



**CHEEKS BEAUTY ACADEMY**  
*Est. 1984*

LOVELAND CAMPUS SCHOOL CATALOG

# Cheeks Beauty Academy

## Campus Locations

### Cheyenne Campus (Main Campus):

207 W 18<sup>th</sup> Street  
Cheyenne, Wyoming 82001  
307.637.8700

### Loveland Campus (Branch Campus):

5010 Granite Street  
Loveland, Colorado  
970.667.4122

## Faculty

Cheeks Beauty Academies are owned and operated by the Sinha Corporation. The faculty has been carefully selected by the management for their experience, dedication, character and desire for successful student achievement. Quality education is always the number one priority. All faculty members are licensed or credentialed by the appropriate state agencies and attend classes throughout the year to stay current with new technologies and educational trends.

Amy Stevenson	Chief Executive Officer	Corporate
Robert Stevenson	Financial Aid Administrator	Corporate
Amy Stevenson	Educator	Cheyenne Campus
Amanda Padilla	Educator	Cheyenne Campus
Bonnie Pacheco	Educator	Cheyenne Campus
Sabrina Mendoza	Educator	Cheyenne Campus
Lisa Duffy	Campus Manager	Loveland Campus
Karen LeGros	Campus Director/Educator	Loveland Campus
Pamela Dodero	Educator	Loveland Campus
Hanna Stull	Educator	Loveland Campus
Debra Helmuth	Educator	Loveland Campus

This catalog is true in content and policy; however, it is subject to change to accommodate the changes in school policies, rules, regulations and economic conditions. Content in this catalog is for Loveland campus. Published 01/01/26.

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# Cosmetology Program Outline

## Course Objective:

The cosmetology course provides comprehensive training in hair, skin and nails and is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities include stylist, platform artist, product educator, salon trainer, salon manager, distributor sales consultant, salon owner.

<b>Cosmetology Course Requirements:</b>		<b>Program Costs:</b>
Shampooing, rinsing and conditioning	50 Hours	Application Fee: \$100
Haircoloring	200 Hours	Tuition: \$16,700
Haircutting	200 Hours	Student Kit & Books: \$2,000
Hairstyling	175 Hours	<b>TOTAL COST:</b> \$18,800
Chemical texture services	100 Hours	
Manicuring and pedicuring	175 Hours	
Application of artificial nails	125 Hours	
Facials and skin care	175 Hours	
Facial make up	25 Hours	
Hair removal	75 Hours	
Law, rules and regulations	25 Hours	
Management, ethics, interpersonal skills and salesmanship	25 Hours	
Disinfection, sanitation and safe work practices	150 Hours	
<b>TOTAL HOURS</b>	<b>1500 Hours</b>	

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 15 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

**Academic Requirements and Grading** can be found on page 15.

## Standard Occupational Classification Codes- [Cosmetology SOC code 39-5012.00](#)

The U.S. Department of Labor's Standard Occupational Classification Code for a Cosmetologist is 39-5012.00. Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at <http://www.onetonline.org/link/summary/39-5012.00>

# Hairstyling Program Outline

## Course Objective:

The hairstyling course provides comprehensive training in hair and is designed to train the student in the necessary skills, safety, proper work habits, business skills and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities for hairstylist include stylist, platform artist, product educator, salon manager, salon trainer, distributor sales consultant, salon owner.

### Hairstyling Course Requirements:

Shampooing, rinsing and conditioning	60 Hours
Haircoloring	240 Hours
Haircutting	240 Hours
Hairstyling	210 Hours
Chemical texture services	120 Hours
Laws, rules and regulations	30 Hours
Management, ethics, interpersonal skills and salesmanship	30 Hours
Disinfection, sanitation and safe work practices	270 Hours
<b>TOTAL HOURS</b>	<b>1200 Hours</b>

### Program Costs:

Application Fee:	\$100
Tuition:	\$13,300
Student Kit & Books:	\$1,000
<b>TOTAL COST:</b>	<b>\$14,400</b>

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 10 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

**Academic Requirements and Grading** can be found on page 15.

## Standard Occupational Classification Codes- Hairstyling SOC code 39-5012.00

The U.S. Department of Labor's Standard Occupational Classification Code for a Hairstylist is 39-5012.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at <http://www.onetonline.org/link/summary/39-5012.00>

# Esthetics Program

## Course Objective:

The esthetics course provides comprehensive training in skin and is designed to train the student in the necessary skills, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level job positions in the field of esthetics. Occupational possibilities include stylist, platform artist, sales consultant, salon trainer, salon manager, and salon owner.

