

AIB AMERICAN INSTITUTE OF BEAUTY

A Premier Cosmetology School

AMERICAN INSTITUTE OF BEAUTY

LARGO CAMPUS

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Largo Florida 33771

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ST. PETERSBURG CAMPUS

2800 34th St. North
St. Petersburg, Florida 33713

727-826-0969

SCHOOL CATALOG

ACCREDITED BY



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OWNERSHIP AND HISTORY

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

American Institute of Beauty 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 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. 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

Michael L. Halmon, President (Corp Office)	Kirstie Parr, Admissions (Largo)
Janet McCann, Vice President (Corp Office)	Liz Carter, Admissions (St. Pete)
Denise Herman, General Counsel and Assistant VP	Bobi Gallagher, Admissions (St Pete)
Michael C. Halmon, Executive Director (Corp Office)	, Business Office (Largo)
Kristen Foss, Director of Operations (Corp Office)	Adrienne Inman, Business Office (St. Pete)
Bill McCann, Campus Director (Largo)	Adelaida Olivas, Financial Aid (Largo)
Kari West, Campus Director (St. Pete)	Jessy Marker, Financial Aid (St. Pete)
Esther Halmon, Business Office Director (Largo)	
Cheryl Wilson, Financial Aid Director (Largo)	

FACULTY

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

Shonia Brown – Phagan’s Central Beauty College (Corvallis, OR) Cosmetologist (Largo) CL1267106 (Nail Technology/Full Specialist)

Denise Torres-Maloy – American Institute of Beauty (Largo, FL) Full Specialist (Largo) FS916286 (Nail Technology/Full Specialist)

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

Christopher Mills – International Academy (South Daytona, FL) Cosmetologist (Largo) CL1201750 (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)

Sherry Sas McTernan – Elite Academy (Dunedin, FL) Facial Specialist (Largo) FB9717217 (Skin Care/Full Specialist)

Stephanie Giannico – Capri Cosmetology Learning Center (Nanuet, NY) Facial Specialist (Largo) FB9763929 (Skin Care/ Full Specialist)

Lisa Waits – Southeastern College (St. Pete, FL) Facial Specialist (Largo) FB9747605 (Skin Care/ Full Specialist)

Beth Victory – American Institute of Beauty (Largo, FL) Facial Specialist (Largo) FB9761565 (Skin Care/Full Specialist/Clinical Skin Care)

Toni Winkley – IABC School (Tampa, FL) Facial Specialist (Largo, FL) FB9739160 (Skin Care/ Full Specialist/Clinical Skin Care)

Juan Soto – American Institute of Beauty (Largo, FL) Barber (St. Pete) BB8893215 (Barber/Restricted Barber)

Clarence Glover – American Institute of Beauty (Largo, FL) Barber (St. Pete) BB8893107 (Barber/Restricted Barber)

Kelly Hoffer – Wilford Beauty Academy (Lake Ronkonkoma, NY) Cosmetologist (St. Pete) CL1290879 (Cosmetology)

Damon Clements – American Institute of Beauty (Largo) Barber (St. Pete) BB8901253 (Barber/Restricted Barber)

Douglas Fisher – Artistic Beauty College of Lakewood (Denver, CO) Cosmetologist (St. Pete) CL1260609 (Cosmetology)

Steven Hoffner – The beauty Institute (Strasburg, PA) Cosmetologist (St. Pete) CL1279037 (Cosmetology)

Theresa Ksyniak – Gordon Phillips (Levittown, PA) Cosmetologist (St. Pete) CL1292707 (Full Specialist, Nail Technology)

Serena Bence – Hollywood Institute (Castleberry, FL) Full Specialist (St. Pete) FS911226 (Full Specialist, Nail Technology)

Melanie Nagy – Avanti Hair Tech (Tampa, FL) Nail Specialist (St. Pete) FV0540115 (Full Specialist, Nail Technology)
Pamela Harris – Lincoln College of Cosmetology (Bloomington, IL) Facial Specialist (St. Pete) FB9769960 (Full Specialist, Skin Care)
Mary Bergman-Massa – Lotus College (Richmond, VA) Facial Specialist (St. Pete) FB9784147 (Full Specialist, Skin Care)

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 9:00AM – 4:20PM (Largo Campus)
Full Time Day	Tuesday – Saturday 9:00AM – 4:20PM (St. Petersburg Campus)
Part Time Day	Monday – Friday 9:00AM – 1:00PM (Largo Campus)
Part Time Day	Tuesday – Saturday 9:00AM – 1:00PM (St. Petersburg Campus)
Part Time Evening	Monday – Friday 5:00PM – 9:00PM (Both Campuses)
Administration	Monday – Friday 9:00AM – 5:00PM (Both Campuses)

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 36 hair stations, phase one classroom, phase two classroom, skin care and nail technology training classrooms. Two student break rooms with refrigerators and microwaves along with vending machines available for the students' convenience. Each classroom is equipped with a computer for student access to online learning and access to the student academic portal. There is a video library as well as a dispensary to add to an ideal learning environment. The school is equipped with fire extinguishers, a sprinkler system 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 hair stations, phase one classroom, phase two classroom, skin care and nail technology training classrooms. A student break area with a refrigerator and microwave along with vending machines available for the students' convenience. Each classroom is equipped with a computer for student access to online learning and access to the student academic portal. There is a video library as well as a dispensary to add to an ideal learning environment. The school is equipped with fire extinguishers, a sprinkler system 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 L. Halmon. The Largo location refers all campus law enforcement issues to the Pinellas County Sheriff's Office (727-464-6415 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 Safety and Security

Report is available on the school website and is updated annually as directed by the U.S. Department of Education. All students and staff are notified once the updated report is available.

