

ARROJO ACADEMY



Cosmetology | Barbering | Esthetics

COURSE CATALOG 2023

PUBLISH DATE APRIL 2023

ARROJO ACADEMY
MISSION STATEMENT:

ARROJO Academy is passionately committed to future Cosmetologists, Barbers and Estheticians. We aim to provide inspirational, career-shaping curricula that exceed State Board requirements and pave the path to a rewarding and successful career.



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A WORD ON THE ACADEMY

The opening of the ARROJO Academy is a lifelong dream, fulfilled. Our vision is to deliver excellence to each student: A well-rounded, inspirational, and career-shaping program of education so you graduate with a skill set that paves the way for lifelong achievement.

We have a state-of-the-art school in Soho, Manhattan's epicenters of fashion, trend, and style. You'll find inspiration all around you, while our intimate facility is the perfect place for your work to flourish. The school, although completely private, adjoins ARROJO studio SoHo. This is one of New York's most successful hair salons with many of the world's great stylists working in-house. The idea to adjoin the two was deliberate. You'll have your own highly experienced professional instructors, but you'll also get regular guest hair demos and lectures from my studio team of master stylists & I. We will demonstrate advanced hair techniques. We will demo advanced techniques, provide you with exclusive insights to the industry, and give you a platform for success whether you want to work in the salon, in education, or in editorial and fashion-related work.

They are intense programs that require your dedication too. You'll learn the foundation of high-quality hairdressing, barbering or esthetics through theory & hands-on practical work, client communication, retail performance, presentation skills, creative expression & business building. And on completing the cosmetology program students can apply to be become an ARROJO Studio employee as part of the academy training program that leads to our salon floor.

I love the art and craft of the hair & beauty industry: I hope these programs will inspire the same passion from you. Work hard, think big and all your career dreams will come true.

NICK ARROJO

WHY ARROJO ACADEMY?

Our training programs include advanced, creative, and comprehensive Cosmetology, Barbering & Esthetic curricula. The Cosmetology program is recognized for Excellence in Education by the industry publication Modern Salon, in multiple categories, including Technology, School Culture, Facilities and Beauty Changes Lives. It was also honored for The Next Level Alumni Advanced Education in the Excellence in Education category.

- + Our instructors are trained to our standards of excellence so that they can train you to be the best. Nominated with distinction in the Milady Educator of The Year competition for Excellence in Cosmetology Education, their work is recognized throughout the industry.
- + We have state-of-the-art, boutique beauty school in the fashion and beauty capital of the world. We foster an intimate and personalized program that puts the attention on you.
- + You will be connected to the wealth of knowledge and talent at ARROJO studio. Master stylists from the salon give periodic guest demos and lectures, offering you their unique experience and insights to the industry.
- + Your education will be forever connected to the ARROJO name: A company known across the world for its creative excellence and commitment to the highest standards of hairdressing.
- + We help each and every student achieve their own career goals; we have connections throughout the industry and we use them to help to open the right career path for you. Also, after graduation, cosmetology students can apply to join the ARROJO studio team.
- + Our combination of theory and hands-on practical work will build your knowledge, confidence, and creative repertoire so that you'll be ready for a lifetime of success.
- + You will learn a full range of skills including communication, business building, editorial, retail success, team work, how to set and achieve goals, as well as hair cutting, coloring*, chemical restructuring* and styling.
- + You will see cosmetology, barbering & esthetics from every angle; you'll be in a real working salon & retail environment to work on client, presenting your own creative projects, meet & greet clients, you'll even be put in the shoes of a salon or spa owner.

*** Only cosmetology program includes color & chemical services**

YOUR COSMETOLOGY COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting, coloring, chemical restructuring and styling. It also includes foundation knowledge of nail and skin care and make up application.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of cosmetology. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual attention. Expert staff from ARROJO studio will periodically provide advanced education in cutting, coloring, chemical restructuring, styling, make up and editorial and fashion-related hairstyling.

The Cosmetology course curriculum is broken into FOUR units:

STAGE 1: INTRODUCTION TO FUNDAMENTALS

To acquire theoretical knowledge and understanding of cosmetology.

STAGE 2: CUT & COLOR TECHNIQUES

Stage 2 covers State Board essentials and classic techniques in cutting, coloring, styling, blow-drying, and chemical restructuring.

STAGE 3: APPLY YOUR KNOWLEDGE

Now realizing techniques on models and clients on the student salon floor, students continue to evolve their skills in cutting, coloring, styling, and chemical restructuring.

STAGE 4: PERFECT YOUR SKILLS

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful cosmetologist.

YOUR BARBERING COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting and styling. It also includes foundation knowledge of business and retailing.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of barbering. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual education. Expert staff from ARROJO Studio will periodically provide advanced education in cutting, styling and fashion-related hairstyling.

The Barbering course curriculum is broken into THREE units:

STAGE 1: INTRODUCTION TO FUNDAMENTALS

To acquire theoretical knowledge and understanding of barbering.

STAGE 2: APPLY YOUR KNOWLEDGE

Stage 2 covers State Board essentials and classic techniques in cutting, styling and shaving techniques on models and clients on the student salon floor.

STAGE 3: PERFECT YOUR SKILLS

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful master barber.

YOUR ESTHETICS COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in Skin care, make up application & hair removal. It also includes foundation knowledge of retailing & business skills.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of esthetics. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual attention. Expert staff from the industry will periodically provide advanced education in skin care, make up & hair removal.

The Esthetics course curriculum is broken into THREE units:

STAGE 1: INTRODUCTION TO FUNDAMENTALS

To acquire theoretical knowledge and understanding of esthetics.

STAGE 2: APPLY YOUR KNOWLEDGE

Stage 2 covers State Board essentials and classic techniques in skin care, make up & hair removal. Now realizing techniques on models and clients in the student salon students continue to evolve their skills.

STAGE 3: PERFECT YOUR SKILLS

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful esthetician.

YOUR FUTURE

Welcome to the exciting world of Cosmetology, Barbering & Esthetics. As a licensed Cosmetologist, Barber or Esthetician your future career opportunities will be rich & varied.

Job opportunities for Cosmetologists include, but are not limited to:

MASTER STYLIST
COLOR SPECIALIST
SALON AND/OR SPA MANAGER
BUSINESS OWNER
TV, FILM OR THEATER STYLIST
EDITORIAL OR SESSION STYLIST
EDUCATOR
CRUISE SHIP STYLIST

Job opportunities for Barbers include, but are not limited to:

APPRENTICE BARBER
MASTER BARBER
BUSINESS / BARBERSHOP OWNER
EDITORIAL OR SESSION STYLIST (MEN'S GROOMING)
EDUCATOR

Job Opportunities for Estheticians include, but are not limited to:

ESTHETICIAN
FACIALIST
MAKE UP ARTIST
TV, FILM OR THEATER ARTIST
BUSINESS OWNER
EDUCATOR

We are committed to your education and future career. Assistance in finding employment through salon visits, employer presentations and promotion will be provided. We will also assist all students with salon placement by using our relationships with salon and spas across America. Career guidance is readily available. Students that excel during their Cosmetology or Barbering course will be considered for the ARROJO Studio cutting or coloring* assistant training program. However ARROJO Academy cannot guarantee employment for any graduate

***Cosmetology only**

Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists:

<https://www.onetcodeconnector.org/ccreport/39-5012.00>

National Centre for Education Statistics (CIP Code) Classification of Instructional Programs:

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

Standard Occupational Code (SOC Code) Barbering:
<https://www.onetonline.org/link/summary/39-5011.00>

National Centre for Education Statistics (CIP Code) Classification of Instructional Programs Barbering:
<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>

Standard Occupational Code (SOC Code) Esthetician:
<https://www.onetcodeconnector.org/ccreport/39-5094.00>

National Centre for Education Statistics (CIP Code) Classification of Instruction Programs:
<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=56&cipid=89597>

Currently, ARROJO Academy does not offer housing.

FACULTY STAFF

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with an abundance of in-salon, editorial, and business-related knowledge. Each instructor has a broad understanding of cosmetology, our curriculum, and the standards we set for students and educators. Our instructors also have a caring attitude, a love of learning, and a desire to make a difference in your life.

SCHOOL OWNER

Nick Arrojo

SCHOOL DIRECTOR

Joseph Guinto
Tiffany Colón

ARROJO ACADEMY IS GOVERNED BY:

New York State Education Department

Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560 Albany, NY 12234
Tel: (518)474-3969

<http://www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools>

New York State Education Department

Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor, New York, NY 10001

ARROJO ACADEMY IS ACCREDITED BY:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA 22314
Tel: 703 600 7600

<https://www.naccas.org>

ARROJO ACADEMY IS A MEMBER OF:

The American Association of Cosmetology Schools (AACS)

15825 N. 71st St. Suite 100 Scottsdale, AZ 85254
Tel: 800 831 1086

Cosmetology Educators of America (CEA)

15825 N. 71st St. Suite 100 Scottsdale, AZ 85254
Tel: 800 831 1086

New York State Beauty School Association

95 Tompkins Street, Staten Island, NY 10304
Tel: 888 295 8360

COSMETOLOGY COURSE

FULL TIME

The 1000-hour full time program lasts for 30 weeks. It is split into four stages. Stages one, two, and three last for eight weeks, stage four lasts for six weeks.

STAGE 1 - INTRODUCTION TO FUNDAMENTALS 280 HOURS

STAGE 2 - CUT & COLOR TECHNIQUES 280 HOURS

STAGE 3 - APPLY YOUR KNOWLEDGE 280 HOURS

STAGE 4 - PERFECT YOUR SKILLS 160 HOURS

The daily schedule for the FULL-TIME program is:

Monday-Friday, from 9:00am to 5:00pm incl. 1hr lunch break, 35hrs a week

PART TIME EVENING (PTE) & PART TIME WEEKEND (PTW)

The 1000-hour part time program lasts for 63 weeks. It is split into 4 stages. Stages one, two, and three last for 17.5 weeks; stage four lasts for 10 weeks.

Breaks are built into each part time schedule. These dates are shown on the class schedule.

STAGE 1 - INTRODUCTION TO FUNDAMENTALS 280 HOURS

STAGE 2 - CUT & COLOR TECHNIQUES 280 HOURS

STAGE 3 - APPLY YOUR KNOWLEDGE 280 HOURS

STAGE 4 - PERFECT YOUR SKILLS 160 HOURS

The schedule for the Part Time EVENING program is:

Monday-Thursday, from 5:30pm to 9:30pm, 16hrs a week

The schedule for the part time WEEKEND program is:

Saturday & Sunday ONLY, from 9am to 5:30pm incl. 30min lunch break, 16hrs a week

*ARROJO Academy proudly observes Constitution Day.

Days off due to legal holidays are recorded as such and extend the enrollment contract.

**ARROJO Academy recognizes the following days as legal holidays.
Subject to change.**

New Year's Day	Labor Day
Birthday of Martin Luther King, Jr.	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

COSMETOLOGY CONTENT AND CURRICULUM

Nobody becomes a true master hairdresser in 1000 hours. But, done right, those 1000 hours will equip you with the skills to make a successful start to your career. And, done right, those 1000 hours will give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the cosmetology craft. The curriculum is broken down as follows:

PROFESSIONAL REQUIREMENTS 24 HOURS

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publication

SAFETY AND HEALTH 26 HOURS

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms - Bacteria, Viruses, Molds, Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

ANATOMY AND PHYSIOLOGY 15 HOURS

- Cells, Tissues and Organs
- Body Systems
- Basic Principles of Nutrition
- Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet

HAIR ANALYSIS 10 HOURS

- Structure
- Growth Patterns

- Texture
- Porosity
- Elasticity

HAIR & SCALP DISORDERS & DISEASES 10 HOURS

- Dandruff
- Alopecia
- Fungal Infections
- Infestations
- Infections

CHEMISTRY AS APPLIED TO COSMETOLOGY 5 HOURS

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- The pH Scale
- FDA Laws Governing Hair Care Products and Product Safety

SHAMPOOS, RINSES, CONDITIONERS, AND TREATMENTS 30 HOURS

- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures
- Rinsing Products, Composition and Procedures
- Conditioning Products, Composition and Procedures
- Procedures for Hair and Scalp Disorders
- Scalp Manipulations

HAIRCUTTING & SHAPING 175 HOURS

- Fundamentals, Principles and Concepts of Design
- Scissor Haircutting - Nomenclature and Care of Scissors, Techniques and Procedures
- Razor Haircutting - Nomenclature and Care of Razor, Techniques and Procedures
- Clipper Haircutting - Nomenclature and Care of Tools, Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting - Female Styles, Male Styles, Children Styles
- Mustache and Beard Shaping
- Shaving - Dexterity of the Hands and Razor, Preparation and Procedures

HAIR STYLING 245 HOURS

- Fingerwaving
- Pincurling
- Skipwaving
- Roller Styling
- Patterns in Hairstyling - Waves, Pin Curls, Rollers and Combinations
- Finishing Techniques
- Twisting, Wrapping, Weaving, Extending, Locking and Braiding

- Traditional Weaving and Styling
- Services in Hairstyling - Tools and Implements, Blowdrying, Thermal Curling, Hair Pressing
- Hair Pieces

CHEMICAL RESTRUCTURING 180 HOURS

- Chemistry
- Chemical Restructuring Products
- Client Consultation
- Preliminary Procedure of Chemical Restructuring
- Procedure of Chemical Restructuring
- Corrective Chemical Restructuring

