



Rob Roy Academy  
**School  
Catalog**

CAMPUSES IN: WOONSOCKET

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.

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For more information visit: [www.rob-roy.com](http://www.rob-roy.com) or call toll free: 1-888-877-2111

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3015 Colvin Street, Alexandria, VA 22314  
703-600-7600

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Rhode Island Office of the Postsecondary Commissioner  
560 Jefferson Boulevard, Suite 100, Warwick, RI 02886-1304 | 401-736-1100

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# Cosmetology Course Outline

1000 Hour Program

Full Time Monday through Friday 9am–4pm: 9 Months

Part Time Monday through Friday 9am–2:30pm: 12 Months

**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, hair coloring, 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 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 powerpoint 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, 2022 (978-1-940593-52-4)

**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 retake exam.

## Grading System

90–100%	Above Average	= A
80-89%	Average	= B
Below 80%	Failing	= F

## Course Content

## Hours

Classroom Theory	158
Manicuring (including 12.5 hours of Artificial Nail Techniques)	40
Chemical Hair Straightening / Permanent Waving / Hair Coloring	230
Shampooing	18
Finger Waving / Pin Curls / Roller Setting	41
Thermal Hairstyling / Marcel Irons / Curling Irons / Blow Dry Styling	35
Skin Care / Facial Grooming / Makeup / Temporary Hair Removal	67
Scalp Treatments / Wig Instruction	42
Hair Coloring (all phases)	135
Hair Cutting	100
Sterilization, Hygiene and Anatomy	125
Ethics /Salesmanship / Courtesy and conduct	9

## Total Hours

**1000**

## Cost of Program

Registration Fee	\$50.00
Tuition	\$16,850.00
Equipment & Books	\$2,520.00
Sales Tax	\$172.07

## Total Price

**\$19,592.07**

## **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

# Manicuring Course Outline

300 Hour Program

## **Currently not enrolling**

**Description:** The manicuring program educates students on the care of the hands, nails, and feet. This education includes; 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 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 powerpoint 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 retake exam.

## Grading System

90–100%	Above Average	= A
80-89%	Average	= B
Below 80%	Failing	= F

## Course Content

## Hours

*60 hours Theory and 240 hours of Practical Training*

Decontamination / Sanitation / Safety / First Aid	37.5
Manicuring with Hand & Arm Massage / Hot Oil Manicures	65
Pedicuring with Leg & Foot Massage	35
Nail Tipping, Artificial Nail Enhancements	75
Professionalism / Professional Ethics	10
Salon Management / State Laws / Licensing Requirements	15.5
Anatomy / Bacteriology / Skin, Nails & their Disorders	30
Product Knowledge Use and Safety / Tools & Equipment Use and Safety	10
Salon Business / Selling Products & Services	12
Communications / Human Relations	5
Compensation / Payroll Deductions	5
<b>Total Hours</b>	<b>300</b>
<b>Cost of Program</b>	
Registration Fee	\$50.00
Tuition	\$3,655.00
Equipment & Books	\$1,780.00
Sales Tax	\$120.26
<b>Total Price</b>	<b>\$5,605.26</b>

## Careers in Manicuring

*Standard Occupational Classification Code 39-5092.00*

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

# Barbering Course Outline

1000 Hour Program

Full Time Monday through Friday 9am–4pm: 10 Months

Part Time Monday through Friday 9am–2:30pm: 12 Months

Evenings Monday through Wednesday 5:30–9:30pm: 22 Months

**Description:** This course is designed to teach students all aspects of Barbering. This includes 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. 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 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 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 powerpoint 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, 2022 (978-1-940593-92-0)

**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 retake exam.

### Grading System

90–100%	Above Average	= A
80-89%	Average	= B
Below 80%	Failing	= F

<b>Course Content</b>	<b>Hours</b>
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
Hair Coloring	75
Mustaches and Beards	20
Shaving	50
Decontamination / Sanitation / Bacteriology	80
Chemical Hair Relaxing	40
Light Therapy	5
Shop Management	10
<b>Total Hours</b>	<b>1000</b>

<b>Cost of Program</b>	
Registration Fee	\$50.00
Tuition	\$17,440.00
Equipment & Books	\$2,445.00
Sales Tax	\$167.02
<b>Total Price</b>	<b>\$20,102.02</b>

## **Careers in Barbering**

*Standard Occupational Classification Code 39-5011*

Barber

Barber Shop Manager/Owner

Platform Artist

Hair Color Technician

Product Representative

Permanent Wave Technician

Makeup Artist

Instructor

# Instructor Training Course Outline

300 Hour Program

Full Time Monday through Friday 9am–4pm: 3 Months

Part Time Monday through Friday 9am–2:30pm: 4 Months

**Description:** The Instructor Training Course is designed to educate licensed industry professionals to effectively share the knowledge and skills they have to educate the industry's future professionals. This course gives these licensed cosmetologists, barbers, and manicurists the skills needed to guide students to be successful in their chosen careers. This program is measured in clock hours where the student instructor 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 instructor image with confidence, and communicate effectively with employers, co-workers, clients, and students. They will also be comfortable and confident in performing the basic tasks of teaching, including preparing for class, lesson planning, and evaluating student performance.