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 educator 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 complete the incident 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, all 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 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 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 guest'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 and marketing materials.
- * 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. Individuals with criminal backgrounds may not be eligible for licensure or employment.

JOB DEMAND IN COSMETOLOGY

Of the students scheduled to graduate in 2018, 65% completed their designated program. Of the students who sat for licensing examination during this same time period, 89% passed and obtained a license. Of the students who graduated during the same time period, 70% have obtained employment in a career related field. The above statistics are for the calendar year 2018. These statistics are compiled by the American Institute of Beauty for annual submission to our accrediting agency.

The job demand in the cosmetology area remains strong. The Bureau of Labor Statistics published an Occupational Outlook Handbook that gives predictions from 2016 through 2026 on the growth of various industries. According to the Occupational Outlook Handbook (OOH) there will be 673,700 jobs available for the cosmetology/barber industry. According to the Bureau of Labor Statistics OOH the "employment of barbers, hairdressers, and cosmetologists is projected to grow 13% from 2016 to 2026, faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation." Skin care specialists are projected to grow 14% from 2016 to 2026, faster than the average for all occupations. The Bureau of Labor Statistics predicts that in 2016 there were 61,300 jobs. Nail technicians are projected to grow 13% from 2016 to 2026. The Bureau of Labor Statistics predicts that in 2016 there were 126,300 jobs.

PLACEMENT ASSISTANCE

American Institute of Beauty provides training in professional development toward the goal of preparing students for the workforce. Job opportunities are placed on a bulletin board and on the school website 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. Both campuses hold annual Career Days for students and graduates to meet potential employers and schedule interviews. American Institute of Beauty does not guarantee employment.

ADMISSIONS REQUIREMENTS

American Institute of Beauty 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 L. 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 has a high school diploma or equivalent from a foreign county the document must be translated by a recognized translation company to verify the validity and equivalence prior to acceptance.

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.

RE-ENTRY STUDENTS

Former students of American Institute of Beauty 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.

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 Nail Technology and Skin Care program will be 60 hours.. The maximum hours accepted for transfer into the Full Specialist or Clinical Skin Care programs will be 300 hours. (Clinical Skin Care only offered at the Largo location)

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 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 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 and lab fees for Cosmetology, Restricted Barber, Barbering/Hair Design, Nail Technology and Skin Care Programs. If approved for enrollment, tuition will be charged at the hourly rate for the required portion of the course study at the time of enrollment plus the applicable registration fee and lab fees. For the Full Specialist program, tuition will be charged at the Nail Technology hourly rate for hours to be completed in the Nail Technology portion of the program and Skin Care hourly rate for hours to be completed in the Skin Care portion of the program. All students must have a kit that includes the applicable texts and uniform according to the standard policy for full course students. Contact the school admissions office for applicable prices. Students electing to transfer from American Institute of Beauty to another school must contact the other school to determine if they will accept the hours earned at this school.

Student academic transcripts will be withheld for failure to pay tuition or any outstanding financial obligations owed to the 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. There are three options for an applicant that requires the ability-to-benefit to attend school.

1. A student can successfully complete 225 clock hours in a program in satisfactory academic progress. The program must be a minimum of 600 clock hours to qualify for this option. Students who complete the 225 clock hours in satisfactory academic progress do not qualify for Title IV Federal Financial Aid.
2. An applicant must successfully pass an approved test that measures his/her ability to benefit from the program. The Wonderlic Basic Skills ATB test requires a verbal score of 200 and a quantitative score of 210 to pass. An applicant who passed this test prior to July 1, 2012 and enrolled in a Title IV eligible program will be eligible for Title IV Federal Financial Aid. Applicants taking the test after July 1st, 2012 will not be eligible for Title IV Federal 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. Students wishing to discuss concerns regarding their progress can schedule a time with their educator to address their 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

Students receiving Veteran's Education Benefits are required to comply with the Department of Veteran's Affairs G.I. Bill policies. The following are required of students receiving GI Bill benefits:

- Student is only eligible to receive his/her approved monthly housing allowance for the total approved program hours.
- Students cannot exceed three absences in a calendar month or drop below 80% attendance in a calendar month. Failure to comply will result in termination of the VA Monthly Housing Allowance for unsatisfactory attendance.
- If student fails to maintain the satisfactory progress requirements, he/she will lose eligibility from the date of termination until such time satisfactory progress is regained and maintained for 30 days.
- Student must maintain a grade point average of 75%.
- Students must report all education and training to the Business Office with transcripts from prior schools, failure to submit will result in VA Benefits being terminated.

American Institute of Beauty permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the school a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates: 1) the date on which payment from the VA is made to the institution or 2) 90 days after the date the school certified tuition and fees following the receipt of the COE.

Students will not receive any penalty, including assessment of late fees, denial of access to classes or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement of funding from the VA under Chapter 31 or 33.

DRESS CODE

Students must abide by the school dress code at all times. The school uniform consists of closed toe shoes and the following:

SKIN CARE: Black scrubs (top and bottom).

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.

MASSAGE THERAPY: Royal blue scrubs (top and bottom).

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

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

RESTRICTED BARBER: Same as Barbering/Hair Design.

