



MASS
SCHOOLS

Rob Roy Academy
**School
Catalog**

CAMPUSES IN: FALL RIVER, NEW BEDFORD, TAUNTON, WORCESTER

Our Mission is to provide our students with a quality post-secondary education, which ensures technical confidence, self-assurance and the interpersonal skills necessary to obtain licensure as well as a rewarding career in the beauty and barber industry.

For more information visit:
www.rob-roy.com

or call toll free:
1-888-877-2111

Accredited by:

NACCAS
National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Approved by:

The U.S. Department of Education
The Veteran's Administration

Licensed by:

The Massachusetts Division of Professional Licensure
State Board of Cosmetology & Barbering
1000 Washington Street 7th Floor
Boston, Massachusetts 02118
617.727.9940

school catalog
table of contents

cosmetology program	3
manicuring program	5
barbering	7
esthetics program	9
licensing requirements	11
admissions	12
student services	13
administrative policies	15
satisfactory academic progress policy	20
school staff & faculty	23
directions.....	24
locations	25

Course Outline Cosmetology

1000 Hour Program

Full Time Monday through Friday 9:00am - 4:00pm - (30 hours per week) - 10 Months

Part Time Monday through Friday 9:00am - 2:30pm - (25 hours per week) - 12 Months

Evenings Monday through Thursday 5:30pm - 9:30pm (16 hours per week) - 17 Months – This schedule available only in Worcester and Taunton

Description: The cosmetology course consists of all aspects of beauty culture. The student will learn haircutting and styling, manicures, pedicures, facials, make-up, and chemical services. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. This program is measured in clock hours where the student receives one clock hour for every hour completed in class.

Objectives: Upon completion of this course the determined graduate will be able to: provide a positive professional image with confidence, communicate effectively with employers, co-workers, and clients, and perform the basic practical skills necessary in all areas of hairstyling, haircutting, haircoloring, and texturizing as well as manicuring and skin care services.

Format: The course is presented through well-developed lesson plans, which reflect current educational methods. Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands-on training received in the clinic. Instructional methods used include power point presentations, educational videos, training videos, demonstrations, instructor lecture, and educational program-based games.

Textbook: Pivot Point Fundamentals: Cosmetology, digital access to LAB, course books, student study guide, 2016 (978-1-940593-58-6)

Goals: The Cosmetology program is designed to train students in all the skills and knowledge necessary to pass the required exams needed for licensure. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively in today's hair salon.

Grading Procedure: Academic Progress is measured in both practical and theory (written) work.

Practical Work is evaluated by administering practical examinations. These exams are given at key points during the program and measure the student's practical skill development through the grading system described below.

Theory (written) Work is evaluated by administering multiple choice written exams. These exams are given at the end of each lesson concluding with final exams after the completion of the textbooks and while preparing for graduation. These exams measure how well the student retained the information delivered in theory class, reading and studying the text and completion of homework.

These exams also utilize the grading system described below.

Any exam receiving a score lower than 80% is considered failing and may be subject to a re-take exam.

GRADING SYSTEM		
90%-100%	ABOVE AVERAGE	= A
80%-89%	AVERAGE	= B
BELOW 80%	FAILING	= F

Course Content	Hours
Manicuring (Including 12.5 hrs. Artificial Nail Techniques)	50
Hair Straightening and Permanent Waving	250
Shampooing	25
Finger Waving	50
Marcelling and all Iron Curls	45
Skin Care and Facial Grooming	80
Scalp Treatments and Wig Instruction	50
Hair Coloring	150
Hair Cutting	125
Sanitation, Sterilization & Bacteriology	125
Instruction and Lecture on Sanitation	25
Ethics / Salesmanship / Courtesy & Conduct	25
Total Hours	1000

Entry Level Careers in Cosmetology

Standard Occupational Classification Code 39-5012.00

Hair Stylist
 Salon Manager/Owner
 Platform Artist
 Hair Color Technician
 Product Representative
 Permanent Wave Technician
 Makeup Artist
 Instructor

Cost of Program	
Registration Fee	\$50.00
Tuition	\$15,400.00
Equipment & Books	\$2,290.00
Sales Tax	\$137.63
Total Price	\$17,877.63
<i>Pre-owned Laptop</i>	\$225
<i>New Laptop</i>	\$345

Course Outline **Manicuring**

100 Hour Program
Currently not enrolling

Description: The manicuring program educates students on the care of the hands, nails and feet, including; skin and nail disorders, sanitation, hand, arm, foot and leg massage techniques, and the basics of artificial nail services. This program is measured in clock hours where the student receives one clock hour for every hour completed in class.

Objectives: Upon completion of this course the determined graduate will be able to: project a positive professional image with confidence, communicate effectively with employers, co-workers, and clients, and perform the basic practical skills necessary in all areas of manicuring, pedicuring, and artificial nail enhancements.

Format: The course is presented through well-developed lesson plans which reflect current educational methods. Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands-on training received in the clinic. Instructional methods used include power point presentations, educational videos, training videos, demonstrations, instructor lectures, and educational program-based games.

Textbook: Milady's Standard Nail Technology 7th Edition, copyright 2015 (ISBN-13:9781285080475) and the corresponding student workbook.

