student Services	20
Policies & Procedures	21





WELCOME TO THE ACADEMY

Welcome to the PR Partners Academy and Studio where you will embark on your journey through the exciting career in cosmetology! Inside of this catalog you will be able to find policies, procedures, curriculum information, as well as resources available to you to aid in your excellence at The Academy. If you have any questions about the content in this catalog, please ask your Campus Director for assistance.

*Congratulations
on taking that new step!*



MISSION STATEMENT

The Mission of **PR PARTNERS ACADEMY** is to ensure the success of our graduates in the field of Cosmetology by inspiring each student to realize their dreams and meet their goals. Encouraging students to take ownership of their career path by self-directed learning will inspire confidence and creativity to achieve professional success. Our priority is to coach, support, and inspire. We will always be there for you. This Mission will be accomplished through the following objectives:

- To ensure that every student receives a solid foundation as well as advanced training in the current trends and techniques
- To surpass the criteria necessary to meet state guidelines and pass the state exam required for licensure

- To ensure students graduate as highly motivated and educated salon professionals ready for a smooth transition into salon life
- To offer practical training and experience that will meet the needs of current salon clients in a true to life salon environment
- To assist students in realizing their potential through assessments and evaluations which will allow for acknowledgement and guidance.



Our goal is to develop students to graduate as highly motivated hairdressers who possess the advanced skills and confidence to transition smoothly into their new role as salon professionals. We take pride in our award winning salons and our ability to develop future professionals to support our ever changing industry. This is what drives us to deliver the very best education and practical experience.



HISTORY

Thirty five years ago business partners Reginald Laws and Ian Duncan started a concept salon where everyone would have ownership in the direction of the salons. This is the reason for our company name PARTNERS. The company quickly became known for its focus on education, traveling the world spreading knowledge at various venues large and small. After opening 8 salons, a flagship salon was opened just off Berkeley Square in London.

In 1990 Reg opened our first salon in the US, in the DC Metro area. We currently have 17 salons and recently opened our first barbering salon.

Partners has always been about creating a knowledge based experience for our guest, thus we changed the name to PR at Partners. The Perfect Relationship leading to a lasting partnership between guest and designer.

Because of our success and our commitment to education we want to give back to the



hairdressing profession through the PR Partners Academy. PR at PARTNERS is unique because not only does it have a cutting and coloring program that is designed to be intuitive, our point of difference is our PR Rock Star program, this program teaches students the art of communication it lays out a career path. This is where we keep our students on track to finish the course on time, as well as achieve a focus on their passions. This, we have found, inspires everyone to excel. Because of PR Rock Star, everyone is on a journey of fulfillment and success.

This is our past, you are our future. If you have a passion for hair, fashion, art and social media let us help you become a Rock Star.





ADMINISTRATION

CORPORATE OFFICERS / PRINCIPLES

Managing MemberReginald Laws
 Executive Vice President, EducationNick Landay

OPERATING MANAGEMENT

Director of Operations.....Glenice Beale
 Campus DirectorAlyssa Alig
 Chief Financial OfficerVicky Delgado
 CommunicationsMorgan Beale
 Marketing.....Natasha Laws

INSTRUCTORS

.....Mendy Myers
Shannon Grace
Rychelle Leaper
Jon Nguamsanith
Mauricio Rivera
Leah Howard





ACADEMY OVERVIEW

PR Partners Academy is a fully equipped beauty institution with a focus on the integration of technology into this practical learning environment. Our facilities include classrooms for lecture, demonstration and practical exercises, a beautifully appointed student salon, student lounge and dispensary. Our administrative and faculty offices are on site to assist students in becoming exceptional professionals. PR Partners Academy meets or exceeds the requirements established by the state of Virginia.

ACADEMY LOCATION

Bull Run Plaza

11740 Sudley Manor Drive

Manassas, VA 20109

703-479-7023

Website: prpartnersacademy.com

HOURS OF OPERATION

Monday – Friday 9:00am – 4:30pm

Saturday hours vary.

Please contact academy directly for Saturday appointments.

We do not currently offer evening or part time classes. However the student salon floor may be opened some evenings.

Salon appointments made according to availability.

LICENSED BY DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

9960 Maryland Drive

Suite 400

Richmond, VA 23233-1485

804-367-8500

dpor.virginia.gov

ASSOCIATIONS

American Association of Cosmetology
Schools





ADMISSIONS

ACADEMY TOUR AND APPLICATION PROCESS

We strongly recommend that prospective artists visit the campus for a tour. It is the best way to experience what make PR Partners Academy unique. You will have the opportunity to meet the education team, visit classrooms, observe our Studio, and ask any questions you may have.

The Academy's schedule is set up on a full-time basis, with enrollments every eight weeks. You may begin the application process by visiting our website at prpartnersacademy.com or by visiting our campus. Our Campus Director will discuss scheduling hours and the enrollment process with you during your tour.

You will be required to complete the following in order to become an active artist with The Academy:

- Complete any forms, including an application for enrollment, required by the state.
- Read and sign your enrollment agreement once a start date is selected.
- Submit documentation demonstrating a completion of high school education or

the equivalent (diploma, GED, transcripts).