*Clinical Skin Care and Massage Therapy only offered at the Largo Campus.

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.

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 as determined by the educator.

GRADUATION REQUIREMENTS

Students must maintain a minimum of 75% grade point 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 electronically. Students receiving financial aid must complete a financial aid exit review.

PROGRAM OR SCHEDULE CHANGE

Students may be allowed to make two schedule changes during their enrollment. Schedule changes requested after 30 days of enrollment will result in a charge of \$150. 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.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance.

APPROVED REASONS

An LOA will only be approved for the following reasons: major medical reasons, death of an immediate family member, natural disaster or other extenuating circumstances. Extenuating circumstances may include, but are not limited to, prolonged legal/court proceedings, financial hardships that could result in the student becoming homeless and/or other extreme issues that may affect a student's ability to attend school for a temporary time period. Supporting documentation may be required by the Business Office.

REQUESTING AN LOA

An LOA must be requested in advance of the requested start date. The request must be completed in writing, include the reason for the request and have the student's signature and date of request. All LOA requests must be submitted to the Business Office for approval prior to the start of the requested LOA.

UNFORSEEN CIRCUMSTANCES

In the event of an unforeseen circumstance the Business Office may grant approval for an LOA if the reason for the determination is documented and placed in the student's academic file. Upon returning from the approved LOA the student must complete the written request, including the reason and signature. The Business Office will begin the LOA as of the first date the student was unable to attend school.

LOA TIME ALLOWANCE

A student will not be granted an LOA within the first 30 days of beginning their program of study. An LOA will be approved for a maximum of 90 days. An LOA will not be granted if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12 month period.

LOA EXTENSIONS

In the event of extreme circumstances a student may request an extension of their preapproved LOA through the Business Office. Additional documentation may be requested to approve the extension. Approved extensions cannot exceed 180 days in any 12 month period.

LOA RESULTS

As a result of an approved LOA a student will not be considered withdrawn and no refund calculation will be required. Upon returning from an approved LOA the student's contract period will be extended by the same number of days taken in the LOA. Students will not be assessed any additional charges as a result of a requested LOA. These changes will be documented in an amendment that will state the revised contracted graduation date and will be signed by the student and the Business Office.

If a student does not return from an approved LOA, or takes an unapproved LOA, the student will be withdrawn from their program. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance, the date of determination will be the date the student failed to return to school from the approved LOA.

LOA FINANCIAL IMPACT

During an approved LOA there will be no Title IV Federal Financial Aid disbursements made to a student. Any contracted tuition payments (cash or other) must still be made as scheduled.

Students attending school using VA benefits will be reported to the VA as having a period of non-attendance. During their approved LOA they will not be eligible to receive their housing allowance through the GI Bill program.

SCHOOL POLICY ON THE HANDICAPPED

American Institute of Beauty 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 educator.
4. Are not assigned a guest on the clinic floor.

Students may not block off time for personal services.

Students may be required to clock out.

Students receiving services outside of their program will be required to pay 50% for any chemical service.

PRIVACY AND ACCESS TO STUDENT RECORDS

In compliance with the Family Education Right to Privacy Act, American Institute of Beauty 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 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 educator regarding makeup exams. The school confirmation for state 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, closed toe shoes 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, guests and educators, 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, guests, 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 additional tuition 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. Cell phones in the classrooms and salon floor areas should only be used for curriculum related activities.
21. Be respectful to staff, fellow students and guests at all times. Refrain from using inappropriate language.
22. Park only in areas designated as student parking.
23. Know all pricing and service policies of the school; the name, purpose, benefits, procedures and costs of products used.
24. Keep all guest service records up to date.
25. Recommend and offer appropriate services and retail products to each guest 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 educators or staff members.

DRUG AND ALCOHOL-FREE CAMPUS POLICY

AIB abides by the requirements set forth in the "Drug Free Campus Act." This act forbids the possession, distribution, use, or sale of alcoholic beverages, illegal drugs and controlled substances in, on or around the campus, or as part of any student activity, by any student. AIB is a drug free environment and future professionals may be required to alcohol or drug test as necessary. Illegal drugs and alcoholic beverages are prohibited on or around the school premises and facilities. It is against AIB policy for a student to:

1. Be on campus property and/or to attend class while under the influence of any controlled substance or alcohol (as determined by campus management, in its sole discretion), unless the drug is legally prescribed to her or him.
2. Sell, use, purchase, manufacture or be in possession of any non-prescribed controlled substance or drug paraphernalia, while on Campus or on AIB property.
3. Sell, use, purchase, manufacture or be in possession of controlled substances, including prescription medications which are controlled substances, while on AIB property or while attending class, unless the prescription medication is legally prescribed to that student.
4. Operate any tools or equipment while under the influence of any drug, including prescription, over the counter medications or alcohol, which renders that student incapable of safely and adequately using the equipment or performing any other duties.

All violations of this Policy will be subject to disciplinary actions including termination from AIB. There is no on-campus drug or alcohol counseling, treatment, or rehabilitation program available. Help is available at the National Institute of Drug Abuse Hotline: 1-800-662-HELP.

AUDIO/VIDEO SURVEILLANCE POLICY

AIB's audio and video surveillance policy is designed to make certain the legal and professional use of surveillance cameras in accordance with privacy and security standards.

All security cameras subject to this policy will be listed in a database maintained by AIB. All security cameras or surveillance systems maintained by AIB are and will continue to be in compliance with this policy. To control the unauthorized use of security cameras, they will be placed in a secure location and configured to prevent unauthorized access, duplication or modification.