### Esthetics Course Requirements:

Facial and skin care	210 Hours
Facial and make up	30 Hours
Hair removal	90 Hours
Laws, rules and regulations	30 Hours
Management, ethics, interpersonal skills, and salesmanship	30 Hours
Disinfection, sanitation and safe work practices	210 Hours

**TOTAL HOURS**

**600 Hours**

### Program Costs:

Application Fee:	\$100
Tuition:	\$7,800
Student Kit & Books:	\$800
<b>TOTAL COST:</b>	<b>\$8,700</b>

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 10 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

**Academic Requirements and Grading** can be found on page 15.

### Standard Occupational Classification Codes- [Esthetics SOC code 39-5094.00](#)

The U.S. Department of Labor's Standard Occupational Classification Code for Esthetics is 39-5094.00. Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at <http://www.onetonline.org/link/summary/39-5094.00>

# Advanced Certification Classes

## Chemical Peels

### **Course Objective:**

This 24-hour course is designed for the licensed professional seeking certification in Chemical Peels. Students will gain knowledge in skin analysis, product usage, treating basic and specialty skin types as well as advanced topics and treatments.

This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and then clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

### **Chemical Peel requirements:**

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Identify and categorize skin care products.
- Gain knowledge and learn the purpose of chemical peel.
- Learn how to use chemical peels to treat basic and specialty skin types and conditions.
- Learn how to perform the procedure and treatment reactions.
- Gain knowledge of chemical peel products and treatment reactions.

**Course Cost: \$500.00**

## Microdermabrasion

### **Course Objective:**

This 14-hour course is designed for the licensed professional seeking certification in microdermabrasion. The student will receive knowledge in skin types and conditions, micro exfoliation, treatment procedures as well as cleaning, disinfection, sterilization and safety that must be performed for this service.

This course will be taught utilizing lecture, group discussion, demonstration and student practical applications using models. There will be a written and practical test given at the conclusion of this course.

### **Microdermabrasion requirements:**

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Learn the basic techniques of the diamond tone microderm machine.
- Learn how to perform the procedures.
- Learn how to clean, disinfect and safety of the machine.
- Learn the laws, rules, and regulations.
- Learn salesmanship.

**Course Cost: \$450.00**

# Aromatherapy / Reflexology

## Course Objective:

This 21-hour course is designed for the licensed professional seeking a certificate in Aromatherapy/ reflexology. The student will gain knowledge in essential oils, massage as related to aromatherapy and reflexology treating the body as a whole.

This course will be taught utilizing lectures, group discussion and student practical application using manikins, models and clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

## Aromatherapy requirements:

- Learn how to conduct a client consultation.
- Learn how to identify any contraindications.
- Identify and categorize essential oils.
- Learn basic techniques for reflexology and aromatherapy.
- How to use reflexology and aromatherapy to help the client to relieve stress, tension, and improve blood supply to promote unblocking of nerve impulses.
- Explore alternative massage techniques.
- Learn and know to perform procedures/techniques in aromatherapy and reflexology.
- Learn and know the anatomy associated with reflexology and aromatherapy.
- Learn how to promote balance in the body.

**Course Cost: \$650.00**

# Electrolysis

## Course Objective:

This 25-hour course is designed for the licensed professional seeking a certificate in Electrolysis. The student will gain knowledge in hair removal, hair growth and equipment.

This course will be taught utilizing lecture, group discussion, demonstration and student practical application using models and then clients on a daily or weekly basis. There will be a practical test given at the conclusion of this course.

## Electrolysis requirements:

- Learn how to conduct a consultation, skin, & hair removal analysis.
- Learn how to determine which direction the filament is inserted into the hair follicle.
- Learn the basic techniques for electrolysis.
- Learn how to turn the machine on.
- Learn how to set the machine for galvanic and radio frequency electrolysis.
- Learn how to hold the filament, tweezers, cotton round & keeping the skin taut all at the same time.
- Learn how to perform procedure.
- Learn proper technique of insertion of the filament into the hair follicle.
- Learn contraindications associated with the electrolysis procedure.
- Sanitation, sterilization, disinfection and safety for electrolysis.

**Course Cost: \$750.00**

# Electric Files

## **Course Objectives:**

The 8-hour course is designed for the licensed professional seeking certification in electric files. The student will gain knowledge in the proper and safe use in using the electric file for artificial nail enhancements in the 8-hour certification course.

The 8-hour course is taught utilizing lecture, group discussion, demonstration and practical application on manikin hands and then on models. The student is required to pass a written and practical test with an 80% accuracy or better.

## **Electric Files requirements:**

- To Learn how to select the proper bit:
  - For removing product from the free edge.
  - Re-balancing the nail.
  - Shaping the nail.
  - Remove product from under the free edge.
- Learn how to properly use the fulcrum finger to safely use the electric file.
- Learn how to adjust speed of the machine.
- Learn how to properly disinfect the bits.
- Learn the importance of having the proper angle of the bit.
- Learn the risks of improper use.
- Learn safety precautions when performing an electric file service.

**Course Cost: \$250.00**

# Air Brush Make-Up and Tanning

## **Course Objective:**

This 10-hour course is designed for the licensed professional seeking a certificate in Air Brush Make Up and Tanning. The student will gain knowledge in skin analysis, product and equipment knowledge, color theory and face shapes. This course will cover highlighting, shadowing concealing imperfections and accentuating the best features.

