

**CONSUMER DISCLOSURES FOR**  
**TAYLOR ANDREWS ACADEMY –ST GEORGE**

TAA will be used in lieu of Taylor Andrews Academy throughout this document of consumer information and Disclosures.

**FACILITIES & SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

TAA does not discriminate on the basis of age, race, color, sex, disability, sexual orientation, or national origin. The owner or student services advisor is responsible for coordinating compliance with section 504 of the rehabilitation act of 1973 and title iii of the Americans with disabilities act of 1990.

Persons with disabilities, as defined in paragraph 104.3(j) of the regulation under section 504 of the rehabilitation act of 1973, may apply for admittance into the program. Reasonable accommodations may be requested. Any qualified individual person in regards to admissions with a disability that will be requesting individual accommodation must meet with the TAA student services advisor so that we may proceed with the best action plan that best meets the individual's needs. Outside training may be required for students with language barriers prior to admission. All courses at TAA are taught in English.

**VACCINATION POLICY**

TAA does not require any vaccinations; however, we encourage good health practices and encourage our students and staff to see their personal physician on a regular basis and to seek their physicians' advice on vaccinations.

**VOTER REGISTRATION**

The Department of Education requires males of age 18 and above to be registered voters in order to receive Federal Funding. To register you may register: Online at <http://elections.utah.gov>  
In-Person at the county clerk's office.

**FIRE SAFETY REPORT**

Since TAA does not have on campus housing this report is non-applicable.

**FIRE LOG**

Since TAA does not have on campus housing this report is non-applicable.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FERPA POLICY**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

**Access to Records and Right to Privacy/FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student should submit to the Administration of the Academy a written request that identifies the record(s) the student wishes to inspect. The Administration will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the Academy official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write to the Owner of the Academy, clearly identifying the part of the record the student wants changed and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the Academy's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Owner of the Academy providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- o Specified officials for audit or evaluation purposes;
- o Accrediting organizations; specifically, NACCAS
- o Judicial orders or lawfully issued subpoenas;
- o State and local authorities, within a juvenile justice system, pursuant to specific State law

Each third party request for educational records requires the student's written consent be provided to the Director of the Academy and include the following:

- o Specify the records to be disclosed;
- o State the purpose of the disclosure;
- o Identify the party or class of parties to whom the disclosure is to be made;
- o The date;
- o The signature of the student whose record is to be disclosed;
- o The signature of the custodian of the educational record.
- o

Within the Academy the following directory information may be disclosed without student consent:

- o Student First and Last Name or Student ID;
- o Program of Attendance; and
- o Honors, Awards and/or Recognitions

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA below.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### TRANSFER OF CREDIT

The following requirements must be met by students who transfer to Taylor Andrews Academy from another cosmetology or esthetics school: 1. A. certified transcript of hours earned, and requirements previously completed. 2. Completion of standard admission requirements. 3. Transfer students will be charged \$8 for cosmetology/barber 1600 hour, \$10 for basic esthetics 600 hour, and \$14 for esthetics 1200 hour for each hour of instruction needed plus the registration fee. If a kit is needed, additional costs will be incurred.

\*All hours earned from another institution will be counted towards hours needed for graduation however, transfer students must earn a minimum of 400 hours for cosmetology/barber and 200 hours for either esthetics program at Taylor Andrews Academy St George.

#### STUDENT RIGHT TO KNOW ACT

##### NACCAS 2016 Annual Report Outcome Rates

Graduation Rate:	65.00%
Licensure Rate:	95.92%
Placement Rate:	80.39%

Data from the Integrated Postsecondary Education Data System (IPED's) for our outcome rates.

Graduation	Rate:	65%
Retention	Rate:	79% Full-time Students & 86% Part-time Students
Transfer Out	Rate:	30%

#### PLACEMENT IN EMPLOYMENT

Taylor Andrews Academy does not guarantee employment; however, Taylor Andrews Academy will assist students upon graduation by maintaining a list of employers seeking qualified cosmetologists or estheticians. Graduates may examine this list at any time. The Academy will also help the students by teaching them professionalism, resume development, interview skills, job search skills and any other pertinent skills that would be needed to help find employment. Additionally, it is the responsibility of the student to complete exit counseling, finalize financial obligations, obtain licensure and secure job placement in a reasonable amount of time.

