



**JACKSONVILLE • ORLANDO • TAMPA BAY  
BEAUTY INSTITUTE**

Jacksonville Beauty Institute  
5045 Soutel Drive, Suite 80  
Jacksonville, FL 32208  
Phone: 904-768-9001  
Fax: 904-768-1419  
License # 1954

Tampa Bay Beauty Institute  
5016 E. Busch Blvd, Suite 103  
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Fax: 813-514-9102  
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6751 W. Colonial Drive  
Orlando, FL 32818  
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STUDENT CATALOG

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## **GENERAL OWNERSHIP INFORMATION**

Jacksonville Beauty Institute Inc. is incorporated in the State of Florida with Branch Campus locations throughout the state. The school system is owned by the corporation, Jacksonville Beauty Institute Inc: Main campus Jacksonville Beauty Institute Inc was opened in 1997 located at 5045 Soutel Dr. Suite #80 Jacksonville, Florida, License Number 1954. Branch campus (DBA) Tampa Bay Beauty Institute 5016 E. Busch Blvd. Tampa Florida, License Number 3076, was opened in 2003. Branch campus (DBA) Orlando Beauty Institute, 6751 W. Colonial Dr., Orlando Florida, License Number 3908, was opened in September 2008.

## **MISSION, PURPOSE AND GOALS**

The purpose of the Beauty Institute is to develop professional **Skin Care Specialist, Nail and Skin Care Specialist, Nail Care Specialist and Cosmetologist** of the Twenty- First Century. The Beauty Institute understands the necessity of providing quality training to all of its students.

The Major goal of the Beauty Institute is to provide each student with an education that will:

- Prepare them to successfully pass the Governing State Board of Cosmetology Examination with confidence and obtain licensure.
- Assist the students in career placement
- Aid in developing the student's entrepreneurial skills

## **FACILITIES**

Each of the beauty institutes is a modern, spacious, air-conditioned and, well-lighted building with ample off-street parking. Each of the beauty institutes have well-equipped classrooms and an open clinic area with modern up-to-date equipment. Each beauty institute's facilities are specifically designed to provide students with an ideal learning environment.

Jacksonville Beauty Institute, Inc.	Orlando Beauty Institute	Tampa Bay Beauty Institute
5045 Soutel Dr., Ste. 80	6751 W. Colonial Dr.	5016 E. Busch Blvd., Ste. 103
Jacksonville, FL. 32208	Orlando, FL. 32818	Tampa, FL. 33617
Square Footage: 7200	Square Footage: 4700	Square Footage: 5484

## **APPROVING AGENCIES**

- The Beauty Institutes are licensed by the Commission for Independent Education, Florida Department of Education 325 West Gaines Street # 1414 Tallahassee, Florida 32399, and 850-245-3200, 1-888-224-6684.
- The Beauty Institutes are accredited by the National Accrediting Commission for Career Arts & Science, located at 4401 Ford Avenue Suite 1300, Alexandria, Virginia 22302-1432, (703) 600-7600. (This is a nationally recognized accrediting agency)
- The Beauty Institutes are approved for Veteran Training by Florida Department of Veteran's Affairs, 11351 Ulmerton Road, suite 311-K Largo Fl 33778-1680 phone 1-800 955-8770.

## **APPROVALS**

- The Beauty Institutes have been granted an occupational license by their respective cities. The Beauty Institutes are licensed by the Commission for Independent Education, Florida Department of Education 325 West Gaines Street # 1414 Tallahassee, Florida 32399, and 850-245-3200, 1-888-224-6684.

- **Approved for Veteran Training.**

## **EMPLOYMENT OUTLOOK**

Department of Labor Occupational Handbook 2012-2022

### **Employment**

Barbers, cosmetologists, and other personal appearance workers held about 783,830 jobs in 2012. Of these, barbers and cosmetologists held 663,300 jobs, manicurists and pedicurists 71,220, skin care specialists 33,680, and shampooers 15,650.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States.

About 44 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

### **Job Outlook**

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow [much faster than the average](#) for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Employment change. Personal appearance workers will grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations.

Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists will increase by about 20 percent, [much faster than average](#), while the number of barbers will increase by 12 percent, [about as fast as average](#). This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists.

Continued growth in the number full-service spas and nail salons will also generate numerous job openings for manicurists, pedicurists, and skin care specialists. Estheticians and other skin care specialists will see large gains in employment, and are expected to grow almost 38 percent, [much faster than average](#), primarily due to the popularity of skin treatments for relaxation and medical well-being. Manicurists and pedicurists meanwhile will grow by 19 percent, [faster than average](#).

Job prospects. Job opportunities generally should be [good](#), particularly for licensed personal appearance workers seeking entry-level positions. A large number of job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. However, workers can expect keen competition for jobs and clients at higher paying salons, as these positions are relatively few and require applicants to compete with a large

pool of licensed and experienced cosmetologists. Opportunities will generally be best for those with previous experience and for those licensed to provide a broad range of services.

**Earnings** Median hourly wages in May 2013 for hairdressers, hairstylists, and cosmetologists, including tips and commission, were \$11.13. The middle 50 percent earned between \$8.57 and \$15.03. The lowest 10 percent earned less than \$8.18, and the highest 10 percent earned more than \$21.26.

Median hourly wages in May 2013 for barbers, including tips, were \$11.56. The middle 50 percent earned between \$8.93 and \$14.69. The lowest 10 percent earned less than \$7.56, and the highest 10 percent earned more than \$19.51.

Among skin care specialists, median hourly wages, including tips, were \$13.81, for manicurists and pedicurists \$9.46, and for shampooers \$8.32.

“Revenue growth is expected to improve over the next five years, rising to an average annual rate of 3.2% to 58.7 billion by 2019. This will be driven by increases in per capita disposable income and declining unemployment over the five-year period.” (sbdnet.org)

While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. A number of factors, such as the size and location of the salon, determine the total income of personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. For many personal appearance workers, the ability to attract and hold regular clients is a key factor in determining earnings.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits. Some personal appearance workers receive free trial products from manufacturers in the hope that they will recommend the products to clients.

