

# **SYLVAIN MELLOUL**

## **INTERNATIONAL HAIR ACADEMY**

### School Catalog

### Cosmetology, Barbering, & Esthetics Programs

**2018**

River Ridge Mall

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***Welcome Prospective Student,***

We are excited that you are interested in attending Sylvain Melloul International Hair Academy to obtain your hair education.

We have a passion for hair, fashion, style, people, and creativity that supports our work in the beauty industry.

The needs and demands of this industry are growing every day. That is why we believe a quality education is essential in order to succeed. The methods and curriculum of our Academy address industry challenges by teaching strong basic fundamentals integrated with advanced methods. Our goal is to equip students with the knowledge, tools, and professionalism necessary to enter the field with confidence and the ability to thrive.

Our Academy is dedicated to helping you succeed through achieving your goals in this exciting and growing industry. We strive to work with students who are passionate and dedicated to provide the highest levels of service and professionalism.

We welcome you to Sylvain Melloul International Hair Academy and are pleased to provide you with a quality education that will enable you to join this rewarding profession.

Regards,



Sylvain Melloul

## THE SYLVAIN MELLOUL STORY

Sylvain Melloul's hairdressing career began over five decades ago in Paris, France where he started as an apprentice at 14 years of age. Soon after, Sylvain's professional career was launched when he joined the L'Oreal Professionnel Artistic Team. As a member of the team, Sylvain performed platform work, taught contemporary educational techniques, and developed his vision of leading the beauty industry.

In 1970 at 21 years old, L'Oreal Professionnel sent Sylvain Melloul to the Watergate Salon in Washington D.C. to teach the latest techniques. After what was only meant to be a three-month teaching period, Sylvain was given the opportunity to stay at the Watergate Salon as their lead stylist. Within weeks, speaking only a few words of English, Sylvain and his innovative French hairstyling methods swept the Nation's Capital. Sylvain quickly built his reputation through applying his European approach, which resulted in him building a clientele with an extensive waiting list.

In 1974, Sylvain opened his first salon on M street in Georgetown, Washington D.C. This salon became his flagship salon for over 30 years. Sylvain continued to open several different concept salons, including; *Mathew Sylvain*, *Visage*, *Visage Express* (chain of salons), and *Sylvain Melloul Salon*. Sylvain Melloul's brand reached locations in Beverly Hills, Paris, and of course the Washington D.C. metropolitan area.

Sylvain faced a continuous challenge while running his salons, and that difficulty was:

***"Finding hairdressers that met his quality standard in the United States. "***

Sylvain's quick solution to this problem was to import hairstylist from Europe. Throughout his career, Sylvain brought many stylists over from Europe to work in his salons. During this time, Sylvain would conduct a **training academy** for all of his stylists to bring them to the quality standard he expected. It was through this initial training academy that Sylvain discovered his passion for education.

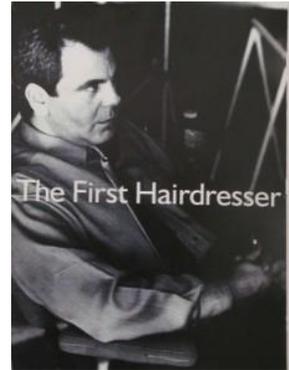
Today, Sylvain has taken a different approach to solving the problem he faced as a salon owner (and the same struggle most salon owners still face today): ***"better educate tomorrow's stylists by building the proper foundation today."***

Throughout his career, Sylvain Melloul was published in thousands of national and international publications, including; *Vogue*, *Harper's Bazaar*, *ELLE*, *Mademoiselle*, *American Salon*, *Salon News*, *The Washington Post*, and *New York Post*, among others. In fact, Sylvain brought the spotlight to Washington D.C. beauty & fashion by being the first Washington D.C. salon ever mentioned in *Vogue* magazine.

In 1992, **The First Lady, Hilary Rodham Clinton**, was seeking a new hairstylist after an unsuccessful haircut by a New York based stylist. Sylvain's reputation had reached the White House and the First Lady's national search for her new stylist ended at her doorstep.

For more than two years, **Sylvain was the personal hairstylist to the First Lady Hilary Rodham Clinton.** During this time, he traveled around the world with the President and First Lady Clinton aboard Air Force One. Sylvain Melloul’s success with First Lady Hilary Rodham Clinton led the media to appoint him **“The First Hairdresser.”**

Sylvain’s famous clients ranged from celebrities, political figures, musicians, and more throughout his career, including; **Sigourney Weaver, Michael Nouri, Paloma Picasso, Kelly McGillis, the Clinton Family, Senator and Mrs. Jacob Javitz, Senator and Mrs. John Heinz (of Heinz Ketchup), Susan Ford, Britney Spears, Art Garfunkel, and Sade,** to name a few.



Today, Sylvain’s vision, philosophy, and approach to hairdressing are the foundation of our education at the **Sylvain Melloul International Hair Academy.** Sylvain’s continued relationship with **L’Oreal Professionnel** remains an essential element in the Academy’s mission to educate, train, and inspire students with a high level of professionalism and skill that will foster employment opportunities in the beauty industry. Sylvain Melloul continues to lead the beauty industry through his experiences, knowledge, and passion. It is his goal to impact the global beauty industry through the influence and success of graduates from the Sylvain Melloul International Hair Academy.

## **VISION**

To develop and train world class beauty industry professionals who are knowledgeable, passionate, and creative.

## **MISSION**

To educate, train, and inspire students to complete the program with a high level of professionalism and skill that will foster employment opportunities in the beauty industry.

## **PROGRAMS OFFERED**

Sylvain Melloul International Hair Academy offers the following programs.

<b>Program Name</b>	<b>Program Length</b>	<b>Program Duration</b>	<b>Program Graduates Receive</b>
Cosmetology	1500 clock hours	38 weeks	Certificate of Completion
Barbering	1100 clock hours	32 weeks	Certificate of Completion
Esthetics	600 clock hours	23 weeks	Certificate of Completion

## **OWNERSHIP**

The owners of Sylvain Melloul International Hair Academy have more than 75 years of combined experience in the beauty industry. The Academy is owned by Sylvain Melloul, Mark Gross, Jonathan Melloul, and Joseph Melloul. The current ownership group took over control of the institution in July 2010. The Academy moved locations to its current facility in October 2012 at which time the school officially became Sylvain Melloul International Hair Academy. The institution was originally established in 1968. The current ownership group is also the governing Board of Directors of the Academy. The Board members have the following powers, duties, and responsibilities; Sylvain Melloul – CEO and Education Leader, Mark Gross – CFO and Compliance Leader, Jonathan Melloul – COO and Operations Leader, Joseph Melloul – CMO and Admissions/Marketing Leader.