#### WITHDRAWAL/REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment at Taylor Andrews Academy – St George a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by Taylor Andrews Academy- St George. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the

enrollment contract. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to Taylor Andrews Academy – St George less the registration fee in the amount of \$100.
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) If a student does not notify that school that s/he is withdrawing, and has not attended for 14 days, a formal termination shall go into effect.
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to Taylor Andrews Academy – St George administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, Taylor Andrews Academy – St George will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, Taylor Andrews Academy – St George will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, Taylor Andrews Academy – St George shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at Taylor Andrews Academy – St George (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal and are non-refundable. All fees are identified in this catalog and in the enrollment agreement.

## DRUG & ALCOHOL-FREE SCHOOL & WORK PLACE PROGRAM

Taylor Andrews Academy is committed to providing a school & workplace environment, which ensures the safety and encourages the personal health and productivity of its employees and students. TAA recognizes that substance abuse is a threat to the safety, health and job performance of its employees & students. TAA, as well as our clients, expects the highest standards of our employees and students and we will strive to meet and exceed their expectations. The goal of this policy is to balance TAA's respect for individuals, with the need to maintain a safe, productive, alcohol and drug-free environment. TAA has established this policy to detect and remove abusers of alcohol and Controlled Substances from the workplace and school environment.

The purpose of this policy is to convey to employees and students TAA policy on alcohol and drug use in the workplace. These policies and procedures are not intended to create or alter any existing contract, written or verbal, between TAA, and its employees, contractors, job applicants, students or student applicants.

For descriptions of health risks, please visit: [www.health.utha.gov](http://www.health.utha.gov), [www.drugabuse.gov](http://www.drugabuse.gov), or [www.dsamh.utah.gov](http://www.dsamh.utah.gov).

For descriptions of applicable legal sanctions under state, local, and federal law, please visit: [www.utah.gov](http://www.utah.gov) or [www.utcourts.utah.gov](http://www.utcourts.utah.gov).

Scope: This policy applies to all departments, all employees, all job applicants, all students and all student applicants. The term employee includes contracted employees. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment, students are required to abide by this policy.

Prohibited Activities: It is therefore, the policy of TAA that the following activities are strictly prohibited during working/school hours by all employees and students and that illegal use of drugs is prohibited at any time.

It is against company policy:

1. For an employee to work or student to attend class with the presence of a Controlled Substance or Alcohol in your body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
2. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on TAA time, conducting TAA business, on TAA property, attending class or while not on TAA time, business or property.
3. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on TAA time, business, property or while attending class, unless the prescription medication is legally prescribed to the employee/student.
4. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the employee incapable of safely and adequately using the equipment or performing any other job duties.

5. For an employee or student to use alcohol, while on TAA time or on TAA business, or to report to work or attend class under the influence of alcohol. An employee/student is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than or equal to .04%.
6. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period.
7. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
8. For an employee or student to have a verified positive drug test.
9. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as substituted or Adulterated will be considered a 'refusal to test' or a refusal to submit a valid sample.

Actions Required of Employees or Students: If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact a counselor acceptable to TAA. Any employee or student who voluntarily seeks assistance or rehabilitation for drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to testing under this policy shall not be subject to disciplinary action for violation of the Policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program. The employee/student must obtain a work release from the counselor or treatment provider before returning to work. Any investigation by law enforcement or conviction for Controlled Substance or Alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to TAA may result in immediate termination from employment or school attendance. The use of prescription or over the counter medications that may impair an employee or student's ability to safely or adequately perform his/her duties must be reported to the employee's/student's supervisor. Some medication use may require reassignment or leave of absence without pay. Employees and students must take all medication as directed on the medication label and must heed any warnings listed on the medication's label.