## **JOB DEMAND SURVEY – RESULTS FOR FLORIDA**

According to the most recent survey completed in 2014, compiled by First Research, “The US hair care services industry includes about 86,000 establishments (82,000 beauty salons, 4,000 barber shops) with combined annual revenue of about \$20 billion.” - SBDC National Information Clearinghouse [www.sbdnet.org](http://www.sbdnet.org)

The Job Demand Survey results ([www.rileyguide.com](http://www.rileyguide.com)) indicate that the salary range is \$17K - \$52K for hair care professionals in Florida. This amount does not include tips and gratuities. Nationally, the average salon professional’s salary is \$27,500.

## **CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Cosmetology. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a license in this field, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist.

## **PLACEMENT/EMPLOYMENT**

The schools do not guarantee employment. This depends entirely upon each student. All graduates of our beauty institutes are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at these schools. The beauty institutes have constant telephone inquiries from employers about our graduates. Due to the ever increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position.

## **SCHEDULED START DATES**

The Beauty Institutes offer open enrollment. A student may commence their training starting any day Tuesday through Saturday once they have completed the enrollment procedure. Starting July 1, 2016 the following scheduled will begin. Each Campus will start new classes every two weeks using the following schedule.

Jacksonville Start Dates	Tampa Start Dates	Orlando Start Dates
July 2016 – 7/5, 7/19	July 2016 – 7/12, 7/26	July 2016 – 7/5, 7/19
August 2016 – 8/2, 8/16, 8/30	August 2016 – 8/9, 8/23	August 2016 – 8/2, 8/16, 8/30
September 2016 – 9/13, 9/27	September 2016 – 9/6, 9/20	September 2016 – 9/13, 9/27
October 2016 – 10/11, 10/25	October 2016 – 10/4, 10/18	October 2016 – 10/11, 10/25
November 2016 – 11/8, 11/22	November 2016 – 11/1, 11/15, 11/29	November 2016 – 11/8, 11/22
December 2016 – 12/6, 12/20	December 2016 – 12/13, 12/27	December 2016 – 12/6, 12/20
January 2017 – 1/3, 1/17, 1/31	January 2017 – 1/10, 1/24	January 2017 – 1/3, 1/17, 1/31
February 2017 – 2/14, 2/28	February 2017 – 2/7, 2/21	February 2017 – 2/14, 2/28
March 2017 – 3/14, 3/28	March 2017 – 3/7, 3/21	March 2017 – 3/14, 3/28
April 2017 – 4/11, 4/25	April 2017 – 4/4, 4/18	April 2017 – 4/11, 4/25
May 2017 -5/9, 5/23	May 2017 – 5/2, 5/16, 5/30	May 2017 -5/9, 5/23
June 2017 – 6/6, 6/20	June 2017 – 6/13, 6/27	June 2017 – 6/6, 6/20

## **DAILY SCHEDULE OF INSTRUCTIONS**

### **DAY SESSIONS**

Tuesday thru-Friday      9 am - 4:30 pm  
Tuesday thru-Saturday    9 am - 3:30 pm

### **EVENING SESSION**

Tuesday thru Friday 6 pm - 10 pm & Saturday 9 am - 3:30 pm

**Mandatory attendance is required on Saturdays.**

## **ADMISSION REQUIREMENTS**

Students are admitted as regular students under one of the following criteria:

- Applicants are admitted with proof of a high school diploma, or a General Equivalency Diploma (GED). A student can enroll at the age of 16 years old with parental consent.
- Proof of age
- Immigration information

## **NOTICE OF ADMISSIONS AND CONFIRMATION**

Upon receipt of your application and a **\$100 non-refundable application fee**, a copy of a photo identification as well as a copy of the student's social security card the Admission office will confirm your space in the desired program and schedule to meet the admission requirement to the Institution. The candidate student will also be scheduled to attend a new student orientation and meet with the Financial Aid office to confirm adequate payment of tuition for the program. **A prospective student may not begin training in a program until all admission requirements have been fulfilled.** Should classes become full prior to receiving your application, there will be notification sent out and a waiting list for the next available start date will be established.

## **NON-DISCRIMINATION CLAUSE**

The beauty institute is committed to equality of educational opportunity and does not discriminate against applicants; students or its employees based on age, sex, color, religion ethnic origin and or race. The beauty institutes are open to all: no person will be denied admission, graduation, or any other privileges of the beauty institute because of discrimination.

## **CREDIT FOR PREVIOUS TRAINING**

Applicants who request credit for previous training or experience must apply at the time of enrollment or prior starting school. Credit may be awarded for course completed with a grade of "C"- 2.0 or higher from institutions accredited by agencies recognized by the United States Department of Education. Credit will be considered only if the institution supplies official transcripts. A school catalog is necessary to evaluate transcripts from another institution. The student may be required to pass an evaluation prior to the commencement of classes. Credits not received within the past two years may be granted at the discretion of the school director.

Under normal circumstances a minimum of sixty percent (60%) of the credits required for a credential must be earned at the Beauty Institute.

## **RE-ENTRY/READMISSION**

A student who has withdrawn may request to re-enter the Beauty Institutes, and if accepted, must follow the usual admission procedure. A student desiring re-entry must settle his/her previous account before readmission will be considered, a student who desires re-entry will pay a **\$150 cash fee** and will be assessed at the current rate per program as to the date of re-entry for portions of the program remaining for successful completion. Students will repeat any portion of the program that was incomplete or recommended for repetition by the Beauty Institute administration. Circumstances regarding a student's application for re-entry will be considered.

Student's re-entry will be awarded credit for successfully completed courses, which is documented on the school transcript.

## **TRANSFER FOR CREDIT EARNED**

At the Beauty Institute, the program is with a single terminal objective-preparation for entry-level employment in the field of training. A student who desires to further his objective after completing training at the Beauty Institute is advised that the acceptance of transfer credit is at the discretion of the receiving institution.

## **BUSINESS HOURS**

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write the Admission Office to schedule an appointment on Monday through Friday from 9:00 am to 5:00 pm. Those who cannot visit the school are urged to call the Admission office or visit our websites. The Library is open to all students from Monday through Friday from 9:00am to 10:00pm.