**Format:** Theory class is conducted weekly where the student instructor reviews and takes notes on the chapter lesson assigned, followed by review with the Training Instructor. The student instructor in training works side by side with the Instructor(s) on delivering the theory and practical lessons for the students enrolled in their given program. These practical classes include instructor demonstrations and guiding the students in their hands-on work. While in the beginning these tasks are completed by the training instructor(s), as the student instructor progresses through the program they will move from observer and learner to trainer, instructor and demonstrator themselves.

**Textbooks:** Milady's Master Educator 3rd Edition, copyright 2014, ISBN-13: 9781133693697

**Goals:** To produce qualified educators that can: use the audio and visual aids to teach the program's curriculum, develop, administer and grade student examinations, to produce and use lesson plans and outlines, give practical demonstrations for their program's technical pieces, and to overall understand how to give quality education to the various types of learners.

**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 retake exam.

### Grading System

90–100%	Above Average	= A
80-89%	Average	= B
Below 80%	Failing	= F

### Course Content

### Hours

*60 hours Theory and 240 hours of Practical Training*

Fundamental Principles of Teaching	7
Personality & Professional Conduct	8
Development of a Course	6
Teaching Principles	9
Student Learning Principles	6
Lesson Planning / Records Management	11
Basic Teaching Methods	12
Teaching Aids	13
Testing	16
Classroom Management	5
Teaching Adults	11
Classroom Problems	10
Teacher Evaluation / Licensing / Business Management	6
Instructional Opportunities / Student Progress / Advising	180
<b>Total Hours</b>	<b>300</b>

### Cost of Program

Registration Fee	\$50.00
Tuition	\$3,615.00
Equipment & Books	\$776.00
Sales Tax	\$47.60
<b>Total Price</b>	<b>\$4,488.60</b>

**Careers in Instruction**

*Standard Occupational Classification Code 25-1194.00*

Cosmetology Instructor

Barbering Instructor

Manicuring Instructor

# Licensing Requirements

Rhode Island

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

Formal Education: High School Diploma or GED

Licensing Age: 18

## **Training (School Requirements) by Program:**

**Cosmetology:** a minimum of 1000 Hours of Cosmetology Training in an approved school.

**Manicuring:** a minimum of 300 Hours of Manicuring Training in an approved school.

**Barbering:** a minimum of 1000 Hours of Barbering Training in an approved school.

OR

2 years as a registered apprentice barber, accompanied by an affidavit(s) of his or her employer(s) that the applicant has been engaged in barbering as an apprentice barber in the state during those 2 years.

**Instructor Training:** a minimum of 300 Hours of Instructor Training in an approved school.

**Licensing Exams:** achieve a passing score of 70% or higher on both a written and practical examination.

**Written Exams:** are offered by PSI Services weekly.

**Practical Exams:** are offered at each school and are scheduled regularly

## **Fees:**

Licensure Fee: \$25.00

Exam Fee: \$75.00

## **Special Fees/Renewal Fees:**

Renewal Fee (biennially): \$25.00

Restoration Fee: \$25.00 per year

## **Licensing Restrictions:**

Licensing Restrictions: licensure is not guaranteed as the application asks the following questions and require complete details in the event the candidate answers yes to any of them:

- Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state, or local statute, regulation, or ordinance or are any formal charges pending?
- Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending?
- Have you ever been denied a license, certificate, registration or permit in any state

## **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	Memorial Day
Labor Day	Thanksgiving Day & the following Friday
Martin Luther King Day	Independence Day
Columbus Day	Christmas Day & the following Friday
President's Day	Victory Day
Veteran's Day	Juneteenth

\*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 18 years of age or older or turn 18 within the first 8 months of their program with a valid ID.
- Each applicant must provide their high school diploma, or its equivalent, an official transcript showing their high school completion, or their approved home school transcript, prior to enrollment. Foreign high school diplomas must be translated and evaluated by an outside agency qualified to translate documents into English and confirm academic equivalence to a U.S. high school diploma.
- 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 may be accepted at Rob Roy Academy. An Evaluation of the transfer student's skills and knowledge will be completed by Academy Faculty and credit will be applied accordingly. 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, disability, ethnic/national origin, gender, sexual orientation, gender identity, 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**

### **Re-enrolling/Re-entering 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 re-entry 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 advice is sincere, friendly, and confidential when applicable.