This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and clients on a daily or weekly basis.

## **Air Brush Make-Up and Tanning requirements:**

- Learn how to conduct a consultation and skin analysis.
- Learn how to apply make-up to match up the client's skin tone.
- Learn how to apply tanning product evenly without streaks.
- Learn basic techniques for air brush make-up and tanning.
- Learn how to conceal skin imperfections.
- Learn how to accentuate the client's best features.
- Learn how to clean and disinfect the machine to keep it running properly.

**Course Cost: \$600.00**

# Permanent Make-up

## Course Objective:

This 132-hour Permanent Make Up Course is designed for the licensed professional seeking certification in Permanent Make Up. The student will be trained to become a skilled and knowledgeable Professional Permanent Make Up Technician for procedures such as eyebrows, eyeliner and lip coloring. The student will also receive an introduction in Microblading. This is another technique for the eyebrows using the Soft Tap machine.

The course will be taught utilizing lecture, group discussions, demonstration and student practical application on manikins, models and clients.

## Permanent Make-up requirements:

- Introduction to permanent make-up.
- Understanding the history of permanent make-up.
- Overview of the different types of machines and devices available.
- Understanding the color wheel and how to match or correct color for a new or corrective permanent make-up procedure.
- Extensive instruction regarding skin undertones and how pigments work together to correct or create the perfect look for the client.
- Learn pigment preparation, selection, mixing and storage.
- Understanding the correct methods of make-up application.
- Understanding the differences between temporary pigment (make-up), and permanent make-up application.
- Introduction to Microblading and the technique for this procedure.
- What one should NOT do when applying permanent pigmentation.
- Full understanding of skin composition and layers.
- Understanding the care and healing process of the skin.
- Understanding skin diseases, disorders and conditions.
- Appropriate needle selection and applications.
- Maintenance, correct insertion, identifying needle damage, proper storage, disposal and preparation for sterilization.
- Understanding the importance of sanitation, sterilization, safety, client consultations, and consent forms.
- Client preparation, after care, photography (before & after pictures).
- Business/Marketing.
- Practice procedures.

**Course Cost: \$4,200.00**

## Our Mission

For over 30 years it has been the mission of Cheeks Beauty Academy to provide a quality education in cosmetology and related fields that will prepare the student for the state licensing examination and entry level job skills. The entire staff at Cheeks Beauty Academy will strive to develop the talents, technical skills, and professional attitude of a student to give them the strong foundation to enter the beauty profession.

### **Facilities:**

Cheeks Beauty Academy provides clean, comfortable and pleasant training facilities. The Loveland Campus is located just off Highway 287 on the north end of the city and is just 3 miles south of the city of Fort Collins. This spacious, newly remodeled campus consists of 6,670 square feet and is outfitted with new student salon equipment and state of the art educational materials.

### **Admission Requirements:**

To enroll in any of the program's applicants should make an appointment with an admission specialist to tour the facilities, interview with admissions and receive all necessary information regarding attending.

#### **Applicants for Cosmetology, Hairstyling, and Esthetician must:**

- 1) Must be at least 16 yrs. of age
- 2) Complete application and enrollment agreement
- 3) Pay application fees
- 4) Have a high school diploma or its equivalent from a state or federally approved program
  1. This documentation must show date of graduation or completion in the case of a GED. The Academy will accept official transcripts from the attending high school or test result report showing passed for GED students. Foreign diplomas must be translated to English and verified by a qualified third-party agency to be equivalent to a U.S. high school diploma.
  2. The Academy will not accept an online or correspondence high school diploma unless the school is:
    - Authorized to offer by the state they are located within.
    - or accredited by an accrediting agency recognized by the Department of Education and authorized to issue high school diplomas; or
    - Approved by the state's Department of Education.

#### **Applicants for all programs will be required to provide copies of the following:**

- 1) High school diploma or GED
- 2) Drivers' license
- 3) Social Security card

- Cheeks Beauty Academy does not discriminate on employment or enrollment based on race, color, ethnic origin, religion, sex, age, financial or social status.
- Cheeks Beauty Academy does not accept students for enrollment under the Department of Education Ability to Benefit Policy.
- Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal.
- Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire, and student must begin as a new student.

## **Transfer Students:**

- 1) Transfer students are welcome to complete their training at any of our campuses in accordance with the state requirements.
- 2) Credit for previous training will be considered based on written and practical evaluations by our faculty and via the state criteria.
- 3) All transfer students must receive a minimum of 300 hours of training at this Academy for all programs offered.
- 4) Cheeks Beauty Academy cannot guarantee the transfer of hours to another institution unless there is a written agreement with another school.
- 5) Cheeks Beauty Academy does not recruit students currently attending or admitted to another school offering similar programs of study.

**\*Tuition Cost for transfer students will be assessed according to the student's completion requirements for their particular program, plus any necessary kit items or books.**

## **Enrollment:**

Registration for enrollment in courses may take place anytime during the year. Space is limited; therefore, advanced registration is recommended.