## **SCHOOL HOLIDAYS**

**New Year's Day, Martin Luther King, Memorial Day, Independence Day, Labor Day  
Thanksgiving Day, Christmas Day**

## **INQUIRIES**

Inquires and applications should be made to:

Jacksonville Beauty Institute	Tampa Bay Beauty Institute	Orlando Beauty Institute
5045 Soutel Drive Ste #80	5016 E Busch Blvd Suite 103	6751 W. Colonial Drive
Jacksonville, Florida 32208	Tampa, Florida 33617	Orlando, Florida 32818
Telephone: (904) 768-9001	Telephone: (813) 514-9100	Telephone (407) 373-0011
Fax: (904) 768-1419	Fax: (813) 514-9102	Fax (407) 373-0012

**Website: [www.JacksonvilleBeautyInstitute.edu](http://www.JacksonvilleBeautyInstitute.edu)**

Email: [info@BeautyInstitutes.org](mailto:info@BeautyInstitutes.org)

## **PROGRAM TITLE: COSMETOLOGY**

**PROGRAM GOALS:** The programs are designed to prepare students for the state licensing examinations and to obtain suitable employment upon graduation. Students enrolled in the course will be instructed in theory and practical application. Upon course completion, the student will be prepared to work in all phases of the cosmetology industry.

**PROGRAM FORMAT:** All course/programs are written and taught in English. Theory class is held for 4 hours per week which includes the assignment for next class, summary of the class taught, and announcements of any test which may be coming. With this method, the instructor is not limited to the amount of material they may cover in class and may take questions from the students all during the class. After each module is taught, a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

**CLINIC FLOOR AND PRACTICAL ASSIGNMENTS:** The clinic floor is operated each school day and students are practicing their Practical skills. An instructor checks each service done on the clinic floor. Service sheets are used to keep record of the number of services each student has done and the Director is notified weekly as to which students need certain services. By grading each service, the instructor is aware of any problems that may be present and the student is called in for counseling when necessary, according to their performance on the clinic floor. Practical assignments (mannequin) are graded in the same manner.

Theory class for the evening students is conducted on Tuesday from 6:00 pm to 10:00 pm. Other evenings are used for clinic operation and Practical assignments.

**STUDENTS EVALUATIONS POINTS:** Each student receives grades for practical performance of their services. They are also tested after each chapter.

Students' progress reports are performed at any time the Instructor may deem it necessary. Recommendations are made for improvement and this is documented in the student record for future reference.

## **COSMETOLOGY PROGRAM OUTLINE**

**1200 CLOCK HOURS** (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an Instructor)

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>CONTACT HOURS</b>
CT 100	Hair Arranging Theory	20
CP 100	Hair Arranging Practical	160
CT 101	Product Knowledge	20
CT 200	Hair Shaping Theory	20
CP 200	Hair Shaping Practical	160
CT 300	Hair Color Theory	40
CP 300	Hair Color Practical	160
CT 400	Chemical Waving & Relaxing Theory	20
CP 400	Chemical Waving & Relaxing Practical	160
CT 500	Shampoo & Rinses Theory	20
CP 500	Shampoo & Rinses Practical	160
CT 600	Sanitation & Safety Theory	20
CP 600	Sanitation & Safety Practical	20
CT 700	Hair & Scalp Theory	20
CP 700	Hair & Scalp Practical	20
NT 800	Manicuring & Pedicuring	20
NP 800	Manicuring & Pedicuring	60
GE 900	General Education& (HIV Prevention- 4hr)	20
FT 910	Facials Theory	20
FP 910	Facials Practical	60
<b>TOTAL</b>		<b>1200</b>

### **MINIMUM SERVICE REQUIRED FOR COMPLETION**

FACIALS	10
HAIRSHAPING	110
SHAMPOO & RINSES	300
SCALP TREATMENT	45
HAIR ARRANGING	300
HAIR COLOR	45
CHEMICAL WAVING & RELAXING	100
MANICURING & PEDICURING	20
<b>TOTAL</b>	<b>930</b>

## **COSMETOLOGY**

### **COURSE DESCRIPTIONS**

CT 600 SANITATION & SAFETY THEORY 20 Contact Hours

The study of the principles and practices of infectious control and the correct use of EPA approved chemical agents and ultra rays used in today's salon.

Pre-Requisite None

Co-Requisite CP 600

CP 600 SANITATION & SAFETY PRACTICAL 20 Contact Hours

The daily application of chemical agents to sanitize work areas, Wet and Dry sanitation Techniques for instruments Storage and disposable of chemicals. The practice and daily application of OSHA regulations and first aid procedures.

CT 600

Co-Requisite None

CT 101 PRODUCT KNOWLEDGE 20 Contact Hours

The objective is to describe the correct usage of different kinds of products and different manufactures also to learn how to follow the proper safety precautions in the application procedure and to understand the remedy for different hair and scalp disorders.

CT 700

Co-Requisite CP 700

FT 910 FACIALS THEORY 20 Contact Hours

The study of the skin, sensitivity and disorders the theory of hair removal by waxing, tweezing and depilatories. The theory of facial massage

CT 700

Co- Requisite FP 910

FP 910 FACIAL PRACTICAL 60 Contact Hours

The application of facial cleansing using oils, creams, and lotions. Massage applications Techniques, Hair removal by waxing and Tweezing, make up application and Techniques. **All services must be done on live Models**

FT 910

Co-Requisite None

CT200 HAIR SHAPING THEORY 20 Contact Hours

The study of angles, lines, and sections, the theory of designer cuts, and the selections of the correct instruments.

CT 100

Co-Requisite CP 200

CP 200 HAIR SHAPING PRACTICAL 160 Contact Hours

The applications of hair shaping implements. Students perform hair shaping, shaving using clippers and guards. The application of hair shaping (thinning, slither, layer act)

The completion of practical assignment designer cut and style. Over 60% of services must be done on live models.

CT 200

Co- Requisite CP 100

CT500 SHAMPOO & RINSES THEORY 20 Contact Hours

The theory and understanding of the pH scale and level of hair. To know the pH level of shampoo. To know the usage scalp and hair conditions and to identify the correct products.

CP 700

Co- Requisite CT 101 / CP 500

CP 500 SHAMPOOING & RINSE PRACTICAL

160 Contact Hours

The application of different draping techniques. The application of shampooing, conditioning, and cleansing. The scalp and hair in preparing for additional services. **All services must be done on live models**

CT 500

Co- Requisite CT 101 CT 101

CT 700 HAIR & SCALP THEORY

20 Contact Hours

The study of the principles of hair design, basic chemistry properties of hair and scalp, and history of the skin.