HAIR COLORING AND LIGHTENING 180 HOURS

- Color Theory
- Chemistry
- Preliminary Procedures of Hair Coloring
- Client Consultation
- Hair Coloring Procedures
- Hair Lightening
- Special Effects
- Corrective Procedures

NAIL CARE AND PROCEDURES 40 HOURS

- Nail Structure
- Nail Disorders and Diseases
- Nail Shape and Color Analysis
- Basic Manicuring and Pedicuring
- Manipulations of the Hand, Arm, Leg and Foot
- Nail Tip Application - Adhesives, Fitting, Design and Application
- Nail Wrap Application - Silk, Fiberglass and Linen Procedures, Surface Wrapping Natural Nail and Mending, Tip Overlay Wrapping, Repair, Maintenance and Removal
- Liquid and Powder Nail Extensions - Application Procedures for Tips With Overlays, Natural Nails and Sculptured Nails, Repair, Maintenance and Removal
- Chemical Reactions to Liquid and Powder

SKIN CARE AND PROCEDURES 60 HOURS

- Structure and Function of the Skin
- Skin Conditions and Disorders
- Facial and Body Procedures - Client Preparation, Skin Analysis and Consultation
- Wet and Dry Exfoliations and Applications
- Use of Various Products to Enhance the Appearance of the Skin - Seaweed, salt, paraffin, mud, ampules, creams, etc.
- Discussion for Further Training Required for Advanced Techniques Such as Aromatherapy and Water Therapies

- Temporary Methods of Hair Removal - Manual Tweezing, Depilatory Lotion, Waxing, Bleaching
- Make-Up Application - Color Analysis, Morphology of the Face, Product Knowledge, Chemistry and Related Composition, Eyebrow Contouring, Corrections and Contouring, False Eyelashes, Further Training Required for Advanced Techniques

COSMETOLOGY CLASS SCHEDULE

FULL TIME START DATES/FULL TIME GRADUATION DATES

January 3, 2023	—	August 16, 2023
March 13, 2023	—	October 24, 2023
May 15, 2023	—	December 28, 2023
June 19, 2023	—	February 2, 2024
September 5, 2023	—	April 22, 2024
November 6, 2023	—	June 20, 2024
January 8, 2024-	—	August 20, 2024

PART TIME EVENING START DATES/PART TIME EVENING GRADUATION DATES

January 17, 2023	—	June 10, 2024
April 17, 2023	—	September 9, 2024
October 14, 2023	—	February 16, 2025
September 18, 2023	—	January 30, 2025

PART TIME WEEKEND START DATES/PART TIME WEEKEND GRADUATION DATES

February 4, 2023	—	June 9, 2024
May 6, 2023	—	September 8, 2024

COSMETOLOGY CLASS PRICING & PAYMENT PLANS

Tuition	17,000.00
Books	300.75
Student Kit Cost	2199.25
Reg. Fee (Non Refundable)	100.00
Total	\$19,600.00

FULL-TIME CLASS 6 MONTHS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6*
	19,600 PAY IN FULL	7,300 DEPOSIT	6,300 DEPOSIT	5,300 DEPOSIT	4,800 DEPOSIT	2,600 DEPOSIT
Month 1	-	2,050	2,220	2,385	2,475	-
Month 2	-	2,050	2,216	2,383	2,465	-
Month 3	-	2,050	2,216	2,383	2,465	-
Month 4	-	2,050	2,216	2,383	2,465	-
Month 5	-	2,050	2,216	2,383	2,465	-
Month 6	-	2,050	2,216	2,383	2,465	-
Total	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600

*OPTION 6

Financial Aid Students ONLY

See personal payment plan for monthly payment due after financial aid funds are accepted

PART-TIME EVENING & PART-TIME WEEKEND CLASS 16 MONTHS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6*
	19,600 PAID IN FULL	7,300 DEPOSIT	6,300 DEPOSIT	5,800 DEPOSIT	4,800 DEPOSIT	2,600 DEPOSIT
Month 1	-	769	835	895	925	-
Month 2	-	769	831	895	925	-
Month 3	-	769	831	895	925	-
Month 4	-	769	831	895	925	-
Month 5	-	769	831	895	925	-
Month 6	-	769	831	895	925	-
Month 7	-	769	831	895	925	-
Month 8	-	769	831	895	925	-
Month 9	-	769	831	895	925	-
Month 10	-	769	831	895	925	-
Month 11	-	769	831	895	925	-
Month 12	-	769	831	895	925	-
Month 13	-	769	831	895	925	-
Month 14	-	769	831	895	925	-
Month 15	-	769	831	895	925	-
Month 16	-	765	831	875	925	-
Total	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600

*OPTION 6

Financial Aid Students ONLY

See personal payment plan for monthly payment due after financial aid funds are accepted

Any additional hours required to complete the program after the maximum time frame (scheduled graduation date) are subject to overtime charges on a new enrollment agreement. Fees are calculated by dividing current program

tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Any student wishing to purchase overtime hours after the maximum time frame must request the hours and pay for them in full prior to scheduling.

METHODS OF PAYMENT

Methods of payment accepted are: Cash, Credit/Debit card, Personal Check, Bank Check, Money Order, ACCES-VR voucher, Beauty Changes Lives - Cosmoprof Scholarship, Beauty Changes Lives - Arnold Miller, Find a way Scholarship, Beauty Changes Lives Ratner Companies Passion and Purpose Cosmetology Scholarship, Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent Plus Loan.

PAYMENT INFORMATION

ARROJO Academy offers Federal Financial Aid for those who qualify.

ARROJO Academy also offers private, affordable, interest-free payment plans.

Students requiring loans may seek out private, personal loans.

BARBERING COURSE

FULL TIME

The 600-hour part time Barbering program lasts for 18 weeks. It is split into three stages.

Stages One, Two, and Three last for 6 weeks.

STAGE 1 - INTRODUCTION TO FUNDAMENTALS 210 HOURS

STAGE 2 - APPLY YOUR KNOWLEDGE 210 HOURS

STAGE 3 - PERFECT YOUR SKILLS 180 HOURS

The daily schedule for the FULL-TIME program is:

Monday-Friday, from 9:00am to 5:00pm incl. 1hr lunch break, 35hrs a week.

*ARROJO Academy proudly observes Constitution Day.

Days off due to legal holidays are recorded as such and extend the enrollment contract.

ARROJO Academy recognizes the following days as legal holidays.

Subject to change.

New Year's Day	Labor Day
Birthday of Martin Luther King, Jr.	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

BARBERING CONTENT AND CURRICULUM

Nobody becomes a true master barber in 600 hours. But those 600 hours are vitally important to equip you with the skills to make a successful start to your career and give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock-solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the barbering craft. The curriculum is broken down as follows:

COURSE OVERVIEW/CONTENTS 7 HOURS

- School Rules and Regulations
- Professionalism
- Ethics
- Career and Opportunities
- NYS and Federal Laws, Rules & Regulations
- Student Kit

PROFESSIONAL REQUIREMENTS 24 HOURS

- History of Barbering
- Your Professional Image
- Life Skills
- The Barber Shop
- Communication

WORKPLACE SAFETY & HEALTH 14 HOURS

- Local, State & Federal Safety codes
- OSHA Regulations
- First Aid
- General Salon/Clinic Safety

BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL 20 HOURS

- Bacteriology
- Decontamination
- Infection Control

ANATOMY AND PHYSIOLOGY 14 HOURS

- Cells, Tissues, and Organs
- Body Systems
- Basic Principles of Nutrition

CHEMISTRY AS APPLIED TO BARBERING 10 HOURS

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- pH Scale
- FDA Laws Governing

PROPERTIES AND DISORDERS OF THE SKIN, SCALP, AND HAIR 21 HOURS

- Histology of Hair and Skin
- The Study of Hair and Skin
- Analysis of Hair and Skin

SHAMPOO, RINSES, CONDITIONERS, TREATMENT 28 HOURS

- Client Consultation
- Client Analysis and Preparation
- Scalp Treatments and Manipulations
- Chemistry

HAIRCUTTING AND SHAPING 200 HOURS

- Fundamentals and Principles of Haircutting
- Scissor Haircutting
- Razor Haircutting
- Hair Texturizing
- Clipper Haircutting

- Contemporary and Specialized Haircutting

SHAVING AND FACIAL MASSAGE 70 HOURS

- Fundamentals of Shaving
- Facial Massage
- Preparation and Procedure

HAIRSTYLING 57 HOURS

- Basic Principles of Hairstyling
- Blow-drying Techniques
- Quick Service in Hairstyling
- Free-form styling
- Tool and implements

MUSTACHE & BEARD DESIGN 37 HOURS

- Mustache and Beard Design
- Beard design
- Mustache designs
- Trimming and Removal of Superfluous Hair

MEN'S HAIRPIECES 30 HOURS

- Hairpieces
- Cutting and styling hairpieces
- Human and synthetic hair
- Wigs
- Measuring for hairpiece
- Hair Replacement Techniques
- Care of Hairpieces

BUSINESS PRACTICES 40 HOURS

- N.Y. State License Requirements
- Ethics, Professional Conduct, and Client Relations
- Business Management and Operation
- Retailing and Marketing
- Accounting and Inventory
- Career Skills
- Payroll Regulations
- Professional Organizations, Trade Shows, and Publications

STATE BOARD EXAM REVIEW 28 HOURS

- Review all preceding skills in Preparation for the NYS Licensing Exam
- Shaving
- Preparation of work area & client preparation
- Facial Massage
- Haircutting techniques
- Clean work area
- Shampooing techniques

BABERING CLASS SCHEDULE

FULL TIME START DATES/FULL TIME GRADUATION DATES

April 3, 2023	—	August 16, 2023
August 14, 2023	—	December 28, 2023
January 16, 2024	—	August 28, 2024

BARBERING CLASS PRICING & PAYMENT PLANS

Tuition	6,600.00
Books	190.90
Student Kit Cost	1,509.10
Reg. Fee (Non Refundable)	100.00
Total	\$8,400.00

FULL TIME 4 MONTHS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5*
	8,400 PAID IN FULL	4,300 DEPOSIT	3,300 DEPOSIT	2,500 DEPOSIT	1,800 DEPOSIT
Month 1	-	1,025	1,275	1,475	-
Month 2	-	1,025	1,275	1,475	-
Month 3	-	1,025	1,275	1,475	-
Month 4	-	1,025	1,275	1,475	-
Total	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400

*OPTION 5

Financial Aid Students ONLY

See personal payment plan for monthly payment due after financial aid funds are accepted

Any additional hours required to complete the program after the maximum time frame (scheduled graduation date) are subject to overtime charges on a new enrollment agreement. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$11.00 per hour.

Any student wishing to purchase overtime hours after the maximum time frame must request the hours and pay for them in full prior to scheduling.

METHODS OF PAYMENT

Methods of payment accepted are: Cash, Credit/Debit card, Personal Check, Bank Check, Money Order, ACCES-VR voucher, Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent Plus Loan.

PAYMENT INFORMATION

ARROJO Academy offers Federal Financial Aid for those who qualify.

ARROJO Academy also offers private, affordable, interest- free payment plans.

Students requiring loans may seek out private, personal loans.

ESTHETICS COURSE

FULL TIME

The 600-hour full time program lasts for 18 weeks. It is split into three stages. Stages one, two, and three last for six weeks each.

STAGE 1 - INTRODUCTION TO FUNDAMENTALS 210 HOURS

STAGE 2 - APPLY YOUR KNOWLEDGE 210 HOURS

STAGE 3 - PERFECT YOUR SKILLS 180 HOURS

The daily schedule for the FULL-TIME program is:

Monday-Friday, from 9:00am to 5:00pm incl. 1hr lunch break, 35hrs a week.

*ARROJO Academy proudly observes Constitution Day.

Days off due to legal holidays are recorded as such and extend the enrollment contract.

ARROJO Academy recognizes the following days as legal holidays. Subject to change.