## **LOCATION**

Sylvain Melloul International Hair Academy is located in the River Ridge Mall near the food court. River Ridge Mall has a wide variety of retail stores, specialty retail shops, a food court, department stores, Movie Theater, fitness center and other attractive amenities. The mall provides a great setting and safe environment to spotlight the Sylvain Melloul International Hair Academy, along with the positive energy and atmosphere that allows our students to shine.

## **FACILITIES AND EQUIPMENT**

Sylvain Melloul International Hair Academy believes that an exciting and motivating facility adds value to a students' education. The Academy is divided into two basic sections: classrooms and a student salon floor/barber shop. This design purposefully separates classrooms from the salon floor/ barber shop, which mirrors a professional salon/shop. The classrooms provide a comfortable work area for students to learn theory and practical techniques while the salon floor/ barber shop allows students to gain practical experience in a professional environment.

Sylvain Melloul International Hair Academy has over 8,000 square feet of educational space available to students. Academy facilities include:

- Reception area, which includes a reception desk, waiting area, and retail displays
- 32 cutting/styling stations
- 10 color stations
- L'Oreal Professionnel Color Bar
- Freshmen Academy Classroom
- Sophomore Academy Classroom
- Practice Room where students at all levels learn to translate classroom theory into practical application. Students prepare to transition from the classroom to the salon floor/ barber shop by working with mannequins while receiving guidance and feedback from teachers.
- Advanced Studio with performance stage
- Spa area that includes: manicure and pedicure stations, waxing and facial room
- Make-Up Application display and area
- Student break room with refrigerator, microwave, sink, and seating

## EDUCATIONAL PARTNERSHIPS

The Sylvain Melloul International Hair Academy has established partnerships with several industry leaders including:

- **L’Oreal Professionnel**
- **Mizani**
- **Morgan Taylor**
- **OFRA Makeup**

These partners add value to students in a number of ways. In addition to providing brand name products for service applications and retail selling opportunities, these partners provide unique educational opportunities. The instructional staff at Sylvain Melloul International Hair Academy supplement and enhance the school’s core curriculum with additional training, educational lessons, and videos from these partners. These partnerships not only offer additional opportunities for students to explore, but also ensure that training is aligned with current trends in the industry.

## CAREER OPPORTUNITIES

The hair industry, also known as the beauty and wellness industry, has tremendous career opportunities for graduates of both the cosmetology and barbering programs at Sylvain Melloul International Hair Academy. Upon successful completion from either the cosmetology or barbering program, graduates will receive a diploma (representing a certificate of completion & typically awarded at the graduation ceremony), and certified paperwork necessary to apply for the state board exam for licensure.

Career opportunities upon successful completion of the respective program and licensure, include, but are not limited to:

Career Opportunities			
Cosmetology		Barbering	Esthetics
<ul style="list-style-type: none"> <li>• Professional Hairstylist</li> <li>• Celebrity/ TV/Motion Picture Hairstylist</li> <li>• Runway Stylist</li> <li>• Hair Colorist</li> <li>• Texture Specialist</li> <li>• Make-up Artist</li> <li>• Salon Owner / Manager</li> <li>• Cosmetology Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Platform Artist / Educator</li> <li>• Professional Salon Sales Consultant</li> <li>• Cosmetology School Director / Owner</li> <li>• Cruise Ship Salon/Spa Personnel</li> <li>• Nail Technician</li> <li>• Wax technician</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Barber</li> <li>• Master Barber</li> <li>• Barber Shop Owner/Manager</li> <li>• Barber Instructor</li> <li>• Platform Artist / Educator</li> <li>• Beauty Product/Equipment Sales Consultant</li> <li>• Barber School Director / Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Esthetician</li> <li>• Spa or salon Esthetician</li> <li>• Make-up Artist</li> <li>• Salon or spa manager</li> <li>• Brand Trainer / Esthetics Instructor</li> <li>• Brand representative</li> <li>• Cosmetics buyer</li> <li>• Salon or spa owner</li> <li>• Wax technician</li> </ul>

## INDUSTRY REQUIREMENTS

Students interested in a career in cosmetology, barbering, or esthetics should:

1. Develop finger dexterity
2. Have a passion and dedication towards their education and industry
3. Enjoy dealing with people
4. Be current on the latest fashion/beauty & wellness trends and techniques
5. Be aware of the physical demands of the industry (as mentioned below)

**Licensure Restrictions:** The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, nail care, waxing or esthetics.

**Physical Requirements of Industry:** Students and professional cosmetologists, barbers, estheticians must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients.

**Requirements of Employers:** Applicants to salons, barber shops, spas, or medical offices must be professional, possess a fundamental skill-set, have a positive attitude, and possess the proper licensure to be considered for employment in the respective field.

## STUDENT KITS

Students at Sylvain Melloul International Hair Academy receive student kit items at designated times throughout their education. The student kit consists of, but is not limited to:

- *Milady Standard* textbook set, including textbook, workbooks, and exam review
- Professional Tools set applicable to the trade being taught (i.e. shears, clippers, eye lash kit)
- Mannequin heads (cosmetology & barbering)
- OPI nail kit (cosmetology only)
- Sylvain Melloul International Hair Academy t-shirts

## COSMETOLOGY PROGRAM COURSE OF STUDY

Sylvain Melloul International Hair Academy offers a 1500-hour, 38 week Cosmetology program to individuals seeking to become licensed cosmetologists. Upon successful completion of the program, graduates will be awarded a certificate enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through four grade levels: Freshmen, Sophomore, Junior, and Senior.