Pre- Requisite CT None

Co- Requisite CP 101

CP 700 HAIR AND SCALP PRACTICAL

20 Contact Hours

The objective is to provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of the client's hair and scalp. Learn to follow proper safety precautions in the application procedure.

CT 700

Co-Requisite CP 101

CT 100 HAIR ARRANGING THEORY

20 Contact Hours

The study of hairstyling and selecting the correct hairstyle suitable to the client. The understanding of various hairstyling techniques.

Pre-Requisite None

Co- Requisite CP 100

CP 100 HAIR ARRANGING PRACTICAL

160 Contact Hours

The application and arranging client hair into styles through the development of dexterity, coordination and strength in creating designs and patterns in the hair. The completion of practical assignments as to various hair arranging Techniques using implements and tools. To complete practical assignment CP 100 & CP 101

**Over 60% of all services must be done on live models**

CT100

Co-Requisite None

CT 300 HAIR COLOR THEORY

40 Contact Hours

The study of hairstyling with strand and patch test. The various selections and how to prepare and apply temporary, semi-permanent and permanent colors. The theory of colors and mixing using the color wheel.

Requisite CT 400

Co- Requisite CP 300

CP 30 HAIR COLOR PRACTICAL

160 Contact Hours

The application of hair color through the use of rinses semi-permanent, permanent and lighting products following the proper procedures to safeguard the client and to produce the desired results.

**The completion of practical assignment color cut and style. Over 60% of all services must be done on live models.**

CP 100

Co- Requisite CP 200

CT 400 CHEMICAL WAVING & RELAXING THEORY 20 Contact Hours

The study of the principles of chemical textures, the chemistry and effects. The understanding the pH effects and neutralizing outcome.

CT 101

Co- Requisite CP 400

CP 400 CHEMICAL WAVING & RELAXING PRACTICAL 160 Contact Hours

The application and use of professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable from one style to another. **Over 60% of all services must be done on a live model.**

CT 400

Co-Requisite CT 101

NT 800 MANICURING & PEDICURING THEORY 20 Contact Hours

The study and procedures for manicuring and pedicuring. Implements usage and set-up and product knowledge

Pre- Requisite None Co- Requisite NP800

NP 800 MANICURING & PEDICURING 60 Contact Hours

The study and application of manicuring and pedicuring.

The usage of nail instruments polishing nails

The application of acrylic nails

The study if nails and its disorders

Massage Techniques

All services must be done on live models.

GE 900 GENERAL EDUCATIONS (HIV PREVENTION - 4hr) 20 Contact Hours

The study of HIV prevention (4 hours) and Florida law as required for cosmetology Students learn hands on approach of their client building techniques Student must prepare a business plan and the study of professional ethics.

Pre- Requisite None

Co- Requisite None

## **PROGRAM TITLE: NAIL AND SKIN CARE SPECIALIST**

**PROGRAM GOALS:** The programs are designed to prepare students for the state licensing examinations and to obtain suitable employment upon graduation. Students enrolled in the course will be instructed in theory and practical application. Upon course completion, the student will be prepared to work in all phases of the nail and skin care specialist industry.

**PROGRAM FORMAT:** All course/programs are written and taught in English. Theory class is held for the entire hour which includes the assignment for next class, summary of the class taught, and announcements of any test which may be coming. With this method, the instructor is not limited to the amount of material they may cover in class and may take questions from the students all

during the class. After each module is taught, a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

**CLINIC FLOOR AND PRACTICAL ASSIGNMENTS:** The clinic floor is operated each school day and students are practicing their Practical skills. An instructor checks each service done on the clinic floor. Service sheets are to be used to keep record of the number of services each student has done and the Director is notified weekly as to which students need certain services. By grading each service, the instructor is aware of any problems that may be present and the student is called in for counseling when necessary, according to their performance on the clinic floor. Practical assignments (mannequin) are graded in the same manner.

Theory class for the evening students is conducted on Tuesday from 6:00 pm to 10:00 pm. Other evenings are used for clinic operation and practical assignments

**STUDENTS EVALUATIONS POINTS:** Each student receives grades for practical performance of their services. They are also tested after each chapter.

Students' conferences are held at the time of progress reports at 450 clock hours and 900 clock hours. Recommendations are made for improvement and this is documented in the student record for future reference.

## **NAIL AND SKIN CARE SPECIALIST PROGRAM OUTLINE**

**600 CLOCK HOURS (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an Instructor)**

### GENERAL PROGRAM OBJECTIVE:

Nail and Skin Care Specialist course is designed to prepare students for the licensing and to obtain suitable employment upon completion.

### GENERAL PROGRAM DESCRIPTION:

The Nail and Skin Specialist program consists of 600 contact hours of instruction. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog. (See program description on pages 16-18)

### PROGRAM OUTLINE: NAIL AND SKIN CARE SPECIALIST.

<b>COURSE#</b>	<b>COURSE NAME</b>	<b>CONTACT HOUR</b>
ST100	Sanitation Theory	40
SP 100	Sanitation Practical	40
ST101	Anatomy Theory	40
SP101	Anatomy Practical	40
ST102	Hair Removal Theory	40
SP102	Hair Removal Practical	40
ST103	Make- Up Theory	20
SP103	Make- Up Practical	20
SP104	Electronic Machine & Apparatus Practical	60
NT100	Safety & Infection Control Theory	20
NP101	Application Infection Control Practical	80
NT102	Nail Anatomy and Disorders Theory	20
NT103	Manicuring and Pedicuring Theory	20
NP104	Application Manicuring & Pedicuring Practical	40
NT105	Nail Tips Theory	20

NP106	Application Nail Tips Practical	40
GE900	General Education & HIV Prevention	20
<b>TOTAL</b>		<b>600</b>

Minimum Services Required for Nail and Skin Care Specialist

Hair Removal	20
Skin Treatments	40
Electricity, Machines & Apparatus	30
Make-up Artistry	10
Manicures	20
Pedicures	10
Nail Wrap or Mending	10
Sculptured Nails and Removal	10
Acrylic Nails and Removal	10
Polishing and Nail Art	10
<u>Nail Fill-ins</u>	<u>10</u>
<b>TOTAL</b>	<b>180</b>

**SERVICE REQUIREMENTS**

Each student must recruit a sufficient amount of first time clients. This would create your future clients needed for your salon and help in finishing your services needed for completion. The additional 60 hours is required to enable the student enough practical experience to further their career and build clientele.