- Submit state issued documentation stating you are at least eighteen (18) years of age (driver's license, state issued ID, birth certificate, or passport).
- Pass The Academy's entrance assessment with a score of 85% or above.
- Submit required registration fee

In making enrollment decisions, we do not discriminate on the basis of age, race, disability, color, religion, creed, national origin, sex, marital status, sexual orientation, gender identity, or membership of other protected groups as defined by local, state, or federal law. We make admission decisions based on aptitude, merit, ability, including, but not limited to, the student's interest.

ENROLLMENT AGREEMENT

The obligations of the Academy and the student are outlined in the enrollment contract. A copy of the enrollment agreement will be provided to the student upon assessment and acceptance. The contract will include costs and payment details.





ADMISSIONS

STUDENT ORIENTATION

Student orientation is required for all new students. You must attend orientation prior to starting the program.

STUDENT CONSIDERATIONS

- Choose a start date that gives you time to prepare.
- Prepare financially
- Dependable transportation
- Dependable childcare if needed
- Employment that is conducive to the schedule of your education

REENTRY STUDENTS

- Outstanding tuition and fees must be paid in advance or the student must make satisfactory arrangements with administration
- Previous tuition payments will be credited to the student's balance
- Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable
- Student will pay a \$100.00 re-entry fee

The Academy does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is reserved to the sole discretion of PR Partners Academy or may require special conditions.

Readmission for a student requires a personal interview with academy administration. The reentering student will be placed on a 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the academy's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.





ADMISSIONS

INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS

If the student needs to take more time than allotted in the contract or more than 14 consecutive calendar days, he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

TRANSFER STUDENTS

A complete approved program may be composed of transferred hours under the following conditions:

- Both the new and former school must be licensed by the appropriate state licensing entity.
 - Official transcripts would be required before transfer hours would be considered for acceptance.
 - The hours earned at the originating school must have been earned no more than two years prior to enrolling at the Academy.
 - The Academy may only credit completed content, and must substantiate, based on the student's transcript, how hours were awarded towards each content area.
- The applicant shall provide the Board with satisfactory evidence of the above.
 - A maximum of 400 hours will be accepted for students who transfer from another school; all transfer students must attend a minimum of 1100 hours at PR Partners Academy. The cost for transfer students is \$10.00 per hour. This does not include the cost of a complete and current student kit. The transfer student would be required to begin the program from the beginning phase, and may only transfer up to 400 hours and practical credits earned. Please note that students transferring to another school may not be able to transfer all the hours they earned at The Academy. The number of transferable hours depends on the policy of the receiving school. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

CLASS SCHEDULES

HOLIDAY SCHEDULE

New Year's Eve & New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving & The Day Following
Christmas Eve & Christmas

There will be an educator in service day on the last day of every 8 week cycle. The academy will be closed on those days.

EXPECTED COMPLETION RATE

Full-Time 52 weeks

Schedule	Program Length	Days	Times	Credit Hours
Full - Time	52 Weeks	Mon - Fri	9:00 - 4:30	7 hrs per day *

**includes 30min break*



FINANCIAL INFORMATION

FINANCIAL

Please contact the school's Financial Aid Leader for payment options. The school accepts cash, credit card, and cashier's check payments.

Payments made to the academy are due on the scheduled payment date, as agreed upon in the enrollment contract. Any payments received 7 days late from the scheduled payment date will result in a written warning. Any payments received 30 days late from the scheduled payment date will result in a 5 day suspension from the academy. If the student is unable to make the scheduled payment during the 5 day suspension, they will not be allowed to return to the academy until payment is made.

SCHOLARSHIP

Please contact the Admissions Advisor for information on available scholarship opportunities.

COST OF TUITION & SUPPLIES *(tax not included)*

Tuition	\$14,600.00
Application Fee	\$100.00
Kit, Equipment, Supplies and Study Guides (non-refundable)	\$2,800.00
Total	\$17,500.00

The student kit includes the various tools that will be needed throughout the program. Students are required to have their kit before they can begin the program. Students are responsible for maintaining their kit, and will be charged the current market price to replace any lost or damaged items.

METHODS OF PAYMENT

Cash, Check, Credit Card or Scholarship

Students must pay full tuition and kit fee before starting the program or in accordance with the Academy's interest free monthly installment plan.

Program	20% Down	Number of Installments	Installment Amount
Cosmetology Full -Time	\$3,480.00	10	\$1,392.00



PROGRAMS

COURSE OUTLINE: COSMETOLOGY PROGRAM

At PR Partners Academy we will develop students to graduate as highly motivated hairdressers who possess the advanced skills and confidence to transition smoothly into their new role as salon professionals. We take pride in our award winning salons and our ability to develop future professionals to support our ever changing industry. This is what drives us to deliver the very best education and practical experience.

Students receive their education from successful, experienced stylist and educators who are experts at their craft. Since PR Partners Academy is also a working salon, you will be immersed in an upscale salon environment, surrounded by the people, products, and energy that exemplifies the hairdresser's lifestyle you've chosen.



PHASE 1 – RISING STAR STUDENT

During the Rising Star Phase students will start with the fundamentals in hair cutting, color, texture, styling, esthetics, nails, and communication. These concepts will be introduced in a classroom environment. Practical concepts will take place with live demos by some of the best in our industry. Students will then be coached by these professionals as you execute what you've learned on mannequin heads. Communication and client interaction are introduced during this phase in Rockstar communication. This will enable you to find your voice and be able to communicate with guest as you move through the next phases of your program.