Goals: The Manicuring Program is designed to train students in all the skills and knowledge necessary to pass the required exams for licensure. With this knowledge the student will be able to perform all the clinical skills needed to function effectively in today's full-service salon or nail salon.

Grading Procedure: Academic Progress is measured in both practical and theory (written) work.

Practical Work is evaluated by administering practical examinations. These exams are given at key points during the program and measure the student's practical skill development using the grading system described below.

Theory (written) Work is evaluated by administering multiple choice written exams. These exams are given at the end of each lesson concluding with final exams after the completion of the textbooks and while preparing for graduation. These exams measure how well the student retained the information delivered in theory class, reading and studying the text and completion of homework. These exams also utilize the grading system described below.

Any exam receiving a score lower than 80% is considered failing and may be subject to a re-take exam.

GRADING SYSTEM		
90%-100%	ABOVE AVERAGE	= A
80%-89%	AVERAGE	= B
BELOW 80%	FAILING	= F

Course Content	Hours
Safety and Sanitation	10
Artificial Nails	25
First Aid	2.5
Basic Manicuring with Hand and Arm Massage	40
Professional Ethics / Management / State Laws	12.5
Oral, Written, & Practical Exams / Hygiene / Anatomy	10
Total Hours	100

Entry Level Careers in Manicuring

Standard Occupational Classification Code 39-5092.00

Nail Care Technician
Salon Manager/Owner
Platform Artist
Product Representative
Instructor

Cost of Program	
Registration Fee	\$50.00
Tuition	\$1,450.00
Equipment & Books	\$1,255.00
Sales Tax	\$73.50
Total Price	\$2,828.50
<i>Pre-owned Laptop</i>	<i>\$225</i>
<i>New Laptop</i>	<i>\$345</i>

Course Outline **Barbering**

1000 Hour Program

Fall River & Worcester Only

Full Time Monday through Friday 9:00am - 4:00pm - (30 hours per week) - 10 Months

Part Time Monday through Friday 9:00am - 2:30pm - (25 hours per week) - 12 Months

Evenings 5:30pm - 9:30pm - (16 hours per week) - 17 Months – This schedule available only in Worcester

DESCRIPTION: This course is designed to teach students all aspects of Barbering and refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair, which make up the major services performed by a Barber Stylist. This program is measured in clock hours where the student receives one clock hour for every hour completed in class.

COURSE OBJECTIVES: Upon completion of this course the determined graduate will be able to: project a positive professional image with confidence, communicate effectively with employers, co-workers, and clients, perform the basic practical skills necessary in all areas of haircutting, coloring, perming, styling, facials, and facial shaving.

FORMAT: The course is presented through well-developed lesson plans which reflect current educational methods. Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands on training received in the clinic. Instructional methods used include power point presentations, educational videos, training videos, demonstrations, instructor lecture, and educational program based games.

TEXTBOOKS: Pivot Point Fundamentals: Barbering, digital LAB access, course book set and student study guide, 2018 (978-1-940593-58-6)

GOALS: The Barbering program is designed to train students in all the skills and knowledge necessary to pass the required exams needed for licensure. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively in today's Barber Shop.

GRADING PROCEDURE: Academic Progress is measured in both practical and theory (written) work.

Practical Work is evaluated by administering practical examinations. These exams are given at key points during the program and measure the student's practical skill development through the grading system described below.

Theory (written) Work is evaluated by administering multiple choice written exams. These exams are given at the end of each lesson concluding with final exams after the completion of the textbooks and while preparing for graduation. These exams measure how well the student retained the information delivered in theory class, reading, and studying the text and completion of homework. These exams also utilize the grading system described below.

Any exam receiving a score lower than 80% is considered failing and may be subject to a re-take exam.

GRADING SYSTEM		
90%-100%	ABOVE AVERAGE	= A
80%-89%	AVERAGE	= B
BELOW 80%	FAILING	= F

Course Content	Hours
Classroom Theory	160
Tapered and Styled Haircutting	400
Blow Drying	20
Shampooing	10
Permanent Waving	90
Honing & Stropping	10
The Application of Hair Tonic & Scalp Manipulation	15
Facial Massage	15
Haircoloring	75
Mustaches and Beards	20
Shaving	50
Decontamination / Sanitation / Bacteriology	80
Chemical Hair Relaxing	40
Light Therapy	5
Shop Management	10
Total Hours	1000

Entry Level Careers in Barbering

Standard Occupational Classification Code 39-5011

Barber Stylist
 Barber Shop Manager/Owner
 Platform Artist
 Hair Color Technician
 Product Representative
 Permanent Wave Technician
 Makeup Artist
 Instructor

Cost of Program	
Registration Fee	\$50.00
Tuition	\$15,980.00
Equipment & Books	\$2,350.00
Sales Tax	\$141.38
Total Price	\$18,521.38
<i>Pre-owned Laptop</i>	\$225
<i>New Laptop</i>	\$345

Course Outline Esthetics

Fall River

600 Hour Program

Days Monday through Thursday 9:00am – 2:30pm - (20 hours per week) - 9 months
Evenings Monday through Wednesday 5:30pm – 9:30pm - (12 hours per week) - 12 months

DESCRIPTION: This course is designed to teach students the fundamental knowledge and skills necessary to progress in the expanding field of skin care and make-up artistry. In addition to basic facials and facial massage techniques, students learn how to use skin care machines and equipment, facial make-up applications, eyelash/eyebrow extensions and tinting, and facial and body waxing services. This program is measured in clock hours where the student receives one clock hour for every hour completed in class.