AIB policy permits security cameras to be placed at main entrances, campus exits, near storage areas and lockers, parking lots, entrance lobby, conference rooms, classrooms, salon services area, hallways, recreational areas, break rooms and the exterior of the building. However, security cameras must be installed and utilized strictly for the purpose outlined in this policy.

Students, educators, staff and visitors are informed of this policy by AIB. This policy is included in the AIB Student Handbook. A copy of this policy is routinely provided to educators and staff. Signage confirming the use of video surveillance is posted at the entrance and exit points of the AIB campus. Visitors are notified through visible signs stating that "AIB buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved."

AIB students, educators, staff and guests do not have a reasonable expectation of privacy, but for areas such as restrooms and changing areas. AIB's video surveillance policy does not allow monitoring of areas that are private or where there is any reasonable expectation of privacy. All other non-private areas of the campus, such as classrooms, hallways and break rooms, are monitored through audio/video surveillance. Confidential information, such as addresses and financial information, will not be recorded without the consent of the parties involved.

Under this policy, Campus Directors are permitted to monitor school operations via live feed from the audio/video surveillance system so as to ensure that the school is operationally sound. This includes monitoring the entrances and exits, hallways and public access areas as well as any other area of the Campus where the Campus Director needs to ensure that the Campus is operating as intended.

Authorized AIB management is permitted to review specific and limited recorded material, generated through the audio/video surveillance system, to aid in resolving an issue regarding (1) safety, (2) student well-being and (3) other matters of school operation, keeping confidentiality intact for the remainder of the surveillance footage not related to these three exceptions and without violating Fourth Amendment protections against warrant-less search and surveillance. (Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, U.S. Sup.Ct., 2002).

Controlled and limited access to surveillance camera recordings is a top priority of AIB's video surveillance policy. Only limited and authorized personnel, as determined by AIB, are permitted to access cameras and footage. Access is password protected. A video surveillance access log is maintained by AIB, documenting (1) the name of the authorized AIB individual accessing the recording, (2) the date of the access, (3) the specific recording being accessed, (4) the reason for the access. This access log is routinely audited by the AIB Compliance Director.

The AIB audio/video surveillance policy strictly prohibits unauthorized individuals or groups from accessing security cameras and recordings. Data stored in the cameras should not be accessed or disclosed to anyone except as outlined by the policy. Audio and video recorded material will be kept confidential from the general public, respecting the privacy of individuals. Only authorized AIB designees are permitted to access surveillance camera recordings for safety and security purposes as set forth herein, and only while on AIB premises.

In accordance with AIB's video surveillance policy, the security and surveillance cameras will be used in a way to avoid unnecessary intrusions. There will be no intervention in academic freedom of educators and students, their privacy and freedom of speech. This will ultimately aid in professional and ethical use of surveillance cameras.

Audio/video surveillance recordings will be electronically stored by AIB in a secure location, only accessible by authorized personnel, for no less than one year.

AIB's electronic surveillance policy allows the release of recorded footage to law enforcement officials, as part of an investigation, or pursuant to a warrant. Only the required material will be released, keeping confidentiality intact for the remainder of the surveillance footage. No other students, staff members or visitors will be permitted to access surveillance recordings.

AIB's video surveillance operators are trained to use cameras legally and ethically. Every AIB employee who is permitted to either operate the video surveillance system or to access video surveillance recordings has provided an acknowledgement to AIB that (1) he/she understands the AIB video surveillance policy, (2) will perform his/her duties in accordance with the policy, and (3) he/she is prohibited from monitoring or using the AIB video surveillance system or surveillance recordings when it is not consistent with this policy.

AIB takes its Audio/Video Surveillance Policy and its enforcement seriously. Any violation of this policy will result in disciplinary action, up to and including expulsion from the school and termination of employment.

AUDIO RECORDING POLICY

Florida law requires "two party consent" for any recording to be lawful. That means that both parties, the person recording, and the person being recorded **MUST CONSENT** to the audio recording before it begins, or it is illegal to record. It is a violation of Florida Statute 934.03 to secretly record anyone without his/her consent.

A violation of Florida Statute 934.03 is a 3rd Degree Felony punishable by up to 5 years in prison and a \$5000 fine. Further, it is an additional 3rd Degree Felony every time an individual shares an unlawful secretly recording audio. So, if you unlawfully record someone and then share that illegal recording with three of your friends, that equates four 3rd Degree Felonies punishable by up to 20 years in prison and \$20,000 in fines.

AIB prohibits and will not tolerate unlawful, “secret” audio recordings on its premises. This is a zero-tolerance policy. Violations and suspected violations will be directed to law enforcement. Violators will be subject to disciplinary action.

FIREARMS POLICY

Both Florida law and American Institute of Beauty prohibits the concealed or open carry of firearms and other weapons and the possession of firearms and other weapons on AIB’s campus and AIB’s property. Violators of Florida Law and AIB policy will be prosecuted under Florida law and disciplined under AIB’s Code of Conduct.

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 an 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 guest, student or employee of the school.
5. Theft.
6. Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol while on the school property.
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 Campus 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 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 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 point 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, Full Specialist, Clinical Skin Care, Massage Therapy, Nail Technology, Skin Care, Barbering/Hair Design and Restricted Barber

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

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

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	25	0
CHM101	Chemistry and Electricity	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. 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. 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. Upon successful completion of the program and receiving their cosmetology license through the state of Florida.