PROGRAMS

PHASE 2 – ROCKSTAR STUDENT

During the Rockstar phase students are introduced to the clinic floor which is a fully equipped salon environment. You will have your first experience with live models during this phase and use what you are learning during Rockstar communication to deliver a first in class experience to each guest. The students' coaches will be there to support you every step of the way. Students will have the opportunity to use and experience many professional products during this time. Classroom education continues during this phase with a continued focus on Rockstar communication and building your Social Media brand.

PHASE 3 – SUPERSTAR STUDENT

During the Superstar phase students are on their way to being salon ready. You will be developing your practical application speed and working more independently with your guest. More advanced techniques are being introduced during this phase as well as preparing for your state board examination. You will participate in a Salon Showcase and Job Fair. This will put you face to face with salon owners; and you'll be more than prepared because you will also learn resume-building, interviewing skills, portfolio compilation and Social Media presence.



PROGRAMS

COSMETOLOGY PROGRAM

The Cosmetology course of study consists of 1500 clock hours of instruction covering all phases of cosmetology. This course is designed to prepare you to pass the Virginia State Board Cosmetology exam for licensure and help you obtain the knowledge and skills necessary to begin your new journey in the field of cosmetology.

PHASE 1 – RISING STAR CLASSROOM – PRE-SALON

- Trichology
- Foundation Haircutting and Hair design
- Design Principles
- Foundation Haircolor
- Nail Care
- Skin Care and Makeup
- Rockstar Communication
- Foundation Hair Texturizing (Permanent Waves and Relaxers)
- Long Hair Design/Formal Styling
- Salon Ecology, Electricity
- Anatomy and Physiology
- Chemistry

PHASES 2 – ROCKSTAR/SUPERSTAR CLASSROOM – SALON

- Detailed Haircutting and Design
- Detailed Haircolor
- Hair Additions and Wig Theory
- Detailed Hair Texturizing (Permanent waves/Relaxers)
- Rockstar Communication- Marketing/ Social Media
- State Laws and Rules
- Advanced Haircutting and Design
- Advanced Haircolor
- Hair Additions and Wig Theory
- Advanced Hair Texturizing (Permanent waves/Relaxers)
- Rockstar Communication- Marketing/ Social Media
- Business Management
- Job Search (Resume writing, portfolio compilation, interviewing)
- State Laws and Rules
- State Board Procedures/Exam Prep

PHASES 3 – SUPERSTAR CLASSROOM – SALON

- Full Service Salon Experience
- Independent Salon Practice
- Booking Management
- Front Desk and Dispensary Skills
- Advanced Formulation Skills



PROGRAMS

VIRGINIA STATE BOARD REQUIREMENTS

Course Content is based on Virginia State requirements as well as industry standards.

Course Hours: 1500 Clock Hours

COURSE OF STUDY	MINIMUM HOURS OF THEORY	MINIMUM HOURS OF PERFORMANCES
Orientation <ul style="list-style-type: none"> Academy Policies and Procedure State Laws and Rules Life Skills and Professional Image Sanitation and Bacteriology Tricology 	60	
Pre-Clinic Theory <i>Inclusive of but not Limited to</i> <ul style="list-style-type: none"> Infection Control Anatomy and Physiology Chemistry Electricity 	150	
Shampooing and Rinsing <ul style="list-style-type: none"> Fundamentals Safety and Sanitation Procedures Anatomy, Chemistry and Physiology 	65	
Scalp Treatment <ul style="list-style-type: none"> Scalp Analysis Scalp Disorders and Diseases Scalp Manipulations Scalp Treatments 	50	10
Hair Design <ul style="list-style-type: none"> Anatomy and Face Shapes Finger Waving, Molding, and Pin Curls Roller sets, Combing and Brushing Thermal Curling, Waving, Braiding and Pressing 	155	320 15 15



PROGRAMS

COURSE OF STUDY	MINIMUM HOURS OF THEORY	MINIMUM HOURS OF PERFORMANCES
Nail Care <ul style="list-style-type: none"> • Anatomy and Physiology • Nails Diseases and Nail Disorders • Natural Nail Care Procedures • Artificial Nail Application Procedures • Sanitation 	60	15 10 10
Haircutting <ul style="list-style-type: none"> • Anatomy and Physiology • Consultation • Principles, Tools and Implements • Practical Application Procedures • Safety 	105	50
Permanent Waving and Chemical Relaxing <ul style="list-style-type: none"> • Consultation • Hair and Scalp Analysis • Products, Tools and Implements • Practical Application Procedures • Chemistry • Client Records • Safety 	75	25
Haircoloring and Lightening <ul style="list-style-type: none"> • Consultation • Hair and Scalp Analysis • Color Theory • Products, Tools and Implements • Practical Application Procedures • Advanced Techniques • Chemistry • Classifications of Color • Client Records • Safety 	105	45



PROGRAMS

COURSE OF STUDY	MINIMUM HOURS OF THEORY	MINIMUM HOURS OF PERFORMANCES
Skin Care and Make - up <ul style="list-style-type: none"> • Consultation • Skin Analysis • Anatomy • Sanitation • Chemistry • Products, Tools and Implements • Practical Application Procedures • Hair Removal • Lash and Brow Tinting • Light Therapy • Safety 	70	5
Hair Additions and Wigs <ul style="list-style-type: none"> • Consultation • Human vs Synthetic • Wigs and Hairpieces • Hair Extensions • Practical Application Procedures • Care and Styling 	25	5
The Salon Business <ul style="list-style-type: none"> • Transition – School to Salon • Preparing for Licensure • Professional Ethics • Money Management • Client Base Expansion • Building a Business • Salon Operations and Management 	55	

Total Hours of Theory Instruction 975

Total Hours of Practical Instruction 525

These totals meet the Virginia State requirements. PR Partners Academy intends to exceed the minimum required by the state.