COURSE OBJECTIVES: Upon completion of this course the determined graduate will be able to: project a positive professional image with confidence, communicate effectively with employers, co-workers, and clients, and perform the basic practical skills necessary in all areas of skin care, facials, make-up and waxing.

FORMAT: The course is presented through well-developed lesson plans which reflect current educational methods. Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands on training received in the clinic. Instructional methods used include power point presentations, educational videos, training videos, demonstrations, instructor lecture, and educational program based games.

TEXTBOOK Pivot Point Fundamentals: Esthetics copyright 2020, digital access to LAB, course books, student study guide

GOAL: The Esthetics Program is designed to train students in all the skills and knowledge necessary to pass the required exams for licensure. With this knowledge the student will be able to perform all of the clinical skills needed to function effectively in today's full-service or skin care salon.

GRADING PROCEDURE: Academic Progress is measured in both practical and theory (written) work.

Practical Work is evaluated by administering practical examinations. These exams are given at key points during the program and measure the student's practical skill development using the grading system described below.

Theory (written) Work is evaluated by administering multiple choice written exams. These exams are given at the end of each lesson concluding with final exams after the completion of the textbooks and while preparing for graduation. These exams measure how well the student retained the information delivered in theory class, reading and studying the text and completion of homework. These exams also utilize the grading system described below.

Any exam receiving a score lower than 80% is considered failing and may be subject to a re-take exam.

GRADING SYSTEM		
90%-100%	ABOVE AVERAGE	= A
80%-89%	AVERAGE	= B
BELOW 80%	FAILING	= F

Course Content	Hours
Human Biology, Anatomy & Physiology	30
Histology, Diseases & Disorders of the Skin	30
Nutrition	10
Cosmetic Chemistry, Ingredients & Product Knowledge	30
Cleaning, Disinfection & Sterilization, Sanitation & Bacteriology	40
Business Management, Sales, Law, Communications & Ethics	30
Massage	40
Application of Makeup Product Knowledge and Sales	60
Electricity and Esthetics Equipment	50
Depilation & Waxing, Eyelash & Eyebrow Extensions & Tinting, Eyelash Perming	60
Clinical Practice, Record Keeping & Treatment Procedures	220
Total Hours	600

Entry Level Careers in Esthetics

Standard Occupational Classification Code 39-5094

Esthetician

Beauty Consultant

Esthetics Instructor

Makeup Artist for Photography & Film

Spa Owner

Salon Owner

Cost of Program

Registration Fee	\$50.00
Tuition	\$10,775.00
Equipment & Books	\$2,320.00
Sales Tax	\$141.00
Total Price	\$13,286.00
<i>Pre-owned Laptop</i>	\$225
<i>New Laptop</i>	\$345

Licensing Requirements Massachusetts

Every state has specific requirements in order to qualify for licensure in that state. In order to qualify for licensure in Massachusetts you must have or attain the following:

Formal Education: 8th Grade

Licensing Age: 16

Training (School Requirements) by Program:

Cosmetology: a minimum of 1000 Hours of Cosmetology Training in a licensed school.

Manicuring: a minimum of 100 Hours of Manicuring Training in a licensed school.

Barbering: a minimum of 1000 Hours of Barbering Training in a licensed school.

Esthetics: a minimum of 600 Hours of Esthetics Training in a licensed school.

Licensing Exams: achieve a passing score of 70% or higher on both a written and practical examination, administered by PearsonVue, a testing company.

Fees:	Cosmetology	Manicuring	Barbering	Esthetics
Licensing Fee	\$68.00	\$68.00	\$20.00	\$68.00
Exam Fee	\$150.00	\$150.00	\$145.00	\$150.00
Exam Retake Fee	\$120.00	\$120.00	\$115.00	\$120.00
Renewal Fee (biennially)	\$68.00	\$68.00	\$78	\$68.00
Renewal Date	Birthday	Birthday	12/31 – on the odd years	Birthday

Licensing Restrictions: licensure is not guaranteed. All individuals licensed and/or requesting licensure in the state of Massachusetts will be required to fill out a Criminal Offender Record Information (CORI) Acknowledgement Form in order for the Department of Professional Licensure to run a criminal background check.

There are six questions on the licensing exam application that when answered in the affirmative require the individual to receive approval from the Board of Registration of Cosmetology and Barbering prior to taking the exam. This pre-approval process can take anywhere from 3 to 6 weeks up to 5 or 6 months, depending on the given situation. Most people get the approval within 3 months. Those questions are as follows:

- Do you hold or have you held a professional license in any jurisdiction?
- Has any disciplinary action been taken against you by a licensing board in any jurisdiction?
- Are you the subject of pending disciplinary action by a licensing board in any jurisdiction?
- Have you ever voluntarily surrendered a professional license to a licensing board in any jurisdiction?
- Have you ever applied for and been denied a professional license in any jurisdiction?
- Have you been convicted of a felony or misdemeanor in any jurisdiction?