**Full time** - 30 hours per week. Tuesday thru Friday 9:00a.m. to 5:00p.m.

**Part time** - 16 hours per week. Tuesday thru Friday 9:00a.m. to 1:00p.m.

**School hours:** Tuesday thru Friday 9:00a.m. to 5:00p.m.

## **Class Start Dates for 2026:**

<b>Cosmetology Program:</b>	<b>Hairstyling (Full-Time ONLY):</b>	<b>Esthetics Program:</b>
January 13 <sup>th</sup>	January 13 <sup>th</sup>	April 21 <sup>st</sup>
February 17 <sup>th</sup>	April 28 <sup>th</sup>	September 22 <sup>nd</sup>
March 24 <sup>th</sup>	August 18 <sup>th</sup>	
April 28 <sup>th</sup>	December 1 <sup>st</sup>	
June 2 <sup>nd</sup>		
July 14 <sup>th</sup>		
August 18 <sup>th</sup>		
September 22 <sup>nd</sup>		
October 27 <sup>th</sup>		
December 1 <sup>st</sup>		

**\*Orientation is Mandatory and will be held the Monday before the start date at 10:00 a.m.**

## **Holidays and School Closures:**

The school is open 12 months a year except for the following holidays:

- Summer Break: 7/6/2026 - 7/13/2026
- Thanksgiving Break: 11/26/2026 - 11/30/2026
- Christmas Break: 12/24/2026 - 1/5/2027

The school reserves the right to close with prior notice to our students for special events, additional holidays, and staff meetings. School closures or late starts will generally run-in conjunction with the public-school sector, meaning if the public schools are closed or on a late start due to weather then we will be closed or on a late start as well.

## **Financial Assistance:**

- Financial assistance is available for those who qualify from the Department of Education Title IV program which includes The Federal Pell Grant and The William D. Ford Stafford Loan.
- Applications for the programs are available to students free of charge, or programs can also be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), our school code is **E00831**.
- Applications are processed electronically by our financial aid office, there is no charge for these services.
- Tuition financing and monthly payment plans are also available, payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs, for further information please contact the admissions specialists at appropriate campus or the financial aid administrator at (307)637-8700.
- Each student's payment method, amount and applicable student aid for each payment period will clearly be defined on their individual award letter.

## **Veterans Benefits:**

Students eligible for Veteran Education benefits may be eligible to use these funds to help finance their education. To Apply, you can apply online at [www.gibill.va.gov](http://www.gibill.va.gov). You can also visit your nearest VA Regional Office to apply in person or call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you. The institute's VA Certifying official also has application forms and can help you apply. Please bring your certificate of eligibility to the financial aid office to begin enrollment certification with the VA.

In accordance with Title 38 US Code 3679 subsection (e), Cheeks Beauty Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the Academy is pending from the VA. This Academy will not:

- Prevent the student's enrollment
- Assess a late penalty fee to
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill>

## School Costs:

Program	Application	Tuition	Student Kit & Books	Total Cost
Cosmetology	\$100	\$16,700	\$2,000	\$18,800
Hairstyling	\$100	\$13,300	\$1,000	\$14,400
Esthetics	\$100	\$7,800	\$800	\$8,700

\*For students enrolling in full length program.

## Licensing and Accreditation:

The Cheyenne campus is licensed by the Wyoming State Board of Cosmetology located at 2515 Warren Ave, Suite 302 Cheyenne, WY 82002 (307)-777-3534.

The Colorado campus is approved and regulated by:

Colorado Department of Higher Education Private Occupational School Board located at: 1600 Broadway suite 2200, Denver, CO 80202 (303)-862-3001.

Governed by the Colorado Department of Regulatory Agencies Office of Barber and Cosmetology located at: 1560 Broadway, Suite 1350 Denver, CO 80202 (303) 894-7800.

The Wyoming and Colorado campus is accredited by the National Accrediting Commission of Career Arts and Sciences, located at 3015 Colvin Street, Alexandria, VA 22314 (703)600-7600.



## Employment Trends:

According to the U.S. Department of Labor SOC codes these are the national wages and employment trends for cosmetology and related fields. Cosmetologist/Hairstylist/Barber have a faster than average growth of 19% or higher for 2020-2030, and a projected 85,300 job openings per year. Estheticians have a much higher than average growth of 29% for 2020-2030-time frame and a projected 10,100 job openings each year for 2020-2030.

## Physical Demands & Safety:

Cosmetologists, hairstylists, manicurist, aestheticians, and instructors usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important as most of these professions require standing for most of their working day. Workers can also be exposed to a variety of potentially harmful chemicals as well as a risk of biohazards such as blood spills and bodily fluids. Safety and sanitation are a priority in these professions, it will be heavily stressed and required at both the educational and professional levels.

## **Satisfactory Academic Progress Policy (SAP):**

The following satisfactory progress policy is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Only students who maintain satisfactory progress are eligible to receive Title IV financial assistance. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the United States Department of Education.