Disciplinary Action: A prospective student/application who has a positive test or 'refusal to test' will not be further considered for enrollment to TAA. Any current student who has a positive test will be required to reimburse TAA for the cost of the test. Students who violate this policy will be put on permanent probation and are subject to monthly follow-up drug and/or alcohol tests, at the student's expense. A student's First Violation will result in immediate removal from class attendance, until the student can pass a 'return to duty drug' and/or alcohol test, at student's expense. A student's Second Violation will result in immediate termination from TAA. A student may apply for re-entry to school after they have been evaluated by a substance abuse counselor acceptable to TAA and can obtain a written release from the counselor or treatment provider. The release must document the student's compliance and participation with all counseling or treatments recommended by the substance abuse counselor. The student must then pass a return to duty drug and/or alcohol test at student's expense. A student's Third Violation will result in immediate termination from school and he/she will not be eligible for re-entry. Employees and

students who violate this policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment. Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends on the nature and the severity of the individual offense. In compliance with federal regulations for a drug-free workplace for students and employees, students convicted for any offense, during a period of enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Drug Testing Circumstances: Pre-employment procedures: Prospective employees or students may be asked to submit to a drug test at TAA's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process. Employment or acceptance/enrollment at TAA will be offered to those who successfully pass the pre-employment drug test. Refusal to consent to a pre-employment drug test, or Positive, Adulterated or Substituted test results will terminate any action towards permanent employment or enrollment as a student.

Post-Accident Tests: TAA will require Drug &/or Alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs: A fatality, An injury to an employee, student, client or other individual that requires medical attention away from the workplace or accident scene, or Damage to Company property that exceeds \$500.00.

Post-accident testing is required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident. Reasonable Suspicion: Reasonable suspicion Drug &/or Alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a Controlled Substance, using alcohol while at work, or reporting to work under the influence of Alcohol or a Controlled Substance, using prescription drugs illegally or any other violation of company policy.

Reasonable suspicion or For-Cause tests will be required when there is any of the following:

1. Observable phenomena (actual use, possession, odors, etc)
2. Abnormal behavior or physical characteristics; or
3. A drug-related investigation, arrest or conviction or an investigation of theft.

Random Testing: Unannounced random Drug &/or Alcohol testing may be conducted on all employees or students and will be administrated by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have an equal chance of selection in each selection period.

Unit or Blanket Testing: Drug & or Alcohol testing of all Company employees/students or all employees/students in one location or job category may be conducted at the discretion of TAA.

Return to Duty Testing: The first Drug &/or Alcohol test after a policy violation, evaluation by a counselor, acceptable to TAA, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he/she can return to duty or attend class.

Follow-Up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced Drug &/or Alcohol testing, the schedule of follow-up testing will be determined by the EAP/counselor or TAA.

In the case of a 'Positive, Adulterated, Substituted, or Invalid test result, the employee/student or prospective employee/student shall be so advised by the MRO, by telephone, on a confidential basis, prior to the reporting of the results to the designated TAA officials(s). The employee/student shall have the right to discuss and explain the results, including the right to advise the MRO of any medication prescribed by his/her physician, which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures.

The MRO can report a non-negative test TAA, without interviewing the individual if:

- A. An individual has expressly declined the opportunity to discuss the test result with the MRO.
- B. TAA has successfully made and documented a contact with the individual and instructed the employee/student to contact the MRO and more than 72 hours have passed since the time the Company contacted the individual.
- C. If neither the Company nor the MRO, after making and documenting all reasonable efforts, has been able to contact the employee/student within 10 days of the date on which the MRO receives the confirmed test result from the laboratory.

Contesting a Test Result: If an employee, student or applicant believes the laboratory analysis is in error, he/she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a SAMHSA-certified laboratory. The cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis is at employee/student expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis. An employee who has test result other than negative shall have the right to request in writing, from the employer, a copy of the laboratory report.

Specimen Collection Procedures: All specimens collected will be done in conformity with Company policy and shall be conducted in accordance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated. Urine and breath alcohol samples will be collected by individuals trained to follow DOT's collection procedures and in accordance with specific laboratory collection procedures not covered by DOT procedures. All drug test, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as prevent tampering or misidentification of the sample. A sample, which the specimen collector believes could reasonable have been tampered with require the immediate 'observed' recollection of another sample.