Admissions

academic calendar

A student may apply for enrollment at any time. New school terms begin the first Monday of each month. Classes are in session throughout the year with the exception of the following days;

! New Year's Day	! Martin Luther King Day	! Christmas Day
! Memorial Day	! Independence Day	! President's Day
! Labor Day & the Friday before	! Columbus Day	! Veteran's Day
! Thanksgiving Day & the following Friday	!	!

*Early Dismissal on Christmas Eve at 1pm (no lunch scheduled)

*No Evening Classes on Christmas Eve or New Year's Eve

*See the student handbook for unexpected school closure information.

admission's policies & procedures

- Each applicant must be 16 years of age or older.
- Each applicant must have either a high school diploma or a GED and must submit a copy to the school prior to enrollment.
- Each applicant must interview with an admissions representative to determine the suitability of the applicant for the program.
- Each applicant must complete all required forms in preparation for enrollment day.

transfer students

Credit for subjects completed in an approved similar school or program must first be approved by the Massachusetts Board of Registration of Cosmetology and Barbering. Once approved, an evaluation is conducted by Academy faculty on those completed subjects to determine if the approved credit will be applied. The transferring student must provide proof of education/training from an approved/licensed institution and furnish Rob Roy Academy with an official school transcript stating clearly both the number of hours the student has earned as well as all exam scores, prior to setting up a date for evaluation.

Rob Roy Academy does not nor will not actively recruit students attending or admitted to another school offering a similar program of study.

equal opportunity enrollment and employment

Rob Roy Academy does not discriminate on the grounds of race, creed, religion, color, handicap, ethnic origin, sex, age, or political affiliation.

handicapped policy

Rob Roy Academy complies with the Rehabilitation Act of 1973 (section 504). We do not discriminate on the basis of handicap in the admission or recruitment of students, however manual dexterity is required.

Student Services

Reenrolling/Reentering Students

It is our wish that all of our students become successful graduates, this includes students that may have had to withdraw from school for any number of reasons. To be eligible for re-entry the student:

- Must satisfy any previous tuition and/or overtime balance owed to the school.
- Must meet with an Admissions Representative and complete the admissions process again.
- Must have rectified the issue which caused the program withdrawal.
- Must have a clear plan for completing their program.

Once completed, the application along with the student's record as well as testimony by school staff and faculty, will be given to the Admission's Board, who will then make the final decision about reentry into the program. *Please note: students will only be allowed to re-enter a program once.

placement assistance

Rob Roy Academy's placement policy is to provide employment assistance to graduates regardless of the date of their graduation. Rob Roy Academy does not guarantee employment or specific salaries upon graduation.

student advising

All instructors and staff personnel are available to each student for career, academic, and personal advising. The advising is sincere, friendly and confidential when applicable.

tutoring

Available for students who need additional instruction. See your instructor for an available time.

graduation

In order to graduate from Rob Roy Academy students must:

- Successfully complete the program's hours
- Meet the Satisfactory Academic Progress Policy of the Academy
- Pay any outstanding overtime/penalty fees
- Satisfy any tuition obligations not already arranged for

Rob Roy Academy holds a cap and gown graduation ceremony once each calendar year for graduates of all programs. Each student is awarded a diploma at the completion of his/her training program.

student evaluations (progress reports)

Evaluations are performed a minimum of two times during the student's program, but may be done more often at the discretion of the instructor. Instructors are encouraged not to exceed one evaluation per month, unless a student is in danger of failure and subsequent withdrawal from the program.

grading system

Academic work is evaluated and grades are assigned in order to indicate a student's level of performance. Grades are based on the quality of student's work as shown by dedication, written tests, class projects, and outside assignments. The meaning of the grade notations are:

90-100% - above Average - A

80-89% - Average - B

Below 80% - Failing - F

All written exams are graded by the above grade notations.

Practical work is graded during practical exams using the grade notations above.

Students must maintain an average of 80% (B) or higher on all written and practical exams to satisfy the Academy's Satisfactory Progress policy as stated in this catalog as well as in the Student Handbook.

attendance and tardiness

Interruption of theory class is never allowed. Any students who are late for class may not enter class until the end of theory or when class is scheduled to break.

Students are only allowed to be tardy (late to school) twice per month. They will not be allowed to enter class until after theory is complete but may stay for the remainder of the class. Students who are tardy a third time in a month will not be allowed into class at all that day.

Although no absences are excused, missed hours can be made up during regular school hours beyond the student's regularly scheduled class. Students must complete their regular scheduled class in its entirety prior to making up time (evening students must have completed their previous evening class).

Missing more time than allowed may result in overtime/penalty fees of \$12.50 per hour missed if the student fails to make up the hours missed in the time allotted.

makeup work

All work missed due to absences must be made up within one week, or at the discretion of the instructor depending on the subject matter. Exams not made up in the allotted time may receive a zero.