Sylvain Melloul has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible hairstylists during their 1500-hours. Students will receive approximately 500 hours of theory/class hours and 1000 hours of clinic work with mannequins and clients on the salon floor. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the cosmetology program is as follows: Students will develop a profound understanding of cosmetology technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in styling, cutting, coloring, chemicals, makeup and spa services
- To build confidence within themselves as stylists and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as stylists in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Cosmetology Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b>	<b>Brief Description</b>
<b>Freshman</b> <b>160 hours</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Professional Image</li> <li>• Infection Control</li> <li>• Shampooing &amp; Scalp Care/Treatment</li> <li>• Hair Styling               <ul style="list-style-type: none"> <li>○ Blow-Drying</li> <li>○ Updos</li> <li>○ Facial Shapes &amp; Design</li> <li>○ Fingerwaves &amp; pin curls</li> <li>○ Wet Setting</li> <li>○ Thermal Styling</li> <li>○ Hair braiding</li> </ul> </li> <li>• Chemical Services               <ul style="list-style-type: none"> <li>○ Permanent Waving</li> <li>○ Relaxing</li> </ul> </li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Freshmen Academy begins with an orientation designed to welcome and introduce new students to the Academy's policies, expectations, and educational pathway.</p> <p>Freshmen Academy emphasizes practical education through mannequin work.</p> <p>Focus: building the foundations of Hair Styling.</p>
<b>Sophomore</b> <b>160 hours</b>	<ul style="list-style-type: none"> <li>• Hair Cutting</li> <li>• Hair Coloring</li> <li>• Manicuring</li> <li>• Pedicuring</li> <li>• Waxing</li> <li>• Facials</li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Sophomore Academy continues the emphasis on practical education through mannequin work.</p> <p>Focus: building foundations for Hair Cutting and Hair Coloring.</p>
<b>Junior and Senior Academy</b> <b>1180 hours</b>	<p>Salon Orientation</p> <ul style="list-style-type: none"> <li>• Salon Floor Practical experience</li> <li>• Practice room assignments</li> </ul> <p>Professional Development</p> <ul style="list-style-type: none"> <li>• Professional image</li> <li>• Salon Business</li> <li>• Communication</li> <li>• Interviewing &amp; Resume building</li> <li>• Product knowledge &amp; retail selling</li> <li>• Clientele &amp; reputation building</li> </ul> <p>Advanced Classes</p> <ul style="list-style-type: none"> <li>• Advanced Cutting</li> <li>• Make-up application</li> <li>• Acrylic Nails</li> <li>• Advanced Color</li> <li>• State Board Review</li> <li>• Sanitation</li> </ul>	<p>Junior and Senior Academy begins with a salon orientation that introduces students to the Salon Floor.</p> <p>Juniors and Seniors further develop fundamentals through advanced classes.</p> <p>Focus: developing and executing advanced cosmetology techniques by working with clients on the Salon Floor &amp; through advanced theory/practical classes</p>

## **BARBERING PROGRAM COURSE OF STUDY**

Sylvain Melloul International Hair Academy offers a 1100-hour, 32 week Barbering program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through four grade levels: Freshmen, Sophomore, Junior, and Senior.

Sylvain Melloul has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 1100-hours. Students will receive approximately 300 hours of theory/class hours and 800 hours of clinic work with mannequins and clients on the barber shop floor. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the barber program is as follows: Students will develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in styling, cutting, shaving & chemical services
- To build confidence within themselves as barbers and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as barbers in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Barbering Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b>	<b>Brief Description</b>
<b>Freshman</b> <b>35 hours</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• History of Barbering</li> <li>• Barbering tools &amp; equipment</li> <li>• Professional Image</li> <li>• Communicating for success, life &amp; study skills</li> <li>• Infection Control</li> <li>• Shampooing &amp; Scalp Care/Treatment</li> <li>• Hair Styling</li> <li>• Facial Shaving</li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Freshmen Academy begins with an orientation designed to welcome and introduce new students to the Academy's policies, expectations, and educational pathway.</p> <p>Freshmen Academy emphasizes theory work to prepare students for the heavy practical education to follow.</p> <p>Focus: Understanding the history , tools, and sanitation of barbering &amp; introduction to shaving</p>
<b>Sophomore</b> <b>175 hours</b>	<ul style="list-style-type: none"> <li>• Hair Cutting               <ul style="list-style-type: none"> <li>○ Clipper &amp; razor cutting</li> <li>○ Shear cutting</li> <li>○ Sylvain Melloul haircutting methods</li> </ul> </li> <li>• Hair Coloring</li> <li>• Sanitation</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Sophomore Academy continues the emphasis on practical education through mannequin work.</p> <p>Focus: building foundations for Hair Cutting, Facial Shaving and Hair Coloring (dyeing).</p>
<b>Junior and Senior Academy</b> <b>890 hours</b>	<p>Barber Shop Orientation</p> <ul style="list-style-type: none"> <li>• Barber Shop Practical experience</li> <li>• Practice room assignments</li> </ul> <p>Professional Development</p> <ul style="list-style-type: none"> <li>• Professional image</li> <li>• Barber Business</li> <li>• Communication</li> <li>• Interviewing &amp; Resume building</li> <li>• Product knowledge &amp; retail selling</li> <li>• Clientele &amp; reputation building</li> </ul> <p>Theory &amp; Advanced Classes</p> <ul style="list-style-type: none"> <li>• General sciences</li> <li>• Hair &amp; beard designs</li> <li>• Advanced Cutting</li> <li>• Skin care &amp; facials</li> <li>• State Board Review</li> <li>• Sanitation</li> </ul>	<p>Junior and Senior Academy begins with a barber shop orientation that introduces students to the barber shop floor.</p> <p>Juniors and Seniors further develop fundamentals through advanced classes.</p> <p>Focus: developing and executing advanced barbering techniques by working with clients on the barber shop floor &amp; through advanced theory/practical classes.</p>

## **ESTHETICS PROGRAM COURSE OF STUDY**

Sylvain Melloul International Hair Academy offers a 600-hour, 23 week Esthetics program to individuals seeking to become licensed estheticians. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible estheticians during their 600 hours. Students will receive approximately 160 hours of theory/class hours and 440 hours of hands-on practical/clinic work with mannequins, students and clients. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the esthetics program is as follows: Students will develop a profound understanding of esthetics technical skills and professional behavior necessary for careers in the beauty & wellness industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client
- To build a very strong foundation for technical application skills in skin care, including but not limited to proficiencies in facials, waxing, and make-up applications
- To build confidence within themselves as estheticians and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- To build their own brand and to understand how to market themselves as estheticians in order to build a clientele
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- To produce graduates whom obtain licensure and employment and maintain such employment