#### Dilute Specimen Procedures

Specimens which the laboratory reports as 'dilute,' specific gravity less than 1.003, & creatinine level less than 20 mg/dL may be considered invalid. The employee/student may be required to give second specimen. If the second specimen is provided or a medical reason is found for producing a dilute specimen.

## Confidentiality

All Drug & Alcohol test results will remain confidential to the extent required or allowed by law TAA management will determine which persons within the company, or agents of TAA, have a need to know individual test results. Test and other records will be maintained in a secure manner so that disclosure of confidential &/or medical information to unauthorized persons does not occur.

## **CAMPUS SECURITY REPORT**

In accordance with the Jeanne Cleary Disclosure Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

On or before October 1<sup>st</sup> of each calendar year a written notice of the reports availability with the website address is given to all current students and employees. All data in this report is information from the St George Police Department along with any school data that has been collected. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

Annually on or before October 1<sup>st</sup> of each year, the Owner for Taylor Andrews will compile a crime statistics report from the incident and crime reports given to the Director or person in charge. TAA will annually submit the security report each year after the letter and certificate requesting is sent to the TAA owner. The crime statistics will be sent to the department of education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>.

The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and Director. No such individuals have the authority to make arrests. Any off-campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

## **REPORTING OF CRIME**

All criminal activities and accidents that happen on the school premises must be reported to the Academy Director/or person of authority who must keep a confidential file on the circumstances surrounding each incident. The Director must make the information available to the employees and students, although he or she will keep personal information such as names confidential. The Director shall follow the following procedures for informing the students and employees of criminal activity and accidents:

1. Each week during announcements, general account of any criminal activity will be given.
2. A confidential file will be kept which describes in detail each accident and

criminal incident. The file must include times, dates, names, and extenuating circumstances, agencies notified, etc.

3. During the announcements, emphasis will be placed on accident and crime prevention.
4. Contact the local authorities when needed.

### CRIME LOG

Since TAA does not have on campus housing this report is non-applicable; however, TAA does keep an incident log in the Owners office and all crimes reported are logged and depending upon the severity of the crime a student may be suspended or terminated immediately from TAA and may or may not be able to return.

### CRIME PREVENTION

Everyone should remember that personal safety begins with you. The following should be considered:

1. When walking on campus, be aware of who and what is around you. Try not to walk alone.
2. Do not carry large amounts of cash.
3. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.
4. Do not leave books or personal property unattended in the classroom.

In an effort to reduce all types of crime, all employees and students are provided with handouts and procedure geared toward personal protection and the prevention of crime during their orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to the staff and students about crime prevention methods.

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The following procedure will be used to notify students and staff of a dangerous situation on school campus. Every staff member has received training on how to handle a pending emergency.

Code Green = indicates the need to evacuate the building

Code Red = a lock down situation, students and staff are to remain calm and not leave the building.

Every staff member will make sure all students follow instructions. Any staff member can initiate the alert. The School Director/or person in authority will notify the police of the situation. Evacuation routes are posted in the breakroom and instructor office. The academy will hold annual tests of the evacuation and/or emergency response that may be announced or unannounced.

### POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

The school has zero tolerance for the possession, use and sale of alcoholic beverages on campus, along with underage drinking. The school has a zero tolerance for the possession, use and sale of illegal drugs on or campus.

\*Please refer to the Drug and Alcohol-Free School & Work Place Program for more information regarding this.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region): 1-405-325-1454

#### DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Reporting It is the policy at TAA to immediately report any dating violence, domestic violence, sexual assault, or stalking to the St George Police Department, whether committed on or off campus. It is imperative that victims of any of these things report the crime to one of the Director or person in charge and/or to the SGPD. It is also important to preserve all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When these criminal offenses are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the assault to the Director or person in charge. Any assault will be reported to the SGPD if the victim so chooses. The victim has the right to decline to notify such authorities.