New Year's Day	Labor Day
Birthday of Martin Luther King, Jr.	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

ESTHETICS CONTENT & CURRICULUM

Nobody becomes a true master esthetician in 600 hours. But those 600 hours are vitally important to equip you with the skills to make a successful start to your career and give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock-solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the esthetics craft. The curriculum is broken down as follows:

ORIENTATION 4 HOURS

- School Rules and Regulations
- History of Esthetics
- The Role of the Esthetician
- Qualities of the Professional Esthetician
- Code of Ethics
- New York State and Federal Laws, Rules, and Regulations

SAFETY AND HEALTH 8 HOURS

- Local, State, Federal Safety Codes
- Classroom/Student Salon Rules and Regulations
- Hazardous Materials Communications (HAZMAT)

INFECTION CONTROL 18 HOURS

- Types and Classification of Bacteria
- Viral, Bacterial and Fungal Infections
- Immunity and Body Defenses
- Methods of Infection Control
- Physical and Chemical Agents for Infection Control

ANATOMY AND PHYSIOLOGY 30 HOURS

- Cells, Tissues, and Organs
- Body Systems

STRUCTURE AND FUNCTIONS OF THE SKIN 18 HOURS

- Physiology and Histology of the Skin
- Structure and Functions of the Skin
- Appendages of the Skin

NUTRITION FOR HEALTHY SKIN AND LONGEVITY 5 HOURS

6 SKIN DISORDERS AND DISEASES 12 HOURS

SKIN ANALYSIS 18 HOURS

SUPERFLUOUS HAIR 60 HOURS

- Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis and Blend)
- Temporary Methods of Hair Removal: Manual Tweezing and Waxing (Strip and Non-strip)

CHEMISTRY 3 HOURS

- Chemistry as Related to Esthetics
- Acidity and Alkalinity Subject 10

CHEMISTRY AS APPLIED TO ESTHETICS 21 HOURS

- Cosmetics and Skin Care Products
- Massage Creams and Oils
- New Product Technologies
- FDA Laws Governing Cosmetics and Skin Care
- Skin Sensitivity and Allergic Reactions Subject 11

ELECTRICITY AND EQUIPMENT 18 HOURS

- Electricity as Related to Esthetics Equipment
- Electrical Equipment Safety
- Galvanic Current for Iontophoresis or Desincrustation
- High Frequency Current
- Esthetics Equipment
- Paraffin Unit
- Emerging Technologies

FACIAL AND BODY PROCEDURES 240 HOURS

- Client Consultation
- Skin Analysis, Product Selection and Treatment Recommendations
- Facial and Body Procedures
- Overview of Various Products to enhance the Appearance of the Skin
- Facial Procedures with Electrical Equipment
- Wet and Dry Exfoliations and Applications
- Overview of Advanced Techniques

MAKE-UP TECHNIQUES 70 HOURS

- Color Theory
- Morphology of the Face
- Eyebrow Contouring
- Make-up Application
- Artificial Eyelashes
- Advanced Make-up Techniques

BUSINESS PRACTICES 30 HOURS

- Business Operation
- Accounting and Inventory
- Payroll Regulations
- Ethics and Professional Conduct
- Retailing Techniques
- Marketing (Advertising, Retailing, and Promotion)
- Customer Relations

CAREER SKILLS 12 HOURS

INTRODUCTION TO ADVANCED ESTHETICS 9 HOURS

- Define Paramedical Procedures
- Discuss Scope of Licensure
- Overview of Medical Procedures
- Pre and Post-Operative Care

STATE BOARD PRACTICE 24 HOURS

- State Board Practice

ESTHETICS CLASS SCHEDULE

FULL TIME CLASS START DATES/FULL TIME GRADUATION DATES

April 3, 2023	—	August 16, 2023
August 14, 2023	—	December 28, 2023
January 16, 2024	—	August 28, 2024

ESTHETICS CLASS PRICING & PAYMENT PLANS

Tuition	7,900.00
Books	303.85
Student Kit Cost	596.15
Reg. Fee (Non Refundable)	100.00
Total	\$8,900.00

FULL TIME 4 MONTHS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6*
	8,900 PAID IN FULL	4,500 DEPOSIT	3,500 DEPOSIT	2,500 DEPOSIT	1,800 DEPOSIT	1,500 DEPOSIT
Month 1	-	1,100	1,350	1,600	1,775	-
Month 2	-	1,100	1,350	1,600	1,775	-
Month 3	-	1,100	1,350	1,600	1,775	-
Month 4	-	1,100	1,350	1,600	1,775	-
Month 5	-	-	-	-	-	-
Month 6	-	-	-	-	-	-
Month 7	-	-	-	-	-	-
Month 8	-	-	-	-	-	-
Month 9	-	-	-	-	-	-
Month 10	-	-	-	-	-	-
Total	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900

*OPTION 6

Financial Aid Students ONLY

See personal payment plan for monthly payment due after financial aid funds are accepted.

Any additional hours required to complete the program after the maximum time frame (scheduled graduation date) are subject to overtime charges on a new enrollment agreement. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$13.00 per hour.

Any student wishing to purchase overtime hours after the maximum time frame must request the hours and pay for them in full prior to scheduling.

METHODS OF PAYMENT

Methods of payment accepted are: Cash, Credit/Debit card, Personal Check, Bank Check, Money Order, ACCES-VR voucher.

PAYMENT INFORMATION

ARROJO Academy also offers private, affordable, interest free payment plans.

Students requiring loans may seek out private, personal loans.

OTHER AVAILABLE COURSES

CLASSIC CUTS 1 11 HOURS

\$875 (TUITION: \$725, KIT: \$85, REGISTRATION: \$65)

NONE SCHEDULED

Relearn and master classic scissor cutting as applied to the traditional shapes of hairdressing. Establish precise technique. Build your creative repertoire. Explore geometric yet organic shapes. Increase control, flexibility, and style; improve all cuts from the simplest to the most dynamic.

RAZOR FUNDAMENTALS 11 HOURS

\$875 (TUITION: \$725, KIT: \$85, REGISTRATION: \$65)

NONE SCHEDULED

Discover the technical and creative scope of precision razor cutting and make it a feature in your own work. Unlock the freedom of the straightedge blade. Take creativity to the next level.

RAZOR ADVANCED 11 HOURS

\$875 (TUITION: \$725, KIT: \$85, REGISTRATION: \$65)

NONE SCHEDULED

Learn to master advanced razor-cutting techniques, developed and practiced at ARROJO. Bring weightlessness, swing and movement, and creative versatility to your own razor cutting.

MEN'S CLASSIC CUTTING 11 HOURS

\$875 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

NONE SCHEDULED

Confident and consistent men's cutting is essential to the success of the modern stylist, yet it requires a unique skill set. This hands-on, two-day seminar examines the elementary principles of effective men's hairdressing. Covering long, mid-length, and short styles, the class centers on refining the technique and approach of each stylist.

Skills taught include scissor over comb, using square-shoe sectioning patterns, layering, graduations, and other techniques that are fundamental to success. This seminar offers the perfect foundation for stylists who want to create contemporary and cool men's cuts, and provides a platform to improve all masculine styling, from timeless cuts to fashion-forward looks.

HAIR PAINTING ^{11 HOURS}

\$875 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

NONE SCHEDULED

Free-hand hair-painting creates effects ranging from soft and natural to bold and creative. For clients it is as economical as it is fashionable because it doesn't leave strong lines of demarcation or re-growth. For these reasons, hair painting is now one of the most popular salon services. This class takes you to the heart of the vanguard. Over two-days, you will learn to use heavier or lighter saturations for varying effects; painting from narrow to wide for natural-looking high and low lights; and how to use the peaks and valleys of the hair line as your guide. You also learn how to paint in horizontal, diagonal, and zig-zag sections -- each technique has its own benefits, ranging from: best for painting small pieces, best for an evenly blended finish, best for low-lighting.

ADMISSIONS

If you want an inspirational education and a lasting, prosperous and rewarding career, there is no better place to start than ARROJO Academy. To enroll, you'll need to show us your academic background and your commitment to the craft of Cosmetology, Barbering or Esthetics.

ADMISSIONS AND ENROLLMENT REQUIREMENTS

ARROJO Academy is committed to equal educational opportunity and does not discriminate in its employment, admissions, instruction, career services or graduation policies or any other activity on the basis of gender, race, sex, color, age, religion, ethnic origin, pregnancy, disability, marital or veterans status, sexual orientation or financial status. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

ENROLLMENT

ARROJO Academy does not recruit students already attending another cosmetology, barbering or esthetics school offering the same or similar programs of study. Each student should meet the following requirements for consideration for admission to any one of our programs of study:

- Be at least 17 years of age
- Have a U. S high school diploma or transcript, or GED certificate (ARROJO Academy does not accept Ability- to-Benefit). All foreign diplomas must be translated to English and evaluated by a qualified credential evaluation company to verify academic equivalency to a U.S high school diploma. Examples of qualified outside agencies include, but are not limited to: Continental Language Services, Globe Language Services and World Educational Services (WES)
- Submit photo ID with U.S citizenship (U.S Passport, Naturalization Certificate or birth certificate) or Permanent Residency documentation (Permanent Resident/ green card) or current Work Authorization permit w/ Social Security card
- Complete the Admissions Essays & Questionnaire
- Provide a letter of recommendation
- Tour our facility and interview with the school Admissions Coordinator

To enroll, the applicant will also need to show their academic background and a commitment to the craft of cosmetology or barbering

ARROJO Academy reserves the right to deny admission to any applicant who on the basis of background, record and statements or conduct during the

admissions process, determines not to be qualified to succeed in or benefit from an academic program offered. Providing false information or the purposes of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial or termination from school. The cosmetology, barbering & esthetics courses are taught in English. The textbooks and course materials are only offered in the English language.

Foreign diplomas or transcripts written in a language other than English must be translated into English and evaluated by a qualified outside agency to verify academic equivalence to a U.S high school diploma. Examples of qualified outside agencies include, but are not limited to: Continental Language Services, Globe Language Services and World Educational Services (WES).

ADDITIONAL ADMISSIONS INFORMATION

ARROJO Academy does not accept appropriate credit from other licensed schools for previous education. The school does not guarantee the transferability of its credits to any other institution, unless there is a written agreement with the school.

STUDENT RE-ENROLLMENT POLICY

The school recognizes that a student may have to drop out of the program due to circumstances beyond his/her control. ARROJO Academy requires that a student who drops from a program contact the school administration and request to re-enroll in writing. Students who re-enroll in the same program within 30 days of initial interruption are placed in the same status as when they left.

The re-enrolling student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress for this evaluation period. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated.

For students who re-enroll more than 30 days after the formal withdrawal date, the school will charge a re-enrollment fee of \$100.00. The hourly tuition rates at the time of re-enrollment will apply to all remaining clock hours required to complete the applicable program unless mitigating circumstances apply. A new enrollment agreement will be completed at the time of re-enrollment and a copy provided to the student.

NEW YORK STATE REFUND POLICY

The refund policy applies to all terminations for any reason by either party, including student decision (or sponsor/parent/legal guardian), program cancellations, or school closure.

Applicants not accepted by the school shall be refunded all monies paid to the school. If a student cancels their enrollment (7 days) after midnight on the day which enrollment agreement was signed, all monies collected by the school shall be refunded.

If cancellation or termination of enrollment occurs after seven (7) days, but prior to the first week of instruction they will be charged for the following:

Non Refundable Registration fee plus

- a. The cost of textbooks and supplies (inclusive of sales tax) accepted plus
- b. Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the quarters in the program. The full-time day schedule is divided into three (3) quarters. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.
- c. Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the terms in the program. The part-time day schedule is divided into four (4) terms. Total tuition liability is limited to the term during which the student was terminated and any previous terms completed.
- d. Enrollment time is defined as the time between the actual starting date and the date of the student’s last day of physical attendance in the school.
- e. Any monies due the applicant or student should be refunded within 14 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution.

The student refund may be more than stated if the accrediting agency or Institutional (State) refund policy results in a greater refund to the student. A student’s tuition liability will be calculated in accordance with the state refund clause stated above.

COSMETOLOGY TUITION LIABILITY CHART - FULL TIME

FIRST QUARTER, FULL TIME TUITION OWED PER QUARTER: (QUARTER 1) \$5,666.67 (QUARTER 2) \$5,666.67 (QUARTER 3) \$5,666.66	SUBSEQUENT QUARTERS, FULL TIME
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$5,666.67</p> <p>During the 2nd week: School will earn 25%; \$1,416.67 Student will keep \$4250</p> <p>During the 3rd week: School will earn 50%; \$2,833.33 Student will keep \$2,833.34</p> <p>During the 4th week: School will earn 75%; \$4250 Student will keep \$1,416.67</p> <p>Weeks 5 through 10: School will earn 100%; \$5,666.67 Student will keep \$0</p>	<p>During the 1st week: School will earn 25%; \$1,416.67 Student will keep \$4250</p> <p>During the 2nd week: School will earn 50%; \$2,833.33 Student will keep \$2,833.34</p> <p>During the 3rd week: School will earn 75%; \$4250 Student will keep \$1,416.67</p> <p>Weeks 4 through 10: School will earn 100%; \$5,666.67 Student will keep \$0</p>

COSMETOLOGY TUITION LIABILITY CHART - PART TIME

FIRST TERM, PART TIME TUITION OWED PER TERM: \$4,250 (TERM 1) \$4250, (TERM 2) \$4250 (TERM 3) \$4250, (TERM 4) \$4250	SUBSEQUENT TERMS, PART TIME
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$4,250</p> <p>During the 2nd week: School will earn 20%; \$850 Student will keep \$3,400</p> <p>During the 3rd week: School will earn 35%; \$1,487.50 Student will keep \$2,762.50</p> <p>During the 4th week: School will earn 50%; \$2,125 Student will keep \$2,125</p> <p>During the 5th week: School will earn 70%; \$2,975 Student will keep \$1,275</p> <p>Weeks 6-16: School will earn 100%; \$4,250 Student will keep \$0</p>	<p>During the 1st week: School will earn 20%; \$850 Student will keep \$3400</p> <p>During the 2nd week: School will earn 35%; \$1,487.50 Student will keep \$2,762.50</p> <p>During the 3rd week: School will earn 50%; \$2,125 Student will keep \$2,125</p> <p>During the 4th week: School will earn 70%; \$2,975 Student will keep \$1,275</p> <p>Weeks 5- 16: School will earn 100%; \$4,250 Student will keep \$0</p>

WITHDRAWAL

The failure of a student to notify the director(s) in writing may delay refund of tuition due pursuant to section 5002 of the education law.

All withdrawals must be submitted in writing to the School Director to be considered official. Notice of the withdrawal must include the student's full name, current address, phone number, and the reason for withdrawal. The student is considered to have withdrawn from the institute as of the student's last documented date of attendance. The student must vacate his or her locker no more than five school days from their date of withdrawal.