PROGRAMS

INSTRUCTIONAL METHODS

Your education is delivered through an innovative online learning environment designed specifically for the beauty industry—the only one of its kind! This exciting industry is social and visual—and so are you.

You are a part of a new generation not defined by age. You want your information fast, you want to co-creat education, and you learn best through collaborative efforts within a community. The LAB allows you to take more control over your education.

PROGRAM MATERIALS

Students will receive their tablet upon completion of registration. LAB by Pivot Point software as well as e-books, videos, study guides and all course material will be accessible through LAB. You will also receive a hard copy of the cosmetology study guide as well as a copy of the current Virginia Laws and Rules.

Additional reference materials are available for checkout through the academy library, included printed copies of LAB e-books, dictionaries, thesauruses, trade books, videos and publications, Milady Standard Cosmetology Catalog.



PROGRAMS

GRADUATION REQUIREMENTS

Cosmetology students will be expected to complete the cosmetology program within the required period of time. The maximum time is 1500 contracted clock hours and 150 clock hours allowed to be used for missed time, for a total of 1650 scheduled hours.

Full-time students attend five (5) days (Monday through Friday), 35 hours per week, from 9:00 AM to 4:30 PM. The state of Virginia requires 1500 clock hours for the cosmetology course. If a student is never absent, he/ she should complete the course within 42.86 weeks.

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

In addition, the following requirements must be met before the student is considered a graduate.

- Receive the required number of clock hours of training
- Receive a minimum of 150 theory hours
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- For a student to meet state requirements, all practical worksheets must be completed in its entirety
- Satisfactorily pass final written and practical exams
- All financial responsibilities have been met
- When student has met all requirements a graduation certificate will be issued

PROGRAMS

GRADING PROCEDURES

The following grading system is used to evaluate a student's academic ability

- Examinations are given in all subjects
- Grades and attendance records are reviewed and signed by the student and maintained in the student's file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the students eligibility for Financial Aid (when financial aid becomes available). The student may request to review their file at any time.

The following grading scale is used for theory progress:

Exams and quizzes will be graded on a percentage scale, with the minimum of 80% to pass. A student's academic average is based upon the summation of exams and quizzes throughout the program, exams carrying a larger weight than quizzes.

Practical rubrics are graded on a pass/fail rubric only, and the instructor will observe the students performance and coach accordingly. All of these rubrics must be taken in order to pass and complete the program.

If a student falls below the minimum requirements of maintaining an 80% academic average, they could be subject to termination.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.





STUDENT SERVICES

ADVISEMENT

- Program requirements
- Student performance expectations
- Regulations governing licensure to practice
- Enrollment and financial planning
- Reciprocity within the DC Metro Area

INFORMATION REGARDING

- Transportation options and parking
- Childcare options, if necessary
- Career options and placement information
- Continuing education opportunities

JOB PLACEMENT & CAREER OPPORTUNITIES

The academy does not guarantee employment, however we do maintain a job placement program with local and national salons. Students will be notified of job opportunities and Salon owners will have opportunities to speak with the students and be invited to open houses to meet them and see their work.

CAREER OPPORTUNITIES

- Hairstylist
- Makeup Artist
- Nail Technician
- Color Specialist
- Esthetician
- Salon Manager/Owner
- Product Distributer
- Sales Consultant
- School Instructor
- School Owner
- Manufacturer Trainer
- Platform Artist
- Image Consultant
- Session Stylist
- TV/Movies Set Stylist





POLICIES AND PROCEDURES

ATTENDANCE

Upon registration, the student schedules a place in a particular class. The student is required to report to the academy at the regularly scheduled time. All students must attend according to the schedule on their enrollment agreement. Students unable to attend classes must call in one hour before scheduled start time. Teachers will not repeat class materials to accommodate absent or tardy students. Each student is responsible for any missed work. (see Makeup policy below)

The student's attendance will be evaluated on a monthly basis. A student who is not maintaining at least a cumulative of 90% attendance will be a warning and advisement. If, in the first 16 weeks of your program (Rising Star), you do not maintain at minimum 70% attendance- you will be required to repeat the Rising Star Phase in it's entirety, with the acknowledgment of it extending their time in the program and accrual of overtime fees. The student will be advised in writing on the actions needed to get back in good standing in accordance with the Academy's attendance

policy. If at the end of the warning period, the student has still not met attendance requirements, he/she may be dropped from the program.

ABSENCE

Student must notify the academy about an absence due to illness, death in the immediate family, and/or any other unavoidable circumstance. Any student who is absent for fourteen (14) consecutive calendar days will be terminated, with option to appeal. In the event that a student is suspended from the program for disciplinary reasons, the suspension days are counted in calculating days absent under this policy.