## **Academic Requirements/Grading:**

Students are assigned written exams and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated satisfactory. Comprehensive practical skills evaluations are conducted throughout the course of study and are evaluated according to the school and state board criteria. Students must maintain a cumulative grade average of 80%. Students are responsible for making up missed exams and incomplete assignments. The following grading system is used for all courses:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

## **Evaluation Periods:**

Students will be evaluated for satisfactory progress once they have clocked the following actual hours and weeks:

Program:	Evaluation Hours:	Weeks FT	Weeks PT
Cosmetology	450/900/1200	15/30/40	28/56/75
Hairstyling	450/900	15/30	28/56
Esthetics	300	10	18.75

**\*Transfer students- mid-point 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 progress. Evaluations are based on actual hours completed by the student. Students will receive a copy of their SAP Determination at the time of each evaluation and a copy is retained in the student's file. All evaluations will be completed within seven (7) school business days following the established evaluation periods.

## **SAP Attendance Requirements:**

All students must maintain a minimum of 75% cumulative attendance of the total scheduled hours to be considered making satisfactory attendance progress. The attendance percentage is determined by dividing the hours attended by the total number of hours scheduled.

## Maximum time Frame:

The maximum allowable time with a 75% attendance rate for students to complete each course is 133% of the time it would take to complete the scheduled hours in the program.

### Maximum time Allowed Scheduled Hours

Course:	Program Hours:	Full-Time (30 hours per week)	Part-Time (16 hours per week)
Cosmetology	1500	1995	1995
Hairstyling	1200	1596	1596
Esthetics	600	798	798

\*The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

## Determination of Progress Status:

Students will be evaluated for SAP as follows:

Program:	Evaluation Hours:	Weeks FT	Weeks PT
Cosmetology	450/900/1200	15/30/40	28/56/75
Hairstyling	450/900	15/30	28/56
Esthetics	300	10	18.75

Students meeting minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students who do not achieve the minimum standards of SAP are no longer eligible to receive Title IV, funds unless the student has prevailed upon appeal of the determination and is placed on probation. Students will receive an official progress report at the end of each evaluation period from the Director of Education or the student's appointed advisor. The report will indicate if the student is making satisfactory progress or unsatisfactory progress in that evaluation period regarding attendance, academics and practical performance. This report will also indicate areas of strengths and weakness and how students can make improvements if needed. Students will be notified within seven (7) school business days of completing evaluation period.

For students who fail to meet SAP requirements at the end of an evaluation period, all the following conditions must be met:

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to meet satisfactory progress standards by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- A student must have a basis to file an appeal. Acceptable reasons might include death of a relative, injury or illness to student, or other personal extenuating circumstances. The student must explain what caused the failure to meet SAP standards. They must also explain what has changed in their situation that will allow them to achieve SAP by the end of the next evaluation period. The student must submit all information relating to the appeal in writing within 15 days of being notified of unsatisfactory determination. All appeal documents will be kept in the student's file.

- Students that prevail upon appeal, will be placed on probation until the end of the next evaluation period, students are eligible to receive Title IV financial aid during this time. If the student meets the SAP requirements at the end of the probationary period, they will be removed from probation and considered making SAP. If the student does not meet the requirements for SAP at the end of the probationary period, the student will no longer be eligible to receive Title IV funds and will be terminated from the program.

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

Students may re-establish satisfactory progress by meeting the minimum requirements for attendance and academics by the end of the probationary period. Students re-entering the program after termination/withdrawal must wait a minimum of three months before being considered for re-enrollment and write a re-enrollment appeal. Upon appeal approval, the student will re-enter the program under the status of the previous enrollment, either satisfactory or on probation.

## **Interruptions, Course Incomplete, 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 that take an unapproved leave of absence will be withdrawn. Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal. Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire, and students must begin as a new student.

## **Non-Credit and Remedial Courses:**

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

## **Transfer Hours/Credits:**

Regarding Satisfactory Academic Progress, a student's transfer hours that are accepted toward the student's educational program will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. However, the school and state evaluation of hours will determine the number of hours needed to complete the program.

## **Termination:**

Cheeks Beauty Academy reserves the right to terminate a student's enrollment for violations of school rules and policies, unsatisfactory progress, student being absent for 14 calendar day, excluding holidays, school breaks or unusual circumstances, will be withdrawn on the 15<sup>th</sup> day. Student failing to return from an approved leave of absence on the documented date of return, non-payment of tuition, and any criminal or unlawful act. Students that take an unapproved Leave of Absence will be terminated.

## **Graduation Requirements:**

Cheeks Beauty Academy has set forth minimum standards for completion of all programs to include:

- Satisfactory completion of required program hours
- Completion of all written exams with a cumulative 80% GPA
- Completion of all practical exams with a cumulative 80% GPA
- Completion of all practical assignments and lab requirements
- Full payment of tuition and fees or satisfactory payment arrangement
- A diploma will be awarded in the appropriate program to students completing graduation requirements.