<b>Esthetics Program - Course of Study</b>		
<b>Level</b>	<b>Areas of Study</b>	<b>Brief Description</b>
<b>Core Theory</b> 52 hours	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• History &amp; career opportunities</li> <li>• Professional Image</li> <li>• Communicating for success,</li> <li>• Life skills</li> <li>• Professional Image</li> <li>• Infection Control</li> <li>• Sanitation and disinfection techniques / room set-up</li> <li>• The Treatment Room</li> <li>• Facial Treatments</li> <li>• Facial Massage</li> <li>• <i>Milady Standard</i> theory work</li> </ul>	<p>Core theory begins with an orientation designed to welcome and introduce new students to the Academy's policies, expectations, and educational pathway.</p> <p>Core theory emphasizes theory work to prepare students for the heavy practical education to follow, with focuses on soft skills, disinfection, and basic practical procedures.</p> <p>Focus: Understanding the history , disinfection, and foundation of facial services for estheticians</p>
<b>Core Practical</b> 548 hours	<ul style="list-style-type: none"> <li>• Physiology and histology of the skin</li> <li>• Disorders and diseases of the skin</li> <li>• Skin analysis</li> <li>• Basics of chemistry</li> <li>• Skin care products</li> <li>• Nutrition</li> <li>• Basic facials with massage                             <ul style="list-style-type: none"> <li>○ Treatment notes</li> <li>○ Retailing</li> </ul> </li> <li>• Basics of electricity</li> <li>• Facial Machines</li> <li>• Basic facials with machines</li> <li>• Hair Removal                             <ul style="list-style-type: none"> <li>○ waxing</li> <li>○ tweezing</li> </ul> </li> <li>• Anatomy and physiology</li> <li>• World of make-up</li> <li>• Make-up applications                             <ul style="list-style-type: none"> <li>○ Tinting</li> <li>○ Perming</li> <li>○ Lash extensions</li> </ul> </li> <li>• Advanced Treatments</li> <li>• Body treatments</li> <li>• Selling products and services</li> <li>• Career planning</li> <li>• Skin care business</li> <li>• State board preparation                             <ul style="list-style-type: none"> <li>○ Review</li> <li>○ Mock exam (written &amp; practical)</li> </ul> </li> </ul>	<p>Core Practical emphasizes the hands-on education of the program with theory being taught once a week through the remaining program duration. Students will begin servicing clients during this portion and will learn the more advanced esthetics practical applications.</p> <p>Focus: building upon practical foundations of esthetics, including practicing facials, waxing, and make-up applications.</p>

## ACADEMY CULTURE

Sylvain Melloul International Hair Academy is committed to delivering an inspiring and motivating educational environment for its students. In order to prepare students for their careers, the Academy culture is based on a professional salon environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- A continuous attitude of learning
- A continuous goal of excellence
- A positive morale
- Excellent customer service

## EXTRACURRICULAR ACTIVITIES

Sylvain Melloul International Hair Academy provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

- **Community Events:** Students participate in events giving back to community by providing services to a variety of different groups and individuals
- **Fashion Shows & Photo Shoots:** Students may be given the opportunity to do hair and make-up for Academy fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications
- **Career Days:** Salon/barber shop owners and recruiters are invited to the Academy to recruit students for post-graduation employment
- **Student Council:** Students work together with Academy officials to provide additional academic activities that aid in student development and unity

## **ADMISSIONS**

All applicants to Sylvain Melloul International Hair Academy must fulfill all admissions requirements to be considered for acceptance to the Academy. Please call the Admissions Department to schedule your information session and Academy tour.

<b>ADMISSIONS REQUIREMENTS</b>
<ul style="list-style-type: none"><li>✓ Submit a high school diploma, G.E.D., or state-issued credential for secondary completion if homeschooled or other circumstances apply.<ul style="list-style-type: none"><li>- High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards.</li></ul></li><li>✓ Submit a copy of a legal form of identification</li><li>✓ Submit completed Application with a non-refundable \$25 Application Fee**</li><li>✓ Complete the Financial Planning Session</li><li>✓ Sign the completed Enrollment Agreement</li></ul>



Sylvain Melloul International Hair Academy does not admit Ability-To-Benefit students. The Academy does not recruit students already attending or admitted to schools with similar programs. The Academy does not enroll students who are currently enrolled in elementary or secondary schools.

Sylvain Melloul International Hair Academy does not discriminate on the basis of sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in satisfactory manner will be accepted to the Academy and notified of acceptance to the Academy.

\*\*We accept Personal & Cashier's Check, Money Order, or Credit Card. Please make payable to Sylvain Melloul International Hair Academy. Note: Cash is not accepted for admissions payments.

## **TRANSFER STUDENT POLICY**

Sylvain Melloul International Hair Academy, in congruence with the Board for Barbers and Cosmetology policy, permits transfer students from cosmetology, barbering, and esthetics schools, who meet the below conditions, to apply to the program with possible awarding of previous credit earned. Students enrolled in Sylvain Melloul International Hair Academy are permitted to transfer between the cosmetology and barbering programs (details listed below).

### Cosmetology, Barber, and Esthetic Schools:

In order for Sylvain Melloul International Hair Academy to award credit for transfer students, the former school must meet the following conditions:

- The former school must be licensed by the appropriate state licensing entity while the student was enrolled. The school's current curriculum must be approved by that entity.
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school
- Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area
- Satisfactory of the above must be shown by the transfer student when applying to the Board for exam application

If the former school meets the above conditions, then an Official Transcript must be provided in order to award previous hours, performance requirements, and exam grades earned from the former school. The Official Transcript must clearly indicate the course content completed in order for credit to be transferred.

Hours earned from a program outside the state of Virginia are subject to being awarded depending on the state. The rules and hours of study for that state will be reviewed prior to accepting hours.

### Apprenticeship Programs:

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology does not permit apprentice hours to be awarded as credit towards school hours.

### Transfer Between Programs:

Currently enrolled students at Sylvain Melloul International Hair Academy are permitted to transfer between the cosmetology and barbering programs with no loss of credit for progress already completed that fall under the applicable curriculum requirements. Credit earned for content that does not apply to the new program will not be awarded to the transferring student. Credit for all practical performances will be accepted.

