

# **AMERICAN INSTITUTE OF BEAUTY, INC.**

## **LARGO CAMPUS**

3665 East Bay Drive Suite 164  
Largo Florida 33771

727-532-2125

## **ST. PETERSBURG CAMPUS**

2800 34<sup>th</sup> St. North  
St. Petersburg, Florida 33713

727-826-0969

## **SCHOOL CATALOG**

### **ACCREDITED BY**



## TABLE OF CONTENTS

Page 3	Ownership and History
Page 3	Mission Statement
Page 3	Administrative Staff
Page 3 – 4	Faculty
Page 4	Hours of Operation
Page 4	Professional Ethics and Duties
Page 4 – 5	Facilities
Page 5	Campus Security
Page 5	Student Commitment and Consumer Rights
Page 5 – 6	Student Responsibilities and Rights
Page 6	What You Should Know
Page 6 – 7	Job Demand in Cosmetology
Page 7	Placement Assistance
Page 7	Admissions Requirements
Page 7 – 8	Transfer of Credits
Page 8	Ability to Benefit
Page 8	Advising
Page 8	Attendance
Page 8 – 9	Veterans' Educational Benefits
Page 9	Dress Code
Page 9	Tardiness
Page 9 – 10	Make Up Work
Page 10	Graduation Requirements
Page 10	Program or Schedule Change
Page 10	Re-entry Students
Page 10– 11	Leave of Absence
Page 11	School Policy on the Handicapped
Page 11	School Policy on Student Services
Page 11 – 12	Privacy and Access to Student Records
Page 12 – 13	Standards of Conduct
Page 13 – 14	Disciplinary Policies
Page 14	Student Services
Page 14 – 15	Instructional Methods
Page 15	Units of Instruction and Hours
Page 15	Programs Offered
Page 15 – 17	Cosmetology Program
Page 17 – 18	Restricted Barber Program
Page 18 – 19	Barbering/Hair Design Program
Page 19 – 21	Nail Technology Program
Page 21 – 23	Skin Care Program
Page 23 – 25	Clinical Skin Care Program
Page 25 – 27	Full Specialist Program
Page 28	Course numbering system
Page 28	Unit of credit
Page 28	Tuition and Fees
Page 28	Additional Tuition
Page 28 – 29	Financial Assistance
Page 29	School Calendar
Page 29 – 30	Licensure Requirements
Page 30	Grievance Policy
Page 30 – 33	Satisfactory Academic Progress Policy
Page 33 – 35	Refund and Cancellation Policy

## **OWNERSHIP AND HISTORY**

American Institute of Beauty, Inc. is a Florida Corporation. Michael L. Halmon and Janet M. McCann are the principal owners of the Corporation.

American Institute of Beauty, Inc. was founded in 2002. We relocated our Largo Campus to the current location in 2009 and opened the St. Petersburg Campus in 2012. American Institute of Beauty, Inc. is dedicated to educating the future artist of the Beauty Industry. We will encourage our students to be creative in their work as they progress from the basics to the more advanced techniques.

## **MISSION STATEMENT**

The mission of American Institute of Beauty, Inc. is to educate and train each student with the skills to achieve a rewarding career in the Beauty Industry. Our objective is to thoroughly instruct and prepare the student to pass the state licensing exam and to be competent and efficient while working in the industry.

## **ADMINISTRATIVE STAFF**

Janet McCann, Vice President (Largo)	Stacy Thompson, Director of Education (Largo)
Michael L. Halmon, President (Largo)	Cheryl Wilson, Financial Aid Officer (Largo)
Michael C. Halmon, Director of Operations (St. Pete)	Sandy Ocampos, Admissions Representative (Largo)
Esther Halmon, Director of Business Office (Largo)	Kristen Foss, Director of Operations (Largo)
Colleen Gilbert, Financial Aid Officer (St. Pete)	Jennie Singsay, Admissions Representative (St. Pete)

## **FACULTY**

Maryann Horak – Avanti Hair and Technical College (Altamonte Springs, FL) Nail Specialist (Largo) FV9596067 (Nail Technology/Full Specialist)

Rachel Matta – Michigan College of Beauty (Monroe, MI) Nail Specialist (Largo) FV9586495 (Nail Technology/Full Specialist)

Kristine Marcum – Castro Valley Beauty Academy (Castro Valley, CA) Cosmetologist (Largo) CL 0228099 (Cosmetology)

Jenifer Rodgers – American Institute of Beauty (Largo, FL) Cosmetologist (Largo) CL1213043 (Cosmetology)

Gerald Tranello – Wilfred Academy (Los Angeles, CA) Cosmetologist (Largo) CL0201115 (Cosmetology)

Luis Vargas – Rio Piedra City Academy (San Juan, PR) Cosmetologist (Largo) CL1218077 (Cosmetology)

Cassie Davidson – Lorraine’s Academy (St. Pete, FL) Facial Specialist (Largo) FB9753331 (Skin Care/Clinical Skin/Full Specialist)

Farrah Driver – Lorraine’s Academy (St. Pete, FL) Full Specialist (Largo) FS893101 (Skin Care/Clinical Skin/Full Specialist)

Cassandra Hutchison – Lorraine’s Academy (St. Pete, FL) Full Specialist (Largo) FS880007 (Skin Care/Clinical Skin/Full Specialist)

Lisa Waits – Southeastern College (St. Pete, FL) Facial Specialist (Largo) FB9747605 (Skin Care/Clinical Skin/Full Specialist)  
 Toni Winkley – IABC School (Tampa, FL) Facial Specialist (Largo, FL) FB9739160 (Skin Care/Clinical Skin/Full Specialist)  
 Lisa Linkous - American Institute of Beauty (Largo, FL) Barber (St. Pete) BB8891186 (Barbering/Restricted Barber)  
 Juan Soto – American Institute of Beauty, Inc. (Largo, FL) Barber (St. Pete) BB8893215 (Barbering/Restricted Barber)  
 Antwaun Wells – American Institute of Beauty, Inc. (Largo, FL) Barber (St. Pete) BB8893931 (Barbering/Restricted Barber)  
 Melissa Gratton - American Institute of Beauty, Inc. (Largo, FL) Nail Technician (St. Pete) FV9563812 (Nail Technician/Full Specialist)  
 Clarence Glover – American Institute of Beauty, Inc. (Largo, FL) Barber (St. Pete) BB8893107 (Barbering/Restricted Barber)  
 Jackie Sirmons – Sunstate Academy (Clearwater, FL) Cosmetologist (St. Pete) CL1190281 (Cosmetology)  
 Marvin Major – Joseph’s Cosmetology School (Ocala, FL) Cosmetologist (St. Pete) CL 0180419 (Cosmetology)

**ALL FACULTY LICENSES ISSUED BY THE STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATIONS BOARD OF COSMETOLOGY AND BARBERS BOARD**

**HOURS OF OPERATION**

Full Time Day	Monday – Friday 9:00 am – 4:20 pm (Largo Campus)
Full Time Day	Tuesday – Saturday 9:00 am – 4:20 pm (St. Petersburg Campus)
Part Time Evening	Monday – Friday 5:00 pm – 9:00 pm
Administration	Monday – Friday 9:00 am – 5:00 pm

**PROFESSIONAL ETHICS AND DUTIES**

In the study and practice of being a professional specialist, the student should be qualified in dealing with the public, be respectful to others, be courteous, friendly and above all be a good listener and not gossip. The student must be conscientious and become proficient in all procedures. Students should also be aware that the cosmetology field involves the use and knowledge of chemicals, is a very physical and demanding career that requires being on their feet for prolonged hours.

**FACILITIES**

The Largo Campus is located in Largo, Florida in a 13,500 square foot facility. It has a well equipped skin care room, a spacious clinic floor with 48 hair stations, phase one and phase two training classrooms. A student break room with a refrigerator and microwave along with vending machines is available for the students’ convenience. A student phone line is available for brief calls. There is a video library as well as a dispensary to add to an ideal learning environment. The school is equipped with fire extinguishers and has a monitored alarm system that can be activated in lieu of calling 911 in case of emergency.