## **Licensing Requirements:**

- All beauty professionals must be licensed by the state in which they practice their trade.
- Applicants for licensure must have completed all graduation requirements from a state approved school.
- Applicants must submit required documents/application and fees to licensing/testing agency within a stated time frame per the testing agency.
- Applicants must pass a written and practical exam per state requirement in order to receive a license and be employed in their respective field.
- **Fees for the licensing exams are NOT included in the program/course costs and must be paid for separately by student to the examining agency.**

## **Job Placement/Employment Assistance:**

The school does not guarantee placement or employment upon completion of the course. The school does maintain a working relationship with area professionals and potential employers. Employment opportunities are available to all interested graduates.

## **Completion, Licensure, and Placement For all programs:**

Current Year 2023:	
Completion	86.67%
Licensure	98.28%
Placement	82.46%

\*Esthetics program is offered at Loveland campus only.

\*Instructor program is offered at Cheyenne campus only. Students can view other disclosure information by visiting the school web site [www.cheeksbeautyacademy.com](http://www.cheeksbeautyacademy.com)

## **Completion, Licensure, and Placement for Individual Programs:**

Current Year 2023:			
Program:	Graduation %:	Placement %:	License %:
Esthetics	91.6%	71.4%	95.5%
Hairstyling	100%	100%	100%
Cosmetology	100%	77%	100%

**\*N/A – No students scheduled to graduate from program.**

## **Transfer Students:**

- \$100.00 application fee for all programs, plus any kit or book items that are needed.
- \$11.00 per clock hour for Cosmetology and Hairstyling with a minimum of 300 hours for transfer students.
- \$12.25 per clock hour for Esthetics minimum of 300 hours for transfer students.

## **Overtime Tuition:**

Students are expected to complete the course within the terms of their enrollment agreement. Failure to do so will result in additional overtime tuition at the rate of \$5.00 per contact hour or \$500.00 per month, whichever is less after the expiration date of the enrollment agreement.

## **Tuition Payments:**

For those students making payments, the financial aid office will set up individual payment plans, with a down payment due on or before the enrollment date and monthly payments thereafter due on or before the 5<sup>th</sup> of each month. A late fee of \$15.00 will apply on payments received after the 10th day of the month. Payments may be made by student financial assistance, cash, check, money order, credit card, or through non-federal agency or loan programs. Pre-payments or full payments at the time of enrollment is also acceptable.

## **Attendance Policy:**

- Students that will be tardy or absent must call and speak to an instructor or leave a voicemail before 8:30 a.m. or 1:00 p.m.
- Tardy students must state specific time they will be arriving, not arriving by the stated time will result in the student being sent home for the day.
- Students that do not call before 8:30 a.m. or 1:00 p.m. will be suspended for 2 days.
- Students that no show, no call, will be suspended for a minimum of 1 week.
- Students are not permitted to suspend themselves!
- Students are only permitted 1 tardy per week.
- Junior/Senior students with poor attendance will result in removal of clinic privileges, and any other disciplinary action assigned by the instructor.
- There are no excused absences. Students are responsible for making up all work and hours missed when absent, tardy or suspended.

## **Dress Code:**

You are entering a working salon area for your training. Good grooming and hygiene are essential. As a student, your hair, dress and make-up should be business professional and completed before you arrive at school. This is the beauty industry, it is about image, beauty and wellness, and it is important to enhance our own personal beauty. To gain a client's confidence, it is imperative that you present them with your best image. Clients will form a lasting impression of you based on your first interaction. Remember, "You don't get a second chance to make a good first impression."

**Personal Grooming:**

- Clean hygiene, including bathing, deodorant, freshly laundered clothes and oral hygiene are essential.
- Excessive body odors or smoke odors are NOT ACCEPTABLE in either the school classroom or the professional environment. If a student smokes during a designated break, they must wash their hands and refresh their hair and clothing to dissipate smoke and odors that may be offensive to others.
- Students' hair should be dry and styled when arriving at school.
- Facial make up is encouraged.
- Facial hair should be neatly groomed.
- All jewelry worn is to be in good taste and should be minimal.
- Negative or derogatory tattoos are not allowed to show and must be covered.

**Clothing:**

- Clothing and apron must be clean (without stains) and wrinkle free.
- Students are required to wear all black scrubs (pants and top).
- Footwear may be any color, professional in appearance and in good repair. Must have closed toe and closed heel. Heel of shoes cannot exceed 1".
- Cardigan type sweaters may be worn over scrubs.

**Prohibited clothing and footwear:**

- No clothing that is too tight or too baggy (oversized pants) exposing inappropriate areas.
- No sweatpants, jogging pants or workout tops.
- No pants that are too long or have ragged bottoms.
- No capri length pants.
- No shirts that expose midriff or cleavage or that are a see-through material exposing private areas of the body.
- No clothing with words, designs, patterns or advertisement of any kind.
- No pull over hoodies, zip up hoodies.
- No sleeveless shirts
- No skirts and or dresses.
- No hats or scarves
- No sandals, flip flops, slippers, clogs or tennis shoes any other color than black.