*Completed coursework and/or credit earned at Sylvain Melloul International Hair Academy are subject to acceptance by receiving school for students wishing to transfer out of the Academy.*

## RE-ENROLLING STUDENT POLICY

Students who have withdrawn from Sylvain Melloul International Hair Academy in good standing may apply for re-admission after waiting a minimum 60-day period. After three (3) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit.

- Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re-enrolls within the below timeframes, they may receive the applicable credit. Timeframes are based on the time between the students last day of attendance of their initial enrollment and the date of the re-enrollment:
  - Less than 3 years – 100% of hours & performances awarded
  - After 3 years - no credit will be awarded
- A deposit of \$300.00 or 10% of the total re-entry costs may be required prior to re-enrollment.

The re-enrolling student will enter at the same level of progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdraw.

When Re-enter	Requirements for Re-entry to the Academy
<b>Within Six Months</b>	If a student re-enters <b><i>within six months</i></b> of withdrawal, then: <ul style="list-style-type: none"> <li>• The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours the student had at time of withdraw                             <ul style="list-style-type: none"> <li>○ <i>Example: If the student withdrew with 850 scheduled hours, then the student’s next review point will be in 350 scheduled hours (1200 cumulative scheduled hours).</i></li> </ul> </li> </ul>
<b>After Six Months</b>	If a student re-enters <b><i>after six months</i></b> of withdrawal, then: <ul style="list-style-type: none"> <li>• The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours as new students                             <ul style="list-style-type: none"> <li>○ <i>Example: If student withdrew with 850 scheduled hours, then the student’s next review point will be in 600 scheduled hours (as is the case for new students).</i></li> </ul> </li> </ul>
NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances.	

### ***Placement and Student Kits for Transfer or Re-enrolling students:***

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered in order to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from their last day attended to collect all kits and personal belongings before they will be discarded.

## **FINANCIAL AID**

Financial aid is available to those who qualify. Sylvain Melloul International Hair Academy participates in the following U.S. Department of Education programs:

- Federal Pell Grants
- Federal Direct Student Loans
  - Subsidized loans
  - Unsubsidized loans
- Parent PLUS Loans

Students can apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students can apply using the online submission form, found at:

[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

**School Code: 011596**

Students interested in obtaining student loan through financial aid must submit the below confirmation pages:

1. FAFSA Submission Page: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Entrance Counseling Completion: [www.studentloans.gov](http://www.studentloans.gov)
3. Master Promissory Note Completion: [www.studentloans.gov](http://www.studentloans.gov)

For additional information, please contact the Financial Aid Director. Flexible cash payment options are available; please make financial arrangements with the Chief Operating Officer.

## **VETERANS AFFAIRS GI BILL®**

Sylvain Melloul International Hair Academy is approved to offer GI Bill® benefits to eligible students.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at

[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).”

**COSMETOLOGY PROGRAM SCHEDULES & START DATES:**

The Academy requires a standard schedule for the Freshman and Sophomore levels, and utilizes two different student schedules for the Junior/Senior levels in the cosmetology program. Students are to reserve their Junior/Senior schedule when starting the enrollment process. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. **Certain schedules are subject to availability.** Schedules are final once the Enrollment Agreement is signed, unless extenuating circumstances are presented.

Sylvain Melloul International Hair Academy only offers full-time schedules, scheduling students to attend 40 hours per week for the cosmetology program.

Freshman and Sophomore schedules are mandatory for the first 10 weeks of the program. The Freshman and Sophomore schedule are as follows:

<b>Freshman/ Sophomore Schedule</b>				
<b>Days of Week</b>	<b>Times</b>	<b>Lunch Break</b>	<b>Hours/Day</b>	<b>Length</b>
Monday - Friday	8:30 am – 5:00 pm	30 min.	8	300 scheduled hours (10 weeks)

Students will select **ONE** of the proposed schedules upon enrolling in the Academy, subject to availability:

<b>Junior/Senior Schedule</b>					
<b>Schedule</b>	<b>Days of Week</b>	<b>Times</b>	<b>Lunch Break</b>	<b>Hours/Day</b>	<b>Length</b>
<b>A</b>	Tuesday - Saturday	8:30 am – 5:00 pm	30 min.	8	1100 scheduled hours (27.5 weeks)
<b>B</b>	Tuesday - Friday	8:30 am - 7:15 pm	45 min.	10	

*All schedules will receive the same course of education.*

The Academy has classes starting every month for the cosmetology program Start dates are as follows:  
*(Dates subject to change, please call Admissions Director to confirm dates)*

<b>Class Start Dates For Full-Time Cosmetology Programs</b>	
<b>Class Start Date</b>	<b>Scheduled Completion Date</b>
Monday, April 2, 2018	Thursday, December 20, 2018
Monday, April 30, 2018	Thursday, January 17, 2019
Tuesday, May 29, 2018	Friday, February 15, 2019
Monday, June 25, 2018	Thursday, March 14, 2019
Monday, July 23, 2018	Thursday, April 11, 2019
Monday, August 20, 2018	Thursday, May 9, 2019
Monday, September 17, 2018	Thursday, June 6, 2019
Monday, October 15, 2018	Friday, July 5, 2019
Monday, November 12, 2018	Thursday, August 1, 2019
Monday, December 10, 2018	Thursday, August 29, 2019

## BARBERING PROGRAM SCHEDULES & START DATES

Sylvain Melloul International Hair Academy only offers full-time schedules, scheduling students to attend 35 hours per week for the barbering program.

Days of Week	Times	Lunch Break	Hours/Day	Hours /Week	Length
Monday - Friday	8:30 am – 4:00 pm	30 min.	7	35	32 weeks

The Academy has classes starting every 8 weeks for the barbering program. Start dates are as follows:  
*(Dates subject to change, please call Admissions Director to confirm dates)*

<b>Class Start Dates For Full-Time Barbering Programs</b>	
Class Start Date	Scheduled Completion Date
Monday, March 26, 2018	Thursday, November 1, 2018
Monday, May 21, 2018	Thursday, December 27, 2018
Monday, July 16, 2018	Thursday, February 21, 2019
Monday, September 10, 2018	Thursday, April 18, 2019
Monday, November 5, 2018	Thursday, June 13, 2019

## ESTHETICS PROGRAM SCHEDULES & START DATES

Sylvain Melloul International Hair Academy only offers full-time schedules, however, there are two schedules available for the esthetics program; a Day schedule and an Evening schedule.