Administrative Policies

Rob Roy Academy reserves the right to change school policies and procedures without prior notice – however, once any changes are made notification to school staff and students will be made.

Tuition rates are subject to change, although students enrolled under specific tuition rates will have such rates honored. The school reserves the right to cancel any class which does not have the minimum number of five students enrolled.

student records

Student records are maintained by the school in permanent files. The Family Educational Rights and Privacy Act [FERPA] is a Federal law that protects the privacy of students and their education records. It gives parents certain rights with respect to their children's education records and those rights are then transferred to the student when they reach 18 or attend a school beyond the high school level. Rob Roy Academy will not release any information about any of its students without prior authorized written consent from the student or parents/guardian of the student if student is a dependent minor, with the exception of the following: school officials with legitimate educational interest, other schools to which the student is transferring, specified officials for audit and/or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies, and state and local authorities within the juvenile justice system, pursuant to specific State law.

A notice will be placed and maintained in a student's file listing to whom personally identifiable information is disclosed and the legitimate interest they had in obtaining the information.

Students and/or Parents of dependent minor students have the right to review their education record. To do so, submit a request in writing to your school administrator. The record will be made available for viewing within 10 business days of receipt of the request.

transfer of credits

Students who are concerned with entering another school and transferring credit for programs completed in this school should first inquire at the school they plan to attend to determine whether such credits will be considered transferable. Rob Roy Academy cannot assure such transferability.

grounds for termination

A student may be dismissed from Rob Roy Academy for the following reasons:

- a) Failure to meet the Academy's satisfactory progress policy (as outlined in the school catalog).
- b) Failure to attend classes for fourteen calendar days.
- c) Failure to return to school immediately upon the end of a leave of absence.
- d) Failure to meet tuition and payment requirements.
- e) Failure to comply with the Academy's rules of conduct.
- f) Violation of the Academy's policies on Drugs, Alcohol, or Weapons.

*A student shall be given written notice of the reason for termination and will be provided an opportunity to appeal for reenrollment.

rules of conduct

Rob Roy Academy is proud of the caliber of its students and graduates and in keeping with that has established rules of conduct that must be followed at all times. All students are expected and required to conduct themselves in an appropriate manner while in school and in the classroom. Behavior which distracts and detracts from the learning environment is considered unacceptable.

Exhibiting the following behavior will result in a student's suspension from school for the remainder of the day and an Advisory posted on their Academic Record:

- Using inappropriate and/or vulgar language.
- Engaging in an inappropriate and/or disrespectful conversation.
- Causing a disturbance and/or distraction in the classroom.
- Refusing a task, assignment, or client given by your instructor(s).
- Disrespectful attitude and/or behavior to academy staff or faculty.
- Calling, answering, or texting on a cell phone while in class or on the clinic floor.

*Note: failure to comply immediately with or arguing about a suspension can result in the suspension being extended for multiple days.

Exhibiting any of the following behavior may result in a student's termination (expulsion) from school:

- Being under the influence of drugs or alcohol while in school.
- Possession of alcohol or illegal drugs while in school or on school property.
- Possession of a firearm, knife, or similar weapon while in school or on school property.
- Physical violence toward another student, employee or guest of the school.
- Verbally or physically threatening another student, employee or guest of the school.
- Harassment of another student, employee or guest of the school.
- Supplying fraudulent information or documents to the school, especially to gain entry into school.
- Stealing or attempting to steal the property of another or the property of the school.
- Willfully or intentionally damaging or destroying school property.
- Receiving a 5th Advisory on their Academy Record.

financial aid assistance

Rob Roy Academy is qualified as an eligible institution by the United States Department of Education to participate in federal and state financial aid programs. Students are encouraged to apply for financial aid prior to the commencement of their program.

financial information

The Academy's tuition cost for each course of study and the cost of equipment and texts are listed in this catalog. The student or Guarantor agrees to pay the Academy the total cost of tuition, equipment, books, sales tax and fees on the first day of attendance at the Academy unless other arrangements have been made with the Financial Aid Department. Along with student aid and loans, the Academy accepts payment in the form of checks, money orders, and credit/debit cards. The Academy reserves the right to initiate an Interruption of Studies for any student whose tuition account balance is not current. The student will not be allowed to resume classes until the account is brought up to date.

leave of absence policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. Rob Roy Academy students may be granted up to four (4) one-week personal leaves of absence. Medical leaves of absence will be considered and approved on a case by case basis, only after all required medical documentation has been provided.

When granted, a leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. A contract addendum is completed, signed and dated by all parties to reflect the leave and the changes it made. A leave will not change the level of satisfactory progress the student has at the time of the leave and Rob Roy Academy will not assess any additional institutional charges as a result of any approved LOA.

All requests for a leave of absence must be submitted in advance, in writing, including the reason for the request, with the student's signature. A leave of absence may be granted if an unforeseen emergency prevents a student from requesting a leave of absence in advance. However, the student must notify Rob Roy Academy to document the reason for the leave as soon as possible and send in documentation verifying the emergency along with their request for a leave as described above. If granted the beginning date of the approved LOA would be the first day the student was unable to attend school due to the emergency.