**\*Students arriving to school not in compliance with the dress code will not be permitted to clock in until they do so:**

- Clock out and comply with dress code standard here at school
- Clock out and go home. Students wishing to comply with dress code may return

**School Rules/Conduct:**

- These rules apply to all students.
- Students are expected to conduct themselves under "acceptable rules of conduct".
- The school reserves the right to be the sole judge of such conduct that may be detrimental to the school or its students.
- Repeated or gross breaches of this standard shall be grounds for dismissal. Student can only be readmitted at the discretion of the director.

**The following are considered unacceptable behavior:**

- Possession of or use of alcohol, drugs, weapons, or judgment impairing prescriptive medication.
- Disruptive or distracting activities during personal or classroom instruction.
- Loud, profane, abusive language, disrespectful attitude or derogatory comments with anyone.
- Arguments or physical violence.
- Leaving the academy without notifying an instructor.
- Arriving late or departing early.
- Reporting to school without proper uniform, necessary books and equipment.
- Failure to abide by enrollment agreement.
- The use of cell phones or personal electronic devices are not permitted during class hours. Cell phones may be used on assigned breaks and only in assigned areas. Students may not use cell phones for talking or texting during theory or lab classes.
- No food is permitted in the clinic area.
- Drinks in clinic area must have a lid.
- No food in the classroom areas during class times.
- Safety precautions and sanitation practices are always required. Students are responsible for cleaning up after themselves, keeping their area and tools clean, and sanitation duties to keep the environment clean.
- Students will also abide by classroom rules of individual instructors.

**Complaint Procedure:**

Student complaints: Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training by going to the DPOS website.

**The following are the steps that need to be taken when filing a complaint:**

- In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.
- 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.
- To register a complaint at any time the student must do the following:
  - 1) The complaint must be in writing, signed.
  - 2) The complaint should be mailed to:

Robert Stevenson  
207 W. 18<sup>th</sup> St.  
Cheyenne, WY 82001
  - 3) The complaint must be filed within 30 days of the incident occurring.
- Within ten calendar days of receipt of the written complaint a school representative will meet with the complainant and attempt to resolve the problem. This meeting will be documented.
- 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.
- If a satisfactory resolution cannot be reached, the complaint will be turned over to corporate management committee who will respond to the complainant within 15 calendar days in writing as to steps taken to resolve the conflict.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency.

- Should it be necessary, students may file written complaints with the following agencies:

- 1) Private Occupational School Board  
1600 Broadway # 2200  
Denver, CO 80202 (303) 894-2960
- 2) Wyoming Board of Cosmetology  
2515 Warren Ave Suite 300  
Cheyenne, WY 82001 (307) 777-3534
- 3) National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St  
Alexandria, VA 22314 (703) 600-7600

## **Student Records/Privacy Policy:**

- Parents or guardians of dependent minors or eligible students have the right to inspect and review all the student's education records maintained by the school. The school is not required to provide copies of materials in education records unless for reasons such as great distance, where it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies. Records are maintained for a period of 5 years.
- The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows the school to disclose records without consent, to the following parties:
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Parents or guardians of dependent minors.
  - Certain government officials to carry out lawful functions
  - Appropriate parties in connection with financial aid to the student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health or safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974
- The school may release without consent directory type information such as student's name, address, phone number, date and place of birth, honors and awards, date of attendance. This school does not provide directory information to outside sources.
- Parents or eligible students can review their records in the business office during regular school days.
- All requests for record review should be written and submitted through an instructor to the office. Copies are available for a fee per sheet, and all requests for copies must also be in writing accompanied with payment. Current records can be reproduced in two days for records over a year or older please allow at least 10 days.

## **Refund Policy:**

This refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure. The policy for granting of credit for previous training shall not impact the refund policy.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.

3. If a student cancels his/her enrollment after three business days of signing enrollment agreement or contract but prior to starting classes then he/she shall be entitled to a refund of all monies paid the school less an application fee of \$100.00.
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 determination of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
6. In the case of expulsion or termination it shall be the date on which the student violates published school policy, which provides for termination. (Unofficial withdrawals will be determined by the institution monitoring attendance daily)
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 in person.
- For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized by Colorado Department of Higher Education, Private Occupational School Board:

<b>Enrollment Time</b>	<b>Refund Student is Entitled to Upon Withdrawal/Termination</b>
Within first 10% of program	90% of Tuition Less Cancelation Charge
After 10% but within 25% of program	75% of Tuition Less Cancelation Charge
After 25% but within 50% of program	50% of Tuition Less Cancelation Charge
After 50% but within 75% of program	25% of Tuition Less Cancelation Charge
After 75% of program (if paid in full cancelation charge not applicable)	NO REFUND

- Refunds are based on enrollment time which is defined as the time elapsed between the actual starting date and the date of the student's last physical attendance in school.
- Any monies due to the student who withdraws or is terminated shall be refunded within 30 days of a determination that a student has withdrawn or been terminated whether officially or unofficially.
- In case of illness or disabling accident or death in the student's immediate family, or other mitigating circumstances the school may consider a settlement which is reasonable and fair to both parties.
- Upon termination, the total balance becomes due and payable to the school immediately. In case of default, the total balance, court costs and reasonable attorney fees incurred by the Academy will be paid by the student in connection with such litigation.
- Refunds shall be made payable to the person and/or agency who actually paid the tuition. In the event, that the student has a student loan, refunds shall be made payable to the lending institution.
- If the school is 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 a course is canceled after a student's enrollment, the school shall provide a full refund of all monies paid.
- If the course is cancelled after the student has 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.
- The cost of books, supplies and student kit is nonrefundable.