The St. Petersburg Campus is located in St. Petersburg, Florida in an 11,500 square foot facility. The campus is equipped with 48 barber stations, phase one and phase two training classrooms. A student break room with a refrigerator and microwave along with vending machines is available for the students' convenience. A student phone line is available for brief calls. There is a video library as well as a dispensary to add to an ideal learning environment. The school is equipped with fire extinguishers and has a monitored alarm system that can be activated in lieu of calling 911 in case of emergency

### **CAMPUS SECURITY**

The campus security authority for the school is Michael Halmon. The Largo location refers all campus law enforcement issues to the Largo Police Department (727-587-6717 for non-emergency instances and 911 for all emergency cases) and the St. Petersburg location to the St. Petersburg Police Department (727-893-7780 for non-emergency instances and 911 for all emergency cases) as the school does not have private campus security personnel. Campus security statistics are provided to each student at orientation.

If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately inform your instructor and complete an Incident Report. This applies to crimes in the building or in the parking lot of the school. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate personnel may later contact you or others to gather additional information.

Crimes that should be reported are:

Murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily injury and all liquor, drug or weapons law violations.

If you are in doubt as to whether a crime is reportable, please report the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin or disability. It is important that any crime is reported in a timely fashion. Never hesitate to report a crime.

### **STUDENT COMMITMENT AND CONSUMER RIGHTS**

To assure that each student has carefully considered and evaluated all information available, American Institute of Beauty, Inc. suggests that each student review the following statement of student rights and responsibilities.

***The school reserves the right to change school policies, procedures, standards of conduct or practices without notice.***

## **STUDENT RESPONSIBILITIES AND RIGHTS**

It is your responsibility as a student to:

- \* Review and consider all information about a school program before you enroll.
- \* Read and understand all forms that you are asked to sign and keep copies of them.
- \* Accept responsibility for the promissory note and all other agreements that you sign.
- \* If you have a loan, notify the lender of any changes in name, address or school status.
- \* Know and comply with your school refund policy.

You have the right to ask a school:

- \* About its programs, instructional laboratory, other facilities and its faculty.
- \* The cost of attendance and the refund policies should a student drop out.
- \* How satisfactory progress is determined and what happens if you are not progressing satisfactorily.
- \* What special services and facilities are available for the handicapped.

## **WHAT YOU SHOULD KNOW**

American Institute of Beauty, Inc. feels that students interested in pursuing a career in the cosmetology, barbering, manicuring or skin care fields should consider all aspects of such a decision. Persons who want to become professionals in these fields must:

- \* Have finger dexterity and a sense of form and artistry.
- \* Enjoy dealing with the public and be able to follow a client's directions.
- \* Keep up to date on the latest fashions and beauty techniques.
- \* Work long hours while building a clientele in order to earn the desired income.
- \* Make a strong commitment to the educational process and complete the course of study.
- \* Learn skills necessary to operate a business.

In addition, applicants and students should be aware that:

- \* The work can be arduous and physically demanding because of long hours standing with hands at shoulder level, sitting over a nail technician's station or an esthetician's chair or bed.
- \* A personal investment may be required for advertising and promotions such as printing business cards.
- \* There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- \* The practice of safety and sanitation is essential for effective and successful performance within the industry.
- \* Methods of compensation may vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contractor (renting space and equipment from existing salon).

**The Florida Barbers Board and Florida Board of Cosmetology require criminal background reporting on their application for licensure for all programs offered at**

**American Institute of Beauty, Inc. Individuals with criminal backgrounds may not be eligible for licensure or employment.**

### **JOB DEMAND IN COSMETOLOGY**

Of the students scheduled to graduate in 2015, 55% completed their designated program. Of the students who sat for licensing examination during this same time period, 93% passed and obtained a license. Of the students who obtained licensure during the same time period, 60% have obtained employment in a career related field. The above statistics are for the calendar year 2014. These statistics are compiled by the Institution for annual submission to our accrediting agency.

The job demand in the cosmetology area remains strong. The Bureau of Labor Statistics predicts that in 2014 there were 656,400 jobs available for the cosmetology/barber industry.

According to the Bureau of Labor Statistics the “employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation.”

### **PLACEMENT ASSISTANCE**

American Institute of Beauty, Inc. provides training in professional development toward the goal of preparing students for the workforce. Job opportunities are placed on a bulletin board on an on-going basis. Job openings are also posted on the school website. When a student nears graduation, the school will assist the student in placement interviews. American Institute of Beauty, Inc. does not guarantee employment.

### **ADMISSIONS REQUIREMENTS**

American Institute of Beauty, Inc. does not discriminate in its employment, admission, instruction or graduation policies on the basis of age, race, creed, ethnic origin, color, religion, sex, financial status or area of origin or residence. Michael Halmon is designated to handle inquiries regarding the non-discrimination policy. He can be reached at 727-532-2125. The school requires that each applicant be at least 16 years of age and a high school graduate or equivalent. The applicant must provide a copy of their Diploma and or, GED Certificate and or, High School transcripts reflecting completion. If the applicant is under the age of 18, they must have written approval from their parent or legal guardian.

If the applicant does not hold a high school diploma or equivalent, he/she must be above the compulsory school age (age 16) and demonstrate the ability-to-benefit from the course of training through testing according to the school’s policy.

If the applicant is denied admission to the school, the records will be kept on file for one year.

All candidates will be informed of the necessary responsibilities and dedication they must have in class and in the field in which they are being trained. The school does not make any effort to recruit students that are already attending or admitted to another school offering similar programs of study.

### **TRANSFER OF CREDITS**

The maximum hours accepted for transfer into the Cosmetology, Restricted Barber or Barbering/ Hair Design will be 900 hours. The maximum hours accepted for transfer into the Full Specialist or Clinical Skin Care Program will be 300 hours. The maximum hours accepted for transfer into the Nail Technology and Skin Care program will be 60 hours. Individuals wishing to transfer credits/ clock hours earned in other schools will be tested by a member of our staff and may attend our Phase I class. Based on test results, if applicable, American Institute of Beauty, Inc. may recognize all, part or none of the applicant's previous training or work experience, providing said training is recognized by the Department of Business and Professional Regulations and the Commission of Independent Education. The minimum test scores required for test results to be recognized by American Institute of Beauty, Inc. is 75%. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. **Transfer hours will only be accepted at the time of enrollment.** In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course study at the time of enrollment plus the applicable registration fee. All students must purchase a kit that includes the applicable texts and uniform according to the standard policy for full course students. Contact the school administration office for applicable prices. Students electing to transfer from American Institute of Beauty, Inc. to another school must contact the other school to determine if they will accept the hours earned at this school.

### **ABILITY-TO-BENEFIT**

An ability-to-benefit applicant is one who is beyond compulsory school age and lacks a high school diploma or the equivalent, and has demonstrated the ability to benefit from the training offered. In order to be admitted on the basis of ability-to-benefit, an applicant shall, prior to admission, successfully pass an approved test that measures his/her ability to benefit from the course of study. The Wonderlic Basic Skills ATB test requires a verbal score of 200 and a quantitative score of 210 to pass.

A student can meet the ability to benefit requirement by successfully completing the first 225 clock hours in the program they wish to enter in satisfactory academic progress. Students enrolling as Ability to Benefit are not eligible for Financial Aid unless the Ability to Benefit test was administered prior to July 1, 2012 and the student was previously enrolled and attended a program eligible for Financial Aid.

### **ADVISING**

The school's personnel are ready to be of assistance to students as needed. Information and advice are available to students regarding licensure requirements, reciprocity, employment



opportunities, opportunities for continuing education, financial assistance, referrals for professional assistance and student progress within the course of study. Any problems that may arise will be discussed privately. Each instructor has office hours that he/she is available to discuss student concerns.

### **ATTENDANCE**

Students are expected to attend classes according to their assigned schedule. Full time students are scheduled to attend 34 hours weekly and part time students are scheduled to attend 20 hours weekly. Students are issued a computerized swipe card to be used for clocking in and out. The computer records actual hours attended and does not round hours to any degree. The school therefore gives appropriate credit for all hours attended. Additionally, the school does not add or deduct attendance hours as a penalty or reward. Attendance is monitored daily and students absent for 14 calendar days will be determined as unofficially withdrawn. **The school does not excuse absences. All absent hours must be made up.**

### **VETERAN'S EDUCATIONAL BENEFITS**

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an unexcused absence.

Students exceeding 10% total absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

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 two consecutive terms of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term 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%.

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.