**PROGRAM TITLE: NAIL CARE SPECIALIST**

**PROGRAM GOALS:** The Programs are designed to prepare students for the state licensing examinations and to obtain suitable employment upon graduation. Students enrolled in the course will be instructed in theory and Practical application. Upon course completion, the student will be prepared to work in all phases of the nail care specialist industry.

**PROGRAM FORMAT:** All course/programs are written and taught in English. Theory class is held for the entire hour which includes the assignment for next class, summary of the class taught, and announcements of any test which may be coming. With this method, the instructor is not limited to the amount of material they may cover in class and may take questions from the students all during the class. After each module is taught, a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

**CLINIC FLOOR AND PRACTICAL ASSIGNMENTS:** The clinic floor is operated each school day and students are practicing their practical skills. An instructor checks each service done on the clinic floor. Service sheets are to be used to keep record of the number of services each student has done and the director is notified weekly as to which students need certain services. By grading each service, the instructor is aware of any problems that may be present and the student is called in for counseling when necessary, according to their performance on the clinic floor. Practical assignments (mannequin) are graded in the same manner.

Theory class for the evening students is conducted on Tuesday from 6:00 pm to 9.30 pm. Other evenings are used for clinic operation and Practical assignments

**STUDENTS EVALUATIONS POINTS:** Each student receives grades for practical performance of their services. They are also tested after each chapter.

Student conferences are held at the time of progress reports every two months and at any other time the instructor may feel it is necessary. Recommendations are made for improvement and this is documented in the student record for future reference.

## **NAIL CARE SPECIALIST PROGRAM OUTLINE**

### **240 CLOCK HOURS**

**General Program Objectives:** The nail care specialist program consists of 240 contact hours. A diploma is issued to a student upon successful completion of all graduating requirements listed in the Institute catalog.

**General Program Description:** The Nail Care Specialist program consists of 240 contact hours. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

<b>Course#</b>	<b>Course Name</b>	<b>Credit Hours</b>
NT 100	Safety & Infection Control Theory	20
NP 101	Application Infection Control (HIV Prevention 4Hrs)	80
NT 102	Nail Anatomy and Disorders Theory	20
NT 103	Manicuring and Pedicuring Theory	20
NP 104	Applications Manicuring & Pedicuring Practical	40
NT 105	Nail Tips Theory	20
NP 106	Application Nail Tips Practical	40
<b>TOTAL</b>		<b>240</b>

### **Minimum Services Required**

Manicuring	20
Nail Wrap or Mending	10
Sculptured Nails	10
Acrylic Nails and Removal	10
Polishing and Nail Art	10
Nails Fill-Ins	10
Pedicure	10
<b>TOTAL</b>	<b>80</b>

### **SERVICE REQUIREMENTS**

Each student must recruit a sufficient amount of first time clients. This would create your future clients needed for your salon and help in finishing your services needed for completion.

### **NAIL CARE SPECIALIST 240 (Hours)**

#### **COURSE DESCRIPTIONS**

NT 100 Safety & Infection Control Theory 20 Contact Hours

The study of the nature of various organisms, how they relate to disease, and how the spread of disease can be prevented. This course also covers the modes of HIV transmission and prevention and OSHA standards.

Pre-requisite None Co-Requisite NP101

NP 101 Application Infection Control & Safety (HIV Prevention 4 hrs) 80 Contact Hours

The study and application of decontamination technique by the use of different types of disinfection (MSDS) standards. Application of different Sanitation Techniques is taught the program.

Pre-requisite none Co-Requisite NT100

NT 102 Nail Anatomy and Disorders Theory 20 Contact Hours  
 The study of nails and its disorders, and how to recognize the disorder which can be serviced in a salon.

NT 103 Manicuring and Pedicuring Theory 20 Contact Hours  
 The study and procedures for manicuring and pedicuring, Implements usage and set-up and product knowledge.

Pre- Requisite None Co - Requisite NP104

NP 104 Applications Manicuring and Pedicuring Practical 40 Contact Hours  
 The study of application of manicuring and pedicuring procedures together the use of implements with foot, hand and arm massage techniques.

NT 105 Nail Tips Theory 20 Contact Hours  
 The study of different techniques as applied to nail art, Nail tips, nail wraps and acrylic nails and gels.

Pre- Requisite None Co- Requisite NT102

NP 106 Application Nail Tips Practical 40 Contact Hours  
 The application of nail tips, nail wraps acrylic and gels to live clients, and salon safety is also practice.

Pre-Requisite NT 105 Co- Requisite 105

## **SKIN CARE SPECIALIST PROGRAM OUTLINE 300 CLOCK HOURS**

GENERAL PROGRAM OBJECTIVES: The skin care specialist provides training in scientific principles and fundamentals relates to the structure and function of skin and proper procedures behind the use of skin care techniques including hair removal, waxing, basic therapeutic massage techniques and makeup artistry. The curriculum also includes training in aromatherapy, business and client development and the rules and laws essential for the Facial Specialist. The program prepares students to become a license skin care specialist in the state of Florida. The registered graduate is qualified for entry- level employment as a registered skin care specialist in the field of skin care. The graduate can demonstrate communication and employability skills can apply professional and appropriate ethics to all areas of the job. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

GENERAL PROGRAM DESCRIPTION: The Skin Care Specialist consists of 300 contact hours. A diploma is awarded to a student upon completion of all graduation requirements listed in catalog.

### PROGRAM OUTLINE: SKIN CARE SPECIALIST

COURSE#	COURSE NAME	CONTACT HOURS
ST100	Sanitation Theory	40
SP100	Sanitation Practical	40
ST101	Anatomy Theory	40
SP101	Anatomy Practical	40
ST102	Hair Removal Theory	40
SP102	Hair Removal Practical	40
ST103	Make-Up Theory	20
SP103	Make-Up Practical	20
GE900	General Education (HIV Prevention - 4hr)	20
<b>TOTAL</b>		<b>300</b>

<u>Minimum Service for Facial Specialist</u>	
Hair Removal	20
Facial Treatments	40
Electricity, Machines & Apparatus	30
Make- Up Artistry	10
<b>TOTAL</b>	<b>100</b>

## **SERVICE REQUIREMENTS**

Each student must recruit a sufficient amount of first time clients. This would create your future clients needed for your salon and help in finishing your services needed for completion. The additional 40 hours is required to enable the student enough practical experience to further their career and build clientele.