COSMETOLOGY TUITION LIABILITY CHART – FULL TIME & PART TIME

FULL TIME	PART TIME
<p>Tuition is divided into 3 Quarters.</p> <p>If termination occurs in the first quarter the school may keep:</p> <p>Prior to or during the 1st week: 0% During the 2nd week: 25% During the 3rd week: 50% During the 4th week: 75% After the 4th week: 100%</p> <p>Subsequent Quarters:</p> <p>During the 1st week: 25% During the 2nd week: 50% During the 3rd week: 75% After the 3rd week: 100%</p>	<p>Tuition is divided into 4 Terms.</p> <p>If termination occurs in the first term the school may keep:</p> <p>Prior to or during the 1st week: 0% During the 2nd week: 20% During the 3rd week: 35% During the 4th week: 50% During the 5th week: 70% After the 5th week: 100%</p> <p>Subsequent Terms:</p> <p>During the 1st week: 20% During the 2nd week: 35% During the 3rd week: 50% During the 4th week: 70% After the 4th week: 100%</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

BARBERING TUITION LIABILITY CHART – FULL TIME

FIRST TERM, BARBERING TUITION OWED PER TERM: \$6,600
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$6,600</p> <p>During the 2nd week: School will earn 20%; \$1,320 Student will keep \$5,280</p> <p>During the 3rd week: School will earn 35%; \$2,310 Student will keep \$4,290</p> <p>During the 4th week: School will earn 50%; \$3,300. Student will keep \$3,300</p> <p>During the 5th week: School will earn 70%; \$4,620 Student will keep \$1,980</p> <p>Weeks 6-18: School will earn 100%; \$6,600 Student will keep \$0</p>

ESTHETICS LIABILITY CHART – FULL TIME

FIRST TERM ESTHETICS TUITION OWED PER TERM: \$7,900
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$7,900</p> <p>During the 2nd week: School will earn 20%; \$1,580 Student will keep \$6,320</p> <p>During the 3rd week: School will earn 35%; \$.2765 Student will keep \$5,135</p> <p>During the 4th week: School will earn 50%; \$3,950 Student will keep \$3,950</p> <p>During the 5th week: School will earn 70%; \$5,530 Student will keep \$2,370</p> <p>Weeks 6-18: School will earn 100%; \$7,900 Student will keep \$0</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of The Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

ADVANCED CLASSES TUITION LIABILITY CHART

MINI REFUND PROGRAM: RAZOR FUNDAMENTALS, CUT AND COLOR INSPIRATION, ARROJO INSPIRATION, EDITORIAL STYLING, MEN'S CLASSIC CUTTING, SCISSOR ADVANCED, OCCASION STYLING, HAIR PAINTING

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$650

During 16 – 30% of the program:

School will earn 25%; \$162.50

Student will keep 75%; \$487.50

During 31 – 45% of the program:

School will earn 50%; \$325

Student will keep 50%; \$325

During 46 – 60% of the program:

School will earn 75%; \$487.50

Student will keep 25%; \$162.50

After 60% of the program:

School will earn 100%; \$650

Student will keep 0%; \$0

MINI REFUND PROGRAM: SCISSOR THEN RAZOR, RAZOR ADVANCED

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$940

During 16 – 30% of the program:

School will earn 25%; \$235

Student will keep 75%; \$705

During 31 – 45% of the program:

School will earn 50%; \$470

Student will keep 50%; \$470

During 46 – 60% of the program:

School will earn 75%; \$705

Student will keep 25%; \$235

After 60% of the program:

School will earn 100%; \$940

Student will keep 0%; \$0

**MINI REFUND PROGRAM:
CLASSIC CUTS 1, CLASSIC CUTS 2**

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0
Student will keep 100%; \$975

During 16 – 30% of the program:

School will earn 25%; \$243.75
Student will keep 75%; \$731.25

During 31 – 45% of the program:

School will earn 50%; \$487.50
Student will keep 50%; \$487.50

During 46 – 60% of the program:

School will earn 75%; \$731.25
Student will keep 25%; \$243.75

After 60% of the program:

School will earn 100%; \$975
Student will keep 0%; \$0

**MINI REFUND PROGRAM:
RAZORCRAFT**

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0
Student will keep 100%; \$1,620

During 16 – 30% of the program:

School will earn 25%; \$405
Student will keep 75%; \$1,215

During 31 – 45% of the program:

School will earn 50%; \$810
Student will keep 50%; \$810

During 46 – 60% of the program:

School will earn 75%; \$1,215
Student will keep 25%; \$405

After 60% of the program:

School will earn 100%; \$1,620
Student will keep 0%; \$0

**MINI REFUND PROGRAM:
SALON FUNDAMENTALS**

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0
Student will keep 100%; \$3,960

During 16 – 30% of the program:

School will earn 25%; \$990
Student will keep 75%; \$2,970

During 31 – 45% of the program:

School will earn 50%; \$1,980
Student will keep 50%; \$1,980

During 46 – 60% of the program:

School will earn 75%; \$2,970
Student will keep 25%; \$990

After 60% of the program:

School will earn 100%; \$3,960
Student will keep 0%; \$0

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of The Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

Return of Title IV Funds and Refund Policy (If applicable)

Students receiving financial assistance under the federal Title IV programs (Federal Pell Grant, Federal Direct Subsidized, Unsubsidized Loans and the Parent Plus Loans) are subject to federal regulations that determine the amount of Title IV funds they are eligible to retain subsequent to withdrawal or termination. Only federal financial aid recipients withdrawing or being terminated within the first 60% of the program are subject to these regulations. The return of Title IV Aid regulations require the institute to calculate the amount of federal aid the student has earned up to the time of withdrawal or termination. Students earn aid in proportion to the amount of program clock hours they complete.

ARROJO Academy follows federal regulations for withdrawn students who have on their account, after all refund calculations are completed, a credit balance created by federal financial aid funds. If, on the other hand, a credit balance exists, after all refund calculations are completed, that was caused by an outside source, ARROJO Academy returns the unused funds to tuition account holder.

FINANCIAL ASSISTANCE

ARROJO Academy is accredited by NACCAS and approved by the United States Department of Education for Federal Student Aid available to students who qualify.

ARROJO Academy also offers private affordable payment plans. Our Financial Aid Officer is available to answer any questions you may have and will help select a payment plan that suits your needs.

There are two types of federal student aid (to those who qualify) available to ARROJO Academy students:

Grants

Financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund)

Loans

Allow you to borrow money for education purposes, which must be repaid, with interest, back to the Federal Government.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources may be added. Federal Pell Grants are awarded to students based on financial need. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. These grants are awarded to undergraduate students and the award amounts can change yearly. The amount of the Federal Pell Grant depends upon cost of attendance, expected family contribution, enrollment status (FT/PT) and the length of the program.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. There are three types of loans in the program

Stafford Loan (Subsidized)

A student may borrow to cover some or all of school expenses. The United States Department Of Education will pay the interest while the student is attending school at least half time and for a grace period of the first six months after the program has ended. The amount of the loan cannot exceed the student's financial need. Interest rates on all Direct Loans are fixed. For information on the exact interest rates please visit <https://studentaid.ed.gov/types/loans/interest-rates>.

Stafford Loan (Unsubsidized)

A student may borrow to cover some or all of student expenses. The United States Department of Education does not pay interest on unsubsidized loans. The student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. The fixed interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

Plus Loans (PLUS)

Parents of dependent students can borrow from the PLUS loan program. The terms and conditions include a requirement that the applicant not have an adverse credit history, a repayment period begins on the date of the last disbursement of the loan at a fixed interest rate. For information on the exact interest rates please visit <https://studentaid.gov/understand-aid/types/loans/plus/parent>

Student Rights and Responsibilities

Students have the right to apply for aid to cover school expenses including tuition, fees and supplies. A down payment is required of all students to complete the enrollment process prior to federal funds being awarded.

The student must complete a FAFSA, available online at: www.fafsa.ed.gov Providing the financial aid office with all the needed information will determine eligibility. If the student is eligible, the aid office will send an award letter outlining the amount and types of aid the school will offer.

Student Preparation Tips

There are several things students may want to consider while arranging a successful enrollment plan:

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education
- ARROJO Academy does not require students to obtain any vaccinations prior to or during enrollment.

Entrance Counseling

Entrance Counseling is required before you can receive your first federal subsidized/unsubsidized loan or plus loans for the first time. It usually takes about 20-30 minutes to complete You can find the link to complete entrance counseling here: <https://studentloans.gov/myDirectLoan/counselingInstructions.action>

Before the school makes the first loan disbursement the student will receive the following information about the loan:

- The full amount of the loan and the interest rate
- The date the student must start repayment
- A list of any charge the student must pay (loan fees) and information on how these charges are collected
- Information on the yearly and total amount a student may borrow
- Information about the maximum repayment periods and the minimum repayment amount
- An explanation of default and it's consequences
- An explanation of available options for consolidating loans and a statement that the student can repay the loan(s) with penalty at any time.

Loans, unlike grants are borrowed money that must be repaid, with interest. Students cannot have these loans cancelled because they didn't like the education received or because of financial difficulty. These loans are a serious obligation.

Students will be notified in writing whenever any funds are credited to an account. The student may cancel all or a portion of the loan if the student informs the school within 14 days after the day the school sends a notice or by the first day of the payment period.

Parents of dependent students may apply for a Parent Plus Loan for students. They must pass a credit check. If they do not pass, they might be still be able to receive a loan if they can demonstrate that extenuating circumstances exist, or if someone they know (who can pass) agrees to endorse the loan and promises to repay if the parents do not.

Exit Interview

Before graduation or if a student is no longer enrolled in the school, all must complete a Direct Loan (Stafford) Exit Counseling session. This can be completed online at <https://studentaid.gov>

For students that qualify, ARROJO Academy is a ACCES-VR approved school. For more information visit: <http://www.acces.nysed.gov/vr>

SCHOLARSHIPS – COSMETOLOGY

Beauty Changes Lives – Cosmoprof, Beauty Changes Lives – Arnold Miller, Find-a-way Cosmetology Scholarship, Beauty Changes Lives- Ratner Companies Passion and Purpose Cosmetology Scholarship.

These scholarship programs are open to all legal residents of The United States enrolled in the Cosmetology program. Additional eligibility requirements include a completed and submitted application for the Scholarship Program. All applicants are required to apply for and be accepted to ARROJO Academy and be eligible to sit for a state recognized licensure examination in the industry upon completion of the state required hours.

DISCLAIMER STATEMENT

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

COLLEGE CREDIT - DISCLAIMER STATEMENT

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e. school diplomas are issued to students who meet clock hour requirements. The granting of any college credit to students who participate in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

PROGRESSION

Progression will be noted on individual progress record. Additional tasks may be set if it is deemed necessary to progress. This will be evaluated through written testing, oral questioning, and observation of practical skills.

EVALUATIONS AND ACADEMIC ADVISING POLICY

ARROJO Academy students are advised regarding progress and achievement in the program on a regular basis. Academic evaluations include how the student is performing with regard to attendance, theory grades, practical skills criteria adopted by the school. Students are allowed to make up work and/or additional assignments at the discretion of the school Director. Student strengths and areas needing improvement are identified and discussed. Information and advice regarding state licensing requirements, employment and continuing education opportunities is available to students, as it is needed.

The student lounge area has a list of agencies for referral if a student needs additional assistance. This information is also available for students to access in the Administration office, if required. ARROJO Academy at 56 King St. is approved to participate in Federal Financial Aid and employs a Financial Aid Team who will provide information on funding assistance to students in accordance with applicable regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY

This is the Satisfactory Academic Progress (SAP) Policy for ARROJO Academy. This policy is provided to all applicants prior to enrollment in the school catalog which is accessible via the school's website. The SAP policy is applied consistently to all students enrolled in ARROJO Academy, both full-time and part-time.

All students must attend regularly and complete their course within the maximum timeframe.

A student's cumulative academic progress includes both qualitative and quantitative elements and is evaluated at the end of each marking period. Satisfactory academic progress requires a minimum of 90% attendance and a minimum of 80% academic performance at each marking period. Students are provided with a copy of their satisfactory academic progress evaluation results.

Course incompletes, repetitions and non-credit remedial courses do not apply to ARROJO Academy and have no effect upon the institutions Satisfactory Academic Policy standards.

Transfer hours from another institution are not currently accepted at ARROJO Academy.

The Cosmetology program is 1,000 hours. The Barbering program is 600 hours. The Esthetics program is 600 hours. The normal time to complete the program depends upon the schedule the student attends, excluding school closings.

The maximum time allowed for students to complete the program at satisfactory progress is:

COURSE		MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology	1000	FT 32 Weeks PT 69 Weeks	1100
Barbering	600	FT 19 Weeks PT 42 Weeks	660
Esthetics	600	FT 19 Weeks PT 42 Weeks	660

All students must complete their course within the maximum time frame or be charged the applicable hourly rate for additional instructional hours to complete the course.

SATISFACTORY ATTENDANCE POLICY

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered making satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained a least 90% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC POLICY

Students are required to maintain an 80% or C average. Written and practical tests are given throughout the course. Educators sign off on all theory and practical work. Theory assignments are graded numerically, and students are graded on the following scale:

GRADING SCALE		
91 - 100%	= A	Excellent
86 - 90%	= B	Good
80 - 85%	= C	Pass
79% or below	= D	Fail

Practical assignments are evaluated as completed and counted towards course completion as graded. Practical skills are evaluated according to text procedures, state licensing agency requirements and set forth in practical skill evaluation criteria adopted by the school. If a performance does not meet satisfactory requirements that is the grade recorded. If absent or late, all assignments can be made up at the educator's discretion. Total possible scoring starts at 90%. It is the student's responsibility to make up missed work. Students must attempt to make up missed assignments. Incomplete assignments will be graded as received.