### **DRESS CODE**

Students must abide by the school dress code at all times. The school uniform consists of student name tag (worn at all times) and the following:

SKIN CARE: Black scrubs (top and bottom). White lab coat may be worn over scrubs.

CLINICAL SKIN CARE: Black scrubs (top and bottom). White lab coat may be worn over scrubs.

NAIL TECH: Black T-shirt (will be issued) and black full length slacks/pants (no jeans, spandex or stretch).

FULL SPECIALIST: Will wear the uniform for the Nail Tech program during that phase of training and the Skin Care uniform during that phase.

COSMETOLOGY: Black T-shirt (will be issued) and black full length slacks/pants (no jeans, spandex or stretch). Black aprons may be worn over uniforms while performing services.

BARBERING/HAIR DESIGN: Same as Restricted Barber

RESTRICTED BARBER: Black T-shirt (will be issued) and black full length slacks/pants. Black Barber jacket may be worn over School T-shirt.

During winter months students in all programs may wear a jacket/sweater to be worn over T-shirts or scrubs. Hats or head wear is strictly prohibited.

***Please Note: Name tags must be worn at all times on the outermost part of the school uniform.***

THE SCHOOL RESERVES THE RIGHT NOT TO ALLOW CERTAIN BARBER JACKETS, LAB COATS OR APRONS.

### **TARDINESS**

Arrive for all classes on time. Students arriving after theory class begins ***may not*** be allowed to attend class or to clock in until the scheduled class is dismissed. The determination to allow the student to enter the class late will be made by the school staff based on the circumstances causing the tardiness and on the class activity. Excessive tardiness could result in suspension.

### **MAKE-UP WORK**

Students who have been absent for any reason are required to make up any missed classes, including written tests, practical tests and homework. Make-up work will be completed on designated days and times assigned by the instructors.

### **GRADUATION REQUIREMENTS**

Students must maintain a minimum of 75% grade average in practical and written examinations, complete all required practical assignments, take and pass a final written examination. They must also complete program hours required for licensure and pay all monetary obligations to the school.

**Students graduating from the Barbering/Hair Design, Restricted Barber or Cosmetology program must take the state board exam and pass it before being issued a license to practice.**

A Diploma/Certificate of completion is awarded to each student who has fulfilled all course requirements and monetary obligations to the school.

*Graduating students must make an appointment with administration to complete their license application. All license applications will be submitted to the Department of Business and Professional Regulations by the school. Students receiving financial aid must complete a financial aid exit review.*

### **PROGRAM OR SCHEDULE CHANGE**

Students will be allowed to make one schedule change during their enrollment. Schedule changes requested after 30 days of enrollment will result in a charge of \$150.00. Program changes will not be allowed after 30 days of enrollment. Students approved for a Program change will be charged \$150.00. Once approved for a program change, the student will be withdrawn from the current program and withdrawal calculation completed. If the student owes a balance, arrangements must be made with the business office for payment. Student will be re-enrolled in the new program with a new financial aid package if qualified.

### **RE-ENTRY STUDENTS**

Former students of American Institute of Beauty, Inc. who wish to re-enter must request approval from the school administration. All re-entry students will re-enter their program in the same Satisfactory Academic Progress as before withdrawal. A student who re-enters within 180 days is treated as if he/she did not cease attendance for the purpose of determining the student's aid awards for the period. For clock hour programs, a student who withdraws and then re-enters the same program at the same school within 180 days is considered to be in the same payment period he/she was in at the time of withdrawal. The student retains his/her original eligibility for that payment period, and is treated as though he/she did not cease attendance. Satisfactory arrangements for payment of any balance owed under the previous enrollment must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Re-entry students will be responsible for purchasing the required books, kit and supplies to satisfy the training requirements in the applicable program. Re-entry students will be required to pay a \$150.00 re-entry fee.

### **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program when a student is not in academic attendance. **The school will grant a LOA during your enrollment for up to a maximum of 90 days for major documented medical reasons or other extenuating circumstances as approved by the Director of the Business Office.** Students must request a LOA in writing stating the reason for the leave with the Business Office. The student must attach documentation from a Medical Doctor outlining the medical condition and recovery time and any other documentation as may be requested by the Director of the Business Office. **If approved the student must sign the LOA request and authorization letter. No leave will be granted without the student signature, unless the student is medically unable.** In such cases the

student will be required to sign the LOA document upon returning to school. **Students will NOT be granted an LOA within the first 30 days of their program.**

The official leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class date scheduled after termination of the Leave of Absence. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to the student while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and course work and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that their failure to return from leave may have on their student loan repayment terms. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days. **Failure to return from an approved LOA will result in the student's withdrawal from the program.**

### **SCHOOL POLICY ON THE HANDICAPPED**

American Institute of Beauty, Inc. complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of the handicap will be excluded from enrolling in the program of instruction. The school has handicap parking, handicap restrooms and is located on the ground floor.

### **SCHOOL POLICY ON STUDENT SERVICES**

Students may receive personal services if they:

1. Maintain a minimum 75% GPA.
2. Maintain a minimum 75% attendance.
3. Have permission from their instructor.
4. Are not assigned a client on the clinic floor.

Students may not block off time for personal services.

Students may be required to clock out.

### **PRIVACY AND ACCESS TO STUDENT RECORDS**

In compliance with the Family Education Right to Privacy Act, American Institute of Beauty, Inc. guarantees each student (or parent/guardian if the student is a dependent minor) access to his/her educational records at a time convenient to the student and applicable school official. A school official must be present during review of student files. The school requires written consent from the student or parent/guardian for release of records in response to third party requests unless otherwise required by law (such as subpoena of the court). The school does not elect to publish *directory information* on students enrolled in the institution. The school provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. All student records will be maintained permanently. All financial records are maintained in metal file cabinets in a secured facility.

**Student academic transcripts will be withheld for failure to pay tuition or any outstanding financial obligations owed to the Institution.**

## **STANDARDS OF CONDUCT**

American Institute of Beauty, Inc. sets forth specific *Standards of Conduct* for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and defining goals during training can only enhance the graduate's potential for success.

All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for classes on time. Students arriving after theory class begins may not be allowed to attend class or to clock in until the scheduled class is dismissed; the determination will be made by school staff based on the circumstances causing tardiness. If the student is allowed to enter the classroom late, he/she must do so quietly and without disrupting the educational process in progress. Excessive tardiness could result in suspension.
3. Complete all theory, practical and clinic assignments in the designated time frame. This includes any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the instructor regarding makeup exams. The application for licensure will not be sent to the Department of Business & Professional Regulations until all graduation requirements have been met and a comprehensive written final exam has been passed.
4. Day Students must arrive for class by 9:00am to receive full theory credits. Night students must arrive by 5:30pm to receive full theory credits.
5. Follow time clock procedures by swiping in/out to accurately reflect hours of attendance. No student may swipe in/out for other students.
6. Obtain permission from a staff member to leave the facility for any reason other than lunchtime, scheduled breaks or scheduled departures.
7. Comply with the published dress code which includes name tag and shirt; practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until they comply or may be required to swipe out and leave.
8. **NO** smoking, chewing gum, eating or drinking except in designated areas.
9. Comply with scheduled lunch breaks which may vary depending on class schedules and the clinic floor services that are assigned. As a consideration to fellow students, clients and instructors, please notify the school if you are not returning from lunch.
10. Be courteous and practice professionalism at all times when dealing with fellow students, clients, staff members and visitors to the school.
11. Follow all state laws and regulations at all times while in attendance at school.
12. Comply with the school's Satisfactory Academic Progress policy at all times. Failure to maintain satisfactory progress will result in delayed graduation, delayed or loss of federal funding (if applicable) and assessment of extra instructional charges.
13. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and areas. Daily assigned sanitation duties

must be evaluated before clocking out each day. State board requires all students to follow sanitation rules and practices at all times.

14. Discuss only ethical and professional subject matters during school hours and refrain from using profanity.
15. Be fair, honest and never steal.
16. Refrain from willful destruction of property.
17. Refrain from having personal visitors at the school. Guests will be asked to leave unless they are scheduled for a clinic service.
18. Be involved in curriculum related activities at all times while clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
19. Refrain from using the business phone (*or personal cell phones*) for incoming or outgoing calls without the express permission of a staff member or at a designated time and/or location.
20. Refrain from using cell phones in all classroom and salon floor areas. Refrain from using IPODS at all times.
21. Be respectful to staff, fellow students and clients at all times. Refrain from using inappropriate language.
22. Park only in areas designated as student parking. Front row parking is **ALWAYS** reserved for client use.
23. Know all pricing and service policies of the school; the name, purpose, benefits, procedures and costs of products used.
24. Keep all client service records up to date.
25. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
26. Strive to continually improve abilities through education and practice.
27. Students must swipe out and leave the school premises whenever instructed to do so by instructors or staff members.