Please note:

- Leave of absences will be granted only when there is a reasonable expectation that the student will return.
- Only requests of an emergency nature will be granted to students still in the introductory phase of their program (see attendance section of the student handbook for introductory phase descriptions).
- Any student granted an LOA that meets the above criteria is not considered to be withdrawn, and no refund calculation is required at that time.
- The current leave of absence request coupled with all other leaves of absence a student has taken, cannot exceed 180 days in any 12 month period.

Not returning from a leave of absence when scheduled will result in the student's termination from Rob Roy Academy. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. In the case that the student is a Title IV loan recipient, failure to return to school from an LOA can affect their student loan repayment terms, including the expiration of some or even all of the student's grace period for repayment, depending on the length of the leave.

refund policy

Any applicant not accepted to the Academy, shall be entitled to a refund of all monies paid, and this contract shall become null and void.

A. Massachusetts State Refund Policy (As per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. The administrative costs equal: \$50.00.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

B. Title IV Recipients:

1. If a student terminates after the five day period and after the commencement of the program, the student is entitled to a refund only after Federal requirements have been satisfied, a return to Title IV Calculation has been completed, and federal monies due have been returned. The following then applies:
 - a. Refund Policy (as stated above): based upon scheduled elapsed hours as of last day of attendance. The student is charged quarterly increments as determined by their scheduled hours, equipment, text-books and registration fee are charged.

Example:

01% - 24.9% of program	= 25% charge
25% - 49.9% of program	= 50% charge
50% - 74.9% of program	= 75% charge
75% - 100% of program	= 100% charge

- b. Enrollment Time: is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

- C. Equipment and Text Books are non-refundable: once accepted, books and equipment cannot be returned and the student will be responsible for full payment of the items received.
- D. Program Cancellations: if a program is canceled prior to the student's actual start date, the student is entitled to a full refund of all monies paid. If a program is canceled after the student starts the program, or if the school is permanently closed and no longer offering instruction, the student is entitled to a State Policy refund, for Title IV students Federal regulations still apply.

**The refund calculation process as well as Return to Title IV calculations (where applicable) will begin immediately upon determination of a student's withdrawal, officially or unofficially, from their program. Any monies due will then be refunded within the next 14 calendar days.*

withdrawal from program

For a student to officially withdraw from their program they must submit a letter of withdrawal stating their reason for withdrawing to a school official.

Veteran Services

It is the mission of Rob Roy Academy to help veterans and their dependents flourish in their higher education pursuits. We act as a liaison between the veteran and the Department of Veterans Affairs (VA) in order to ensure these goals are reached. Our staff members are committed to assisting veterans and their eligible dependents with federal or state education benefits gained through military service. Veterans entering Rob Roy Academy should contact the Financial Aid Office immediately to establish their benefits in a timely manner.

Federal VA Education Benefits

Title 38 United States Code Section 3679(e) Veterans Benefits and Transition Act of 2018

Covered individuals (students entitled to Chapter 33, Post 9/11 GI Bill® or Chapter 31, Vocational Rehabilitation and Employment) are permitted to attend classes during the period beginning on the date on which the individual provides to Rob Roy Academy- Financial Aid Office a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

****No penalty will be imposed due to a delayed disbursement funding from VA under Chapter 31 or 33.**

Students entitled to Chapter 33 or Chapter 31 must note the following additional requirements for processing:

Submit to the Financial Aid Office: A Certificate of Eligibility (COE) or statement of benefit for entitlement no later than the first day of class. Any amount ineligible to be paid under the VA education benefit disbursement a Veteran can apply for federal student aid by completing a FAFSA. Please contact the Financial Aid office to go over eligibility requirements.

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 <https://www.benefits.va.gov/gibill>.

Satisfactory Academic Progress Policy

All students attending Rob Roy Academy must maintain Satisfactory Academic Progress as defined by the school in order to graduate and be eligible for Title IV assistance. Non-Title IV recipients will not be subject to loss of Title IV aid but are required to graduate within the maximum time frame and maintain Satisfactory Academic Progress. This policy is consistently applied to all students and is printed in the catalog to ensure all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences and the federal regulations established by the United States Department of Education.

Requirements for Maintaining Satisfactory Progress

1. Maintain a 70% Cumulative Attendance Rate.
2. Maintain an 80% Cumulative Grade Point Average (GPA)

Satisfactory Progress: is the qualitative (academic performance) and quantitative (attendance) measure used by the school to determine the extent to which a student is making adequate progress towards the completion of their program within the maximum time frame allowed.

Evaluation Periods: a student's academic and attendance progress are evaluated twice during their program. The first evaluation is completed at the scheduled midpoint of their program. The second evaluation is completed at the scheduled end of their program. See the chart below for your program's evaluation periods.

Program/Course	Course Hours	Academic Year is:	1 st Evaluation Period	2 nd Evaluation Period
Cosmetology	1000 Clock Hours	1000 Hours	500 Scheduled Clock Hours	1000 Scheduled Clock Hours
Barber Styling	1000 Clock Hours	1000 Hours	500 Scheduled Clock Hours	1000 Scheduled Clock Hours
Esthetics	600 Clock Hours	600 Hours	300 Scheduled Clock Hours	600 Scheduled Clock Hours
Manicuring	100 Clock Hours	100 Hours	50 Scheduled Clock Hours	100 Scheduled Clock Hours
*Transfer students: will be evaluated at the scheduled midpoint of their contracted hours or at the regular established evaluation period, whichever comes first.				

