



Accrediting Commission of Career Schools and Colleges

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November 13, 2020

FEDERAL EXPRESS & ELECTRONIC DELIVERY

██████████
██████████
American College of Hairstyling
603 E. Sixth Street
Des Moines, Iowa 50309

School #M000656
Probation Order

Dear ██████████:

At the November 2020 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the outstanding reports and responses listed below for American College of Hairstyling (“ACH”) located in Des Moines, Iowa. Based on the lack of responses, **the Commission voted to place ACH on Probation and will revoke the school’s accreditation if the school does not address all items detailed below by December 31, 2020.** The reasons for the Commission’s decision are set forth below.

In order for a school to maintain its eligibility for accreditation, the school must comply on a continuous basis with accreditation standards and requirements; fulfill all process, reporting, and substantive change requirements; maintain compliance with all applicable local, state, and federal requirements; and pay all sustaining fees, processing fees (including late fees), and on-site evaluation fees as required on a timely basis (*Section I (G)(2), Rules of Process and Procedure, Standards of Accreditation*). ACH is delinquent in notification of significant events and responses to required reports as follows:

- Notification regarding the U.S. Department of Education’s (“the Department”) denial of the school’s recertification application to participate in the Federal Student Financial Assistance Programs. As required by *Section V (E)(1), Rules of Process and Procedure* each accredited school must notify ACCSC in writing of any material event or circumstance – within 10 calendar days of the event’s occurrence – that will/may affect the school’s operations, policies, staff, curricula, reputation, approval status or authority to operate as a legal entity, or financial status. On May 27, 2020, ACCSC received from the Department a May 6, 2020 notice stating that the Department had denied ACH’s application to continue to participate in the student federal financial aid program. Based on the notification, ACCSC sent a letter to the school on July 20, 2020 requesting information regarding the loss of eligibility to participate in the student federal financial aid program and requested that the school submit an Institutional Teach-out Plan. The school did not respond to the July 20, 2020 letter. Subsequently, ACCSC received an August 14, 2020 notification from the Department stating that the Department had denied the school’s request for reconsideration as ACH had failed to provide the required information for consideration.

Regarding this specific issue, ACH failed to provide notifications and response in a timely manner as noted below:

- Notification regarding the Department’s action – due June 8, 2020;
- Response to ACCSC’s July 20, 2020 letter – due August 21, 2020; and
- Notification regarding the Department’s final action – due August 24, 2020

- Student Satisfaction Report – due October 1, 2019¹
- Attendance at the Renewal of Accreditation Workshop – October 1-2, 2020
- 2020 ACCSC Annual Report and processing fee – due October 15, 2020

In addition, in a June 5, 2020 notice, the Commission informed ACH that ACCSC had maintained its original deadline of June 30, 2020 for schools to submit fiscal year-end December 31, 2019 audited financial statements and sustaining fees and indicated that schools could ask for an extension of that due date. In a follow-up August 26, 2020 notice, the Commission notified ACH that because the school did not request an extension to submit its audited financial statements, Sustaining Fee, and Annual Report processing fee, the report and fees are late. The Commission assessed the school a \$1,500 late fee and proactively granted the school a six-month extension to submit the required report and fees. Therefore, in response to the letter, the school must also submit its December 31, 2019 fiscal year-end financial statements² and corresponding sustaining fee.

Based on this information, the Commission voted to place ACH on Probation and directs the school to submit the following:

- a. A detailed explanation as to the school’s current failure to submit necessary and required notifications, reports, information, and fees in a timely manner and as set forth by ACCSC’s *Rules of Process and Procedures*;
- b. A complete Student Satisfaction Report required by the June 5, 2019 letter from ACCSC;
- c. A complete response to the July 20, 2020 ACCSC letter regarding the school’s loss of eligibility to participate in student federal financial aid programs;
- d. Evidence that the school has registered for the January 2021 Renewal of Accreditation Workshop and has paid the \$550 registration fee;
- e. A completed ACCSC Institutional Teach-Out Plan Approval Form (if the school’s teach-out plan includes a teach-out agreement with another school, the school must submit a copy of that teach-out agreement and the Teach-Out Agreement Approval Form);
- f. The school’s audited December 31, 2019 fiscal year-end financial statements prepared in accordance with ACCSC’s Instructions for the Submission of Financial Statements and Related Information;
- g. The school’s 2020 Annual Report; and
- h. A certified check in the amount equal to the total of the following:
 1. The school’s 2020 Sustaining Fees as calculated in accordance with the school’s gross tuition revenue recorded in the December 31, 2019 audited financial statements and
 2. All other outstanding fees as follows:

Item	Fee
Late fee for delinquent financial statements and Sustaining Fee	\$1,500
Registration fee for the January 2021 Renewal of Accreditation Workshop	\$550
Reporting fee (Student Satisfaction Report)	\$250
Late fee for delinquent Student Satisfaction Report	\$750

¹ In a letter dated July 8, 2020, ACCSC sent ACH a reminder about the delinquent Student Satisfaction Report, assessing a late fee (\$750) and assigning a new due date of August 17, 2020.