## **DISCIPLINARY POLICIES**

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

### **PROBATION**

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she may be suspended.

### **SUSPENSION**

Enrollment may be immediately suspended for three (3) days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

### **DISMISSAL/TERMINATION**

Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

1. Non-compliance of the Standards of Conduct, General Policies or Enrollment Agreement.
2. Non-compliance with the state laws and regulations governing schools and students.
3. Non-compliance with the school's Satisfactory Academic Progress Policy.
4. Any action that causes or could cause bodily harm to a client, student or employee of the school.
5. Theft.
6. Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol.
7. Immoral or improper conduct.
8. Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear and concise written statement containing all pertinent data and facts to the Director. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of receipt of the appeal. Students are encouraged to voice their grievances with the school management by means of the institution's grievance procedure. Concerns that are not made known to the applicable management personnel cannot be effectively addressed or handled in a timely manner. Students may refer their grievance if unresolved to the following address:

Commission for Independent Education  
Florida Department of Education  
325 W. Gaines Street Suite 1414  
Tallahassee, Florida 32399  
(850) 245-3200 or Toll Free (888) 224-6684

## **STUDENT SERVICES**

### HOUSING ACCOMMODATIONS

American Institute of Beauty, Inc. does not own or maintain any housing facilities. Housing accommodations will be up to the student and/or family to secure. A list of apartments and hotels within a 5 mile radius of the school is available in the administrative office upon request. Additional student service information is available upon the student's request.

## **INSTRUCTIONAL METHODS**

All programs offered by American Institute of Beauty, Inc. follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and are considered to be an integral part of each of the course outlines contained in this section of the catalog.

### GRADING PROCEDURES

Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

92 – 100%	A
83 – 91%	B
75 – 82%	C
67 – 74%	D
Below 67%	F

## INSTRUCTIONAL METHODS

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration and interactive participation. Audiovisual aids, guest speakers, projects, activities and other related learning methods are used for course delivery.

## **UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions and the fundamentals of business management applicable to the program.

## **PROGRAMS OFFERED**

Largo Campus: Cosmetology, Barbering/Hair Design, Clinical Skin Care, Full Specialist, Nail Technology and Skin Care

St. Petersburg Campus: Cosmetology, Barbering/Hair Design, Restricted Barber and Full Specialist

## **COSMETOLOGY (1200 HOURS)**



## DESCRIPTION:

The primary purpose of the Cosmetology program is to train the student in basic skills, safety judgment, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. Upon graduation and licensure; positions could include, but are not limited to, salon owner or stylist, an educator, a product representative, a platform artist, and much more. Upon completion of the program and graduation requirements, students are awarded a diploma.

## OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail enhancements.
4. Perform basic analytical skills to determine the best possible makeup, hairstyle and hair color for each client.
5. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in cosmetology and related fields.

## COSMETOLOGY PROGRAM OUTLINE

<b>Subject Number</b>	<b>Subject Title</b>	<b>Hours</b>	<b>Services</b>
ANP101	Anatomy and Physiology	25	0
CHM101	Chemistry	15	0
EMP 101	Career Information	5	0
FAC101	Facials	40	15
FMH101	Facial Makeup and Hair Removal	35	20
HCB101	Hair Coloring and Bleaching	60	60
HCT101	Hair Cutting	280	100
HEX101	Hair Extensions	30	0
HIV101	HIV/AIDS	4	0
HST101	Hair Styling	280	300
MPN101	Manicures, Pedicures	75	40

PRE101	Perming and Relaxing	170	75
SHR101	Shampooing & Rinsing	75	100
STC101	Scalp Treatment and Color Rinses	50	50
STE101	Sterilization and Sanitation	45	300
STL101	State Law	11	0

## **COSMETOLOGY COURSE DESCRIPTIONS**

ANP 101 Anatomy and Physiology 25 Hours: The Study of the anatomy and physiology of the human body.

CHM101 Chemistry and Electricity 15 Hours: An overview of the basic working knowledge of chemistry and electricity in order to safely and effectively apply these sciences to the field of cosmetology.

EMP101 Career Information 5 Hours: A history of cosmetology and a review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation and dress for success will be included. Employee vs. Independent Contractor will be covered. Ethics in the business of cosmetology will also be included.

FAC101 Facials 40 Hours: The study of facials, facial manipulations, and product knowledge. Including the study of skin diseases and disorders and the skins structure and growth. Students will perform facials during this course.

FMH101 Facial Makeup and Hair Removal 35 Hours: The study of the art of facial makeup and contouring and the proper techniques of hair removal. Students will apply makeup and perform hair removal services.

HCB101 Hair Coloring and Bleaching 60 Hours: The study of the law of color, the action of hair color and bleach. Utilizing Matrix C.R.A.F.T. Methodology: Consultation/Formulation and Application, Hair Structure and Hair Color Chemistry, Color Correction, and Elements of Hair Color Design. Students will apply hair color and bleach in the course.

HCT101 Hair Cutting 280 Hours: The study of the art of hair cutting and the proper use of hair cutting implements to include, but not limited to, shears, thinning shears, razor techniques, and clippers. Utilization of Matrix C.R.A.F.T. Methodology Haircutting. Students will perform various types of haircuts in the course

HEX101 Hair Extensions 30 Hours: The study of wigs and hair extensions and braids and braid extensions with a focus on LOX hair extension system. Students will apply LOX Hair Extensions during this course. Upon successful completion of the program and receiving their cosmetology license through the state of Florida; the student shall receive a professional license from LOX.

HIV101 HIV/AIDS 4 Hours: The study of HIV/Aids, the concerns and precautions of the spread of HIV and AIDS.

HST101 Hair Styling 280 Hours: The study of the proper placement of rollers and their effect. The different types of hairstyles and their history. Students will perform different types of hairstyles.

MPN101 Manicures, Pedicures 75 Hours: The study of the history of manicuring and pedicuring, nail enhancement application and the benefits of healthy nails. Including the study of nail diseases and disorders and of the nail structure and growth. Students will perform manicures, pedicures and nail enhancements in the course.

PRE101 Perming and Relaxing 170 Hours: The study of the action of perms and relaxers and their benefits. Students will apply perms and relaxers in the course.

SHR101 Shampooing and Rinsing 75 Hours: The study of and practical application of shampoo manipulations, proper rinsing procedures and product knowledge. Students will perform shampoo manipulations and rinsing in the course.

TC101 Scalp Treatment and Color Rinses 50 Hours: The study of scalp treatment benefits, the purpose for color rinses, and the properties of the hair and scalp. Students will perform scalp treatments and color rinses in the course

STE101 Sterilization and Sanitation 45 Hours: The study of infection control, the proper use of sterilization, and sanitation as it pertains to the field of cosmetology.

STL101 State Law 11 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to cosmetology.

## **RESTRICTED BARBER (1200 HOURS)**

## DESCRIPTION:

The primary purpose of the Restricted barber program is to train the student in basic skills, safety judgment, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry level positions in Barbering or related career fields. Students will receive instruction that relates to the performance of useful, creative and productive career oriented activities. Upon graduation and licensure, positions could include, but are not limited to a barber stylist, shop owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, students are awarded a diploma.

## OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hair styling, hair cutting, scalp and hair conditioning.
4. Perform the basic analytical skills to determine the best possible hairstyle or hair cut for each client.
5. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.

## RESTRICTED BARBER PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
CHM101	Hair Structure and Chemistry	75	0
HCT101	Hair Cutting	300	450
HIV101	HIV/AIDS	4	0
SHR101	Shampooing and Rinsing	100	200
SMB101	Shaves, Moustache/Beard Trims	125	150
STE101	Safety, Sanitation and Sterilization	400	0
STL101	State Law	196	0

## RESTRICTED BARBER COURSE DESCRIPTIONS

CHM101 Hair Structure and Chemistry 75 Hours: An overview of the basic working knowledge of chemistry and electricity in order to safely and effectively apply these sciences to the field of barbering/hair design.