Day or Evening	Days of Week	Times	Lunch Break	Hours/Day	Hours/Week
Day	Monday - Friday	8:30 am – 3:00 pm	30 min.	6	30
Evening	Monday – Thursday Saturday	4:30 p.m. – 9:30 pm (M-TH) 8:30 a.m. – 5:00 pm (Sat)	30 min.	4.5 (M-TH) 8 (Sat)	26

*All schedules will receive the same course of education.*

The Academy has classes starting every 5 months for the esthetics program at the moment, and is only enrolling for the Evening Class Schedule. The Start dates are as follows:

*(Dates subject to change, please call Admissions Director to confirm dates)*

<b>Class Start Dates For Full-Time Esthetics Program - Evening Schedule</b>	
Class Start Date	Scheduled Completion Date
Monday, April 16, 2018	Monday, September 3, 2018
Tuesday, May 29, 2018	Tuesday, November 6, 2018
Monday, July 9, 2018	Monday, December 17, 2018
Monday, August 20, 2018	Monday, January 28, 2019
Monday, October 1, 2018	Monday, March 11, 2019

## STUDENT ORIENTATION

Students registered for class are required to attend orientation, typically held the Thursday before the class start date. Students will also be scheduled for pre-orientation to finalize paperwork for their enrollment.

## ACADEMY CLOSURE DATES

The Academy will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The Academy may also close for Educator Training days (dates will be posted in advance):

<b>Academy Closure Dates</b>	
<b>Closure Reason</b>	<b>Dates Closed</b>
Thanksgiving	Closed at 1:00, Wednesday November 22 <sup>nd</sup> – Thursday, November 23 <sup>rd</sup> , 2017
Christmas	Monday, December 25 <sup>th</sup> , 2017
New Years	Monday, January 1 <sup>st</sup> , 2018
Martin Luther King Jr. Day	Monday, January 15 <sup>th</sup> , 2018
Presidents Days	Monday, February 19 <sup>th</sup> , 2018
Memorial Day	Monday, May 28 <sup>th</sup> , 2018
Independence Day	Tuesday, July 3 <sup>rd</sup> – Wednesday, July 4 <sup>th</sup> , 2018
Labor Day	Monday, September 3 <sup>rd</sup> , 2018
Thanksgiving	Closed at 1:00, Wednesday November 21 <sup>st</sup> – Thursday, November 22 <sup>nd</sup> , 2018
Christmas	Monday, December 24 <sup>th</sup> – Tuesday, December 25 <sup>th</sup> 2018
New Years	Tuesday, January 1 <sup>st</sup> , 2018

## GRADUATION REQUIREMENTS – COSMETOLOGY PROGRAM

Sylvain Melloul International Hair Academy students in the cosmetology program must complete the following requirements in order to graduate:

1. Complete the **1,500 clock hours** required by the State of Virginia within required length of time
2. Complete the below **525 service performances** required by the state:

<b>Graduation Performance Requirements</b>	
<b>Performance</b>	<b>Minimum Number Required to Complete</b>
Hair styling	320
Hair and scalp treatments	10
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent color	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care, styling, placing on model	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxings	5
Sculptured nails/nail tips/wraps	20
<b>TOTAL</b>	<b>525</b>

3. Maintain or achieve an academic grade point average of 85% or better
4. Complete and receive passing grades on all practical evaluations
5. Complete State-Board review written and practical examinations in satisfactory manner
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

## **GRADUATION REQUIREMENTS – BARBERING PROGRAM**

Sylvain Melloul International Hair Academy students in the barbering program must complete the following requirements in order to graduate:

1. Complete the **1,100 clock hours** required by the State of Virginia within required length of time
2. Complete the below **370 service performances** required by the state:

<b>Performance</b>	<b>Minimum Required</b>
Hair & Scalp Treatments	10
Hair Services	320
Tinting	15
Temporary Rinses	10
Semi-permanent color	10
Basic Facials	5
<b>Total</b>	<b>370</b>

3. Maintain or achieve an academic grade point average of 85% or better
4. Complete and receive passing grades on all practical evaluations
5. Complete State-Board review written and practical examinations in satisfactory manner
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

## GRADUATION REQUIREMENTS – ESTHETICS PROGRAM

Sylvain Melloul International Hair Academy students in the Esthetics program must complete the following requirements in order to graduate:

1. Complete the **600 clock hours** required by the State of Virginia within required length of time
2. Complete the below **220 service performances** required by the state:

Performance	Minimum Required
Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
<b>Total Services</b>	<b>220</b>

3. Complete all written work including exams, assignments, and projects with a passing grade of 85% or better
4. Complete all required practical and clinic work with a passing evaluation
5. Complete State-Board mock written and practical examinations with a minimum grade of 85%
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

## GRADING SYSTEM

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student’s responsibility to schedule and pass a makeup test. Sylvain Melloul International Hair Academy’s grading system is as follows:

Range	Grade	Description
100%-93%	A	Exemplary performance.
92%-87%	B	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
86%-81%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
80%-75%	D	Below average mastery of program. Needs improvement and review of materials covered and content concepts.
74% & below	F	Unsatisfactory progress in mastery of program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor’s evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- A minimum grade point average of 85% is required

## STUDENT ACADEMIC EVALUATIONS

All students will receive formal, documented academic evaluations, known as **Satisfactory Academic Progress** Evaluations, throughout their course of study at the following points:

Satisfactory Academic Progress Evaluation Review Points by Program		
Cosmetology Program	Barbering Program	Esthetics Program
<ul style="list-style-type: none"> <li>• 600 attended hours</li> <li>• 1200 attended hours</li> <li>• 1350 attended hours</li> </ul>	<ul style="list-style-type: none"> <li>• 450 attended hours</li> <li>• 900 attended hours</li> </ul>	<ul style="list-style-type: none"> <li>• 300 attended hours</li> </ul>

Students will be evaluated on both academic and attendance standards. Students must maintain averages of 85% in both attendance and grade point average to be considered making satisfactory progress.

Students failing to meet above minimum requirements for attendance or academic progress at the review point will be placed on Financial Aid Warning until the end of the next scheduled review or until re-establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds

may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds and may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

The Satisfactory Academic Progress Policy can be found in its entirety in the Academy's *Federal Consumer Information* publication on the school website ([www.smih.edu](http://www.smih.edu)) under the Financial Aid tab.