EVALUATIONS

Satisfactory Academic Progress evaluations will be conducted no later than the mid-point of the academic year. The academic year for ARROJO Academy is 900 scheduled hours. SAP evaluations will occur at the end of each evaluation period and reviewed with the student. All evaluation periods are based on scheduled hours. The evaluation periods for each course are:

Cosmetology 450 and 900 scheduled hours

Barbering 300 and 600 scheduled hours

Esthetics 300 and 600 scheduled hours

Evaluation periods are determined by using scheduled hours. Scheduled hours are determined by the start date of enrollment and evaluations are given when the number of hours have been offered to the student. Actual clock hours may differ. Academic and attendance progress will be measured at each evaluation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress, the student must meet both the attendance and academic minimum requirements by the end of the scheduled marking period.

A student that is deemed to be making unsatisfactory progress at any evaluation can re-establish satisfactory progress by obtaining a 90% attendance average and an 80% academic average. Failure to meet satisfactory academic progress may impact the student's eligibility for financial aid.

A student must complete the program of study in a period of time not to exceed those outlined in the schedule or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance.

WARNING

Students failing to meet minimum progress requirements will receive a written notice and will be put on a warning period with the opportunity to meet requirements by the next scheduled evaluation period. Only by meeting the specific attendance and grading requirements for satisfactory academic progress by the following evaluation period can a student achieve this.

Only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on warning. Students will be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation period.

During a warning period, students are considered to be making satisfactory progress. The Director will advise students placed on a warning regularly. Additional help from educators will be available for those students on warning, if requested. Students who fail to meet minimum requirements for attendance or academic progress at the next scheduled evaluation period after the warning period will be informed that they are not making satisfactory academic progress. A student may appeal and if successful, may be placed on probation.

Students who are evaluated at the end of a payment period and fail to meet SAP are automatically placed on financial aid warning status. They may continue to receive assistance under the Title IV HEA programs for one payment period.

Financial aid warning status may be assigned without an appeal or other action by the student. If the student does not achieve SAP by the end of that payment period, eligibility for Title IV program funds will cease unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

APPEAL PROCEDURE

The basis on which a student may file an appeal are death in the family, an illness or injury, medical issues of the student or other extenuating circumstances. The student must submit a request of appeal in writing. The appeal should include applicable supporting documentation for the reasons why the status should be reviewed, what caused the failure to meet the standards, what has changed that will allow the student to make satisfactory academic progress by next the evaluation period. Students must submit all information relating to the appeal in writing within ten (10) days of being notified of not making satisfactory academic progress.

The Director must receive this request within (10) days of the status. Should a student fail to appeal this decision, the status will stand. An appeal hearing will take place within (10) days of receipt of the documentation. A decision of the student's appeal will be made by the Director, in writing, within (10) business days. This decision is final.

The appeal & decision documents will be retained by the school in the student's file. If the student prevails upon appeal, the unsatisfactory progress decision will be removed, the student will be placed on Probation, federal financial aid if applicable will be reinstated and the student will be considered making satisfactory academic progress.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress at the next scheduled evaluation period after the warning period will be informed that they are not making satisfactory academic progress. If the student prevails upon appeal, the unsatisfactory progress decision will be removed, and the student will be placed on probation.

Only students who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress, or by the academic plan, he/she will be determined as not making satisfactory academic progress.

FINANCIAL AID WARNING STATUS (FOR STUDENTS WHO QUALIFY TO RECEIVE FINANCIAL AID ONLY)

If the student prevails upon appeal, the unsatisfactory progress decision will be removed, the student will be placed on Probation and federal financial aid, if applicable, will be reinstated.

UNSATISFACTORY PROGRESS STATUS

If the student's progress is found to be of unsatisfactory status, they are no longer eligible for Title IV privileges and funding is lost, if applicable. The student is solely responsible for any financial balance remaining. This balance must be paid in full by the time of graduation. The student is still eligible to complete the course however will be considered a completer not a graduate. The student is responsible for any additional overtime charges incurred after the maximum time frame.

LEAVE OF ABSENCE (LOA)/INTERRUPTION OF EDUCATION/TERMINATION

A Leave of Absence (LOA) is a temporary interruption that extends the student's contract scheduled graduation date or maximum time frame by the same number of days taken in the approved LOA. A leave of absence will only be granted in extenuating circumstances, such as, but not limited to, an accident, prolonged illness or the death of a relative. The minimum time allowed for an authorized LOA is five (5) consecutive calendar days and the maximum time allowed is thirty (30) consecutive calendar days. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period.

An LOA must be requested in writing, in advance, unless unforeseen circumstances prevent the student from doing so. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution will document the reason for its decision and the collect the request from the student at a later date or upon his/her return to school. If the student is unable to submit the request in advance, the beginning date of the LOA would be determined by the School to be the first date the student was unable to attend school due to the circumstances. The student must follow the institution's policy in requesting the LOA.

The written LOA request must include the reason for the student's request, the student's signature and supporting documentation to validate the reason for the request, if available. The School Director(s) will review the request, but not all LOA requests will be granted. There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student will not incur any additional institutional charges as a result of a requested LOA.

The contract scheduled graduation date will be adjusted by an addendum and must be signed and dated by all parties. The School will explain the implications of an LOA to the student. A retention evaluation may be performed upon the student's return. If the student fails to return on the agreed upon date, without prior notice, the student will be deemed as a withdrawal and a refund calculation performed. When calculating the refund, the student's last date of attendance will be used at the official withdrawal date.

TERMINATIONS/WITHDRAWALS/COURSE INCOMPLETES

A student seeking reinstatement after the termination or official interruption must meet with The School Director who will determine if the student is eligible to re-enroll. If a student applies for reinstatement, they must document their ability to successfully complete the program and certify that the previous causes have been rectified.

Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution.

NONCREDIT AND REMEDIAL COURSES

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

REINSTATEMENT OF FINANCIAL AID

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative academic, practical and attendance requirements.

In order for a student to continue financial assistance eligibility, a student must maintain satisfactory academic progress. Any student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance.

In order for the student to have financial assistance reinstated, the student's financial assistance and the maximum time frame will be evaluated to determine the student's ability to complete the program within the recommended scheduled time.

Institutions that enter into an agreement with a potential student, or parent of a student regarding a Title IV or HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

MAXIMUM TIME FRAME

Maximum time frame for all clock hour programs is 110% of the time it would take to complete the program's scheduled hours. The time frame is based on the program schedule.

If a student exceeds the maximum time frame, the student's Enrollment Agreement will terminate. The student may be permitted to re-enroll in the program on a cash-pay basis consistent with the School's re-enrollment policy.

The student shall be required to pay the current charges per program hour in effect at the time the new agreement is executed for each hour required to complete the program.

A student seeking reinstatement after termination caused by lack of SAP or official interruption must first meet with a Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but are not eligible for title IV program funds unless they are able to reestablish SAP, if applicable.

NORMAL TIME TO COMPLETE

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full time and part time schedules are stated in weeks and include estimated days the school is closed for holidays, teacher training, special events, inclement weather and a limited number of days scheduled to allow students to make up missed hours as necessary for state licensing purposes.

When calculating and disclosing normal time to complete and On Time Completion Rates, the number of days scheduled to make up any absence is limited to 10% of scheduled hours. Students are permitted to make up additional absences in order to graduate, as long as they do not exceed the maximum time frame as described in the school's satisfactory academic progress policy, but they would not be counted as graduating within normal time for purposes of the calculation and disclosure of On Time Completion Rates.

ARROJO Academy is currently accredited by NACCAS and approved for participation in Federal Financial Aid programs.

GRADUATION REQUIREMENTS

ARROJO Academy will graduate a student who meets all the following graduation requirements: successful completion of the 1000-hour Cosmetology program or 600-hour Barbering program or 600-hour Esthetics program, completion of all coursework requirements (written and practical) and completion of all exit paperwork during the exit interview. If a student borrowed funds through the Federal Direct Loan Program, they are required to complete a Financial Aid Exit Counseling. Graduates will be issued a Certificate of Completion, a Transcript of hours and academics, and Licensing paperwork upon meeting all requirements.

The institution ensures that each student meets all the graduation requirements before being awarded a certificate of completion by completing the graduation checklist.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded to each graduating student. It will reflect the name and address of the institution, the students name, the course hours, and the date of course graduation. Copies of the Certificate of Completion will be kept in the students' academic file. Certificates will be awarded upon meeting graduation requirements.

TRANSCRIPT

A transcript listing the course, grades, final average, and other permanent student record requirements will be maintained in the students' academic file. A final transcript is critical for student assistance after graduation.

Upon request, ARROJO Academy will issue a Transcript of Hours to students who withdraw prior to program completion. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 45 days of withdrawal.

There is an additional \$20 fee for all additional requested transcripts.

LICENSING REQUIREMENTS

ARROJO Academy will inform students of all licensing requirements and student understands that he/she is responsible for state licensing exam fees and other examination or licensing related expenses.

SCHOOL POLICIES & PROFESSIONAL STANDARDS

The cosmetology, barbering & esthetics students of today are the industry stars of tomorrow – but only when talent and technique combine with first-class professional habits. We set the highest standards of professionalism so you can practice these habits from the outset of your career. Do the right things every day and success will follow.

ATTENDANCE

ARROJO Academy is a clock hour institution. Therefore, we are required to track students' hours. Attendance for full-time students must be taken at the beginning and end of each session. Attendance for part-time students is taken at the beginning and end of each session. Full-time students are scheduled to attend 7 hours a day, 5 days a week, 35 hours per week. Evening students are scheduled to attend 4 hours a day, 4 nights a week, 16 hours per week. Weekend students are scheduled to attend 8 hours a day, 2 days a week, 16 hours per weekend. Day students receive a one-hour scheduled lunch break. Evening students have no scheduled break. A comfort break may be provided if the session allows. Weekend students receive a half-hour scheduled lunch break.

Students are required to attend a minimum of 90% of the scheduled hours to maximize their program, meet SAP requirements and complete the program within the maximum time frame. The school does not add or deduct hours as a penalty. Students unable to attend classes must contact the school a minimum of one hour before the scheduled class start.

Any absence due to incremental weather, illness, death in the immediate family and/or any other unavoidable circumstance must be reported to the school. Students who are absent and fail to notify the school will be advised of the consequences during their academic advising process.

There are no excused absences allowed at ARROJO Academy: all cosmetology students must complete 1000 clocked hours and Barbering & Esthetics students 600 clocked hours. Any hours missed must be made up within the maximum time frame or overtime charges will apply.

Late arrival or early departure to/from class is recorded to the next/previous quarter hour.

LATE ARRIVAL POLICY/ SIGN-IN TIMES

All students are expected to arrive at the facility and be fully prepared prior to scheduled session start time. Any student who is not in class at the start of session is considered late. Late arrival is recorded to the next quarter hour.

If a student arrives after the scheduled session start time (9am FT/PTW, 5:30pm PTE) they must sign in at the front desk and wait for the following sign-in times: 10:45am (FT/PTW), 1:45pm (FT/PTW), 6pm (PTE).

If the student arrives late a second time in the same week, they may be denied entry into class until scheduled break time.

If the student arrives late a third time in the same week, they may be denied entry into the session and asked to join the next scheduled class session.

If the student arrives late a fourth time in the same week, the student may be dismissed from class for the day.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption that extends the student's contract scheduled graduation date/ maximum time frame by the same number of days taken in the approved LOA. A leave of absence will only be granted in extenuating circumstances, such as, but not limited to, an accident, prolonged illness or the death of a relative. The minimum time allowed for an authorized LOA is five (5) consecutive calendar days and the maximum time allowed is thirty (30) consecutive calendar days. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period.

An LOA must be requested in writing, in advance, unless unforeseen circumstances prevent the student from doing so. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution will document the reason for its decision and the collect the request from the student at a later date or upon his/her return to school. If the student is unable to submit the request in advance, the beginning date of the LOA would be determined by the School to be the first date the student was unable to attend school due to the circumstances. The student must follow the institution's policy in requesting the LOA.

The written LOA request must include the reason for the student's request, the student's signature and supporting documentation to validate the reason for the request. The School Director(s) will review the request with the student, but not all LOA requests will be granted. There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student will not incur any additional institutional charges as a result of a requested LOA.

The contract scheduled graduation date will be adjusted by an addendum and must be signed and dated by all parties. The School will explain the implications of an LOA to the student. A retention evaluation may be performed upon the student's return. If the student fails to return on the agreed upon date, without prior notice, the student will be deemed as a withdrawal and a refund calculation performed. When calculating the refund, the student's last date of attendance will be used at the official withdrawal date.

MAKE UP HOURS

Make up hours (MUH) must be clearly differentiated from regular attendance. A MUH session may be scheduled, for students who qualify, to enable them to make up missed work and hours in order to re-establish SAP within the maximum time frame. Student must maintain perfect attendance the week of the MUH session

OVERTIME CHARGES

Students that do not complete their program's hour requirement by the maximum time frame (scheduled graduation date on Enrollment Agreement) are subject to overtime charges. Overtime charges are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. Any student wishing to purchase overtime hours to complete their program must sign a new enrollment agreement with a new maximum timeframe and sign a new payment plan prior to attending the Overtime Hours. Financial aid is not available for Overtime Charges

PERSONAL RESPONSIBILITY

All students must be fully enrolled a minimum one day prior to course commencement. It is the responsibility of the individual student to ensure they arrive for class on time, in proper uniform and with all necessary tools and equipment.

INTERNAL GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve a complaint. The procedure outlining the specific steps of the complaint process are provided at Orientation. The policy of ARROJO Academy is that the complainant attempt to resolve any issues through the schools' internal complaint process before submitting the complaint to the State and school's accrediting agency, if applicable. This procedure does not in any way limit a student's right to exercise his/her legally protected rights.