HCT101 Hair Cutting 300 Hours: The study of the art of hair cutting and the proper use of hair cutting implements. Students will perform various haircuts in the course. The study of the proper placement of rollers and their effect. The different types of hairstyles and their history. Students will perform different types of hairstyles.

HIV101 HIV/AIDS 4 Hours: The study of HIV/Aids, the concerns and precautions of the spread of HIV and AIDS.

SHR101 Shampooing and Rinsing 100 Hours: The study of and practical application of shampoo manipulations, proper rinsing procedures and product knowledge. Students will perform shampoo manipulations and rinsing in the course.

SMB101 Shaves, Moustache/Beard Trims 125 Hours: The study of the proper shave and beard shaping techniques. Students will perform facial shaves, moustache and beard trims.

STE101 Safety, Sanitation and Sterilization 400 Hours: The study of infection control and the proper use of sterilization as it pertains to the field of barbering/hair design.

STL101 State Law 200 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to the field of Restricted Barber.

## **BARBERING/HAIR DESIGN (1200 HOURS)**

### DESCRIPTION:

The primary purpose of the Barbering/Hair Design program is to train the student in basic skills, safety judgment, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry level positions in Barbering/Hair Design or related career fields. Students will receive instruction that relates to the performance of useful, creative and productive career oriented activities. Upon graduation and licensure, positions could include, but are not limited to a barber stylist, shop owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, students are awarded a diploma.

### OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hair styling, hair cutting, hair coloring, texture services, scalp and hair conditioning.
4. Perform the basic analytical skills to determine the best possible hairstyle, hair cut or hair color for each client.
5. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.

## **BARBERING/HAIR DESIGN PROGRAM OUTLINE**

<b>Subject Number</b>	<b>Subject Title</b>	<b>Hours</b>	<b>Services</b>
CHM101	Hair Structure and Chemistry	50	0
HCB101	Chemical Services	350	65
HCT101	Hair Cutting	200	550
HIV101	HIV/AIDS	4	0
SHR101	Shampooing & Rinsing	75	200
SMB101	Shaves, Moustache/Beard Trims	50	75
STE101	Safety, Sanitation and Sterilization	325	0

STL101	State Law	146	0
--------	-----------	-----	---

## **BARBERING/HAIR DESIGN COURSE DESCRIPTIONS**

CHM101 Hair Structure and Chemistry 50 Hours: An overview of the basic working knowledge of chemistry and electricity in order to safely and effectively apply these sciences to the field of barbering/hair design.

HCB101 Chemical Services 350 Hours: The study of the law of color, the action of hair color and bleach. Students will apply hair color and bleach in the course. The study of the action of perms and relaxers and the benefits of each. Students will apply perms and relaxers in the course

HCT101 Hair Cutting 200 Hours: The study of the art of hair cutting and the proper use of hair cutting implements. Students will perform various haircuts in the course. The study of the proper placement of rollers and their effect. The different types of hairstyles and their history. Students will perform different types of hairstyles.

HIV101 HIV/AIDS 4 Hours: The study of HIV/Aids, the concerns and precautions of the spread of HIV and AIDS.

SHR101 Shampooing and Rinsing 75 Hours: The study of and practical application of shampoo manipulations, proper rinsing procedures and product knowledge. Students will perform shampoo manipulations and rinsing in the course.

SMB101 Shaves, Mustache/Beard Trims 50 Hours: The study of the proper shave and beard shaping techniques. Students will perform facial shaves, mustache and beard trims.

STE101 Safety Sanitation and Sterilization 325 Hours: The study of infection control and the proper use of sterilization as it pertains to the field of barbering/hair design. The study of safety in the barbershop will be covered in this course.

STL101 State Law 150 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to the field of barbering/hair design.

## **NAIL TECHNOLOGY (300 HOURS)**

### DESCRIPTION:

The primary purpose of the Nail Technology program is to train the student in the basic skills, safety judgment, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry level positions in a career in nail technology. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. Upon graduation and licensure, positions could include but are not limited to a nail technician, salon owner, an educator, a product representative and much more. Upon completion of the program and graduation requirements, the students are awarded a diploma.

### OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicuring, pedicuring and nail enhancements.
4. Apply learned theory, technical information and related matters to ensure good sound judgment, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related skills, trends and methods for career development in nail technology and related fields.

### **NAIL TECHNOLOGY PROGRAM OUTLINE**

<b>Subject Number</b>	<b>Subject Title</b>	<b>Hours</b>	<b>Services</b>
AHA101	Anatomy of Hands and Arms	15	0
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	60
EMP101	Career Information	5	0
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	4	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
NPR101	Nail Repair	5	5
NRT101	Nail Art	5	10
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
NTP101	Nail Theory and Practices	71	0
NWR101	Nail Wrapping	5	10
PED101	Pedicuring	15	30
PED102	Spa Pedicuring	5	20
PES101	Personal Ethics and Professional Image	5	0
POL101	Polishing	5	20
SCN101	Sculptured Nails	40	15
STL101	State Law	10	0

### **NAIL TECHNOLOGY COURSE DESCRIPTIONS**

AHA101 Anatomy of Hands and Arms 15 Hours: The study of the anatomy and physiology of the hands, arms and feet.

ANR101 Artificial Nail Removal 5 Hours: The methods and implements required in the removal of artificial nails. Students will remove artificial nails in the course.

ASN101 Nail Diseases and Disorders 15 Hours: The study of the nail, identification of nail diseases and disorders that cannot be serviced by a nail technician.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: The study of bacteria, proper sterilization and sanitation techniques.

EMP101 Career Information 5 Hours: A review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation and dress for success will be included. Employer vs. Independent Contractor will be covered.

GEL101 Gel Nails 5 Hours: The procedures and precautions of gel nail application. Students will apply gel nails in the course.

HIV101 HIV/AIDS 4 Hours: The study of HIV/AIDS, the concerns and precautions of the spread of HIV and AIDS.

MAN101 Manicuring 20 Hours: The art of manicuring including the proper table set up and procedure required for performing a manicure. Students will perform manicures in the course.

MAN102 Spa Manicuring 5 Hours: The art of spa manicuring including the proper table set up and procedure required for performing a spa manicure. Students will perform spa manicures in the course.

NPR101 Nail Repair 5 Hours : The procedures and precautions to use in the various nail repair techniques. Students will perform nail repairs in the course.

NRT101 Nail Art 5 Hours: The procedures to applying nail art to manicured or enhanced nails. Students will apply nail art in the course.

NTF101 Nail Tips with Overlays 40 Hours: The procedures and precautions of applying nail tips with acrylic overlays. Students will perform nail tip and acrylic overlay applications in the course.

NTF102 Fill-Ins 5 Hours: The procedures and precautions of performing nail fills. Students will perform nail fills in the course.

NTP101 Nail Theory and Practices 71 Hours: The study of nail theory and the practical application of all course material.

NWR101 Nail Wrapping 5 Hours: The study of the various types of nail wraps, their application procedures, maintenance and removal. Students will perform nail wraps in the course.

PED101 Pedicuring 15 Hours: The art of pedicuring including the proper area set up, implements and procedures required to perform a pedicure. Students will perform pedicures in the course.

PED102 Spa Pedicuring 5 Hours: The art of spa pedicuring including the proper area set up, implements and procedures required to perform a spa pedicure. Students will perform spa pedicures in the course.

PES101 Personal Ethics and Professional Image 5 Hours: The study of professional conduct in the salon, appearance and ethics.

POL101 Polishing 5 Hours: The procedures for proper nail polish application. Students will apply nail polish to finger and toe nails in the course.

SCN101 Sculptured Nails 40 Hours: The procedures and precautions of acrylic nail application. Students will apply sculptured nails in the course.

STL101 State Law 10 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to nail technology.

## **SKIN CARE (300 Hours)**

### DESCRIPTION:

The primary purpose of the Skin Care program is to train the student in basic skills, safety judgment, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry level positions in a career in skin care. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. Upon graduation and licensure, positions could include, but are not limited to, skin care specialist, makeup artist, salon owner, an educator, a product representative and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

## OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, skin care, makeup application and hair removal.
4. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in skin care and related fields.