## 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. Extra help is available for students who request it.

## 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 a 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 \$14.00 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. Once any changes are made, school staff and students will be notified.

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 the student is a dependent minor. The exceptions to this are 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 re-enrollment.

## **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:**

- Smelling of marijuana or alcohol at any time of the school day
- Vaping or e-cigarettes of any kind while in the school building (including restrooms)
- 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.

\* Failure to comply immediately with or arguing about a suspension can result in the suspension being extended for multiple days. Upon suspension, students may not address concerns of their suspension, until they are allowed to return to school.

**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, credit/debit cards and Apple/Samsung pay. Cash is accepted for registration fees only. 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. In order to be eligible for an LOA, Rob Roy Academy students must follow this policy. 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 calendar 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. Rhode Island Refund Policy** (As per Standard 5 of the Regulations Governing Proprietary Schools in Rhode Island)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within three business 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 three business days, 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.
10. If you are terminated by Rob Roy Academy, the effective date for refund purposes is determined by your last date of attendance.

## **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 the last day of attendance. The student is charged quarterly increments as determined by their scheduled clock hours plus equipment, text-books and registration fee charges.

### **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 to 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.

## **Unearned Title IV funds**

Funds will be returned to the federal student aid programs in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Direct Loan
4. Federal Pell Grant

## **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 <https://www.benefits.va.gov/gibill>, 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 - Rhode Island

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 and 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 at least twice during their program. The first evaluation is completed at the scheduled midpoint of the student's academic year, or the scheduled midpoint of their program. The second evaluation is completed at the scheduled end of the student's academic year, or the scheduled end of their program. In programs extending beyond one academic year in length, any subsequent evaluation periods are based on the remaining program length. See the chart below for your program's evaluation periods.

Program/ Course	Course Hours	Academic Year is:	1st Evaluation Period	2nd Evaluation Period
<b>Cosmetology</b>	1000 Clock Hours	1000 Hours	500 scheduled Clock Hours/ 15 or 20 Weeks**	1000 scheduled Clock Hours/ 31 or 40 Weeks**
<b>Barbering</b>	1000 Clock Hours	1000 Hours	500 scheduled Clock Hours/ 16, 20 or 42 Weeks**	1000 scheduled Clock Hours/ 32, 40 or 84 Weeks**
<b>Instructor Training</b>	300 Clock Hours	300 Hours	150 scheduled Clock Hours/ 5, 6 or 13 Weeks**	300 scheduled Clock Hours/ 10, 12 or 25 Weeks**
<b>Manicuring</b>	300 Clock Hours	300 Hours	150 scheduled Clock Hours/ 19 Weeks**	300 scheduled Clock Hours/ 38 Weeks**

\*Transfer students: will be evaluated at the scheduled midpoint of their contracted hours or at the regular established evaluation period, whichever comes first. \*\* Depending on the student's schedule. (full-time, part-time or evening)

**Note:** Rob Roy Academy evaluates SAP at the point when the student's scheduled hours have elapsed, regardless of whether the student attended them. All evaluations are completed within seven (7) school business days, following the evaluation period.

**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 are the hours a student is expected to be in class. For example if you enrolled for 32.5 hours per week your scheduled hours me 32.5 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 Timeframe = 143%
Cosmetology	1000 Hours	\$14.00 (per hour)	1428 Hours
Barbering	1000 Hours	\$14.00 (per hour)	1428 Hours
Instructor Training	300 Hours	\$14.00 (per hour)	429 Hours
Manicuring	300 Hours	\$14.00 (per hour)	429 Hours

**Maximum Time Frame in Weeks:**

Program/ Course	Schedule	Daily Hours	Days a Week	Course in weeks without absences	Maximum Timeframe in Weeks
Cosmetology	Full-time	6.5	5	30.76 weeks	43.94 weeks
Cosmetology	¾-time	5	5	40 weeks	57.12 weeks
Barbering	Full-time	6.5	5	30.77 weeks	43.94 weeks
Barbering	¾-time	5	5	40 weeks	57.12 weeks
Barbering	Full-time Evening	4	3	83.33 weeks	119 weeks
Instructor Training	Full-time	6.5	5	9.23 weeks	13.2 weeks
Instructor Training	¾-time	5	5	12 weeks	17.16 weeks
Instructor Training	Full-time Evening	4	3	25 weeks	35.75 weeks
Manicuring	Part-time	4	2	37.5 weeks	53.63 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 5 hours per day, 5 days per week. At the conclusion of 2 weeks (10 school days) the student will have accumulated 50 scheduled hours. The student missed 1 day of school and only accumulated 45 actual hours. The student's attendance ratio is 45/50 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 their 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
80-89%	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 encouraged, 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 connected 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 and/or veterans benefits 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 and/or veterans benefits.