Note: Rob Roy Academy evaluates SAP at the point when the student's scheduled hours have elapsed, regardless of whether the student actually attended them.

Attendance:

Course Hours: the amount of time (number of hours) required to complete your program of study without any absences.

Scheduled Hours: the hours stated on the student's enrollment contract and are the hours a student is expected to be in class. For example if you enrolled for 30 hours per week your scheduled hours are 30 hours per week.

Actual Hours: the hours the student was actually in class.

Maximum Time Frame: the maximum amount of time allowed to complete the course. Failure to complete your program hours within that time will result in termination from the academy and a status of withdrawn. That amount is set for each program and is broken down by program below as well as by schedule in the following section:

Program/Course	Course Hours	Penalty/Overtime fees price per hour	Maximum Time Frame = 143%
Cosmetology	1000 Hours	\$12.50 (per hour)	1428 Hours
Barber Styling	1000 Hours	\$12.50 (per hour)	1428 Hours
Esthetics	600 Hours	\$12.50 (per hour)	857 Hours
Manicuring	100 Hours	\$12.50 (per hour)	142 Hours

Maximum Time Frame in Weeks:

Program (s)	Schedule	Daily Hours	Days a Week	Course in weeks without Absences	Maximum Time Frame in Weeks
Cosmetology & Barbering	Full-time	6	5	33.33 Weeks	47.6 Weeks
Cosmetology & Barbering	¾-time	5	5	40 Weeks	57.12 Weeks
Cosmetology & Barbering	Ft-Evening	4	4	62.5 Weeks	89.25 Weeks
Esthetics	Full-time	5	4	30 Weeks	42.85 Weeks
Manicuring	Part-time	4	2	12.5 Weeks	17.75 Weeks

Attendance Progress: students are required to attend a minimum of 70% of the hours scheduled in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Attendance progress is determined by dividing the student's number of actual hours by their number of scheduled hours. For example, the student is scheduled to attend class 6 hours per day, 5 days per week. At the conclusion of 2 weeks (10 school days) the student will have accumulated 60 scheduled hours. The student missed 1 day of school and only accumulated 54 actual hours. The student's attendance ratio is 54/60 giving them an attendance average of 90%. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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.

Grade Point Average (GPA)

Academic Progress: a student must maintain an 80% grade point average in order to be considered to be maintaining satisfactory academic progress. The student's GPA will be determined at specific intervals during your program as stated above and is determined as follows: practical exam average + theory exam average divided by 2 = GPA. All exams are scored with a numeric grade and their equivalencies are as follows:

90 - 100	Above Average	= A
80 - 90	Average	= B
Below 80	Failing	= F

Non-credit and extra-credit work: all work that helps a student to be successful in completing and passing each lesson is encourage, however they are not graded and have no effect on a student's GPA.

Retake Exams: all failed exams must be retaken to attempt a passing score. Theory exams that are of a practical nature must be retaken until a passing score is achieved. Only the first three grades received will affect the student's GPA.

Practical Clinic Work: work completed by students in the clinic is supervised, reviewed, and corrected but not scored as it is considered work in progress. All students are encouraged towards continuous improvement of clinic services.

Determination of Progress Status: Students meeting the minimum requirements for attendance and academics at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. The completed evaluation will be reviewed with the student and a hard-copy given upon request. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation

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

Probation: students that are not achieving satisfactory progress at the end of the warning period can appeal the negative status determination. Only students who prevail upon appeal will be placed on probation and they will be considered to be making satisfactory progress while on probation. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements within the plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements they will be determined as NOT making satisfactory academic progress and, if applicable, deemed ineligible to receive Title IV funds.

Re-establishment of Satisfactory Academic Progress: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. In other words, students would be able to re-establish SAP by attending school every day, making up any missed time allowed, and by achieving higher scores on their exams.

Interruptions, Leave of Absences, Course Incompletes, and Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as when they left. The leave of absence will extend the student's contracted graduation date and maximum time frame by the same number of days taken in the leave and will not be included in the student's cumulative attendance percentage. Students who withdraw from school prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Please note: the Massachusetts Board of Cosmetology and Barbering determines the number of hours a re-enrolling student receives from a previous enrollment.