#### Things to do if you are a victim of sexual assault:

1. Tell the first person you see and point out the attacker
2. Don't shower or bathe
3. Report ASSAULT to Police
4. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes

Disciplinary Action for Sex Offense Convictions If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the TAA campus, that individual is subject to disciplinary actions by TAA. Any student or staff member may be subject to sanctions, which includes at a minimum a suspension leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non--forcible sex offenses. Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

The school will take the steps necessary to enforce court-issued protection orders to ensure the safety of their students. Upon receiving notice that a student holds a protection order, the Director or person in charge will meet with the protected student to create a plan for enforcement of the protection order on the school campus. The school shall work with the protected student whether the restrained individual is a student or not. The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations.

The school catalog has a list of services available to students and staff that include but not limited to: existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community.

The school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

When a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34CFR 668.46 (b)(11)(ii) through (vi)

National Registry of Sex Offenders website - <https://www.nsopw.gov/>

**MISSING PERSON NOTIFICATION**

Since TAA does not have on campus housing this report is non-applicable; however, TAA staff is very aware of the student's attendance habits. Students are asked to give permission to TAA to allow us to contact someone in the event the student has been missing from school and has not indicated to a staff member that they will not be in attendance. If permission to contact a designated person was supplied by the student, TAA will notify the designated person of the student's absence from school.

**EMERGENCY TIMELY WARNING**

The school Director or person in charge will be responsible to send out a timely warning to the staff and student body via email, text, or social media in the event of a dangerous situation and/or evacuation of the building.

**SEXUAL HARRASSMENT POLICY**

The school has zero tolerance for activities that create a safety hazard to others. These such activities include, but are not limited to, sexual harassment, verbal abuse, bullying, or violence.

The following criminal offenses occurred **on campus** during the calendar year 2014, 2015, & 2016.

<b>TYPE OF CRIMINAL OFFENSE</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Murder/Non-Negligent Manslaughter	0	0	0

Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>VAWA offenses</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests</b>			
Weapons: carrying, possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Disciplinary Actions</b>			
Weapons: carrying, possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Unfounded Crimes</b>			
Total unfounded crimes	n/a	0	0

(Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.")

AVAILABLE SERVICES & RESOURCES Information on local resources is made available to TAA students and staff. The information should be used as helpful information, and does not infer that those resources are "reporting entities" for TAA. The following information may be located in the Financial Aid Directors or Student Services Advisor office: information about local resources such as drug and alcohol counseling/facilities, information on domestic abuse, GED's, shelters and housing, etc.

STATE GRANT ASSISTANCE The school will certify enrollment for Utah Department of Workforce Services <http://jobs.utah.gov/> and Utah State Office of Rehabilitation <http://www.usor.utah.gov/>. The school is not aware of other state grants.

STUDENT FINANCIAL AID INFORMATION The school participates in Title IV funding (Pell Grant and Stafford Loan) and will certify Veterans, State, and private funding sources. A Free Application for Federal Student Aid (FAFSA) is required to determine eligibility of Title IV funds. Apply online at [www.studentloans.gov](http://www.studentloans.gov). TAA will provide a paper copy upon request. Eligibility is determined with the following criteria:

Pell Grant and Subsidized Stafford Loan Calculation:

COA (Cost of Attendance) --- EFC (Expected Family Contribution) = Need Eligibility

Unsubsidized Stafford Loan Calculation:

COA --- EFA (Expected Financial Assistance/all other aid) = Non---Need Eligibility

COA = includes the following items: tuition and fees, room and board, transportation, and misc. /personal.

All students who borrow Subsidized or Unsubsidized Loan must complete online Direct Loan Entrance Counseling before any funds will be originated and disbursed. Exit Counseling must be completed online by all students that received student loans who are graduating, and an Exit Counseling packet will be provided to all students that received student loans and are withdrawing from the school. If a student is unavailable to complete at the school, a packet will be mailed to the student for completion.

PREFERRED LENDER LIST/ARRANGEMENTS AND PRIVATE LOAN DISCLOSURES Private educational loans are not offered by the school nor does the school have preferred lender arrangements.