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, the principles of hair design and the 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.

STC101 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 (600 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	25	0
HCT101	Hair Cutting	100	250
HIV101	HIV/AIDS	4	0
SHR101	Shampooing and Rinsing	25	75
SMB101	Shaves, Moustache/Beard Trims	50	75
STE101	Safety, Sanitation and Sterilization	325	0
STL101	State Law	71	0

RESTRICTED BARBER COURSE DESCRIPTIONS

CHM101 Hair Structure and Chemistry 25 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 100 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 25 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 50 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 325 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 71 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

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	25	0
CHM101	Electricity and Chemistry	25	0
EMP101	Career Information	25	0
HCB101	Hair Coloring and Bleaching	175	25
HCT101	Hair Cutting	100	350
HIV101	HIV/AIDS	4	0
HST101	Hair Styling	100	200
MFM101	Men’s Facial Massage	25	15
PRE101	Perming and Relaxing	175	60
SHR101	Shampooing & Rinsing	75	200
SMB101	Shaves, Moustache/Beard Trims	25	75
STE101	Safety, Sanitation and Sterilization	300	300
STL101	State Law	146	0

BARBERING/HAIR DESIGN COURSE DESCRIPTIONS

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

CHM101 Chemistry and Electricity 25 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.

EMP101 Career Information 25 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.

HCB101 Hair Coloring and Bleaching 175 Hours: The study of the law of color, the action of hair color and bleach. 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 100 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. Students will learn about men’s hair replacement services. Students will perform various types of haircuts in the course

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

HST101 Hair Styling 100 Hours: The study of the proper placement of rollers and their effect. The different types of hairstyles, the principles of hair design and the history. Students will perform different types of hairstyles.

MFM101 Men's Facial Massage 25 Hours: The study of men's facial massage, techniques, services, skin structure, skin disorders and diseases. Students will perform men's facial massage services.

PRE101 Perming and Relaxing 175 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, scalp treatments, properties of hair and scalp, disorders of the hair and scalp and product knowledge. Students will perform shampoo manipulations and rinsing in the course.

SMB101 Shaves, Mustache/Beard Trims 25 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 300 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 146 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

Subject Number	Subject Title	Hours	Services
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
EMP101	Career Information	5	0
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	4	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
NPC101	Nail Product Chemistry	71	0
NPR101	Nail Repair	5	5

NRT101	Nail Art	5	10
NSG101	Nail Structure and Growth	15	0
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
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

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, sanitation techniques and infection control.

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.

NPC101 Nail Product Chemistry 71 Hours: The study of various nail products and the chemistry makeup of those products.

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.

NSG101 Nail Structure and Growth 15 Hours: The study of the anatomy and physiology of the hands, arms and feet.

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.

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
ANP101	Anatomy, Physiology and Histology	40	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
CHN101	Chemistry and Nutrition	6	0
DSE101	Disorders of the Skin	45	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
EMP101	Career Information	5	30
FMC101	Facial Machines	20	0
FMS101	Facial Massage	25	0
FTM101	Basic Facials	25	25
FTM102	European Facials	25	30
HIV101	HIV/AIDS	4	0
MUT101	Makeup Techniques	27	20
PES101	Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	25
STL101	State Law	10	0
WTH101	Hair Removal	20	30

SKIN CARE COURSE DESCRIPTIONS

ANP101 Anatomy, Physiology and Histology 40 Hours: The study of the facial nerves, muscles, tissues and bones, as well as their location and purpose. The study of the human functions and their parts.

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

CHN101 Chemistry and Nutrition 6 Hours: The study of chemistry as it relates to the skin and the facial student. The study of nutrition and how it relates to the skin and facial student.

DSE101 Disorders of the Skin 45 Hours: The study of skin disorders, precautions and procedures used to treat them.

ELB101 Eyelash and Brow Treatments 10 Hours: The study of eye lash and brow tints and eye lash applications. Students will perform services in eye lash application and eye lash/brow tints.

ELC101 Electricity 8 Hours: 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, retail practice and dress for success will be included. Employee vs. Independent Contractor will be covered.

FMC101 Facial Machines 20 Hours: The study of various facial machines, when and how to use them, the different functions and benefits.

FMS101 Facial Massage 25 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 25 Hours: Performing step by step facials using hand manipulations with extractions. The study of skin care products. Students will perform facial treatments and extractions.

FTM102 European Facials 25 Hours: The study of chemical peels, microdermabrasion, advanced topics and treatments. Performing step by step facials 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.

MUT101 Makeup Techniques 27 Hours: A study of cosmetics and their use, understanding of color theory and makeup application. Students will perform makeup applications.

PES101 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.

WTH101 Hair Removal 20 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

Subject Number	Subject Title	Hours	Services
ANR101	Artificial Nail Removal	5	5
ASN101	Nail Diseases and Disorders	15	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
EMP101	Career Information	5	0
GEL101	Gel Nails	5	5
HIV101	HIV/AIDS	4	0
MAN101	Manicuring	20	30
MAN102	Spa Manicuring	5	20
NPC101	Nail Product Chemistry	71	0
NPR101	Nail Repair	5	5
NRT101	Nail Art	5	10
NSG101	Nail Structure and Growth	15	0
NTF101	Nail Tips with Overlays	40	15
NTF102	Fill-Ins	5	10
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
ANP101	Anatomy, Physiology and Histology	40	0
BSH101	Bacteriology, Sterilization, and Sanitation	15	100
CHN101	Chemistry and Nutrition	6	0
DSE101	Disorders of the Skin	45	0
ELB101	Eyelash/Brow Treatments	10	20
ELC101	Electricity	8	0
EMP101	Career Information	5	30
FMC101	Facial Machines	20	0
FMS101	Facial Massage	25	0
FTM101	Basic Facials	25	25
FTM102	European Facials	25	30
HIV101	HIV/AIDS	4	0
MUT101	Makeup Techniques	27	20
PES101	Professional Image	5	0
PSA101	Procedure of Skin Analysis	10	25
STL101	State Law	10	0
WTH101	Hair Removal	20	30

FULL SPECIALIST COURSE DESCRIPTIONS

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, sanitation techniques and infection control.