Appeal Procedure: If a student is determined to not be making satisfactory progress, the student may appeal that negative status determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

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

Transfer Hours: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours as it relates to exhausting maximum time frame and not as part of their satisfactory progress evaluation, as SAP evaluation periods are based on actual contracted hours only.

our staff/faculty

Staff

Tracy Casey, *Chief Executive Officer, Owner*
Debra Cooke, *Chief Financial Officer, Owner*
Claire Boschetto, *Education Director*
Lauren McCormack, *Financial Aid Director*
Lisa Purretta, *Manager of Academy Development*
Jessica Doucet, *South School Director*
Joan Garneau, *Manager*

Laura Rose Kerrigan, *Financial Aid Administrator*
Mary Holmes, *Financial Aid Administrator*
Nichole Karcz, *Financial Aid Administrator*
Elizabeth Allain, *Admissions Representative*
Beth Andre, *Admissions Representative*
Jillian Bourque, *Admissions Representative*
Lisa Goodnow, *Admissions Representative*

Instructors

Fall River

Pamela Hamilton
David Liciaga
Joseph Olaniyan
Carla Rosa
Laurie Stott

New Bedford

Claire Boschetto
Pamela DeMello
Robin Gray
Lisa Purretta

Taunton

Kara Babbit
Dominique Blessing
Pamela Wilkinson

Worcester

Darron Andrews
Isuibel Andrews
Joan Garneau
Karen Marshall
Devin Dreyer

Directions

Worcester, MA Campus

From Rt. 290 East:

Take exit 17, at end of ramp turn left. Not counting the double set of traffic lights at the exit, go straight through to the fourth set of lights and turn left onto Lancaster Street. Follow to the third set of lights and turn right onto Pleasant Street, the school is the third building on the left.

From Rt. 290 West:

Take exit 18, at end of ramp turn right. At second set of traffic lights turn right. At third set of lights turn left onto Lancaster Street. Follow to the third set of lights and turn right onto Pleasant Street, the school is the third building on the left.

From Rt. 146 North:

Follow Rt. 146 to Rt. 290 East. From Rt. 290 E, take exit 17, at end of ramp turn left. Not counting the double set of traffic lights at the exit, go straight through to the fourth set of lights and turn left onto Lancaster Street. Follow to the third set of lights and turn right onto Pleasant Street, the school is the third building on the left.

From Rt. 9 West:

Follow Rt. 9 past UMass Hospital (on right) staying to the right. Continue on Rt. 9 past UMass Memorial Hospital (on right). At bottom of the hill (police station will be on left) go straight through the next 3 traffic lights then turn left onto Lancaster Street. Follow to the third set of lights and turn right onto Pleasant Street, the school is the third building on the left.

Fall River, MA Campus

From Rt. 195 East:

Take exit 5 (in Massachusetts), at end of ramp turn right. At first traffic light turn left, at the next light turn left onto South Main Street. The school is two blocks down on the right.

From Rt. 195 West:

Take exit 7, at end of ramp turn left. At second traffic light turn right (Walgreens will be on your right), follow through to the second set of lights and turn right onto South Main Street. The school is two blocks down on the right.

Taunton, MA Campus

From I-495 South:

Take exit 9, at end of ramp turn right. Follow until the street ends and turn right, this street will bring you to the rotary at the Taunton Green. Proceed 3/4 of the way around the rotary then straight through the light, the school will be on the left.

From I-495 North:

Take exit 8 (Bay Street), at end of ramp turn left. Follow this street until you reach the rotary. Proceed 3/4 of the way around the rotary then straight through the light, the school will be on the left.

From I-24 North:

Follow I-24 to exit 12B (Rt. 140 North), bear right on the ramp. Follow Rt. 140 (County Street) until it ends and turn left at the lights. The school is 3 blocks down on the right.

New Bedford, MA Campus

From I-195 East:

Take exit 16, at end of ramp turn right. Take right at the stop sign onto Belleville Avenue, follow for approximately 1-1/4 miles. Turn left onto Hatch Street, the school is at the end of the street on the left.

From Rt. 140 South:

Follow Rt. 140 into New Bedford, bear left at fork (with lights) onto Acushnet Avenue. The school is approximately 5 miles down on the left.

From I-195 West:

Take exit 16 (Coggeshall Street), bear to the left on ramp. At lights turn left onto Belleville Avenue and follow for approximately 1-1/4 miles. Turn left onto Hatch Street, the school is at the end of the street on the left.

Rob Roy Academy

5 Convenient Locations

Worcester Massachusetts
& Corporate Office
150 Pleasant Street
Worcester, MA 01609
508-799-2111
worcester@rob-roy.com

2 Basic Skills Theory and Practical
Training Areas
2 Clinics
Seminar Room
Library
Student Area

Fall River Massachusetts
260 South Main Street
Fall River, MA 02721
508-672-4751
fallriver@rob-roy.com

1 Theory Room
2 Basic Skills Theory & Practical
Training Areas
2 Clinics
Library Area
Student Area

Taunton Massachusetts
One School Street
Taunton, MA 02780
508-822-1405
taunton@rob-roy.com

Theory Room
Basic Skills Theory and Practical
Training Area
Clinic
Library Area
Student Area

New Bedford Massachusetts
1872 Acushnet Avenue
New Bedford, MA 02746
508-995-8711
newbedford@rob-roy.com

Basic Skills Theory and Practical
Training Classroom
Clinic
Library Area
Student Area

See Rob Roy Academy's Rhode Island Catalog for more information about the following location:

Woonsocket Rhode Island
251 Main Street
Woonsocket, RI 02895
401-769-1777
woonsocket@rob-roy.com

1 Theory Room
1 Basic Skills Theory and Practical
Training Area
2 Clinics
Library Area
Student Area