SELF-CERTIFICATION FORM all students who seek a private educational loan must complete a self-certification form as required under the Truth in Lending Act.

PENALTIES FOR COPYRIGHT INFRINGEMENT Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyrighted work, so in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority from TAA constitutes and infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections, 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) All Direct Stafford Loans will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized user of the data system. The borrower's loan history can be reviewed at [www.nsls.ed.gov](http://www.nsls.ed.gov) or by calling 1-800-FED-AID

CODE OF CONDUCT FOR EDUCATIONAL LOANS The Higher Education Opportunity Act (HEOA) requires that all educational institutions develop and follow in accordance with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any representative, officer employee, or agent of the

school who is in any way responsible for student educational loans must comply with this code of conduct.

The following provisions are meant to improve overall operations of the school's financial aid office. Neither TAA, as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with a lender. Such an arrangement is defined as one between TAA and a lender under which the lender provides or issues loans to students attending TAA (or to the families/friends of such students), and TAA recommends the lender or the loan products of the lender. In exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to TAA or its agents.

An officer, agent, or employee of TAA who is employed in the financial aid office or who has responsibilities with respect to educational loans, shall not accept from any lender or affiliate of arrangement or other contract to provide services to a lender relating to educational loans. No Officer, agent, or employee of TAA or any of their family members or friends) who is employed in the financial aid office or who otherwise has responsibilities with respect to educational loans, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. Nor can the friends of an officer, agent, or employee of TAA accept any such gifts. "gift" refers to any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value TAA shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

TAA shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private education loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. TAA shall not request or accept any assistance with call center staffing or financial aid office staffing from any lender.

Any employee employed in the admissions or financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in servicing such advisory board, commission, or group.

#### STUDENT BODY DIVERSITY

Data from Fall 2016

American Indian or Alaska Native 5%

Asian 0%

Black or African American 1%

Hispanic/Latino 9%

Native Hawaiian or other Pacific Islander 1%

White 78%

Two or more races 3%

Race/Ethnicity unknown 4%

Non-resident Alien 0%

Female 99%  
Male 1%  
Federal Pell Grant Recipients 57%

#### ACADEMIC PROGRAM INFORMATION

The U.S. Department of Education is required to post additional consumer information for Agencies and government bodies that approve this institution:

NACCAS or National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
1-703-600-7600

Utah Division of Occupational & Professional Licensing  
160 East 300 South  
Salt Lake City, UT 84111  
1-801-530-6628

#### COLLEGE NAVIGATOR

Navigator website located at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)

TAYLOR ANDREWS OBSERVES CONSTITUTION AND CITIZENSHIP DAY, THE 1787 SIGNING OF THE CONSTITUTION EACH SEPTEMBER 17<sup>TH</sup> OR IF THE 17<sup>TH</sup> IS ON A DAY WHEN THE SCHOOL IS NOT OPEN, IT IS OBSERVED ON THE NEXT OPEN DAY.

#### OUR CAMPUS AND OFFICES ARE LOCATED AT:

42 S River Road Ste 2  
St George, UT 84790

Our phone number is 435-673-8150

#### FACULTY AND INSTRUCTIONAL PERSONEL

Amanda Maxfield and Jim Maxfield – Owners  
Jennifer Taylor – Financial Aid Director  
Jen Weichers – Admissions Advisor  
Jaime DeMille – Academy Director  
Shaylee Rivera – Student Services Advisor  
Merrick Cranmer – Cosmetology Program Director  
Julianne Burgener – Esthetics Program Director  
Julia Bickel – Administrative Assistant  
Sara Bradford – Front Desk Specialist  
Kayzie Black - Front Desk Specialist

Leah Lamb – Instructor  
McKenzie Whittaker – Instructor  
Cami Roper – Instructor  
Lucia Godfrey – Instructor  
Kaylynn Hardy – Instructor  
Amy Adams – Instructor  
Laura Campbell - Instructor  
Bryton Greenhalgh – Instructor  
Marcos Vasquez-Wetenkamp – Instructor  
Tammi Hansen – Instructor