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.

NPC101 Nail Product Chemistry 71 Hours: The study of various nail products and the chemistry makeup of those products.

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.

NSG101 Nail Structure and Growth 15 Hours: The study of the anatomy and physiology of the hands, arms and feet.

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.

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.

ANP101 Anatomy, Physiology and Histology 40 Hours: The study of the facial nerves, muscles, tissues and bones, as well as their location and purpose. The study of the human functions and their parts.

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

CHN101 Chemistry and Nutrition 6 Hours: The study of chemistry as it relates to the skin and the facial student. The study of nutrition and how it relates to the skin and facial student.

DSE101 Disorders of the Skin 45 Hours: The study of skin disorders, precautions and procedures used to treat them.

ELB101 Eyelash and Brow Treatments 10 Hours: The study of eye lash and brow tints and eye lash applications. Students will perform services in eye lash application and eye lash/brow tints.

ELC101 Electricity 8 Hours: 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, retail practice and dress for success will be included. Employee vs. Independent Contractor will be covered.

FMC101 Facial Machines 20 Hours: The study of various facial machines, when and how to use them, the different functions and benefits.

FMS101 Facial Massage 25 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 25 Hours: Performing step by step facials using hand manipulations with extractions. The study of skin care products. Students will perform facial treatments and extractions.

FTM102 European Facials 25 Hours: The study of chemical peels, microdermabrasion, advanced topics and treatments. Performing step by step facials 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.

MUT101 Makeup Techniques 27 Hours: A study of cosmetics and their use, understanding of color theory and makeup application. Students will perform makeup applications.

PES101 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.

WTH101 Hair Removal 20 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 experienced many 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

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy and Physiology	40	0
ANP201	Advanced Anatomy and Physiology	20	0
BSH101	Bacteriology, Sterilization, and Sanitation	20	100
BSH201	Advanced Bacteriology and Sanitation	10	150
CHN101	Chemistry and Nutrition	8	0
DSE101	Disorders of the Skin	45	0
DSE201	Advanced Skin Disorders	20	0
ELB101	Eyelash/Brow Treatments	20	25
ELC101	Electricity	28	0
ELC201	Advanced Laser, Energy & Frequency	20	0
EMP101	Career Information	15	30
FMC101	Facial Machines	40	0
FMC201	Advanced Facial Machines/Product	30	0
FMS101	Facial Massage	45	0
FTM101	Basic Facials	35	50
FTM102	European Facials	80	90
HIV101	HIV/AIDS	4	0
MED101	Medical protocol/paramedical	50	0
MED102	Pre Op and Post Op Procedures	50	0
MUT101	Makeup Techniques	45	20
MUT201	Advanced Makeup Techniques	10	20
PES101	Professional Image	20	0
PSA101	Procedure of Skin Analysis	20	50
STL101	State Law	15	0
WTH101	Hair Removal	30	40

CLINICAL SKIN CARE COURSE DESCRIPTIONS

ANP101 Anatomy and Physiology 40 Hours: The study of the facial nerves, muscles and bones, as well as their location and purpose.

ANP201 Advanced and Physiology 20 Hours: The advanced study of cardiovascular and lymphatic systems, muscles and nerves, histology of cells and skin and hormones.

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

BSH201 Advanced Bacteriology and Infection Control 10 Hours: The advanced study of bacteria, proper sanitation and infection control.

CHN101 Chemistry and Nutrition 8 Hours: The study of chemistry and nutrition as it relates to the skin and the facial student.

DSE101 Disorders of the Skin 45 Hours: The study of skin disorders, precautions and procedures used to treat them.

DSE201 Advanced Skin Disorders 20 Hours: The advanced study of skin disorders, precautions and procedures used to treat them.

ELB101 Eyelash and Brow Treatments 20 Hours: The study of eye lash and brow tints and eye lash applications. Students will perform services in eye lash application and eye lash/brow tints.

ELC101 Electricity 28 Hours: An overview of the basic working knowledge of electricity in order to safely and effectively apply these sciences in the field.

ELC201 Advanced Laser, Energy & Frequency 20 Hours: The advanced study of laser, light energy and radio frequency therapy, various treatments and how it relates to the skin student.

EMP101 Career Information 15 Hours: A review of career and employment opportunities within the beauty industry. Interview techniques, resume preparation, retail tips and tricks and dress for success will be included. Employee vs. Independent Contractor will be covered. The student will practice retail sales in their program.

FMC101 Facial Machines 40 Hours: The study of various facial machines, when and how to use them, the different functions and benefits.

FMC201 Advanced Facial Machines/Product 30 Hours: The study of more advanced facial machines and processes, advanced skin care products, advanced chemistry and ingredients.