## ACADEMY POLICIES

The Academy has established policies, procedures and guidelines to allow for a conducive learning environment while at the Academy. The below policies can be found in its entirety in the Academy's *Student Handbook*, and are applicable to all students, regardless of program of study.

**Attendance** — Students must maintain an **85% attendance rate**. Saturday attendance is required for scheduled students (unless permission for absence is granted in advance). Attendance is recorded using time cards issued to students to clock in and out.

**Excessive Absenteeism** — Sylvain Melloul International Hair Academy does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the Academy. Students who do not attend for seven (7) consecutive instructional days without prior written notification will be terminated from the program.

**Tardiness** — Students are expected to be present and prepared by their scheduled start time. The Academy does not permit tardy students to enter unless the student provides:

- A same-day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time OR
- First-person notification (before the scheduled start time) to an Academy Official of an extenuating circumstance causing the expected tardiness

Students will be permitted to enter at the time of arrival if providing one of the above. Tardiness adversely affects student's attended hours and attendance rates.

**Make-Up Testing Policy** — Any student with failed or incomplete tests must make those tests up before they can perform the services on clients. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event of a re-test, as a result of an unacceptable grade, the re-tested grade will replace the prior grade.

**Professional Image Policy** — Students are expected to come to the Academy with professional image standards met everyday, including; hair, make-up, personal hygiene, and wearing the school issued uniform T-shirts with solid black pants, solid black closed-toed shoes, and school issued name badges.

## CONDUCT

Sylvain Melloul International Hair Academy educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be

subject to suspension or termination. The Sylvain Melloul International Hair Academy student expectations are detailed in the Student Handbook received by students at orientation.

**Corrective Action** - Sylvain Melloul International Hair Academy follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning & Performance Improvement Plan
3. In-School Suspension (students prohibited from performing services on clients or students)
4. Suspension
5. Termination

The school may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e. students in gross misconduct may be immediately suspended or terminated without any prior warnings).

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the Academy or permitted to earn make up hours for any time missed if they prevail upon appeal.

## **OFFICIAL TRANSCRIPTS**

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the school may not receive their official transcripts.

## **EMPLOYMENT ASSISTANCE**

Sylvain Melloul International Hair Academy does not guarantee employment after graduation. The Academy does offer the following employment assistance: posting job listings on the designated bulletin board; providing professional development classes to prepare students for professional salon work and; inviting salon & barber shop owners/employers to recruit students through our Career Day.

## **OFFICE HOURS & COUNSELING**

The Academy Director, Financial Aid Director and other faculty have office hours available to students outside of the programs regularly scheduled class hours. Office hours are posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Staff members are also available during office hours for students seeking career counseling, assistance, or academic support.

## **ACCESS TO FILES AND RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy

of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third party agencies, such as governmental and legal agencies have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the school for a minimum of five years after graduation or withdraw. Official transcripts will be held by the school indefinitely.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Student Right-To Know information (student's rights, privileges, and responsibilities) and the Academy's Campus Security Act information are made available to students through the Academy's publication; *Federal Consumer Information*. The Federal Consumer Information publication will be provided to students before enrollment through the Orientation session and can be found on the Academy's website ([www.smiha.edu](http://www.smiha.edu)) under the financial aid tab.

## **PROGRAM SUCCESS**

The Academy measures program success through collecting feedback from current students, graduates, and the Academy's Advisory Committee as well as reviewing the Academy's completion, licensure, and employment rates annually. Outcome rates can be found on the Academy's website in the Federal Consumer Information publication ([http://smiha.edu/financial-aid/.](http://smiha.edu/financial-aid/))

## **STUDENT COMPLAINT PROCEDURE POLICY**

The Academy utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit.

A student, instructor, or interested party may file a complaint against the Academy or related party under the following procedures:

- a) The complaint must be in writing to the Academy Director
- b) The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Academy representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the Academy's complaint committee. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment as a result of the initiation of a complaint.

If the student complaint cannot be resolved after exhausting the Academy's complaint procedure, the student may file a complaint with the state Council of Higher Education for Virginia submitted to; State Council of Higher Education for Virginia, Private and Out-of-State Postsecondary Education, 101 N. 14<sup>th</sup> St., 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219. The student may also submit the complaint to the

Academy's accrediting agency; Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

## **INSTITUTIONAL REFUND POLICY**

1. If a student or legal guardian cancels his/her enrollment agreement and requests his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except a non-refundable application fee of \$25. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined either by the postmark on written notification or date said information is delivered to the school administration in person.
2. If a student cancels his/her enrollment after three (3) business days of signing the enrollment agreement up to withdrawing on the first day of classes, received by written notice, he/she shall be entitled to a refund of all monies paid to the school, except a non-refundable application fee of \$25, within 45 days of the planned start date.
3. An applicant not accepted by the school shall be entitled to a refund of all monies paid except a non-refundable application fee of \$25.
4. Any monies due the applicant or student shall be refunded within 45 days from date of formal cancellation or withdrawal by the student determined by postmark on written notification; or the date the student last attended classes, whichever is sooner. Sections 5 below details withdrawal circumstances.
5. A student will be terminated from the program once he/she has been absent from class for seven (7) consecutive instructional days from the last date of attendance as determined by weekly monitoring of attendance without prior written notification or communication making arrangements to return. Withdrawal may be effective earlier by written notice, in which case the effective withdrawal date will be the student's last day of attendance.
6. For students who enroll in and begin classes, a schedule of tuition adjustment is authorized based on scheduled hours per payment period. The institution must provide the student at least the following refund calculation:

<b>Refund Calculation</b>	
<b>Percentage Scheduled to Complete</b>	<b>Percentage of Tuition Refunded to Student</b>
0.01% - 10%	90%
10.01% - 25.00%	50%
25.01% - 50%	25%
50.01% - 100%	0%

Refund Calculations are calculated per the tuition charge for payment period the student has entered. Students are only financially obligated for tuition charges as they progress through the program and enter each payment period. The following three (3) payment periods and tuition charges are used for calculating the above Refund Calculation:

7. Scheduled Hours used for refund calculation purposes are defined as the number of hours student is scheduled to be in school between the actual starting date and the date of determination of withdrawal.
8. The refund policy will apply to tuition charged in the enrollment agreement, including student kit charges; student will not be charged for the kit items that have not been issued to them, and applicable charges will be adjusted accordingly. All other miscellaneous charges to the students' products, additional kit items, or other charges or debts to the school incurred by the student will be calculated separately at time of withdrawal. Kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.
9. The school reserves the right to reschedule, postpone, or cancel classes. If a course is rescheduled, postponed, or cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid within 45 days of the planned class start date.
10. If the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same course or program, a pro-rata refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operation.
11. If the school is permanently closed or no longer offering instruction, after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study, or receive a pro rata refund, or complete a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the original school. The teach-out school shall not charge students more than the original school has been charging and for which the student has not paid. Individual notice shall be provided to students.
12. A full refund of monies paid, less a non-refundable \$25 application fee, will be made to students who have not visited the school facility prior to enrollment and whom will be given the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

**COSTS AND FEES**

Sylvain Melloul International Hair Academy tuition, kits, books, and fee charges for the various programs are as follows:

<b>COSMETOLOGY PROGRAM - COSTS &amp; FEES</b> (1/1/2018 – 6/30/2018)	
Description of Charge	Cosmetology Program
<i>Tuition Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 600 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 2,195.00
Tuition Charge	\$ 7,903.00
<b>Total Charges for Payment Period 1 (1 – 600 hours)</b>	<b>\$10,173.00</b>
<b>Total Charges for Payment Period 2 (601 – 1200 hours)</b>	<b>\$ 5,788.00</b>
<b>Total Charges for Payment Period 3 (1201 – 1500 hours)</b>	<b>\$ 2,460.00</b>
<b>Total Investment</b>	<b>\$ 18,445.00</b>

<b>BARBERING PROGRAM - COSTS &amp; FEES</b> (2/1/2018 – 6/30/2018)	
Description of Charge	Barbering Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 450 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 2,195.00
Tuition Charge	\$ 7,413.00
<b>Total Charges for Payment Period 1 (1-450 hours)</b>	<b>\$9,708.00</b>
<b>Total Charges for Payment Period 2 (451 – 900 hours)</b>	<b>\$5,429.00</b>
<b>Total Charges Payment Period 3 (901 – 1100 hours)</b>	<b>\$2,308.00</b>
<b>Total Investment</b>	<b>\$ 17,445.00</b>

<b>ESTHETICS PROGRAM - COSTS &amp; FEES</b> (2/1/2018 – 6/30/2018)	
Description of Charge	Esthetics Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee ( <i>non-refundable</i> )	\$ 25.00
<b>Payment Period 1 (1 – 300 hours)</b>	
Registration Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 770.00
Tuition Charge	\$ 4,618.00

<b>Total Charges for Payment Period 1 (1-300 hours)</b>	<b>\$5,463.00</b>
<b>Total Charges for Payment Period 2 (301 – 600 hours)</b>	<b>\$4,617.00</b>
<b>Total Investment</b>	<b>\$ 10,105.00</b>

Re-Enrolling and transfer students will be charged tuition at the rate of \$10.77 per hour for each hour needed to complete the program.

Students have a 15% absence allowance built into their enrollment agreement before over contract fees apply

**Payment Plans:** Students have the following payment plan options available:

OPTION 1: The purchaser and/or guarantor agrees to pay the balance due in equal monthly installments of the balance due. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

**Facility Fees / Over Contract Charges**

Additional facility charges may apply to a student’s account if said student does not complete the training within 118% of the scheduled time in the respective payment period. The student may be charged an institutional facility fee equal to the number of hours over the scheduled time the student took to complete the training period. This fee is additional cost to be applied to the next training period and will be factored into any refund calculations at the hourly rate of tuition per hour of \$10.77 (cosmetology) or \$13.77 per hour (barbering).

**INCLEMENT WEATHER CLOSINGS**

Sylvain Melloul International Hair Academy closings for inclement weather will be aired on local media outlets, such as television and radio stations. More details are outlined in the Student Handbook. The academy often follows similar guidelines as the public schools districts.

**ENROLLMENT AGREEMENT**

An enrollment agreement between the academy and the student (or student’s parent or guardian if student is a minor) will be executed prior to starting classes. Students requiring training beyond the contract date may be considered “over contract.” Actual over contract hours will be calculated in the following manner: Number of hours attending school after contract date minus holidays, unscheduled closed school days. Over contract charges / facility fees will be assessed at the rate of \$10.10 per hour. All balances due the school, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing.

## ADMINISTRATIVE STAFF AND TEACHING TEAM

<b>Chief Operating Officer/Administrator:</b>	Jonathan Melloul, B.S.B.A
<b>Chief Marketing Officer:</b>	Joseph Melloul, B.S.B.A
<b>Admissions Representative:</b>	Janelle Sampson, B.A in Communications
<b>Financial Aid Director:</b>	Geoffrey Ping, B . S . B . A , M B A
<b>Cosmetology Educator:</b>	Joy Brady, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Julie Branch, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Erin Cash, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Jackie Kelley, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Courtney Puryear, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Codie Ramsey, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Kelly Vogt, Licensed Cosmetology Educator
<b>Cosmetology Educator:</b>	Brandy Webb, Licensed Cosmetology Educator
<b>Barber Program Director / Educator:</b>	Jeremiah Scott, Licensed Barber Educator
<b>Esthetics Program Director / Educator:</b>	Cathy Armstrong, Licensed Master Esthetics Educator
<b>Esthetics Educator:</b>	Sandra Wright, Licensed Esthetics Educator

### ACCREDITATION

Sylvain Melloul International Hair Academy is accredited by:

**COUNCIL ON OCCUPATIONAL EDUCATION**

7840 Roswell Road  
Building 300, Suite 325  
770-396-3898  
[www.council.org](http://www.council.org)

### CERTIFICATION

Sylvain Melloul International Hair Academy is certified to operate by:

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA**

Private and Out-of-State Postsecondary Education  
101 N. 14<sup>th</sup> St., 9<sup>th</sup> Floor, James Monroe Building  
Richmond, VA 23219  
(804) 225-2600      [www.schev.edu](http://www.schev.edu)

### LICENSING

Sylvain Melloul International Hair Academy is licensed by:

**DPOR's VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY**

9960 Mayland Drive, Suite 400,  
Richmond, Virginia 23233  
804-370-8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)