## **SKIN CARE SPECIALIST COURSE DESCRIPTIONS**

**SP 102 HAIR REMOVAL PRACTICAL** 40 Contact Hours  
Students apply skills in identification of skin disorders, treatment of sensitive skin, acne, exfoliation and hair removal on the clinic floor. Emphasis is placed on safety for the client and the salon.

**ST 100 SANITATION THEORY** 40 Contact Hours  
Students study the history of esthetics and the skin and how it functions and is supported by body systems and structure. The microscopic world of bacterial organisms will be explored as students learn about sanitation and how it can impact the skin. Curriculum also includes facts and precautions regarding the HIV/AIDS virus. The importance of good nutrition and how it affects the skin is studied.

Pre-Requisite none Co-Requisite FP 100

**ST 101 ANATOMY THEORY** 40 Contact Hours  
Students study methods essential to client consultations in order to correctly determine skin type, condition, through health screening and skin analysis. The anatomy of a facial for women and men is examined along with post consultation and home care common skin conditions that are studied. Basic chemical reactions that take place in the skin and how over-the-counter and prescription drugs affect the skin are examined.

Pre- Requisite none Co-Requisite FP 101

**ST 102 HAIR REMOVAL** 40 Contact Hours  
Students develop knowledge of advance skin care conditions such as sun damage, acne, or hyper pigmentation. Students learn methods of hair removal and waxing procedures.

Pre-Requisite none Co-Requisite FP 102

**ST 103 MAKE-UP THEORY** 20 Contact Hours  
Students are introduced to the various looks that are created by the make-up artist with basic makeup application techniques. An overview of spa body treatments and advance clinical skin care is discussed. Professional business ethics and the Florida Law is discussed and examined while exploring employment opportunities as a Florida Registered Facial Specialist.

Pre- Requisite none Co- Requisite FP 103

**SP 100 SANITATION PRACTICAL** 40 Contact Hours  
Students apply skills in infection control, sterilization techniques, and basic skin care. Emphasis is placed on safety for the client and the salon.

FT 100 Co- Requisite none

### SP 101 ANATOMY PRACTICAL

40 Contact Hours

Students apply skills in client consultation, analysis of the skin, client education, and determination of home care. Proper operation of an electric facial machine is practiced by students on the clinic floor. Emphasis is placed on safety for the client and the salon.

Pre- Requisite FT 101      Co- Requisite none

### SP 103 MAKE-UP PRACTICAL

20 Contact Hours

Students apply skills in make-up application, color analysis, client education and other skin treatments. Emphasis is placed on safety for the client and the salon.

FT103      Co- Requisite none

### GE 900 General Education (HIV Prevention -4 hr)

20 Contact Hours

The Study of Prevention

The Study of HIV prevention (4 hrs) Florida law as required states that cosmetology students learn hands on approach of their client building techniques each student must prepare a business plan and study of professional ethics.

## **THIS COURSE IS ONLY OFFERED IN THE NAIL AND SKIN CARE SPECIALIST PROGRAMS**

### SP104 ELECTRONIC MACHINE & APPARATUS

60 Contact Hours

The use and application of electric therapy techniques: Galvanic, Faradic, sinusoidal, and high frequency current.

### **INSTRUCTIONAL METHODS.**

Methods used in all programs taught at the Beauty Institute contain lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets – job sheets, audio//visual aids, student participation, question and answer, and textbook/workbook will be used.

### **TEACHING STRATEGY**

Strategies used by the Beauty Institute include the following, chalkboard, audio visual aids, and live models whenever possible. The Beauty Institute is always looking for new ways to present new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. The listing of new words on the chalkboard each week to help the students learn.

### **STUDENT ACTIVITY**

To help student learn the Beauty Institute assists students in the learning process by requiring note taking drills, role-play, discussion, homework, and reading assignments. Students have hands on practice sessions working on live models in both the performance of laboratory/clinical services. Students receive constantly having examinations/evaluations in practical, theory, and are also required to complete a practical workbook assignments.

### **GRADING POLICY**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and

set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass FINALS of written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<u>100% - 93%</u>	Excellent.
<u>92% - 85%</u>	Very Good
<u>84% - 75%</u>	Satisfactory
<u>74% and below</u>	Unsatisfactory

## **ATTENDANCE POLICY**

### **Tardiness**

A student is required to clock in at the beginning of each day by 8:45am. Theory is held each morning, Tuesday through Friday, from 9:00am until 10:00am for both day schedules. Attending Theory is a state requirement. Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Administrator. If a student is tardy more than two (2) times within a month, corrective action can be taken. Being tardy on a regular basis reflects a lack of commitment to the program.

### **Absenteeism**

An attendance rate of 80% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact Administration. If a student does not maintain 80% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained.

\* The Institute has no excused or unexcused absences.

### **Levels of Corrective Action**

A student will be advised by the School Administration regarding their attendance which will be monitored monthly to make sure it does not fall below 80%. The following corrective action will be taken to increase the attendance rate back to an acceptable level. :

*First Time Verbal Warning:* A student will be verbally informed of the violation he/she committed. Discontinuance of the action will be discussed. The student will be briefed about further repercussions should the behavior continue.

*Second Time Probation:* A written warning may be given prior to a suspension and/or action-based termination by the student. The student chooses the action which he/she will take. Additionally, an in-school suspension may be chosen as part of the corrective action. The probationary period will not be for less than 30 days nor more than 60 days. A student may not receive more than two probation periods as part of corrective action this during their enrollment period. The option to use a second probation is at the School Director discretion.

*Third Time Suspension:* An immediate suspension of the student from The Beauty Institute which can range from 2 days to 2 weeks or an in-house suspension may be assigned based on poor performance of standards or violations of policies. In-house suspension may include tasks issued by the School Director that would not be part of the daily schedule.