LEAVE OF ABSENCE

You will have two personal Leave of Absences available to you to use when you see fit. They are one week's worth of planned excused absences. They extend your graduation date by a week without penalty, and are useful for vacations or holidays.





POLICIES AND PROCEDURES

TARDINESS

Promptness in reporting to class at the beginning of each session is necessary.

MAKEUP WORK

Makeup work is associated with any missed or failed assignments. All theory, practical and clinic work should be made up following an absence. Any work that can be completed on LAB may be completed prior to returning from an absence.

It is the students responsibility to stay connected on LAB to ensure all missed assignments and information has been received. The student has one (1) week to complete any make up work, provided that the student's attendance is at least 75%. If the student's attendance is less than 75% then the student must re-take the module to receive a grade.

MAKEUP HOURS

The academy offers makeup hours for a total of up to seven (7) hours per week. Makeup hours can only be scheduled and approved by the Campus Director.

COMPLETION OF PROGRAM HOURS

The state of Virginia requires 1500 clock hours for a cosmetology license.

Students are expected to complete their program with a minimum attendance rate of 90% in order to avoid additional overtime fees.

Students who are absent for 150 clock hours will complete the 1500 clock hour program with a 90% attendance rate in the maximum amount of time under their contracted schedule.

Scheduled hours are not impacted by academy closings, such as snow days, etc. If a student is impacted by any of these occurrences, their actual program end date will be adjusted according to the contract.

If a student's maximum amount of time under the contracted scheduled end date has expired and the student has not completed the required 1500 clock hours, the student will be responsible for the additional cost for the hours based on the rate that is currently in place at that time, not at the hourly rate at the start of their contract period.





POLICIES AND PROCEDURES

CAMPUS GUIDELINES

You are required to comply with all academy policies and procedures regarding use of cell phones or other electronic devices, non-smoking areas, dress code, etc. as explained during the new student orientation.

Additionally, students are required to arrive in dress code and with kit items ready to perform tasks scheduled for that day.

Students in violation of these policies and procedures will be required to clock out and leave the academy. Repeated violations may result in disciplinary action.

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- Only emergency calls are permitted on the business phone.
- Cell phones are not permitted on the clinic floor and ringers and alerts must be off at all times.
- Students may not visit with another student who is servicing a client.
- Students may not gather around the reception desk, reception area, or offices.
- Food, drinks, and water bottles are allowed only in the student lounge.





— POLICIES AND PROCEDURES

STUDENT BEHAVIORAL EXPECTATIONS AND CONDUCT:

DRUG & ALCOHOL-FREE POLICY

The Academy is dedicated to the advancement and well being of our artists during their time with us, as well as their future in the industry, and as a result, we provide a drug-free campus and workplace. The abuse and usage of alcohol and drugs can lead to short and long-term physical impairment, health risks, psychological risks, and fatalities. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions. In the event that the academy suspects usage all students and employees involved will be subject to drug testing at their expense. Failure to comply will result in termination.

Any student that suspects that they or someone else may be at risk is invited to seek services that can be of help in the community. The Academy maintains updated education on drugs and alcohol and a list of counseling and support, including local area services, all

of which can be obtained from the Campus Director.

HONOR CODE

The Academy expects the absolute best of their artists' abilities, including upholding high standards of dignity, honesty, professionalism, integrity, and respect. Any artist suspected of ill practice such as cheating, stealing, seeking to falsify clock hours for themselves or another artist may be subjected to disciplinary action, may be prosecuted and/or terminated from the program. The honor code within The Academy expects that our artists and our staff who observe or are exposed to any of this behavior will come forward and report these violations to the Campus Director.

VIOLENCE PREVENTION & ZERO TOLERANCE

The Academy does not tolerate any threats or violence directed to artists, staff, or guests. Our artists are strictly prohibited from the carrying, usage, and possession of firearms and/or weapons of any kind while on academy grounds, including any events or while attending any academy-related functions that may be off campus premises.





POLICIES AND PROCEDURES

The Academy prides itself on providing an environment in which our artists can thrive in their individuality and achieve their personal and professional goals. As a result, we adopt a zero-tolerance policy in regards to any degree of harassment, bullying, discrimination, or harm to an artist's safety and well-being. This includes both on and off academy premises, and in any form of communication (verbal, written, through social media, etc.). If suspected, or have been subjected, please bring your concerns to the Campus Director, who will then conduct an investigation and set forth any disciplinary action resulting up to termination from the program.

DRESS CODE

We strive to give you the teaching and environment that mimics exactly the environment you will be in once you've completed your time here at The Academy, therefore we require your attire to be that of an industry professional. The standard in our industry is all black - it not only looks clean and sharp, but it's a constant trend that never goes out of style. You are your own advertisement, and presenting a positive and professional image will be a necessity for success.

- Students must wear all black, shoes and accessories may be colored.
- Clothing must be professional, clean, and free of stains and tears
- Shoes should be closed toe, professional, and comfortable for all students. No slippers or flip flops.
- Hair must be clean and styled prior to arriving
- Cosmetics must be applied prior to arriving at the academy, using trend-appropriate makeup techniques
- Hats, beanies, fedoras, etc allowed. Hair **MUST** still be done, and The Academy reserves the right to ask you to remove hat at any given time.

