

Teach-Out Plan

Should Elevate Salon Institute have a Teach-Out Event, whether it is an unplanned or planned closure of the school, or if it ceases to offer a program, it must submit a Teach-Out Plan to NACCAS, its accrediting body. If a Teach-Out Event occurs, it must also submit an executed Teach-Out Agreement. The outline of The Institute Teach-Out Plan is listed below. (The Institute is currently not required to have an executed Teach-Out Agreement as there has not been a Teach-Out Event.)

- In the event of a Teach-Out Event, other than a planned Closure of the Institute or program, a Teach Out Plan will be submitted for approval no later than 15 days following an occurrence of a Teach-Out Event.
- In the event of a planned Closure of the Institute or program, a Teach-Out Plan will be submitted 30 days prior to the Closure date. (In either event, if the Teach-Out Plan incorporates a Teach-Out Agreement, the Institute will provide a list of accredited schools within its area that students could reasonably attend.)
- In the event of an actual closure of the Institute, a Teach-Out Plan includes the following:
 - If a course and /or program is canceled subsequent to a Student's enrollment and before instruction in the course and/or program has begun, the Institute shall at its option: (a) Provide a full refund of all monies paid; or (b) Provide completion of the course and/or program.
 - If the Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the Institute shall at its option: (a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) Provide completion of the course and/or program; or (c) Participate in a Teach-Out Agreement; or (d) Provide a full refund of all monies paid.
 - If the Institute is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the Institute must make arrangements for students.
 - The Institute has at its option: (a) Provide a pro rata refund; or (b) Participate in a Teach-Out Agreement.
 - If the Institute chooses to enter into a Teach-Out Agreement, it will be submitted to NACCAS 30 days prior to the Closure date.
 - The Institute will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
 - The Institute will notify NACCAS in accordance with Section 4.12 of the NACCAS Rules of Practice and Procedure.
 - The Institute will provide to NACCAS a list of the students who were enrolled at the time of the Closure. The list must include the arrangements for each student affected.
 - The Institute will post all relevant information regarding a Closure at www.esimichigan.com and all Academy social media accounts used to communicate with the public.
 - The Institute will comply with applicable State and or Federal laws regarding record maintenance. Should the Institute be required to create a Teach-Out Agreement, this will also be noted.
 - The Institute will provide to NACCAS and to all enrolled students the name and contact information of the custodian of the Institute's files and the address where those files will be kept.
 - The Institute will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.
- In the event a Teach-Out Agreement is required, it will include the following:

- The Institute will provide a list of accredited schools (at least 3) within a 50-mile radius of the Institute reasonably believes would be suitable candidates to enter into a Teach-Out Agreement.
 - Douglas J Institute- 125 W 4th St, Royal Oak, Michigan 48067
 - Paul Mitchell The School Michigan- 40688 Van Dyke Ave. Sterling Heights, Michigan 48313
 - Paul Mitchell The School Farmington Hills- 27590 Orchard Lake Rd, Farmington Hills, Michigan 48334
- In the event of an actual closure, the Institute Teach-Out Plan will do the following:
 - Provide to NACCAS a copy of the enrollment agreement for each of the Institutions that will receive students under the Teach-Out Agreement.
 - Provide to NACCAS a copy of the catalog for each of the Institutions that will receive students under the Teach-Out Agreement.
 - Provide to NACCAS a copy of each Teach-Out Institution's license issued by the State's regulatory agency.
 - Provide to NACCAS any additional information that is applicable.
 - Notify students of additional charges, if any. The statement must include an explanation to NACCAS of how it will notify students about additional charges.
 - Provide students access to the program and services without requiring them to move or travel for substantial distances or durations.
 - Provide information to NACCAS that will insure that any Teach-Out Institution or Institutions with which the Institution enters into a Teach-Out Agreement have the Administrative Capacity and Capability and support services required by NACCAS.
 - Provide evidence to NACCAS that the Teach-Out Institutions are licensed by the state regulatory agency.
 - Provide evidence to NACCAS that the Teach-Out Institutions have the necessary experience, administrative capacity and capability, resources and student support services to provide an educational program that is of acceptable quality (as evidenced by state approval) and reasonably similar in content, delivery modality, and scheduling to that provided by the Institute.
 - Provide evidence that each Teach-Out Institution has the Administrative Capability and Capacity to carry out its mission and meet all obligations to the existing students.
- When developing a Teach-Out Agreement, the Institute will include the following: (This information will only be submitted to NACCAS with an executed Teach-Out Agreement.)
 - A complete list of students currently enrolled in each program at the closing and the program requirements each student has completed.
 - A plan to provide all potentially eligible students with information about how to obtain a closed school discharge and, if applicable, information on State refund policies.
 - A record retention plan to be provided to all enrolled students that delineates the final disposition of teach-out records (e.g., student transcripts, billing, financial aid records).
 - Information on the number and types of clock-hours the Teach-Out Institution is willing to accept prior to the student's enrollment.
 - A clear statement to students of the tuition and fees of the educational program and the number and types of clock-hours that will be accepted by the Teach-Out Institution. This statement must clearly identify, and provide for the notification to students of, additional charges, if any.

- The Teach-Out Agreement will provide students access to the program and services without requiring them to move or travel for substantial distances or durations.
- The Institute will submit to NACCAS, with each Teach-Out Agreement:
 - A copy of the Teach-Out Institution's enrollment agreement.
 - A copy of the Teach-Out Institution's catalog.
 - A copy of the Teach-Out institution's license issued by the state regulatory agency.
 - Any additional information, if applicable, must be submitted.
- The Teach-Out Institution(s) will:
 - Have the necessary experience, administrative capacity and capability, resources and student support services to provide an educational program that is of acceptable quality (as evidenced by state approval) and reasonably similar in content, delivery modality, and scheduling to that provided by the Institute; provided, however, that while an option to provide instruction via an alternate method of delivery may be made available to students, such an option is not sufficient unless an option via the same method of delivery as the original educational program is also provided.
 - Be stable and have the capacity to carry out its mission, and meet all obligations to existing students.
 - Demonstrate that it can provide students access to the program and services without requiring them to move or travel for substantial distances or durations.
 - Demonstrate that it will provide students with information about additional charges, if any.
- The Teach-Out Institution(s) must not:
 - Be subject to a Teach-Out Event itself.
 - Be under investigation for, be subject to an action concerning, or being prosecuted for an issue related to academic quality, misrepresentation, fraud, or other severe matters by a law enforcement agency.
- If an institution that is party to a Teach-Out Agreement has learned that another party to the Agreement plans to close, NACCAS must be notified, in accordance with 4.12 of the NACCAS Rules of Practice and Procedure.
- The Institute, during closure of the school or program will:
 - Submit to NACCAS a list of students who were enrolled at the time of Closure and indicate the arrangements made for each affected student.
 - Submit to NACCAS copies of all notifications from the Institution to its students related to the institution's closure or to teach-out options to ensure the information accurately represents students' ability to transfer credits and clock hours. NACCAS may require corrections to any such notifications.
 - Comply with applicable state and/or federal laws regarding records maintenance.
 - Provide NACCAS and all enrolled students with the name and contact information of the custodian of its files and the address where the files will be kept.
 - The Institute will post all relevant information regarding a Closure at www.esimichigan.com and all Academy social media accounts used to communicate with the public.