## **STUDENT CONDUCT**

Students are expected to dress professionally and conduct themselves in a businesslike manner. Any student whose conduct, attitude, participation, dress, or work habits distracts from the classroom instruction will be advised by the instructor and/or school official. Any form of cheating by a student will not be tolerated. Continued unsatisfactory conduct will lead to dismissal. Students are required

to follow rules of conduct that are typically expected in the working world. Students may be placed on probation or dismissed for violation of the school’s personal conduct rules (including dishonesty, unprofessional conduct, and use of profanity, insubordination, violation of safety rules, and also use or being under the influence of alcohol or drugs on school property).

## **DISMISSAL**

A student will be terminated from school when he or she fails to comply with school policies in the following areas: academics, attendance, conduct, or falsification of any information provided to a school administrator at the time of enrollment or thereafter. A student who is dismissed by the school is obligated to pay tuition and fees as well as program supplies and instructional materials in accordance with the refund policy. Upon dismissal from the program the student will be assessed a \$150 termination fee.

## **FLORIDA HAZING LAW**

“Hazing”, means any action or situation, which recklessly or intentionally endangers the mental or physical or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to elements, forced consumption of any food, liquor, drug, or other substance, or other forced activity which would subject the student to extreme mental stress, such sleep deprivation, forced exclusions from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

## **MAKE-UP WORK POLICY**

Students may make-up any work missed during their absence at the discretion of the instructor.

## **GRADUATION REQUIREMENTS**

*Students receive a Diploma after:*

- a) Successful completion of schedule clock hours.
- b) Successful completion of all required services.
- c) Written and practical test grade average of 75%
- d) Pass final exam with a minimum of 75% on each theory and clinical.
- e) Have made financial satisfactory arrangements with the school Director.

## **SCHEDULE OF PROGRAM FEES**

	<u><b>Cosmetology</b></u>	<u><b>Nail and Skin Care Specialist</b></u>	<u><b>Skin Care Specialist</b></u>	<u><b>Nail Care Specialist</b></u>
Tuition	\$ 15,000.00	\$ 4,670.00	\$ 1850.00	\$ 1,225.00
Registration Fee	\$ 150.00	\$ 150.00	\$ 75.00	\$ 70.00
Program Supplies	\$ 850.00	\$ 830.00	\$ 525.00	\$ 300.00
Total Cost	\$ 16,000.00	\$ 5,650.00	\$ 2,450.00	\$ 1,595.00

Students are required to furnish standard school supplies prior to the start of class (notebooks, paper, pens and pencils). These items are purchased at the student's expense. Students can purchase these items from local vendors. The Beauty Institute does not provide these items. Beginner program supplies can be purchased prior to the start of class that is separate from the senior program supplies that are included in the cost of the program.

**Re- Entry Fee:** \$ 150.00

**Withdrawal Assessment Fee:** If the student is terminated or withdraws prior to full completion of the course the Beauty Institute will charge a fee of \$150.00 for administrative costs associated with this action.

## **OVER CONTRACT CHARGES**

If a student does not complete training on or by the contracted ending date, the student will be charged additional tuition at the hourly rate \$12.50.

## **PAYMENT OPTIONS**

1. Tuition can be made by making cash installment
2. Agency sponsored tuition payment
3. Cash, Credit, Money Order

All tuition and fees are payable according to payment arrangements made prior to commencement of classes. Student must maintain their payment schedules throughout the program.

The school dress code stipulates that the student must wear a black school shirt, black pants, closed toe shoes and a school smock. The cost ranges from \$35 to \$40 dollars depending on the number of uniforms a student wishes to have, and at the student expense.

## **FINANCIAL AID PROGRAMS**

The school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student's liability and as such may create a greater liability on the student in terms of balance owed the school. The financial aid administrator works with students in determining loan amount need(s) and loans must be certified by school's financial aid office. The school certifies loans only in amounts to cover the cost of the student's contractual agreement. All student loans are binding agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by student's and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have an adverse effect on the individual's credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in pay periods of 450 hour increments. Disbursement of federal funds is contingent on the students being in satisfactory progress at the scheduled disbursement date. Failure to maintain

satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn. At the time the student is no longer eligible to receive aid the school will due a return to Title IV calculation to determine how much money the student has earned to be used to cover the cost of education. This calculation is done for each payment period and a student must have completed at least 60% of the time in the payment period to be eligible to retain all funds that have used to pay for the cost of their education. If the student does not meet the 60% the money will be returned to the program and the student might be personally responsible for their costs of education to date.

## **DISCLOSURE**

The Institute will not be obligated to provide any student with the following if a balance is due to the Institute:

- Transfer credits to another school
- Submit state Licensure application
- Additional hours must be paid before state licensure application will be submitted by the Institute.

Cosmetology Note: If a student is not current at 450 clock hour's actual attendance or the student is not making satisfactory progress the Institute will not issue a student kit until the student is in compliance. Senior kits are issued after 900 hour with satisfactory progress.

## **REFUND POLICY- BUYER'S RIGHT TO CANCEL**

For applicants who cancel enrollment or students who withdraw from enrollment 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 30 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 the school. The applicant shall be entitled to a refund of all monies paid. Students not accepted are entitled to all monies paid by the Student, including the \$100.00 application fee and \$150.00 registration fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. "Business Day" means any day that Institute's administrative offices are open for business.
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 the school except the registration fee in the amount of \$150.00. A student notifies the institution of his/her withdrawal in writing.
4. 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.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. 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 the school administrator or owner in person.

7. 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:

1. Termination after attendance has begun, but prior to 40% completion of the program will result in a pro rata refund computed on the actual number of hours completed to the total program hours.
2. Termination after completing 40% of the program will result in no refund.

% of Scheduled Hours Completed	% of Total Tuition Owed to Institute
0.01% to 40%	Percentage of program hours actually completed
40.01% or Over	100%

8. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 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, the school 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, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school 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, the school 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.
9. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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 the institution (EG: extra materials, program supplies, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

**G. DAILY SCHEDULE OF INSTRUCTIONS**

**DAY SESSIONS**

Tuesday thru-Saturday 9 am - 4:30 pm

Tuesday thru-Friday 9 am - 3:30 pm

**EVENING SESSION**

Tuesday thru Friday 6 pm - 10 pm & Saturday 9 am - 3:30 pm

**Mandatory attendance is required on Saturdays.**

- H. The undersigned parties (is) do further agree that no responsibility is assumed by the school for negligence. Carelessness or lack of skill by one or more students or staff while practicing any part of the school program upon another.