The following are deemed unacceptable

- Opened toed shoes
- Jeans (unless on designated days)
- Tank or sleeveless tops
- Sweatpants and sweatshirts
- Printed T-shirts other than Academy issued; acceptable T-shirts must be clean and professional, and you must dress them up
- Short skirts
- Shorts of any type
- Ball caps, bandannas





— POLICIES AND PROCEDURES

You may wear colored accessories, so long as they do not hinder your ability to perform your day to day functions. As a rule for safety, your shoes should be safe to stand in for eight hours a day. Leggings are to be worn with a shirt long enough to cover your bottom, and should not be see-through. Skirts are to be worn with the capabilities of working and moving around for an eight hour day, sometimes standing up and squatting down, bending over, multiple times a day. They should be long enough to cover, as well as be professional and functional. Shirts, tops, blouses, sweaters should cover midribs and lower backs, underarms, and chest. Be able to raise and lower arms throughout the day, as well. Clothes should not have any wordings on them, and should be all black.

The Academy reserves the right to ask you to maintain dress code, and if unable to, the student is choosing to clock out until capable of being in compliance.

EQUAL OPPORTUNITY POLICIES:

SEXUAL DISCRIMINATION AND HARASSMENT

The Academy's policy against sexual discrimination, harassment, and offensive behavior prohibits any behavior of this nature. The terms are outlined and defined below of conduct that violates this policy.

SEXUAL DISCRIMINATION

Sexual Discrimination refers to treating an individual or group less favorably than another based upon gender, or sexual identity, of that particular group. This may involve conduct or statements that deny the student an equal opportunity to fully benefit from the program.

SEXUAL HARASSMENT

Sexual Harassment involves the unwanted conduct of sexual nature, including unwelcome sexual advances, sexual favors, other verbal, nonverbal, or physical conduct of sexual nature when submission to such conduct is made a term of employment or enrollment, used in basis for enrollment or



POLICIES AND PROCEDURES

employment decisions, or such conduct has the effect of unreasonably interfering with the academy or work-related performance. This also includes sexual assault.

Sexual Harassment is referring to the sexual nature of the behavior, not the gender of those involved. Therefore, this may be perpetrated by individuals of either gender, and between individuals of the same gender.

The determination of such conduct will vary upon circumstances, and while a hostile environment may encompass a wide range of behavior, some examples of specifically prohibited behavior include:

- Showing or sending materials of sexual content or sexual nature by email, interoffice mail, internet, etc.
- Jokes or remarks of sexual nature.
- Suggestions that the terms of employment or enrollment are based upon granting sexual favors.
- Objectionable physical closeness, behavior, actions, content, etc.
- Use of offensive or demeaning terms of sexual nature.
- Acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex or sex stereotyping.

The above list is not exhaustive. The Academy reserves the right to determine whether accused conduct violates its policy against discrimination, harassment, bullying, and offensive behavior, Title IX, or other policies.

SEXUAL ASSAULT

This refers to a form of sexual harassment, and includes a range of conduct that falls into a category of sexual assault, including without limitation sexual violence, sexual coercion, sexual battery, rape, or other sexual contact involving threat, intimidation, and force.

ACADEMIC ADJUSTMENTS: ACADEMIC ADJUSTMENTS BASED ON DISABILITY

The Academy prohibits discrimination against students based on protected characteristics, which includes disability. We at The Academy are committed to working with qualified students with disabilities to provide equal access to the education The Academy provides. The Academy will provide reasonable academic adjustments to an otherwise qualified student with a disability. The purpose of an academic adjustment is to provide a qualified student with equal access



POLICIES AND PROCEDURES

to The Academy's facilities, courses, and services. A reasonable academic adjustments provides a modification or exemption from a policy, procedure, or practice at The Academy, which will enable the student to fully participate in the program by allowing the student to overcome barriers posed by their disabilities. However, The Academy reserves the right to deny a request deemed unreasonable if it would excuse a student from essential program requirements required for program completion, conflict with licensing or legal requirements, or place a financial or administrative burden on the institution.

ACADEMIC ADJUSTMENT BASED ON RELIGION

The Academy will also provide reasonable academic adjustments to otherwise qualified students based on a student's sincerely-held religious beliefs and/or practices, in compliance with applicable law. The purpose of this is to provide equal access to The Academy's courses, facilities, and services where a reasonable accommodation can be identified and does not present an undue hardship on the institution.

The decision to submit an academic adjustment request is voluntary to that of the student, and if a student so chooses to submit a request, they will be asked to present and disclose the religion at issue, as well as specific religious practices that the student believes conflicts with The Academy's policies or practices. Upon receipt of the request, The Academy will maintain the confidentiality of the information regarding the religion and his/her request as required by law.

DISCIPLINARY ACTIONS, COMPLAINTS, AND INVESTIGATIONS:

INVESTIGATIONS BY PR PARTNERS ACADEMY

The Academy will undertake a prompt and thorough investigation upon receipt of a complaint regarding a policy violation.

We seek to handle each complaint with professionalism, and discretion. An effective and fair investigation often requires the details of the complaint and/or identity of the complainant be shared with others that were involved, and/or interviewed. Such individuals, however, will be expected to





POLICIES AND PROCEDURES

maintain confidentiality of the matter being handled. Students are expected to cooperate fully under any investigation regarding inappropriate conduct.

We seek to conclude every investigation, with the exception of extraordinary circumstances, within a thirty (30) calendar day time frame. Upon completion, any necessary corrective action will be taken.