- Students wishing to officially withdraw from Cheeks Beauty Academy must provide the admission's office notification of their intent to withdraw. Notification may be made in person, in writing, email, by fax or by telephone. This notice will be the date of determination and the student's last day of physical attendance will be used for refund calculations
- Students who withdraw prior to course completion are charged a cancellation fee of \$100.00.
- Unofficial withdrawals will be determined based upon the daily monitoring of student attendance. A student being absent for 8 consecutive school days or 14 calendar days, excluding holidays, school breaks or unusual circumstances, will be withdrawn on the 15<sup>th</sup> day
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the student's account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event a student withdraws, and no Title IV Aid was processed prior to the students withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will have no less than 14 days to respond whether they choose to accept loan funds. Pell funds will automatically disburse and may be applied to any outstanding balance. If there is a remaining credit balance it will be disbursed to the student within 14 days.

### **Postponement Clause:**

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

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

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund or prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws rules concerning the Private Occupational Education Act of 1981.

### **Return of Title IV Funds:**

- Return of the Title IV requirements apply to a Title IV grant and/or loan recipient who completely withdraws from or leaves school before completing the payment period of enrollment. The requirements also apply to a student whose parent borrowed a PLUS loan.
- A student is a "Title IV grant or loan recipient" for purposes of the return of funds requirements if before the student withdrew, the school received the student's Institutional Student Information Record (ISIR) or a Student Aid Report (SAR) and the ISIR/SAR has an official expected family contribution and the student received Title IV funds from any of the Title IV programs; Direct Loan Program, Federal Family Education Loan, Federal Pell Grant, Federal Perkins or the FSEOG.
- Return of the Title IV funds requirements do not apply to a student who:
  - We're not awarded any Title IV aid
  - Never attends any classes in the payment period or period of enrollment
  - If the student does not attend any classes all Title IV funds will be returned.

## **Determining the Amount of Title IV Funds to be returned:**

To determine the earned aid for the payment or enrollment period:

- 1) Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.
- 2) If this percentage is greater than 60%, then the student has earned all the aid for that payment or enrollment period.
- 3) To determine the amount of aid the student has earned, multiply the amount of aid disbursed during the payment or enrollment period by the appropriate percentage from step one above.
- 4) All unearned Title IV funds must be returned to the appropriate source.

## **Return of Funds by the School:**

The school will return unearned aid for which the school is responsible for repaying within 45 days of the date the school determined the student withdrew to the following sources, in order, up to total net amount disbursed.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loan
- 3) Perkins Loan
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs

## **Return of Funds by the Student:**

The student must return unearned aid for which the student is responsible by repaying funds to the following sources, up to the total net amount from each source, after subtracting what the school will return. Amounts to be returned to grants are reduced by 50%.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loans
- 3) Perkins Loans
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs.

In the event of unearned grant funds, the student must repay or make satisfactory repayment arrangements within 45 days or lose Title IV eligibility and may be referred to the Department of Education for collection.

## **Transcript/Diploma/Certificate Financial Hold Exemption Policy:**

- A. **Purpose** - This policy is in response to Colorado HB22-1049.
- B. **Scope** - This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.
- C. **Policy**
  - 1. **Transcript, Diploma, or Certificate Hold** - Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to Cheeks Beauty Academy for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when they owe an outstanding debt of \$100 or more for a period of 60 days or longer. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
  - 2. **Exemptions** - Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
    - a. Job application
    - b. Transferring to another postsecondary institution
    - c. Applying for state, federal, or institutional financial aid
    - d. Pursuit of opportunities in the military or national guard
    - e. Pursuit of other postsecondary opportunities
  - 3. **Process and Procedure for Exemptions** - Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the Academy will review the request and decide regarding whether an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the Academy will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the Academy will provide a written explanation of the denial of the request within seven business days.
  - 4. **Registration Holds** - Individuals will no longer be able to register or enroll for courses/classes if they owe an outstanding debt of \$100 or more for a period of 60 days or longer. The school may assign the debt to a third-party collection agency if the outstanding debt exceeds \$500.
  - 5. **Payment Plan Option** - Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the Academy should contact: Lisa Duffy Campus Manager Cheeks Beauty Academy/Loveland Campus.
  - 6. **Complaints** - Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsman via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).