- I. I certify that I have a copy of the Beauty Institute catalog or have access to the catalog on the web-site and I have toured the institute.
- J. This Enrollment Contract of the foregoing and the balance of the pages hereof correctly set forth the entire agreement between the student and The Beauty Institute. No agreements or understanding, oral or otherwise, shall be binding on either part unless specifically set forth in the Agreement or subscribed or the parties hereto in writing.
- K. Any holder of the Enrollment Contract is subject to all claims and defense, which the debtor could asset against the seller of goods or services obtained pursuant here to or with proceeds hereof. Recovery hereunder by the debtor shall not exceed the amount paid by debtor hereunder.
- L. The school dress code stipulates that the student must wear a black uniform. The cost ranges around \$40 depending on the number of uniforms a student wishes to have.
- M. **ARBITRATION:** The parties agree that any dispute or claim concerning this agreement, including whether such dispute or claim is arbitrable, will be settled by arbitration. The arbitration proceedings shall be conducted under the Commercial Arbitration Rules of the American Arbitration Association in effect at the time a demand for arbitration under the rule is made. The decision of the arbitrators, including determination of amount of any damages suffered, shall be exclusive, final, and binding on both parties, their heirs, executors, administrators, successors, and assigns. Each party shall bear its own expenses in the arbitration for arbitrator’s fees and attorney’s fees, for its witnesses and other expenses of presenting its case. Other arbitration costs, including administrative fees and fees for records or transcripts, shall be borne equally by the parties.

**ADMINISTRATIVE SCHOOL OFFICIALS**

**MISTY CRAIG  
PRESIDENT & CEO**

**SONIA CRAIG  
VP/ STUDENT AFFAIRS**

**INSTRUCTORS**

**Tampa**

Ms. Myiyeka Reynolds  
Diploma: Jacksonville Beauty Institute  
License # CL1190470

Mr. Edward Myles  
Diploma: Tampa Bay Beauty Institute  
License# CL1233203

Ms. Melissa Green  
Diploma: Jacksonville Beauty Inst.  
License # CL1171815

**Jacksonville**

Ms. Michelle Clayton  
Diploma: Chattahoochee Technical Ins.  
License # CL2888441

Ms. Sandra Ward  
Diploma: North Central Beauty Academy  
License# CL0159435

**SUBSTITUTE INSTRUCTORS**

Mr. Jeffrey Petty  
Diploma: Jacksonville Beauty Inst.  
License # CL1213264

**Orlando**

Ms. Leterra Stowers  
Diploma: Jacksonville Beauty Ins.  
License# CL1184796

Ms. Keren A. Alexis  
Diploma: Westside Voc. Tech.  
License #CL1178092

Ms. Matonya Redding  
Diploma: Orlando Technical  
License# CL1168289

## **GRIEVANCE PROCEDURES**

The intent of the Beauty Institute is that all students concerns be addressed immediately. In that endeavor this institution has an open door policy for student inquiries. If a student has a concern, that individual should first consult with the instructor to resolve the issue as quickly as possible. If the concern is of a nature in which the individual does not feel comfortable dealing with instructor, the individual can then approach an appropriate school official.

## **PROCEDURE TO RESOLVE STUDENT GRIEVANCE OR COMPLAINTS**

If a student has an unresolved grievance or complaint an appeal must be made in writing.

(1) The school Director will try to resolve the complaint within ten (10) calendar days from the receipt of the complaint must. If not resolve:

(2) The complaint committee is composed of:

(a) instructor (b) school director (c) senior student

The complaint committee will meet twenty one (21) calendar days from the initial complaint the committee will try to resolve the complaint with in fifteen (15) Calendar days if still not resolved then:

(3) Commission for Independent Education (4) National Accrediting Commission for Career Arts & Sciences  
Florida Department of Education 4401 Ford Avenue, Suite 1300  
325 Gaines Street #1414 Alexandria, VA 22302 - 1432  
Tallahassee, Florida 32399 (703) 600 - 7600  
(850) 245-3200

## **STUDENT RECORDS**

**RIGHT TO ACCESS:** Any student and parent and guardian of dependent minor have the right to view their record during regular business hours. We ask that you make an appointment with the Director so that time can be set – aside for this purpose. Under no circumstance will the student record be allowed outside the office.

**RELEASE OF INFORMATION:** Material in student records is private and will not be release except to the Accrediting Agency and Regulatory Boards. All other request must be in writing and the student will have to sign a release for each case. Student records are maintained in a safe place and are maintained on a permanent basis, for students that were enrolled in a program.

## **STUDENT SERVICES**

### **Career Services:**

The Beauty Institute offers effective job search assistance service to all students as they approach graduation. The Beauty Institute also has lifetime assistance to all our graduates. The Beauty Institute has developed a program designed to assist a person in securing employment within his/her field of study. The Beauty Institute offers services to include career preparation activities for current students, outreach to prospective employers in the community, and follow-up with graduates.

## **ADVISING**

The School makes provisions for advising for all students through the administration office. The school offers students the opportunity to discuss any questions, dilemmas, need, problems or concerns involving educational career, social, personal or emotional adjustment that may occur during their stay at the school. In some cases, professional off campus advising will be recommended. Information discussed with the staff is confidential and is not discussed with others unless there is a clear danger to the student or other individual, or unless the student gives written permission for confidential release of information.

## VETERAN'S ATTENDANCE POLICY

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as time absent.

Students must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the calendar month, at the end of each calendar month. Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance on the last date of attendance prior to violating the attendance policy for the calendar month.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month. After such time, the student may be recertified for VA education benefits.

Veteran students must attend based upon a predetermined standard set schedule. Make Up hours must not be used in lieu of regular attendance, i.e., the school cannot factor makeup hours as attendance hours when calculating the attendance percentage.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period.

A VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of one evaluation period. If the VA student's CGPA is still below 75% at the end of the first evaluation period of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%.

## VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

School Official's Name Misty Craig Title President and CEO

School Official's Signature Misty Craig Date 5/24/2016

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