ABSENT FOR INVESTIGATION

The Academy reserves the right to place a student on an Absence for Investigation, during which the student will not be allowed to return to the campus and may not complete hours until the investigation is complete and any disciplinary actions have been placed and taken.

This procedure could count against the student's attendance, but is limited to twelve (12) calendar days.

DISCIPLINARY ACTIONS

The Academy will review every incident of student misconduct as every instance presents unique circumstances. Factors that may affect the outcome of the

disciplinary action taken may include student's prior misconduct, the severity of the issue, the harm or risk presented, the student's understanding and acceptance of responsibility of the misconduct, the impact the incident had on other students/clients/staff in the campus.

We utilize four levels of disciplinary action, explained below. These actions, however, are not exclusive and will pertain to the situation, rather than progress. Meaning actions could progress on the disciplinary scale, but that is neither promised nor required.

The scale will go as follows:

- **Verbal Warning.** A verbal warning is deemed appropriate when no prior knowledge of misconduct is present, and The Academy has determined the misconduct in a mild nature. A note will be made in the student's record of this verbal warning.
- **Written Warning.** A written warning is issued when the student has engaged in misconduct that is more serious in nature, or is guilty of prior misconduct. A copy of the written warning is placed in the student's record.



POLICIES AND PROCEDURES

- **Three Day Suspension.** A three day suspension is generally appropriate when the student is guilty of engaging in repeated acts of misconduct, or the offense is severe.
- **Termination.** Termination of enrollment is deemed necessary when the student has engaged in repeated acts of misconduct, or the offense is severe. There are certain circumstances where The Academy reserves the right to terminate the student's enrollment upon the first offense.

The following list are examples of behavior that are likely to result in disciplinary action when committed:

- Acts in violation of federal, state, and local law or accreditation standards.
- Violation of the clocking in and out policy, including but not limited to clocking another student in or out, or asking another student to clock you in or out.
- Bringing unauthorized belongings into the classroom or salon floor.
- Refusal of a client.
- Disruption of the classrooms, or other learning environments.
- Copying, photographing, or stealing any testing materials.
- Cheating on an exam of any kind.
- Coming to class appearing intoxicated, under the influence of a controlled substance, and incapable of respecting the learning environment.
- Possession of alcohol, illegal drugs, firearms, weapons of any kind, explosives, or other unlawful or dangerous materials on The Academy's property, including the parking lots.
- Violation of our drug and alcohol-free policy.
- Threats of violence or harm towards a fellow student, client, or staff member. This includes any made on social media.
- Theft or destruction of property belonging to The Academy, students, clients, or staff.
- Excessive tardiness, chronic absences, and disruption to the learning environment and clients.
- Insubordination, or refusal to follow directions from a staff member.



POLICIES AND PROCEDURES

- Sexualized or abusive conduct, bullying, profane language, or other offensive statements made towards fellow students, staff members, and clients.
- Statements made to demean a fellow student, staff member, or client, one that harasses, discriminates a person based on race, religion, gender, gender identity, sexual orientation, or any other protected characteristic.

This list is not inclusive, and does not limit to which disciplinary actions can be imposed on students. Any conduct that breaches our policies is subject to disciplinary actions.

ANTI-RETALIATION POLICY

We will not retaliate against you for filing a complaint in good-faith, or for participating in an investigation of alleged misconduct. Likewise, The Academy will not tolerate retaliation against you on these same grounds. Anyone, employee or student, who retaliates will be subject to disciplinary action including, but not limited to, termination.

Any student feeling as if they are subject to retaliation should bring forth the matter immediately.

GENERAL STUDENT CONTRACT PROVISIONS

The student may pay his or her full tuition and lab fee before starting the program or in accordance with the academy's interest-free monthly tuition payment plan. Under that plan, the student must make equal monthly payments beginning on the first day of the program and ending no later than one (1) month prior to the agreement end date.

The student may pay the full kit fee before starting the program or in accordance with the academy's interest-free monthly Kit payment plan. The kit fee listed on page 12 includes any applicable sales tax. The student may choose not to purchase his/her kit from the academy, but then agrees to purchase required materials on his/her own before the first day of class. The contents of the kit can be purchased through a beauty supply store.

Student will be charged to replace any items of his/her kit including text and nametag.





— POLICIES AND PROCEDURES

TUITION, ATTENDANCE, TERMINATION POLICIES

The academy accepts payment for tuition and other fees in the form of cash, personal check, cashier's check, debit or credit card. All check returned for insufficient funds will be subject to a NSF of \$35.00

Student will be charged a late payment fee of \$100.00 each time the academy does not receive payment by an invoice due date.

The Agreement End Date ("AED") is calculated based on a 90% student attendance rate. Any student who does not complete the Program on or before the AED will incur overtime fees of \$5.00 per hour for each Program hour completed after the AED. The AED will be calculated based upon Student's total enrollment in the academy (or any affiliated the academy under common ownership).

Complete records of all payments by the Student financial assistance programs are maintained by the academy in secure locations.

Program hours and program schedules, including hours per week, are subject to change, upon reasonable notice.

Please acknowledge that the Academy has not made and will not make any guarantee of employment or salary upon graduation. The Academy agrees to provide placement assistance and referrals, if applicable guidance on securing a cosmetology job through professional appearance and professional development classes, resume writing, at least one salon fair.