NEW YORK STATE COMPLAINTS PROCEDURE

All complaints must follow the official complaints procedure. Please see the current edition of the Disclosure pamphlet for full instructions. Any student who believes he or she has been subjected to, or affected by any such harassing and/or discriminatory conduct, should report it to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the harassing and/or discriminatory conduct, in which case the complaint should be directed to the school director) so the supervisor may investigate and attempt to resolve the matter.

CORRECTIVE ACTION POLICY

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. Students must understand that any infraction of the Professional Guidelines, General Policies or Enrollment Agreement could result in any of the following corrective actions. A student may be provided a written warning for any infraction of the Professional Guidelines.

Dismissal - A student may be removed (clocked out) from class for the day for any infraction of the Professional Guidelines.

Probation - A student may be placed on probation for a specific time for any infraction of the Guidelines. If the problem is not corrected the student may be placed on suspension for a specific time frame.

Termination of Enrollment –A student may be terminated at the discretion of School Director if it is deemed necessary to maintain the general objectives of the school.

Reason for Termination Include:

- Failure to conform to Attendance and general school policies
- Failure to conform to state laws and regulations governing the school and students
- Failure to maintain Satisfactory Academic Progress
- Willful destruction of school property
- Theft of school, student, client property
- Any action that causes bodily harm to a client, student or ARROJO employee
- Engaging in the use, manufacture, distribution, possession or sale of drugs or alcohol
- Conduct deemed improper or immoral by school staff or management

ARROJO Academy may terminate a student’s enrollment for noncompliance with General Policies or State Laws and Regulations: Improper conduct or any action which causes or could cause bodily harm to a client, a student or employee of the school; willful destruction of school property and theft or any illegal act. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 14 days of withdrawal.

Measures Taken When a Student Drops:

If absent three times consecutively without notifying the school, the student may be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of their status. Results will be recorded on the attendance register. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition may be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the attendance register.

PERSONAL CONDUCT

While on school property, or representing ARROJO Academy outside of school, all students must conduct themselves in a respectful, safe, and businesslike manner.

In order to maintain a professional environment, any student found to be disruptive (foul language, rude or unprofessional behavior), will be immediately removed from the learning environment and may be dismissed for the day, or until further notice.

PROFESSIONAL APPEARANCE

In order to conduct oneself in a professional manner, all students must look professional. Full uniform must be worn at all times, with no modifications or alterations. If uniform becomes damaged it is the individual’s responsibility to replace it as soon as possible at their own expense. Suitable closed-in footwear must be worn to comply with health and safety rules and regulations.

Hair must be clean and styled as we are promoting and working in a beauty environment (certain classes may require tying the hair back from the face and neck for health and safety reasons). Fingernails must be a workable length, neat and clean.

PERSONAL HYGIENE

All students must be fully aware of their responsibility for their personal hygiene. A daily bath or shower must be taken, teeth must be clean with fresh breath, please use regular mints / mouthwash if you smoke or drink coffee. ARROJO Academy reserves the right to instruct students with regard to appearance and hygiene issues at any time.

PROFESSIONAL CONDUCT

All clients must be treated courteously at all times. Client confidentiality must be maintained and never discussed with peers in or outside ARROJO Academy. All students will be responsible for arranging their own models for practical classes. Please stress the importance of this to your model and have a back up arranged for emergencies.

PERSONAL BELONGINGS

All student kits must be brought clean, safe and sanitized to every practical lesson. It is the individual students responsibility to replace any missing or damaged items to the same quality they were provided. Tools and equipment must only be used for their purpose as directed. All belongings are the responsibility of the individual and ARROJO Academy bears no responsibility for items lost on school property. Lockers are provided for daily use and locks must be removed at the end of your course, otherwise items will be removed and destroyed. Students must provide their own locks. For more information about the School Drug & Alcohol policy please see the Annual Security Report posted on the school website.

DRUG-FREE WORKPLACE POLICY

ARROJO Academy intends to help provide a safe and drug-free work environment for our students and our employees. ARROJO Academy has a drug abuse prevention program in operation along with a Campus Security, Crime Awareness and Drug free workplace policy. ARROJO Academy explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, marijuana, or prescription medication without a prescription on or around school premises.

MEDIA GUIDELINES FOR STUDENTS

ARROJO Academy respects the rights of students and co-workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Tik-Tok, Foursquare, Pinterest, Instagram, Twitter, Youtube, blogs, wikis, file-sharing and user-generated video and audio.

ARROJO Academy students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will remain online for a very long time and be respectful of your audience.

ARROJO Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying, or engaging in conduct that would not be acceptable in ARROJO Academics on any social media platform. ARROJO Academy reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of ARROJO Academy to protect itself from undue harm related to information that is shared on social networking sites.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: <https://www.copyright.gov/title17/92appf.pdf>

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

OCCUPATIONAL OBJECTIVES HAIRDRESSING AND COSMETOLOGY COURSE

The objective of the institute is to prepare each student to make the transition from school to a position in the field of cosmetology, barbering or esthetics. To train each student to be able to take and pass the State Board Cosmetology, Barbering or Esthetics Exam thereby enabling the student to obtain a License. To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided. In addition to the school's general curriculum and specialized courses, students are encouraged to seek their educational potential via extracurricular activities.

REASONABLE ACCOMMODATION POLICY

The Americans with Disabilities Act Coordinator is your School Director. Prior to starting school, the Director should be contacted by any person requiring information relative to the services available for individuals with disabilities.

ARROJO Academy is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student. Final determination of reasonable accommodation is made by the School Director.

A reasonable accommodation is a modification or adjustment to a lesson, course, program, service, activity, or classroom facility that enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal

student benefits & privileges that are available to a similarly situated student without a disability. Reasonable accommodations may include adjustments to rules, policies, or practices or the provision of auxiliary aids.

TUITION REIMBURSEMENT FUND

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations. To file a complaint, either write the New York State Education Department - Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760. The New York State Education Department's staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

SEX DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES

ARROJO Academy firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination including any form of harassment. Therefore, ARROJO Academy has developed Sex Discrimination and Sexual Misconduct policies that are available in the Annual Security Report that can be found online at <https://www.arrojocosmetology.com/pre-enrollment-information-1/>. The policies provide a means by which individuals can bring any violations of the policies to ARROJO Academy's attention. It also includes guidelines for reporting and investigation of complaints and adjudication procedures. Please see the Annual Security Report for more information.

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

ARROJO Academy fully complies with all rules and regulations regarding OSHA industry standards. All MSDS sheets are kept on premises in a secured metal cabinet and are accessible to all employees as required.

WEATHER-RELATED SCHOOL CLOSINGS

ARROJO Academy does not generally close because of weather-related conditions. When there is a serious "weather emergency," which causes retail businesses and government offices to close, ARROJO Academy may cancel or delay classes. A decision to have a late opening or early closing will be made by the School Owner. Students will be notified via social media.

NON-FRATERNIZATION POLICY

ARROJO Academy strives to provide an environment for students, faculty and staff that is respectful, fair and free of unlawful harassment or discrimination. This

policy applies to all school staff including directors, teaching staff, administrative staff & substitute teachers.

In keeping with its commitment to provide equal opportunity and to avoid potential conflicts of interest or breaches of professional standards to students, faculty and staff the school prohibits personal communication & relationships between staff & students outside of school. This includes sharing of personal contact information, communication via social media or non-school related socializing.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of ARROJO Academy is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with:

ARROJO Academy

56 King Street, New York, New York 10014

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes, a student or parent/guardian of dependent minors may review the students' record by contacting the School Director(s) to make an appointment. The School Director(s) will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the school, seven (7) days after the school has received the student's written request, in accordance with the manner set forth in the school catalog or any supplement to the catalog. The parent or eligible student may seek to amend educational records that the parent or eligible student believes to be inaccurate, misleading or otherwise a violation of the student's privacy rights. ARROJO Academy will make a determination on the student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy of the student, ARROJO Academy will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If ARROJO Academy decides not to amend the record, the student has a right to a hearing within 30 days of the denial. ARROJO Academy will notify the parent or eligible student of the date, time and place of the hearing.

The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position.

FERPA permits ARROJO Academy to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the school in writing.

SPACE, EQUIPMENT & FACILITIES

ARROJO Academy is a purpose built, state of the art facility. Designed with as much open-planned space as possible, the school reflects our belief in open lines of communication between students and staff. All equipment and facilities meet the highest professional standards.

INCLUDED IN THE FACILITY

Our salons are large, bright and airy, and are set up as professional salon service environments. There will be a diverse spectrum of clients for you to practice hair and beauty skills and gain invaluable salon floor experience. All services will be performed under the supervision of your instructor(s).

Student classrooms are fully equipped for theoretical and practical education. Retail Store, featuring professional hair and beauty products help to give you the opportunity to perfect your client service retail skills. Student lockers and fully stocked dispensaries are included for your convenience.

ARROJO Academy is fully equipped for handicapped access.

Student lounge for breaks, lunch & networking events.

180 Varick Street houses 3 hairdressing student salons, theory classrooms and a retail store.

180 Varick Street facility is 6000 square feet and is open Monday to Thursday 9am-9:30pm, Fridays 9am- 5pm, Saturday and Sunday 9am-5:30pm.

Featured images in this catalog all taken on location at ARROJO Academy.

PRE ENROLLMENT INFORMATION

COSMETOLOGY, BARBERING OR ESTHETICS CAREER CONSIDERATIONS:

ARROJO Academy wants to ensure that students interested in pursuing a career in cosmetology, barbering or esthetics consider all aspects of such a career decision.

Students interested in this career must:

- Enjoy working with the public and be able to follow a client's direction
- Make a strong commitment to the educational process and complete the course of study
- Have finger and hand dexterity and a sense of artistry
- Learn the skills necessary to operate a customer service based business
- Work long hours in order to build a clientele and earn the desired income

Students and applicants should be aware that the profession requires:

- Applicants have the ability to maintain good body posture for long periods of time
- The work can be physically demanding because of long hours
- For people who are extremely sensitive, continuous exposure to cosmetic products can cause
- An allergic reaction or be harmful if used incorrectly
- Compensation methods vary and may be straight salary, salary plus commission, straight
- Commission, sliding scale compensation, retail commission and independent contracting
- Practicing industry standards for safety and client infection control methods for effective and Successful performance of services
- Personal investment is necessary to build and maintain a client base
- You may be required to produce advertising and promotional materials for effective marketing of your services

COSMETOLOGY STATE LICENSING INFORMATION

The New York State Law requires that students have 1000 clock hours of training and graduate from a licensed Cosmetology School to qualify for an initial Cosmetology license. Following graduation, students are required to take a written and practical exam with a passing grade of 70% or higher before receiving their Cosmetology license.

General Cosmetology
<https://dos.ny.gov/licensing-services>

Written Exam Information
<https://dos.ny.gov/licensing-services>

Practical Exam Information
<https://dos.ny.gov/licensing-services>

License Application
<https://aca.licensecenter.ny.gov/aca/>

States Ny Has Reciprocity With
<https://dos.ny.gov/licensing-services>

Pass Rate
<http://www.acces.nysed.gov>

BARBERING STATE LICENSING INFORMATION

The New York State Law requires that students have 600 clock hours of training and graduate from a licensed Barbering School to qualify for a Master Barber license. Following graduation, students are required to take a practical exam with a passing grade of 70% or higher before receiving their Barbering license. The written portion of the exam is taken prior to graduation.

General Barbering
<https://dos.ny.gov/licensing-services>

Practical Exam Information
<https://dos.ny.gov/licensing-services>

Voter Registration
<https://www.elections.ny.gov/VotingRegister.html>

ESTHETICS STATE LICENSING INFORMATION

The New York State Law requires that students have 600 clock hours of training and graduate from a licensed Esthetics School to qualify for an Esthetics license. Following graduation, students are required to take a written & practical exam with a passing grade of 70% or higher before receiving their Esthetics license.

General Esthetics
<https://dos.ny.gov/licensing-services>

Written Exam Information
<https://dos.ny.gov/licensing-services>

Practical Exam Information
<https://dos.ny.gov/licensing-services>

License Application
<https://aca.licensecenter.ny.gov/aca/>

States NY Has Reciprocity with
<https://dos.ny.gov/licensing-services>

Selective Service

To receive federal student aid, the student must be registered with Selective Service if the student is male, at least 18 years old, and born after December 31, 1959. Generally, men between the ages of 18 through 25 are required to register with the Selective Service systems. This requirement covers both U.S. citizens, permanent residents, and most other men residing in the U.S. Students may register with Selective Service by answering a question on the FAFSA or the student may register online at the Selective Service website at: www.sss.gov.

Students who have questions about the Selective Service registration requirement may contact the Selective Service at 1-847-688-6888.