FMS101 Facial Massage 45 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 35 Hours: Performing step by step facials using hand manipulations with extractions. The study of skin care products. Students will perform facial treatments and extractions.

FTM102 European Facials 80 Hours: The study of chemical peels, microdermabrasion, advanced topics and treatments. Performing step by step facials 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.

MED101 Medical Protocol/Paramedical 50 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. Students will learn pharmacology and working in a plastic surgery setting.

MED 102 PRE OP and POST OP Procedures 50 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. Students will learn their role in pre and post op treatments, medical terminology and medical intervention.

MUT101 Makeup Techniques 45 Hours: A study of cosmetics and their use, understanding of color theory and makeup application. Students will perform makeup applications.

MUT201 Advanced Makeup Techniques 10 Hours: Advanced study of makeup techniques and color theory. Students will apply more advanced makeup applications.

PES101 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.

WTH101 Hair Removal 30 Hours: Identification of the various hair removal methods, the proper procedures, implements and equipment used. Students will perform hair removal techniques.

MASSAGE THERAPY (600 Hours)

DESCRIPTION:

The Massage Therapy Program at American Institute of Beauty provides the student with instruction in therapeutic massage with knowledge of the structure and function of the human body. Training in this

program is client-centered and also includes massage practicum, hydrotherapy and spa techniques, muscular activity, mechanic of body movements, most common pathologies and diseases, sport massage, massage law, business practices, and the most current allied modalities. Graduates are prepared for employment opportunities as massage therapists.

OBJECTIVE:

The objective of the Massage Therapy Program at American Institute of Beauty is to:

1. Provide the student with the knowledge and skills required to qualify for employment as an entry level massage therapist.
2. Provide the student with knowledge of the structure and function of the human body, understanding of the use and facts for the most current allied modalities.
3. Provide the student with the knowledge and techniques to help, through massage therapy, with specific problems such as neck, back, sciatic pain, relaxation, stress reduction and muscle spasms.
4. Provide the student the opportunity to observe, assist, learn and perform massage services with emphasis on the transition from student to professional.
5. Prepare students for the State of Florida & State Board/National Certification Examination for licensure as a licensed massage therapist.
6. Train the student in basic skills, safety judgment, proper work habits and desirable attitudes necessary to obtain licensure and for competency in an entry level position in massage therapy industry.

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, massage therapist at a spa, hotel, cruise ship, chiropractor office, studio, or self-employment. Upon completion of the program and graduation requirements the student is awarded a diploma.

MASSATE THERAPY PROGRAM OUTLINE

Subject Number	Subject Title	Hours	Services
ANP101	Anatomy & Physiology	150	0
MTH101	Basic Massage Therapy Theory and History	125	0
MCP101	Clinical Practicum Massage Therapy	175	75
MAM101	Allied Modalities Massage Therapy	101	40
MBS101	Business	15	0
MHP101	Theory and Practice of Hydrotherapy	15	0
STL101	Florida Law and Rules Governing Massage Therapy Practice (Chapter 456 and 480, F.S., and rule Division 64B, F.A.C.)	10	0
MPE101	Professional Ethics	4	0
HIV101	HIV/AIDS Education	3	0
MME101	Prevention of Medical Errors	2	0

MASSAGE THERAPY COURSE DESCRIPTIONS

ANP101 Anatomy & Physiology 150 Hours: Participation in this class will introduce the student to the body’s major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation,

engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement.

MTH101 Basic Massage Therapy Theory and History 125 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement.

MCP101 Clinical Practicum Massage Therapy 175 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement.

MAM101 Allied Modalities Massage Therapy 101 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement.

MBS101 Business 15 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement..

MHP101 Theory and Practice of Hydrotherapy 15 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement..

STL101 Florida Law and Rules Governing Massage Therapy Practice 10 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation, engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement..

MPE101 Professional Ethics 4 Hours: Participation in this class will introduce the student to the body's major systems. A great deal of attention will be placed on the structure (anatomy) and functionality (physiology) of the human body. Attention is also given to common pathology of each system and its impact on appropriate massage protocol, as well as contraindications to massage. Discussions on how each system functions individually, with special emphasis on its relevance to the practice of massage therapy will be integrated into the lecture. The objective of this course is to provide the student with an academic and tactile knowledge of the body planes, bony landmarks, and the muscular and skeletal systems. Through PowerPoint presentation,

engaging lectures, supervised palpatory trades and demonstrations, class participants will be educated on the extensive study of movement..

HIV101 HIV/AIDS Education 3 Hours: Students are provided an overview of current information on the Acquired Immune Deficiency Syndrome (AIDS) and the Human Immunodeficiency Virus (HIV), including epidemiology, clinical manifestations, treatment, prevention, legal/ethical issues, and the applicability of this information to massage therapy. Course content is delivered via textbook, lectures and interactive discussions. Upon completion, students will have a general understanding of HIV/AIDS and the preventative measures available.

MME101 Prevention of Medical Errors 2 Hours: Students will be taught to define medical errors and associated terminology, describe factors that impact the occurrence of medical errors, identify the most common medical errors and processes to improve patient outcomes, and identify populations with special vulnerability to medical errors. Educators will discuss Florida’s statutory requirements for addressing medical errors. Course content is delivered via textbook and lecture. Upon completion of this course, students will understand current, evidence-based interventions to prevent medical errors in the practice setting.

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 educator led training plus a 10-minute break.

