

The Salon Professional Academy establishes a criterion regarding the transfer of credit hours earned from another school as listed below:

All accepted transfer hours will be credited at the end of the program. A possibility exists that no transfer credit will be granted. Students transferring from another franchise location of Salon Professional Education Company will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 100% of the student's completed hours allowable for transfer in general education chapters. Tuition balances do not transfer from one school to another.

A student wishing to transfer may be accepted to an educational course / program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis in accordance with the Texas Occupations Code Section 1603.2313 and Texas Administrative Code 83.74. A possibility exists that no transfer credit will be granted.

- A student at a licensed school may transfer completed hours of instruction to another licensed school in this state.
- In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the department.
- In evaluating a student's transcript, the department shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the department shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.
- On evaluation and approval, the department shall certify in writing to the student and to the school to which the student seeks a transfer that:
 - the stated courses and hours have been successfully completed; and
 - the student is not required to repeat the hours of instruction.
- A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools at the same time is prohibited.
- A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of the student's prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract from records of the department.
- Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

- A student who withdraws from a school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603 and this chapter.
- Withdrawal or termination must be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.
- If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.
- Any student of an out-of-state private or public school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.
- A student enrolled for a class A barber, operator, or specialty course may withdraw and transfer hours acquired to another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

Students will be required to complete theory and practical training that are unique to our franchise system. The Cosmetology specific classes include: Principal Based Design and Finishing, Color, Business Building Skills, Art of Consultation and Product knowledge for a total of 350 hours. Esthetics specific classes include: Business Building Skills for a total of 25 hours. Subjects of similar nature will not transfer from other schools. For the remaining hours to full graduation requirements, the Cosmetology transfer students will pay \$15.00/hr; Esthetics transfer students will pay \$15/hr. Transfer students will be subject to over contract fees, if applicable

The Salon Professional Academy does not have an established Articulation Agreement with any other school.

Reciprocity and requirements for The Salon Professional Academy:

- Licensed cosmetologists and estheticians from Texas may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.
- The Salon Professional Academy offers educational programs in the state of Texas that only apply to licensing in the state of Texas. The Academy has not determined if courses may transfer to any other state.
- The state(s) that the school has determined the above programs meet curriculum educational requirements for licensure and certification is Texas. The school has not determined if the programs meet curriculum educational requirements for licensure and certification in any other state.