Standard Occupational Code (SOC CODE) Hairdressers, Hairstylists
And Cosmetologists

<https://www.onetcodeconnector.org/ccreport/39-5012.00>

Standard Occupational Code (SOC CODE) Barbering

<https://www.onetonline.org/link/summary/39-5011.00>

National Centre For Education Statistics (CIP CODE) Classification Of
Instructional Programs

<https://nces.ed.gov>

National Centre For Education Statistics (CIP CODE) Barbering

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0402>

Gainful Employment Information

<http://arrojocosmetology2.com/Gedt/12.0401-Gedt.html>

Department Of Education

<https://www.ed.gov>

Net Price Calculator

<http://arrojocosmetology2.com/NetPriceCalculator/npcalc.htm>

NYC Crime Statistics

<https://www1.nyc.gov>

ARROJO Academy's Annual Security Report

<https://static1.squarespace.com/static/53175a67e4b06e08b39c091b/t/644236917894c25fab9a6e39/1682060946750/ARROJO+Academy+2022+Annual+Security+Report.pdf>

Standard Occupational Code (SOC CODE) Estheticians

<https://www.onetcodeconnector.org/ccreport/39-5094.00>

National Centre For Education Statistics (CIP CODE) Esthetics

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87271>

Standard Occupational Code (SOC CODE) Estheticians

<https://www.onetcodeconnector.org/ccreport/39-5094.00>

National Centre For Education Statistics (CIP CODE) Esthetics

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87271>

STUDENT EDUCATIONAL MATERIAL

COSMETOLOGY

Milady Standard Cosmetology 2016, 13th Edition, Hardback Text Book
ISBN-13: 9781285769417

BARBERING

Milady Standard Barbering 2016, 6th Edition, Hardback Text Book
ISBN: 9781305100558

ESTHETICS

Milady Standard Esthetics: Foundations and Fundamentals 12th Edition
ISBN 9780357482841

PRODUCT LISTING

<https://www.milady.com>

**COSMETOLOGY BOOKS AND STUDENT KIT
INFORMATION & PRICING**

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE	
LIC SALON APPAREL	Cutting Cape	1	Teflon White snap close	\$30.00	
	Uniform	2	Black with logo	\$100.00	
				\$130.00	
BURMAX	Vinyl Comb Out Cape	1	Black - Scalpmaster	\$4.00	
	ARROJO Nylon Chemical Cape	1	Black - Scalpmaster	\$8.00	
	ARROJO Stylist Apron	1	Black - Scalpmaster	\$12.00	
	Flip-Top Bottle	3	Clear - Soft'n Style	\$2.00	
	Crystal Clear Spray Bottle	1	16 oz fine mist	\$2.00	
	Hip Swivel Mankin Holder	1	Table Clamp	\$10.00	
	ARROJO Expandable Bag with Detachable Carry-All Bag	1	Black	\$40.00	
	Duck Bill Clips	1 box	12 Clips - Soft'n Style	\$2.00	
	Double Prong Curl Clips	1 box	Double Prong - Soft'n Style	\$6.00	
	Dual Purpose Pin Curl Clips	1 box	Soft'n Style	\$8.00	
	Bobby Pins	1 box	1/2 lb. - Soft'n Style	\$4.00	
	Hair Pins	1 box	1/2 lb - Soft'n Style	\$4.00	
	Nylon Roller Pins	1 pack	Soft'n Style	\$3.00	
	Styling Comb	1 box	7" - Aristocrat	\$3.00	
	Pin Tail Comb	2	8" - Scalpmaster	\$3.00	
	Rat Tail Carbon comb	1	8-1/2" - Salonchic	\$3.00	
	Rat Tail Comb	1 box	8-1/4" - Aristocrat	\$3.00	
	Dye Brush	4	Soft'n Style	\$2.00	
	Champion Comb	1	Champion Black	\$12.00	
	Plastic Sterilizing Tray	1	White	\$10.00	
	Mini Concentrated Air Diffuser	1	Grey Sock - Soft'n Style	\$5.00	
	Marcel Grip Iron	1	3/4 " Regular Hot Tools	\$35.00	
	Snag Free Elastic Bands	1 pack	12 Black - Gold Magic	\$1.00	
	Big Digit Digital Timer	1	Digital - Soft'n Style	\$10.00	
	100 ml. Small Jar	2	Fanta Sea	\$2.00	
	160 ml. Medium Jar	3	Fanta Sea	\$3.00	
	Jumbo Lilac Rollers	1 pack	Lilac - Soft'n Style	\$2.00	
	Smooth Magnetic Set rollers	1 pack	1-1/8" Beige - Soft'n Style	\$2.00	
	Palm Size Peanut Clipper/ Trimmer	1	Wahl Trimmer	\$45.00	
					\$246.00

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
ARROJO	Detangling Brush	1	ARROJO AP-B11	\$16.00
	Round Paddle	1	ARROJO AP-B1	\$28.00
	Small Paddle Brush	1	ARROJO AP-B10	\$22.00
	Large Round	1	ARROJO AP-B7	\$32.00
	Medium Round	1	ARROJO AP-B6	\$28.00
	Small Round	1	ARROJO AP-B5	\$24.00
	Extra Small Round Brush	1	ARROJO AP-B4	\$23.00
	Small Ceramic Round Brush	1	ARROJO AP-B12	\$23.00
	Medium Ceramic Round Brush	1	ARROJO AP-B13	\$26.00
	Ceramic Round Brush	1	ARROJO AP-B9	\$30.00
	Styling Brush	1	ARROJO AP-B2	\$25.00
	Cutting Comb	2	ARROJO AP-C2	\$17.00
	Cutting comb	2	ARROJO AP-C1	\$15.00
	ARROJO Razor	1	ARROJO Styling Razor	\$130.00
	Razor Blades	1 box	Guarded Styling	\$11.00
	ARROJO Scissors	1	ARROJO 5 1/2 inch	\$335.00
	ARROJO Thinning Scissors	1	ARROJO 5 1/2 inch	\$375.00
	ARROJO Red Clips	2	Pack of plastic clips	\$28.00
	ARROJO Hairdryer	1	ARROJO	\$229.00
PIVOT POINT	Snap Cap Headform	1	Head form only	\$20.00
	Solid Full	3	One length medium length hair	\$270.00
	Quadrant	1	4 color hair	\$90.00
	Swatches Pack	1 pack	small pack of 70 blank swatches	\$25.00
				\$405.00
MILADY CENGAGE	Milady Hard Cover Text Book	1	ISBN 10: 1-285-76941-4	\$169.95
FROMM	Tripod	1	Man Tripod	\$90.00
				\$90.00
PARODI	Hand Cream	1	2 fl.oz	\$18.00
				\$18.00
TOTALS				\$2457.95
Tax 8.875%				\$218.14
Grand Total				\$2676.09

BARBERING BOOKS AND STUDENT KIT INFORMATION & PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
LIC SALON APPAREL	Cutting Cape	1	Teflon White snap close	\$30.00
	Uniform	2	Black with logo	\$100.00
				\$130.00
BURMAX	Crystal Clear Spray Bottle	1	16 oz fine mist	\$2.00
	ARROJO Expandable Bag	1	Black with logo	\$40.00
	Champion Rake Comb	1	Champion 9" Rake Comb C99	\$12.00
	Clipper Comb	2	8" Clipper Comb	\$5.00
	Plastic Sterilizing Tray	1	White DL-C91	\$10.00
	Andis Pivot Motor Combo	1	Clipper and Trimmer	\$45.00
	Professional Straight Razor	1	Shaving Razor with Blades	\$5.00
	Flat Top Clipper Comb	1 white	8 1/2" Clipper comb White	\$10.00
	Flat Top Clipper Comb	1 black	8 1/2" Clipper comb Black	\$10.00
	Shampoo Cape	1	Vinyl Shampoo Cape	\$4.00
	Vial Styptic Powder	1	Safe Styptic Powder	\$4.00
	Cutting Combs	1 box	7" Aristocrat	\$5.00
	Barber Combs	1 box	7 1/2" Aristocrat	\$5.00
	Sharps Box	1	Used Sharps Container	\$5.00
	100 ml. Small Jar	2	FantaSea	\$2.00
	Spray Cleaner/Disinfectant for Clippers	1	Andis Cool Care 5-in-one	\$10.00
	Scalpmaster Vent Brush	1	Scalpmaster Vent Brush	\$5.00
	Small Bottles	3	Soft'n Style 4oz flip-top bottle B25	\$4.00
	Diffuser	1	Mini Air Diffuser	\$3.00
ARROJO	Styling Comb	2	ARROJO AP-C1	\$8.00
	Cutting Comb	2	ARROJO AP-C2	\$9.00
	ARROJO Styling Brush	1	ARROJO AP-B2	\$25.00
	Razor Blades	1 box	Guarded Styling	\$11.00
	ARROJO Razor	1	ARROJO Styling Razor	\$130.00
	ARROJO Scissors	1	ARROJO 5 1/2 inch	\$375.00
	ARROJO Thinning Scissors	1	ARROJO 5 1/2 inch	\$375.00
	ARROJO Hair Dryer	1	ARROJO	\$229.00
	Red Clips	1	ARROJO	\$14.00
				\$1176.00
CLIC	Mens Mani	2	Mens Mani	\$130.00
	Mens Mani with Beard	1	Mens Mani with Beard	\$65.00
				\$195.00
MILADY CENGAGE	Milady Hard Cover Text Book	1	ISBN: 9781305100558	\$172.95
FROMM	Tripod	1	Man Tripod	\$90.00
				\$90.00
TOTALS				\$1949.95
	Tax 8.875%			\$173.06
	Grand Total			\$2123.01

ESTHETICS BOOKS AND STUDENT KIT INFORMATION & PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
LIC SALON APPAREL	Uniform	2	Smock with logo	\$100.00
				\$100.00
DERMA-LOGICA	Student Product Kit	1		\$400.00
				\$400.00
BURMAX	Head band for SB	2		\$10.00
	Plastic tubs for SB	4		\$12.00
	Plastic jars for SB	4		\$12.00
	Plastic bottles for SB	4		\$12.00
	Tweezerman Tweezers flat	2		\$25.00
	Tweezerman Tweezers slanted	2		\$25.00
	Disposable mascara wands	1 Pack		\$5.00
	Disposable lip brush	1 Pack		\$5.00
	Disposable eye shadow applicators	1 Pack		\$5.00
				\$111.00
MILADY - BOOKS	Milady Standard Esthetics: Foundations and Fundamentals 12th Edition	1	ISBN: 9780357263792	\$188.95
	Milady Standard Esthetics: Foundations Workbook 12th Edition	1	ISBN: 9780357482841	\$161.95
			\$350.90	
TOTALS				\$961.90
			Tax 8.875%	\$85.37
			Grand Total	\$1047.27

LIC Salon Apparel 866 997 6237
 Burmax 800 645 5118
 ARROJO 212 242 7786
 Pivot Point 800 886 4247
 Milady Cengage 800 998 7498
 Shear World 800 533 3102
 Parodi 212 242 7786
 Fromm 847 264 1241

ADDENDUMS

ADDENDUM 1:

FACULTY STAFF

Licensed Instructors

DAVID ARROJO (NICK) SCHOOL OWNER, COSMETOLOGY/BARBERING EDUCATOR

Nick Arrojo's distinguished career began at Vidal Sassoon, Manchester, England. After ten successful years he joined Wella, London. Soon, his inspirational work caught the attention of Bumble & Bumble, and in 1994 he became Director of Education for this eminent New York City salon. Three years later, he opened ARROJO CUTLER, a new salon that would flourish under his guidance, while Nick became Global Master for Aveda. Then, in September 2001, Nick realized a lifelong dream: he opened the wholly independent ARROJO studio salon. Ten years later ARROJO studio is a multi-award-winning salon, world-renowned for the excellence and integrity of its services, and its success paved the way for Nick's business to become a brand, incorporating: salon, advanced education, cosmetology, product, and professional distribution. With thirty years on the salon floor, a razor-sharp portfolio, definitive exposure in print and television, Nick is recognized as the world's foremost razor-cutter, a revered stylist and educator, and a modern pioneer of the hairdressing craft.

JOSEPH GUINTO SCHOOL DIRECTOR/COSMETOLOGY EDUCATOR

School Director Joseph is a doyen of the classroom, a master hairdresser & instructor, and a key part of our faculty. A stylist for more than a decade with teaching experience for Bare Minerals and Nioxin before becoming Director of Education at Redken's Salon Professional Academy, Florida, Joseph is a Redken Certified Colorist and Master Specialist. He then moved on to become a cutting specialist at the Paul Mitchell School. His credits include NY Fashion Week and hair styling for TV. As an educator, Joseph combines technical precision and an artistic eye with patience, knowledge and understanding, helping each student to realize their potential; while as a School Director Joseph is organized, methodical and structured with excellent communication skills, making him a vital asset for both students and staff.

PAUL MERRITT COSMETOLOGY/BARBERING EDUCATOR

Since starting his career at Vidal Sassoon in 1992, Paul has become one of the recognized faces of hairdressing. By the late 90s he was being cited as a rising star of the industry and by 2003, he appeared on ground-breaking British docu-soap, *The Salon*, bringing hairdressing to the attention of the masses. He has worked for publications such as *Vogue*, *Harpers Bazaar*, *ELLE* and *ID*. Paul has also worked with fashion designers at LFW and NYFW. He has worked with Claudia Schiffer, Rosamund Pike, Alexa Chung, Alice Dellal, Jennifer Lawrence and Bryan Ferry, among other celebrities. When not on a show or shoot, you can find Paul sharing his passion, enthusiasm, and world-class skills with students at ARROJO Academy.

GRACE VEGA COSMETOLOGY/BARBERING EDUCATOR

A native Brooklynite, Grace's parents were art directors, which meant she was surrounded by the elements of style throughout her childhood. It rubbed off — as a teenager she cut her own hair with a straightedge razor. After attending FIT

& Parsons for design, Grace realized hairdressing was her true calling and has been a hairstylist in NYC for 25 years. Recognizing the importance of education, she has attended classes and shows with hairdressing icons like Irvin Rusk, Trevor Sorbie, Beth Minardi, and Vivian MacKinder. In 2012 Grace attended IBS NY and saw ARROJO razor cutting techniques live for the first time. Inspired, and with childhood memories rekindled, she immediately signed up for our advanced seminars for professional razor cutting. Grace became a devoted brand enthusiast and discovered her own love for sharing and teaching. Now part of our teaching staff, she encourages students to “Go forward and do great hair!”