TUITION AND FEES

Program	Registration Fee	Book, Kit & Supplies	Lab Fees	Tuition	Total Charges
Cosmetology	\$100.00	\$900.00	\$801.00	\$15,504.00	\$17,305.00
Restricted Barber	\$100.00	\$950.00	\$801.00	\$17,124.00	\$18,975.00
Barbering/Hair Design	\$100.00	\$950.00	\$801.00	\$17,124.00	\$18,975.00
Nail Technology	\$100.00	\$665.00	\$225.00	\$2,870.00	\$3,860.00
Skin Care	\$100.00	\$670.00	\$225.00	\$5,645.00	\$6,640.00
Full Specialist**	\$100.00	\$1,335.00	\$450.00	\$8,615.00	\$10,500.00
Clinical Skin Care	\$100.00	\$1,395.00	\$600.00	\$10,565.00	\$12,660.00
Massage Therapy	\$100.00	\$950.00	\$450.00	\$9,300.00	\$10,800.00

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 COSTS	
Nail Technician License	\$75.00
Skin Care License	\$75.00
Full Specialist License	\$75.00
Massage Therapist License	\$155.00
Cosmetologist License	\$63.50
Restricted Barber License	\$244.50
Pearson Vue Testing	\$27.00
Barbering/Hair Design	\$223.50
HIV/AIDS Course	\$20.00

**** For the Full Specialist program, tuition will be charged at the Nail Technology hourly rate (\$9.00/hour) for hours to be completed in the Nail Technology portion of the program and Skin Care hourly rate (\$18.25/hour) for hours to be completed in the Skin Care portion of the program.

ADDITIONAL TUITION

American Institute of Beauty 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 \$657 to approximately \$6195 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

Largo Campus: All programs begin weekly except for Skin Care which begin the first Monday of each month.

St. Petersburg Campus: 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:

Martin Luther King Jr. Day (St. Petersburg Campus includes that Saturday prior to the holiday)

Memorial Day (St. Petersburg Campus includes that Saturday prior to the holiday)

Independence Day

Labor Day (St. Petersburg Campus includes that Saturday prior to the holiday)

Thanksgiving Break (Includes Thanksgiving and the Friday after, St. Petersburg Campus includes the following Saturday)

Winter Break (Dates will be announced annually, typically Christmas Eve through New Year's Day)

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 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 Campus Director 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, full time and part time. 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 based on actual hours completed as follows:

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

*Clinical Skin Care and Massage Therapy only offered at Largo Campus.

*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:

COURSE	MAXIMUM WEEKS	SCHEDULED HOURS
Cosmetology (Full Time: 34.167 hrs./wk.) – 1200 hours	46	1596
Cosmetology (Part Time: 20.00 hrs./wk.) – 1200 hours	80	1596
Barbering/Hair Design (Full Time: 34.167 hrs./wk.) – 1200 hours	46	1596
Barbering/Hair Design (Part Time: 20.00 hrs./wk.) – 1200 hours	80	1596
Restricted Barber (Full Time: 34.167 hrs./wk.) – 1200 hours	46	1596
Restricted Barber (Part Time: 20.00 hrs./wk.) – 1200 hours	80	1596

Clinical Skin Care (Full Time: 34.167 hrs./wk.) – 720 hours	28	958
Clinical Skin Care (Part Time: 20.00 hrs./wk.) – 720 hours	48	958
Full Specialist (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Full Specialist (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Massage Therapy (Full Time: 34.167 hrs./wk.) – 600 hours	23	798
Massage Therapy (Part Time: 20.00 hrs./wk.) – 600 hours	40	798
Skin Care (Full Time: 34.167 hrs./wk.) – 300 hours	12	399
Skin Care (Part Time: 20.00 hrs./wk.) – 300 hours	20	399
Nail Technology (Full Time: 34.167 hrs./wk.) – 300 hours	12	399
Nail Technology (Part Time: 20.00 hrs./wk.) – 300 hours	20	399
*Clinical Skin Care and Massage Therapy only offered at the Largo Campus.		

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.

Students that reach maximum time frame will no longer be eligible to receive Title IV Federal Financial Aid. Students may complete their program however any outstanding balance will need to be paid with payment arrangements through the Business Office.

PROGRAM LENGTH

The following shows the total program length and academic year for each program offered at the American Institute of Beauty

Course	Course Hours	Academic Year
Cosmetology	1200 Clock Hours	900 Clock Hours
Barbering/Hair Design	1200 Clock Hours	900 Clock Hours
Restricted Barber	1200 Clock Hours	900 Clock Hours
Clinical Skin Care	720 Clock Hours	900 Clock Hours
Full Specialist	600 Clock Hours	900 Clock Hours
Massage Therapy	600 Clock Hours	900 Clock Hours
Skin Care	300 Clock Hours	900 Clock Hours
Nail Technology	300 Clock Hours	900 Clock Hours
*Clinical Skin Care and Massage Therapy only offered at the Largo Campus		

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, student 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 may be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if and only 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, student 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. If this appeal is submitted following the "warning period" in an effort to be placed into probation status, please see the details of "probation" above.

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

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less then registration fee in the amount of \$100.00
 4. A student notifies the institution of his/her withdrawal in writing.
 5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of scheduled length completed to total length of program term per contract	Amount of tuition owed to the school
0.01% to 20%	Pro-Rata
20.1% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (E.G. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- Drop/Add Period: 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.

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.

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)

3015 Colvin Street

Alexandria, VA 22314

(703)-600-7600