## SKIN CARE PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
AFN101	Anatomy of the Face and Neck	10	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	60
CFS101	Chemistry for the Facial Student	6	0
DSE101	Disorders of the Skin	45	0
ELC101	Electricity	8	0
EMP101	Career Information	5	0
FMS101	Facial Massage	25	40
FTM101	Basic Facials	25	20
FTM102	European Facials	25	20
HIV101	HIV/AIDS	4	0
MTE101	Mask Therapy	20	10
MUT101	Makeup Techniques	27	20
PES101	Personal Ethics and Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	50
STL101	State Law	10	0
TSF101	The Skin and It's Functions	40	0
WTH101	Hair Removal	20	30

## SKIN CARE COURSE DESCRIPTIONS

AFN101 Anatomy of the Face and Neck 10 Hours: The study of the facial nerves, muscles and bones, as well as their location and purpose.

BSH101 Bacteriology, Sterilization and Sanitation 15 Hours: The study of bacteria, proper sterilization and sanitation techniques.



CFS101 Chemistry for the Facial Student 6 Hours: The study of chemistry as it relates to the skin and the facial student.

DSE101 Disorders of the Skin 10 Hours: The study of skin disorders, precautions and procedures used to treat them.

ELC101 Electricity: An overview of the basic working knowledge of electricity in order to safely and effectively apply these sciences in the field.

EMP101 Career Information 5 Hours: A review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation and dress for success will be included. Employee vs. Independent Contractor will be covered.

FMS101 Facial Massage 30 Hours: The study of facial massage benefits, the various facial massage types and demonstration of facial massage movements. Students will perform facial massage techniques.

FTM101 Basic Facials 40 Hours: Performing step by step facials using hand manipulations with extractions. Students will perform facial treatments and extractions.

FTM102 European Facials 45 Hours: Performing step by step facials using an 8 in 1 machine with extractions. Students will perform micro-dermabrasions.

HIV101 Hiv/Aids 4 Hours: The study of Hiv/Aids, the concerns and precautions of the spread of Hiv and Aids.

MTE101 Mask Therapy 30 Hours: The study of mask therapy benefits and the appropriate mask ingredients to use for the various skin types. Students will perform various mask applications.

MUT101 Makeup Techniques 30 Hours: A study of cosmetics and their use, understanding of color therapy and makeup application. Students will perform makeup applications.

PES101 Personal Ethics and Professional Image 5 Hours: The study of professional conduct in the salon, appearance and ethics.

PSA101 Procedure of Skin Analysis 10 Hours: The study of different skin types and conditions and the appropriate treatment for each. Students will analyze the different skin types in the course.

STL101 State Law 10 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to skin care.

TSE101 The Skin and It's Functions 10 Hours: A study of the skin, the various skin layers and their function.

WTH101 Hair Removal 40 Hours: Identification of the various hair removal methods, the proper procedures, implements and equipment used. Students will perform hair removal techniques.

## **CLINICAL SKIN CARE PROGRAM (720 Hours)**

### DESCRIPTION:

The primary purpose of the Clinical Skin Care program is to train the student in all areas of skin care with emphasis placed on medical office skin care procedures and protocol. Upon graduation and licensure, the student will be prepared to enter the skin care industry in a medical office setting such as a plastic surgeon or dermatologist. The student will also be prepared to work in a salon and spa environment and with the training received in the program will have experience may advanced techniques. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### OBJECTIVE:

Upon completion of the course requirements, the determined graduate will be able to:

1. Perform skin analysis of multiple types of skin

2. Perform multiple skin facials and procedures with skin care machines and without.
3. Perform hair removal procedures and make up procedures
4. Be familiar with medical terminology and protocol for the skin care specialist in a medical environment.
5. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in skin care and related fields.

### **CLINICAL SKIN CARE PROGRAM OUTLINE**

<b>Subject Number</b>	<b>Subject Title</b>	<b>Hours</b>	<b>Services</b>
AFN101	Anatomy of the Face and Neck	20	0
BSH101	Bacteriology, Sterilization, and Sanitation	20	120
CFS101	Chemistry for the Facial Student	8	0
DSE101	Disorders of the Skin	45	0
ELC101	Electricity	28	0
EMP101	Career Information	15	0
FMP101	Face Mapping	40	50
FMS101	Facial Massage	45	100
FTM101	Basic Facials	35	40
FTM102	European Facials	30	40
HIV101	HIV/AIDS	4	0
MDA101	Microdermabrasion	50	25
MED101	Medical protocol/paramedical	70	0
MED102	Pre Op and Post Op Procedures	100	0
MTE101	Mask Therapy	40	40
MUT101	Makeup Techniques	45	40
PES101	Person Ethics and Professional Image	20	0
PSA101	Procedure of Skin Analysis	20	50
STL101	State Law	15	0
TSF101	The Skin and It's Functions	40	0
WTH101	Hair Removal	30	40

### **CLINICAL SKIN CARE COURSE DESCRIPTIONS**

AFN101 Anatomy of the Face and Neck 20 Hours: The study of the facial nerves, muscles and bones, as well as their location and purpose.

BSH101 Bacteriology, Sterilization and Sanitation 20 Hours: The study of bacteria, proper sterilization and sanitation techniques.

CFS101 Chemistry for the Facial Student 6 Hours: The study of chemistry as it relates to the skin and the facial student.

DSE101 Disorders of the Skin 20 Hours: The study of skin disorders, precautions and procedures used to treat them.

ELC101 Electricity: An overview of the basic working knowledge of electricity in order to safely and effectively apply these sciences in the field.

EMP101 Career Information 15 Hours: A review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation and dress for success will be included. Employee vs. Independent Contractor will be covered.

EMS101 Facial Massage 50 Hours: The study of facial massage benefits, the various facial massage types and demonstration of facial massage movements. Students will perform facial massage techniques.

EMP 101 Face mapping 40 Hours: Study of Skin analysis using the zones of the face to conduct an inch by inch analysis. Student will perform face mapping procedures.

FTM101 Basic Facials 50 Hours: Performing step by step facials using hand manipulations with extractions. Students will perform facial treatments and extractions.

FTM102 European Facials 50 Hours: Performing step by step facials using an 8 in 1 machine with extractions. Students will perform micro-dermabrasions.

HIV101 Hiv/Aids 4 Hours: The study of Hiv/Aids, the concerns and precautions of the spread of Hiv and Aids.

MDA101 Microdermabrasion 50 Hours: Performing step by step microdermabrasion treatments on clients. The use and care of the microdermabrasion unit.

MED101 Medical protocol/paramedical 70 Hours: Study of the role of the skin care specialist in a medical office environment. Paramedical treatments and procedures used by the skin care specialist in the medical office.

MED 102 PRE OP and POST OP Procedures 100 Hours: Study of the role of a skin care specialist in the pre and post operation medical environment. Student will study the various procedures necessary to perform the functions used in this area of clinical skin care.

MTE101 Mask Therapy 50 Hours: The study of mask therapy benefits and the appropriate mask ingredients to use for the various skin types. Students will perform various mask applications.

MUT101 Makeup Techniques 50 Hours: A study of cosmetics and their use, understanding of color therapy and makeup application. Students will perform makeup applications

PES101 Personal Ethics and Professional Image 20 Hours: The study of professional conduct in the salon, appearance and ethics.

PSA101 Procedure of Skin Analysis 20 Hours: The study of different skin types and conditions and the appropriate treatment for each. Students will analyze the different skin types in the course.

STL101 State Law 15 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to skin care.

TSE101 The Skin and It's Functions 20 Hours: A study of the skin, the various skin layers and their function.

WTH101 Hair Removal 50 Hours: Identification of the various hair removal methods, the proper procedures, implements and equipment used. Students will perform hair removal techniques.

## **FULL SPECIALIST (600 HOURS)**

### DESCRIPTION:

The primary purpose of the Full Specialist program is to train the student in basic skills, safety judgment, proper work habits and desirable attitudes necessary to obtain licensure and for

competency in entry level positions in a career in nail technology and skin care. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. Upon graduation and licensure, positions could include, but are not limited to a nail technician, skin care specialist, makeup artist, salon owner, an educator, a product representative and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

**OBJECTIVE:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicuring, pedicuring, nail extensions, skin analysis, skin care, makeup application and hair removal.
4. Apply learned theory, technical information and related matter to ensure good sound judgment, decisions and procedures.
5. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and in skin care related fields.