In order to graduate and receive a diploma, the Student must (1) complete the required hours of training, (2) complete all curriculum requirements, (3) and satisfy all financial obligations to PR Partners Academy and Studio.

If the student completes all required program hours but has not satisfied one or more of the other graduation requirements, the Student will have the status of "incomplete graduate". An incomplete graduate will not receive a diploma or official transcript, but will have the option to complete all outstanding requirements and qualify to receive a diploma. The Student will be charged for additional hours required, if any, to complete any outstanding requirements. Additional hours will be charged at the tuition rate in effect at the time they are purchased.





POLICIES AND PROCEDURES

Students that reach the last 8 hours of their program and have an unpaid balance with the academy will be suspended from the Program until the remaining balance is paid in full.

The Student agrees to comply with all the rules and policies as set forth by the academy, as amended from time to time, and understands that the academy has the right to terminate a Student's Agreement at any time for violation of any of the academy's rules and/or policies.

The academy assumes no responsibility for negligence, carelessness or lack of skill by students engaged in Program activities (including but not limited to practical exercises or guest services) or for actions by students out of compliance with the academy's rules and/or policies.

The program is taught in English.

There are no additional charges, such as instructional supplies or activities fees which have not been disclosed in the student catalog (the "Catalog").

The academy does not guarantee the transfer of credits to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

REFUND AND CANCELLATION POLICIES

- The refund policy applies to all terminations and withdrawals for any reason, by either party, including student decision, program cancellation or school closure.
- If an applicant is not accepted by the academy, or the Student's Program is cancelled before the Student starts the Program, the Student is entitled to a refund of all monies paid to the academy.
- **STUDENT'S RIGHT TO CANCEL:** A student (or in the case of a Student under legal age, his/her parent(s) or legal guardian(s)) has the right to cancel this Agreement in writing and received a refund of all monies paid until the Student's Start Date or the fifth (5th) business day

POLICIES AND PROCEDURES

after signing the Agreement, whichever is later. The postmark on the written notification or the date said information is delivered to the academy in person will determine the cancellation date.

- When notice of cancellation is given after the fifth (5th) business day following the date the Agreement was signed, but before the completion of the Student's scheduled Start Date, the academy may retain no more than the Registration Fee, plus the cost of any books or materials which have been provided by the academy and retained by the Student.
- If a Student withdraws or is terminated after beginning the Program, the academy will retain the full Registration, Kit and Lab Fees, and charge a portion of the Student's Tuition based on the following refund policy.

Percentage of Program Completed	Percentage of Tuition Owed to the Academy
0.01 to 4.9	10%
5 to 9.9	30%
10 to 14.9	40%
15 to 24.9	45%
25 to 49.9	70%
50 to 100	100%

- The academy will retain a percentage of tuition charges based on the number of actual hours completed by the Student, as follows:
- Termination of Enrollment: Student's enrollment will be terminated if the Student:
 - Has an attendance rate below 50% on the 28th calendar day after enrollment;
 - Exceeds 14 consecutive calendar days of absence;
 - Withdrawals from the Program
 - Make unsatisfactory progress in the Program
 - Fails to make timely payment of tuition; or



POLICIES AND PROCEDURES

- Fails to comply with established academy rules and policies
- The refund calculation will be based on the last date the Student attended the Program.
- The official withdrawal or termination date for a Student on an approved leave of absence is the earlier of the date of expiration of the leave of absence or the date the Student notifies the academy that he/she will not return to continue the Program.
- All monies due to the Student will be refunded within 30 calendar days of his/her official withdrawal or termination date.
- In the event of a permanent school closure, the Student will receive, at the academy's option, either a teach-out at a comparable school or a pro-rata refund of his/her Tuition.
- Under certain circumstances, the academy may choose to enter into modified Tuition payment arrangements with a Student. In order for the academy to consider a modification, the Student must submit to the academy a written request of the modification sought, the circumstances supporting the request, and any supporting documentation.

STUDENT RECORDS: **STUDENT RECORD ACCESS**

While actively enrolled in the program, your student records will be maintained at the Academy. Student records for graduates and former students are maintained offsite. If you wish to review your student records you must do so in writing. Send request via email to the following address:

records@prpartnersacademy.com

Academy graduates will be provided with their transcripts free of charge, upon written request or submission of a completed transcript release for. The Academy mails each graduate a diploma free of charge. We may charge a reasonable fee for copies of additional student records. If at any time you wish to inspect your records, the records department will schedule a mutually agreeable time with you.





— POLICIES AND PROCEDURES

RELEASE OF RECORDS TO THIRD PARTIES

The Academy maintains student records and administers access to student records in compliance with law, including FERPA. Under FERPA, the release of student education records to third parties, other than a school department or official, is general prohibited without students written permission. The Academy, therefore, requires written consent from the student (or parent/guardian of a dependant minor) before releasing any student academic information in response to a third party request, other than a request by NACCAS, unless otherwise permitted by law.





📞 703-479-7023

✉ info@PRPartnersAcademy.com

🏠 11740 Sudley Manor Dr. | Manassas, VA 20109

🌐 PRPartnersAcademy.com

📘 📷 PRPartnersAcademy

This catalog applies only to PR Partners Academy and Studio in Virginia, more information on state requirements and laws can be found at dpor.virginia.gov.