² Prepared in accordance with the ACCSC Instructions for the Submission of Financial Statements and Related Information.

Item	Fee
Late fee for delinquent Annual Report	\$750
Late fee for the delinquent response to the July 20, 2020 ACCSC	\$750
2020 Annual Report processing fee	\$150
Processing fee for a school placed on Probation	\$1,000
TOTAL	\$5,700

The Commission determined that due to the scope and history of ACH's delinquency detailed above, if the required reports, information, and fees are not received by the due date set forth in this letter, the Commission **will** act to withdraw the school's accreditation in accordance with *Section VII (P), Rules of Process and Procedure, Standards of Accreditation*.

PROBATION REQUIREMENTS:

In cases where the Commission has reason to believe that a school is not in compliance with accreditation standards and other requirements, the Commission may, at its discretion, place a school on Probation. A school subject to a Probation Order must demonstrate corrective action and compliance with accrediting standards. Failure of the school to demonstrate compliance with accrediting standards or other accrediting requirements by the due date set forth herein **will** result in a withdrawal of accreditation action.

The Commission will not consider substantive changes, a change of location/relocation, or additions (i.e., separate facilities, new programs) to a school or its separate facilities while the school is on Probation. However, a school that is subject to Probation may seek the Commission's approval for the transfer of accreditation that would result from a change of ownership as described in *Section IV, Rules of Process and Procedure, Standards of Accreditation*.

In accordance with *Section X, Rules of Process and Procedure, Standards of Accreditation*, the reasons for the Probation Order is made public and provided to the U.S. Department of Education, appropriate State agencies, and appropriate accrediting agencies.

In accordance with *Section VII (L)(7), Rules of Process and Procedure, Standards of Accreditation*, a school subject to a Probation Order must **within seven days** of receipt inform current and prospective students in writing that the school has been placed on Probation and where information regarding that action can be obtained from the Commission's website.

MAXIMUM TIMEFRAME TO ACHIEVE COMPLIANCE:

According to *Section VII (M), Rules of Process and Procedures, Standards of Accreditation*, when the Commission has found an area in which the school is out of compliance with accreditation standards or requirements, the Commission may establish timeframes as deemed appropriate, including taking immediate adverse action. In this case, the Commission determined that an immediate response by the school is required in order to continue the school's institutional accreditation. Therefore, ACH must submit a response to this letter no later than the due date set forth below or the Commission **will** take an adverse action to withdraw the school's accreditation.

RESPONSE REQUIREMENTS:

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*. While the Commission employs its own methods to determine a school's compliance with accrediting standards, the burden rests with the school to establish that it is meeting the

standards. The Commission’s deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school’s compliance with accrediting standards.

ACH must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.³ If the school’s response contains documentation that includes personal or confidential student or staff information that is not required for the Commission’s review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

ACH must upload the school’s electronic response directly to ACCSC’s College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for College 360 DMS Submissions can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

Keep in mind, the school’s response must be prepared in accordance with ACCSC’s Instructions for Electronic Submission (e.g., prepared as one Portable Document Format (“PDF”) file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

The school’s response must also include a signed certification attesting to the accuracy of the information and be received in the Commission’s office **on or before December 31, 2020**. If a fulsome response in response to this letter, all required fees, and the certificate of attesting to the accuracy of the information is not received in the Commission’s office **on or before December 31, 2020**, the Commission **will** take an adverse action to withdraw ACH’s accredited status.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED]. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school’s management team, via e-mail.

For further assistance or additional information, please contact [REDACTED] at [REDACTED]

Sincerely,

[REDACTED]

Michale S. McComis, Ed.D.
Executive Director

c: [REDACTED]
[REDACTED]
[REDACTED]

³ ACCSC has issued two modules of the **Blueprints for Success Series** – [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) – which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules when formulating its response to this letter. More information is available in the [Resources section](#) at www.accsc.org.