**FULL SPECIALIST PROGRAM OUTLINE**

<b>Subject Number</b>	<b>Subject Title</b>	<b>Hours</b>	<b>Services</b>
AFN101	Anatomy of the Face and Neck	10	0
AHA101	Anatomy of Hands and Arms	15	0
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	30	120
CFS101	Chemistry for the Facial Student	6	0
DSE101	Disorders of the Skin	10	0
EMP101	Career Information	10	0
FMS101	Facial Massage	30	40
FTM101	Basic Facials	40	20
FTM102	European Facials	45	20
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	8	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
MET101	Mask Therapy	30	10

MUT101	Makeup Techniques	30	20
NPR101	Nail Repair	5	5
NRT101	Nail Art	5	10
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
NTP101	Nail Theory and Practices	75	0
NWR101	Nail Wrapping	5	10
PED101	Pedicuring	6	30
PED102	Spa Pedicuring	5	20
PES101	Person Ethics and Professional Image	15	0
POL101	Polishing	5	20
PSA101	Procedure of Skin Analysis	10	50
SCN101	Sculptured Nails	40	15
STL101	State Law	20	0
TSF101	The Skin and It's Functions	10	0
WTH101	Hair Removal	40	30

## FULL SPECIALIST COURSE DESCRIPTIONS

AFN101 Anatomy of the Face and Neck 10 Hours: The study of facial nerves, muscles and bones, as well as their locations and purpose.

AHA101 Anatomy of Hands and Arms 15 Hours: The study of the anatomy and physiology of the hands, arms and feet.

ANR101 Artificial Nail Removal 5 Hours: The methods and implements required in the removal of artificial nails. Students will remove artificial nails in the course.

ASN101 Nail Diseases and Disorders 15 Hours: The study of the nail, identification of nail diseases and disorders that cannot be serviced by a nail technician.

BSH101 Bacteriology, Sterilization and Sanitation 30 Hours: The study of bacteria, proper sterilization and sanitation techniques.

CFS101 Chemistry for the Facial Student 6 Hours: The study of chemistry as it relates to the skin and the facial student.

DSE101 Disorders of the Skin 10 Hours: The study of skin disorders, precautions and procedures used to treat them.

EMP101 Career Information 10 Hours: A review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation and dress for success will be included. Employee vs. Independent Contractor will be covered.

FMS101 Facial Massage 30 Hours: The study of facial massage benefits, the various facial massage types and demonstration of facial massage movements. Students will perform facial massage techniques.

FTM101 Basic Facials 40 Hours: Performing step by step facials using hand manipulations with extractions. Students will perform facial treatments and extractions.

FTM102 European Facials 45 Hours: Performing step by step facials using an 8 in 1 facial machine with extractions. Students will perform micro-dermabrasions.

GEL101 Gel Nails 5 Hours: The procedures and precautions of gel nail application. Students will apply gel nails in the course.

HIV101 Hiv/Aids 8 Hours: The study of Hiv/Aids, the concerns and precautions of the spread of Hiv and Aids.

MAN101 Manicuring 20 Hours: The art of manicuring including the proper table set up and procedures required to perform a manicure. Students will perform manicures in the course.

MAN102 Spa Manicuring 5 Hours: The art of spa manicuring including the proper table set up and procedure required to perform a spa manicure. Students will perform spa manicures in the course.

MTE101 Mask Therapy 30 Hours: The study of mask therapy benefits and the appropriate mask ingredients to use for the various skin types. Students will perform various mask applications.

MUT101 Makeup Techniques 30 Hours: A study of cosmetics and their use, understanding of color therapy and makeup applications. Students will perform makeup applications.

NPR101 Nail Repair 5 Hours: The procedures and precautions to use in the various nail repair techniques. Students will perform nail repairs in the course.

NRT101 Nail Art 5 Hours: The procedures to applying nail art to manicured or enhanced nails. Students will apply nail art in the course.

NTF101 Nail Tips with Overlays 40 Hours: The procedures and precautions of applying nail tips with acrylic overlays. Students will perform nail tip and acrylic overlay applications in the course.

NTF102 Fill-Ins 5 Hours: The procedures and precautions of performing nail fills. Students will perform nail fills in the course.

NTP101 Nail Theory and Practices 75 Hours: The study of nail theory and the practical application of all course material.

NWR101 Nail Wrapping 5 Hours: The study of the various types of nail wraps, their application procedures, maintenance and removal. Students will perform nail wraps in the course.

PED101 Pedicuring 6 Hours: The art of pedicuring including the proper area set up, implements and procedures required to perform a pedicure. Students will perform pedicures in the course.

PED102 Spa Pedicuring 5 Hours: The art of spa pedicuring including the proper area set up, implements and procedures required to perform a spa pedicure. Students will perform spa pedicures in the course.

PES101 Personal Ethics and Professional Image 15 Hours: The study of professional conduct in the salon, appearance and ethics.

POL101 Polishing 5 Hours: The procedure for proper nail polish application. Students will apply nail polish to finger and toe nails in the course.

PSA101 Procedure of Skin Analysis 10 Hours: The study of the different skin types and conditions and the appropriate treatments for each. Students will analyze the different skin types in the course.

STL101 State Law 20 Hours: The study of all applicable State of Florida Department of Business & Professional Regulation laws and rules pertaining to the Full Specialist industry.

SCN101 Sculptured Nails 40 Hours: The procedures and precautions of acrylic nail application. Students will apply sculptured nails in the course.

TSE101 The Skin and It's Functions 10 Hours: A study of the skin, the various skin layers and their functions.

WTH101 Hair Removal 40 Hours: Identification of the various hair removal methods, the proper procedures, implements and equipment used. Students will perform hair removal techniques.

## **COURSE NUMBERING SYSTEM**

The course numbering system is a six digit numbering system with three letters representing the course name and three numbers representing the level of study.

**UNIT OF CREDIT**

A clock hour of credit is defined as 50 minutes of instructor led training plus a 10 minute break.

**TUITION AND FEES**

<b>COSMETOLOGY</b>		<b>BARBERING/HAIR DESIGN</b>		<b>FULL SPECIALIST</b>	
Registration	\$100.00	Registration	\$100.00	Registration	\$100.00
Kit	\$900.00	Kit	\$750.00	Kit	\$1,115.00
Lab	\$801.00	Lab	\$801.00	Lab	\$450.00
Tuition	\$15,504.00	Tuition	\$17,124.00	Tuition	\$7,350.00
Total Cost	\$17,305.00	Total Cost	\$18,775.00	Total Cost	\$9,015.00

<b>SKIN CARE</b>		<b>NAIL TECHNOLOGY</b>		<b>CLINICAL SKIN CARE</b>	
Registration	\$100.00	Registration	\$100.00	Registration	\$100.00
Kit	\$615.00	Kit	\$500.00	Kit	\$1,150.00
Lab	\$225.00	Lab	\$225.00	Lab	\$600.00
Tuition	\$4,975.00	Tuition	\$2,300.00	Tuition	\$10,080.00
Total Cost	\$5,915.00	Total Cost	\$3,125.00	Total Cost	\$11,930.00

**RESTRICTED BARBER**

Registration	\$100.00
Kit	\$750.00
Lab	\$801.00
Tuition	\$17,124.00
Total Cost	\$18,775.00

**ADDITIONAL FEES**

Cosmetology Book for Day Barber students at the St. Petersburg Campus	\$114.00
Nail Technician License	\$75.00
Skin Care License	\$75.00
Full Specialist License	\$75.00
Cosmetologist License	\$63.50
Restricted Barber License	\$244.50
Pearson Vue Testing	\$27.00
Barbering/Hair Design	\$223.50
HIV/AIDS Course	\$20.00

*All students will be required to pay for the HIV/AIDS course and their license. The payment for the license will be made to The Department of Business and Professional Regulations. Students will receive a booklet for the Hiv/Aids course from the school. Payment will be made directly to the company issuing the course. Pearson Vue testing is the state test administrator for all barber and cosmetology licensure exams. The additional fees ARE NOT included in the cost of tuition.*

## **ADDITIONAL TUITION**

American Institute of Beauty, Inc. has reserved a seat in class for each student enrolled and contracted with the student to allow for a reasonable period of time for program completion. Students who do not complete their contracted course training by the scheduled contract ending date will be billed at a rate of \$5.00 per hour for all remaining hours. Additional tuitions must be paid in advance by cash, credit, or TFC.