STACIA COHEN COSMETOLOGY EDUCATOR

Originally from New Jersey, Stacia has a garden full of hairdressing skills. A career spanning 30 years includes stints at prestigious locations like Bally’s Hotel, Taj Mahal, and the famed NYC salon, Gil Ferrer. Coming from a family of educators, Stacia earned an honors degree in education and then, to further her career and polish her skills, she attended the Toni & Guy Academy in London. An expert in all elements of the craft, Stacia combines her passion for teaching with her passion for hairdressing; she embraces the energy and excitement of The Big Apple while guiding her students towards a great career in the creative craft of cosmetology.

ANNMARIE PARKER COSMETOLOGY EDUCATOR

Eighteen years as a hairdresser, including twelve as an educator, Anmarie is a cosmetology educator with exceptional knowledge and experience. With a passion for romantic styling, she is an expert at creating hair designs for weddings and other special occasions. As a hair cutter, she is a master of the classic French hair cutting method, as well as the latest trends and techniques in cut and color. As part of the ARROJO Academy faculty, Anmarie brings attention to detail, high standards, and great communication skills, making her a personable and inspirational teacher of the hairdressing art and craft.

JENNIFER ADAMS COSMETOLOGY EDUCATOR

Originally from Northern California Jen is a twenty-five-year industry veteran who has seen the cosmetology industry from every angle. As an award-winning salon owner, she mastered running a successful business; as a consultant she guided others on their path to success; as an educator for ten years she has helped thousands of hairdressers perfect their skills; working on editorial and runway she has influenced the fashion industry; as an expert in special FX makeup she has a rounded approach to creating beauty; and as Certified Advanced Barber she is on the vanguard of current trends in the industry. Easy going and personable, Jen joined our team of educators to make a positive contribution on the careers of future generations of cosmetologists.

TIFFANY (LOUISE) ALCAIDE ESTHETICS EDUCATOR

Louise is a knowledgeable, skillful, and passionate esthetics expert. With eight years of experience as a practicing esthetician, her professionalism and hard work led her to a successful career in the art and craft she loves. Her understanding of beauty, esthetics, and people helped her become a specialist niche makeup artist for weddings and other special occasions before the desire to teach to and share took over, leading her to join our faculty team. Louise loves helping people feel better about themselves through the human touch, and through the application of the right skincare regimens. As an educator Louise’s love for making a difference in her students’ lives shines through every class, from basic theory to advanced applications. A born Brooklynite, Louise loves wineries, festivals, sun, sand, and sea.

TENAZER (LELA) PEDIFORD COSMETOLOGY EDUCATOR

Tenazar is an experienced and versatile stylist and educator. An NYS licensed cosmetologist for over 15 years, and an NYS Licensed cosmetology instructor for more than six years, Tenazer is a hairdresser who combines precision and technique with her own creative edge. Tenazer can also boast specialties in extensions and textured hair styling as well as skincare certifications in the Kinetic Dermabrasion System and Lymphatic Massage. A BBA in marketing completes her remarkably well-rounded education, which she employs to offer students a complete picture of the beauty industry, as well as the skills to be salon-ready pros straight out of school. Born and raised in Brooklyn, Tenazer is a proud New Yorker who started styling her family's hair when she was only 13.

DANIEL (ETHAN) PETTY COSMETOLOGY EDUCATOR

Ethan can boast ten successful years as a stylist. His career credits include working as a national educator and salon manager for Wella, completing the Ulta Master Stylist training, educator come color and product specialist at The Salon Professional Academy, and completing Redken Specialist, Color Authority, Color Certification, and Finishing Authority programs before taking a prestigious Redken Artist position. As an educator Ethan loves to teach all techniques, and especially the values of precision and creativity. With energy and passion for his work, Ethan goes above and beyond to ensure each student gets the best possible learning experience. Outside of the classroom, Ethan enjoys music, film, fashion, and photography. Originally from Nashville, he lived in Memphis and Nashville before finding his home in NYC.

ELIZABETH KOLENOVIC- COSMETOLOGY EDUCATOR

Elizabeth has been a hair stylist for thirty years, bringing extraordinary experience to our faculty team. While much of her early career was in Westchester, NY over the last 18 years she has worked exclusively in NYC. As a stylist on the prestigious and exclusive Madison Avenue, Elizabeth cut and styled an upscale clientele, including celebrities. A creative and multitalented stylist, she also starred at fashion shows and styling hair for TV. Nowadays, Elizabeth shares her lifetime of knowledge with our students, guiding them from fundamentals through to advanced techniques in cut, color, styling, and texture. Elizabeth is the youngest of ten children and a first generation American. Her parents migrated from Montenegro with nine children, and Elizabeth on the way. Elizabeth's hobbies include interior design, fashion, cooking, photography, and gardening.

Administrative Staff

DAVID ARROJO (NICK) SCHOOL OWNER, COSMETOLOGY/BARBERING EDUCATOR

Nick Arrojo's distinguished career began at Vidal Sassoon, Manchester, England. After ten successful years he joined Wella, London. Soon, his inspirational work caught the attention of Bumble & Bumble, and in 1994 he became Director of Education for this eminent New York City salon. Three years later, he opened ARROJO CUTLER, a new salon that would flourish under his guidance, while Nick became Global Master for Aveda. Then, in September 2001, Nick realized a lifelong dream: he opened the wholly independent ARROJO studio salon. Ten years later ARROJO studio is a multi-award-winning salon, world-renowned for the excellence and integrity of its services, and its success paved the way for Nick's business to become a brand, incorporating: salon, advanced education, cosmetology, product, and professional distribution. With thirty years on the salon floor, a razor-sharp portfolio, definitive exposure in print and television, Nick is recognized as the world's foremost razor-cutter, a revered stylist and educator, and a modern pioneer of the hairdressing craft.

JOSEPH GUINTO SCHOOL DIRECTOR/COSMETOLOGY EDUCATOR

School Director Joseph is a doyen of the classroom, a master hairdresser & instructor, and a key part of our faculty. A stylist for more than a decade with teaching experience for Bare Minerals and Nioxin before becoming Director of Education at Redken's Salon Professional Academy, Florida, Joseph is a Redken Certified Colorist and Master Specialist. He then moved on to become a cutting specialist at the Paul Mitchell School. His credits include NY Fashion Week and hair styling for TV. As an educator, Joseph combines technical precision and an artistic eye with patience, knowledge and understanding, helping each student to realize their potential; while as a School Director Joseph is organized, methodical and structured with excellent communication skills, making him a vital asset for both students and staff.

TIFFANY ANN COLÓN SCHOOL DIRECTOR/COMPLIANCE MANAGER

School Director and Compliance Manager, Tiffany, is the expert authority on regulations and policies for all governing entities, including NY State Education Dept, U.S Dept of Education, and NACCAS. In her role Tiffany creates, maintains, and oversees all school policies and procedures, ensuring our compliance with government agencies. Day to day she also works closely with our Admissions, Student Services, and Financial Aid departments. A charming people person from NJ who excels in her position. Tiffany's interests include travel, foodie culture, music, fashion and beauty trends, and the cultural diversity of NYC.

AILEEN DELGADO STUDENT SERVICES COORDINATOR

Great communication, high energy, hands-on experience, and motivational skills make Aileen an exceptional student services coordinator, always on hand to keep our undergraduates on track. With a double major in English and Law, Aileen is a proud graduate of Penn State university. After working in enrollments and student records for a variety of trade schools and colleges, she joined our faculty to help with day-to-day operations, and to build effective student relationships. When she is not helping students find the right path for their future, Aileen loves crafting. She creates her own 2D and 3D greetings cards for all occasions, as well as stickers and t-shirts.

VANESSA SIMPSON ADMISSIONS COORDINATOR

Vanessa has been an admissions professional for more than twenty years. Her prior admissions experience includes working for career schools and universities, where she guided undergraduates to virtual and in person learning experiences. Vanessa passionately believes "self-investment is possible through education." This conviction drives her to lovingly support people pursuing their career goals. As our Admissions Agent, Vanessa is the first person to speak with

potential students and -- blessed with the gifts of experience, understanding and empathy -- she advises each person as they explore their educational and career opportunities. Vanessa's personal interests include reading bestseller books, cooking, spending time with family and friends. Vanessa is a Graduate of Benedictine University with a master's in public health. Originally from Harlem, New York, she now lives Irvington, New Jersey.

TIFFANY (TINA) SIMON FINANCIAL AID OFFICER

Tina is a 13-year beauty school professional. Originally an admissions coordinator, then a student services manager, she is now an expert in Financial Aid whose rich and varied experiences inform her comprehensive view of how a beauty school can function and progress with optimum efficiency. As our Financial Aid Officer, Tina's comprehensive knowledge of financial aid process flows, implementing automated systems, student mentorship and development ensures students find the best financial aid package for their needs. An - Accounting Information Systems and Business Administration graduate, Tina is an educated, seasoned administrator who cares deeply about her work. Tina's family-orientated personality means that in her spare time she can be found spending time with her family, taking outings, traveling, and making memories.

MICHI ESTRADA STUDENT SALON MANAGER

Michi brings calm, charm, and professionalism to the student salon and retail store. As the student salon manager, Michi books and checks in clients for students, manages inventory and retail sales, directs day to day front of house operations, and supports the needs of the students as they work on clients and models. As the first person students, staff, and guests greet when they come into school she sets the tone for our warm and welcoming culture and is always available to help, whether the challenge is great or small. A native New Yorker with a penchant for practical jokes, Michi loves spending time with family, trying adventurous new food, fun with friends, and making people feel happy.

ADDENDUM 2:

OEDS & STATE BOARD PASS RATES

ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS JULY 1, 2021 THROUGH JUNE 30, 2022

Cosmetology

A. PROGRAM ENROLLMENT

Full -Time	99
Part - Time	34
Total Enrollment	133

B. PROGRAM COMPLETION RATE

Enrolled	133
Graduates	67
Non Completers	13
Continuing Students	46

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	67
Percentage of graduates who are:	
1) Employed related field	40
2) Employed slightly related field	27
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

Cumulative NACCAS Outcome Rates for all programs offered in 2020

Completion 98.95%	Minimum: 50%
Placement 67.02%	Minimum: 60%
Licensure 92.31%	Minimum: 70%

**ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE
PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS
JULY 1, 2020 THROUGH JUNE 30, 2021**

Cosmetology

A. PROGRAM ENROLLMENT

Full -Time	69
Part-Time	12
Total Enrollment	81

B. PROGRAM COMPLETION RATE

Enrolled	81
Graduates	43
Non Completers	5
Contuining Students	68

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	43
Percentage of graduates who are:	
1) Employed related field	43
2) Employed slightly related field	0
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

Cumulative NACCAS Outcome Rates for all programs offered in 2021

Completion 97.01%	Minimum: 50%
Placement 64.84%	Minimum: 60%
Licensure 96.74%	Minimum: 70%

**ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE
PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS
JULY 1, 2021 THROUGH JUNE 30, 2022**

Barbering

A. PROGRAM ENROLLMENT

Full -Time	40
Part - Time	0
Total Enrollment	40

B. PROGRAM COMPLETION RATE

Enrolled	40
Graduates	19
Non Completers	2
Continuing Students	2

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	19
Percentage of graduates who are:	
1) Employed related field	8
2) Employed slightly related field	8
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

**ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE
PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS
JULY 1, 2020 THROUGH JUNE 30, 2021**

Barbering

A. PROGRAM ENROLLMENT

Full -Time	22
Part - Time	0
Total Enrollment	22

B. PROGRAM COMPLETION RATE

Enrolled	22
Graduates	4
Non Completers	1
Continuing Students	17

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	4
Percentage of graduates who are:	
1) Employed related field	0
2) Employed slightly related field	0
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

**ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE
PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS
JULY 1, 2021 THROUGH JUNE 30, 2022**

Esthetics

A. PROGRAM ENROLLMENT

Full -Time	40
Part - Time	0
Total Enrollment	40

B. PROGRAM COMPLETION RATE

Enrolled	40
Graduates	29
Non Completers	1
Continuing Students	10

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	29
Percentage of graduates who are:	
1) Employed related field	5
2) Employed slightly related field	5
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

**ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE
PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS
JULY 1, 2020 THROUGH JUNE 30, 2021**

Esthetics

A. PROGRAM ENROLLMENT

Full -Time	22
Part - Time	0
Total Enrollment	22

B. PROGRAM COMPLETION RATE

Enrolled	22
Graduates	12
Non Completers	0
Continuing Students	10

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	12
Percentage of graduates who are:	
1) Employed related field	4
2) Employed slightly related field	0
3) Employed unrelated field	0
4) In military	0
5) Seeking employment	0
6) Pursuing additional education	0
7) Unavailable for placement	0
8) Status unknown	0

ADDENDUM 3:

INFORMATION FOR STUDENTS STUDENT RIGHTS

SCHOOLS ARE REQUIRED TO GIVE THIS DISCLOSURE PAMPHLET TO INDIVIDUALS INTERESTED IN ENROLLING IN THEIR SCHOOL.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department

heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand

it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about “private school agents?”

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about “grants and guaranteed student loans”?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours– the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

FOR MORE INFORMATION

ARROJO Academy

180 Varick Street, New York, NY 10014 1.212.242.7786

WEB <https://arrojoacademy.com> **EMAIL** cosmo@arrojonyc.com