**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 and/or veterans benefits.

**Re-establishment of Satisfactory Academic Progress:** Students may re-establish satisfactory academic progress and Title IV aid, and/or veterans benefits 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 for 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.

**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.

# Rob Roy Academy Complaint Procedure and Policy

In keeping with our school's mission statement and purpose Rob Roy Academy will make every attempt to resolve any complaint that is not frivolous or without merit. This procedure and policy is and will continue to be reviewed and included in the new student Orientation program so that all students will know the steps to follow should they feel the need to do so.

A copy of any complaint as well as the complaint's resolution will be retained in the school files indefinitely.

1. The student must submit the complaint in writing to the School Manager within 45 days of the incident in which the complaint occurred.
2. The complaint should clearly outline the allegation or grievance.
3. A school representative will meet with the complainant within ten (10) business days of receipt of the written complaint. This meeting will be documented and the complainant will be provided a copy of the written record at the conclusion of the meeting.
4. In cases of extreme conflict, it may be necessary for the school to appoint a complaint committee to review the complaint. This committee will consist of at least three members; one member of the school who has had no direct involvement in the dispute, one member of the school who is extremely familiar with the policies, procedures, rules and regulations of the school, and one additional member which can be a staff member, a member of the public (not related to the student), or another non-affected student.
5. This committee will meet within fifteen (15) business days of being appointed to review the complaint and its allegations. If more information is needed from the complainant a letter will be sent requesting the additional information. If no further information is needed and all requested information has been received, the committee will have fifteen (15) business days to make a recommended resolution for the dispute.
6. The school may accept, modify, or reject the recommended resolution. The student will be notified in writing of the school's final decision.
7. If the complainant wishes to pursue the matter further, they may contact Rob Roy Academy's Accrediting Agency (listed below) to request a complaint form.

NACCAS

3015 Colvin Street Alexandria, Virginia 22314

703-600-7600

## Our staff:

Tracy Casey, Chief Executive Officer, Owner

Debra Cooke, Chief Financial Officer, Owner

Jessica Doucet, Director of Schools

Claire Boschetto, Education Director

Lisa Purretta, Director of Academy Development

Maribel Hernandez, Financial Aid Director

Mark Morin, School Manager

Trisha Correia, Admissions Representative

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## Our Instructors:

Jesiah Algarin

Adrienne Boschetto

Dennis Cherry

Lisa Purretta

Claire Boschetto

Jorge Sierra

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## Directions

### **From Route 146 South:**

Take the Pound Hill Road Exit, at the end of the ramp, turn left onto Pound Hill Road. At the end of Pound Hill Road, turn right onto 146A South (Great Road) then turn left at the first light onto South Main Street. Bear left onto Main Street. The school is on the left at the intersection of Main and Clinton Streets. Parking is in the rear.

### **From Route 146 North:**

Take the Rt. 99 exit (this shares the same access road as the Rt. 295 exit but DO NOT get on Rt. 295, the Rt. 99 exit is after that). Stay on Rt. 99 to the end and turn left onto Social Street. Continue for approximately  $\frac{3}{4}$  of a mile and bear left at the fork onto Main Street. The school is on the left at the intersection of Main and Clinton Streets. Parking is in the rear.

# Rob Roy Academy 5 Convenient Locations

## Woonsocket Rhode Island

251 Main Street Woonsocket, RI 02895 | 401-769-1777 | [woonsocket@rob-roy.com](mailto:woonsocket@rob-roy.com)

2 Theory Rooms, 2 Clinics, Library Area, Student Area

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See Rob Roy Academy's Massachusetts Catalog for more information about the following locations:

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## Worcester Massachusetts & Corporate Office

150 Pleasant Street Worcester, MA 01609 | 508-799-2111 | [worcester@rob-roy.com](mailto:worcester@rob-roy.com)

3 Theory Rooms, 3 Clinics, Seminar Room, Library, Student Area

## Fall River Massachusetts

260 South Main Street, Fall River, MA 02721 | 508-672-4751 | [fallriver@rob-roy.com](mailto:fallriver@rob-roy.com)

3 Theory Rooms, 3 Clinics, Library Area, Student Area

## Taunton Massachusetts

One School Street Taunton, MA 02780 | 508-822-1405 | [taunton@rob-roy.com](mailto:taunton@rob-roy.com)

Theory Room, Clinic, Library Area, Student Area

## New Bedford Massachusetts

1872 Acushnet Avenue, New Bedford, MA 02746 | 508-995-8711 | [newbedford@rob-roy.com](mailto:newbedford@rob-roy.com)

Theory Room, Clinic, Library Area, Student Area