## **FINANCIAL ASSISTANCE**

The school is determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs. Student tuition may be paid by cash, check, money order or through financial aid, which is defined as assistance that the student has been or will be awarded from Federal, State, Institutional or other scholarships, grant or loan programs.

All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 hours and 26 weeks. Students will receive an award letter which states, in writing, how much and when disbursements will be made. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such a request in writing.

## **PELL GRANTS**

Federal Pell Grants range in award amounts from minimum of \$605 to approximately \$5815 per academic year. The amount of the award depends upon the actual cost of attendance at the school. The student must meet the School's satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance.

## **FEDERAL DIRECT LOAN PROGRAM (FDLP)**

To qualify for this loan the student must be a resident of Florida or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a FDLP student loan. The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half time enrollment status.



Students who do not qualify for interest subsidies under the FDLP or who qualify only for a partial annual loan limit and need additional assistance may apply for an unsubsidized Federal Direct Loan.

Please refer to *The Student Guide*, a handbook on Financial Aid from the U. S. Department of Education, which contains information regarding student eligibility, criteria for selecting recipients and determining award amounts. All applicants for financial aid must contact the campus financial aid assistant and complete statistical profile form as well as the Free Application for Student Financial Aid (FASFA).

For information regarding financial assistance, obtaining an applicable refund or to review sample refund calculations, contact the financial aid office. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

### **SCHOOL CALENDER**

All programs begin weekly. Applicable start dates are identified at the time of enrollment and are included as part of the enrollment agreement. Scheduled holidays are listed below:

New Years Day	Labor Day	Independence Day
Memorial Day	Christmas	Thanksgiving

### **LICENSURE REQUIREMENTS**

The State of Florida requires that every applicant for examination meet the following criteria:

1. Satisfactory completion of the required hours and services designated for the specific program of study.
2. Satisfactory completion and certification of the Florida Hiv/Aids Education program. (The program cost of \$20 is the student's responsibility).
3. Submit to and pass the applicable program examination.

**Barbering/Hair Design, Cosmetology and Restricted Barber program graduates must take and pass a written examination to receive their state license.**

### **GRIEVANCE POLICY**

American Institute of Beauty, Inc. is committed to providing a sound and positive educational environment. Understanding that there may be times when students want to express concerns or feel the need to file an official grievance, the school has adopted the following procedure:

1. File the complaint in writing by means of a letter to the Director of Operations outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.

3. If the problem is not resolved through discussion, the complainant will be referred to the school's grievance committee. (The grievance committee consists of President, Vice President, Director of Business Office and Director of Operations).
4. The school's grievance committee will meet within 21 calendar days of receipt of the complaint and review allegations. The complainant must bring a copy of the written record of the prior meeting with the school representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the grievance committee will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information showing that the allegations were not warranted or based on fact.

Students who feel their grievance is unresolved may refer their grievance to the following address:

Commission for Independent Education  
 Florida Department of Education  
 325 W. Gaines Street  
 Suite 1414  
 Tallahassee, FL 32399  
 (850) 245-3200 or toll free (888) 224-6684

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at American Institute of Beauty, Inc. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology, Restricted Barber, Barbering/Hair Design	450, 900 clocked (actual) hours
Clinical Skin Care	360 clocked (actual) hours
Full Specialist	300 clocked (actual) hours
Skin Care, Nail Technology	150 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full Time)	46	1600
Cosmetology (Part Time)	80	1600
Barbering/HairDesign (Full Time)	46	1600
Barbering/Hair Design (Part Time)	80	1600
Restricted Barber (Full Time)	46	1600
Restricted Barber (Part Time)	80	1600
Full Specialist (Full Time)	23	800
Full Specialist (Part Time)	40	800
Clinical Skin Care (Full Time)	28	960
Clinical Skin Care (Part Time)	48	960
Skin Care (Full Time)	12	400
Skin Care (Part Time)	20	400
Nail Technology (Full Time)	12	400
Nail Technology (Part Time)	20	400

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

## ACADEMIC PROGRESS EVALUATIONS

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 cumulative grade average of 75% and pass a FINAL 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:

92 – 100%	A
83 – 91%	B
75 – 82%	C
67 – 74%	D
Below 66%	F

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

#### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect on the schools Satisfactory Academic Progress standards.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **REFUND AND CANCELLATION POLICY**

Should the student be terminated or cancel for any reason, all refunds will be made according to the following schedule:

- An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than US Mail.
- If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00.
- For the purposes of calculating the cancellation and refund policy this institution charges tuition by the term for each program, which is less than the duration of their entire program; PLUS the amount for a uniform T-shirt, apron, and/or jacket which the student is required to purchase from the institution, PLUS the amount for textbooks, kit, supply/product fees, and educational materials which the student elects to purchase from the institution, PLUS the registration fee, and PLUS a withdrawal (covering administrative costs of closing the student's matriculation and files) of \$150.00. See program term sheet for specific hours.
- Drop/Add Period: is defined as one week (5 days) in a program. If a student withdraws from the program during the drop/add period they will be entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00
- Enrollment Period: is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school or the day on which the student's written postmarked notification is received.
- Cancellation: is defined to include any notice of cancellation or withdrawal given by the student or any termination of the student's enrollment by the institution for any reason. Cancellation after attendance has begun will result in a Pro Rata refund as follows:
  - Cancellation after attendance has begun but before the end of the established drop/add period, the student will be refunded all tuition and fees paid to the institution, as well as any funds paid for textbooks, kit, supply/product fees, uniform items, and educational materials which can be and are returned to the institution (ie: credit given for unused supplies, books, or equipment only), with the exception of the \$100 Registration Fee which shall be retained by the institution.
  - Cancellation after the drop/add period, but prior to 20% completion of the program term, will result in the Institution retaining a percentage of the term period tuition equal to the percentage of term period elapsed by the time of cancellation, PLUS the amount for textbooks, kit, supply/product fees, and educational materials purchased by the student from the institution, PLUS the registration fee, and PLUS a withdrawal fee of \$150.00.

- Cancellation after 20% completion of the term will result in no refund of tuition and fees and the student owing the school 100% of their program term, PLUS the amount for textbooks, kit, supply/product fees, and educational materials issued and accepted by the student, PLUS the registration fee, and PLUS a withdrawal fee of \$150.00.
- If a student wishes to terminate or cancel training, the student must notify the school Administrator in writing and deliver it in person, by electronic mail, or by certified mail. The date of postmarked receipt of the notification, or the date said information is delivered in person to the school Administrator, will become the student's "withdrawal date."
- In the case of termination by the school, the last physical day of attendance, shall become the "withdrawal date," but the date the school determines the student is not returning will become the "date of institution's determination of withdrawal." This is the same in the case of a student not returning from an approved leave of absence.
- The school will refund to the student all monies due under the foregoing policy within 30 days of the 1] "date of institution's determination of withdrawal date" in cases of student's terminating, or 2] "scheduled date of return," for students not returning from a leave of absence, or 3] "withdrawal date" in cases of termination by school.
- Any monies due to an applicant who does not begin attendance in classes shall be refunded within 30 days after cancellation or termination. Refunds to the student's financial aid will be made within 45 days following termination or receipt of cancellation notice.
- In the case of illness or disabling accident, death in the immediate family, or other extenuating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
- If the school is permanently closed and no longer offering instruction after a student has enrolled; the school will provide a pro-rata refund to the student. If a program is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the School and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## KIT FEE

Any item issued in the kit and opened by the student is non-refundable (After 3 business days). A refund of kit fee will be calculated at the time the student withdraws for those items returned un-opened.

## WITHDRAWAL FEE

Students who withdraw or terminate prior to course completion will be charged an administrative fee of \$150.

## NAME TAG

If the student's name tag is lost at any time during enrollment or not returned at the time of graduation or withdrawal, a \$10 replacement fee will be assessed.

## **ORGANIZATION AND AFFILIATIONS**

Licensed by the Commission for Independent Education

**License Number 2835 Largo Campus**

**License Number 4688 St. Petersburg Campus**

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399

Additional information regarding this institution may be obtained by contacting the Commission toll free at 888-224-6684

Accredited By:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703)-600-7600