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# THE Beauty INSTITUTE



**2215 North Military Trail # I  
West Palm Beach, FL 33409  
(561) 688-0225  
[www.thebeautyinstitute.edu](http://www.thebeautyinstitute.edu)**

**Volume XIII  
1/1/2026-12/31/2026**

This catalog and all courses and programs will be taught in English

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## **We are Looking for You if...**

You have a pleasing personality and are friendly and patient. You like meeting new and interesting people as well as improving their personal appearance.

You like working with your hands/ in a skilled and creative way. You would like to be trained for a career with a chance to own your own business.

**There is always a need for well-trained people in the  
beauty culture field.....**

**We train today's students for tomorrow's success  
through modern and innovative education at  
The Beauty Institute.**

### **Future in Cosmetology**

There have been drastic changes in the beauty profession during the past few years. The use of scientific methods, together with professional hairstyling ingenuity, has enabled the cosmetologist to become a respected, highly technical craftsman.

The cosmetologist's aim has always been to beautify both men and women. Now, with the new scientific methods, the goal can be more easily accomplished. There is no greater feeling of satisfaction than to make your fellow human beings happier and more attractive.

If you wish to share in a gratifying profession, if you wish to make someone feel and look better, if you like daily contact and communication with people, if you enjoy a challenge, if you want and need to express yourself, to create, to accomplish, then become a professional cosmetologist.

### **Institutional Philosophy**

The philosophy of The Beauty Institute is to develop men and women into resourceful, productive members of society. The school provides the skills, knowledge, and practical work experience for them to become competent in the program they undertake.

To achieve the school objective, The Beauty Institute provides a curriculum in each program to prepare its students to meet all requirements to become licensed/certified. The school also provides the proper training and experience needed in their careers and encourages each student to realize his or her potential.

### **Institutional Mission Statement**

Mission Statement: To educate students in techniques of cosmetology/barbering and its associated specialties to unleash their creative abilities so that they may gain employment in the field of cosmetology/barbering arts and sciences.

### **Legal Ownership of School, Corporate Officers**

The Beauty Institute is incorporated and operates solely in the State of Florida. The company is owned by Strategic Global Solutions, with shares legally held in the following percentages James Richardson 100%. The corporate officer positions are the following designations: President – James Ricardson; Vice-President – Kerrie Richardson; Treasurer - James Richardson; Corporate Secretary – Kerrie Richardson, and General Counsel – Megan Banks, Attorney of Rouse Frets White Goss Gentile Rhodes,P.C.

### **Physical Features**

The Beauty Institute contains adequate classroom space to accommodate the total enrollment. There is approximately 5000 square feet of educational space in The Beauty Institute. Each classroom has whiteboards and capability for video and other visual aids.

The clinic/salon room has clinic style stations, chairs, and mirrors. The school has a student lounge, offices, a waiting area, and locker facilities, and is equipped for accessibility for handicapped persons.

### **Licensure**

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 W. Gaines Street  
Suite 1414  
Tallahassee, FL 32399-0400  
Toll-free number (888) 224-6684.  
License #1939.

### **Accreditation**

National Accrediting Commission of Career Arts and Sciences (NACCAS). Additional information regarding this institution may be obtained by contacting:

NACCAS  
3015 Colvin Street,  
Alexandria, VA 22314  
Phone: (703) 600-7600  
Web Address: [www.naccas.org](http://www.naccas.org)

### **Certification**

Approved for: Department of Immigration and Naturalization Services  
Veteran's Affairs  
US Citizenship and Immigration Services

## **The School Calendar**

The Beauty Institute hours are Monday through Thursday, 9 am to 9:30 pm and Friday 9am to 3:30pm. Classes start every Monday. The school is open for day classes, Monday through Thursday 9 am to 5:30 pm and Friday 9am to 3:30pm, and evening classes are from 5:30 pm to 9:30 pm Monday through Friday. The class hours and length of program depend on the individual state regulations. Call for consultation on the classes best suited for your needs.

School closings are as follows:, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Break. The school is closed Saturday, and Sunday. In the event the school is closed for some unforeseen reason, students and staff should call the school for a recorded message. Please see addendum for actual dates.

## **Attendance Policy**

The Beauty Institute has full-time and part-time sessions. A full-time student must carry 30 hours per week. A part-time student must carry a minimum of 16 hours per week. Daily attendance is required. A daily report is accurately kept on trainees' attendance. Excessive tardiness/absenteeism more than 20% of the total length of the program will be cause for possible interruption of training. If you are going to be tardy or absent, you are required to call the school office. Students are expected to attend all classes on time and only be absent in cases of illnesses or emergencies. Daily attendance is monitored by the instructor.

A tally of daily attendance is done every 30 days as to determine unofficial withdrawals. In the case of Title IV recipients, absences with no school contact for 14 consecutive days will result in termination of the student. Attendance hours are rounded to the nearest quarter hour.

The deduction of attended hours is not used as a method to penalize students. The monthly attendance report is used as a tool to determine unofficial withdrawals in accordance with our satisfactory progress policy.

## **School Admission Requirements**

The Beauty Institute views its students as craftspeople, and as such, admits as regular students anyone with an interest to unleash and develop their creative abilities in the barber and cosmetology field and its specialty areas.

The Beauty Institute requires that each admitted student meet one of the following:

1. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential, or
3. Have the ability to benefit from the training, according to the NACCAS Ability-To-Benefit Policy; or **(The Beauty Institute does not accept Ability-To-Benefit)**
4. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
5. If enrolled under a training agreement a government agency, high school district, and/or other entity, met the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

#### *Re-Enrollment Policy*

Students may discontinue the program either temporarily or permanently. The Beauty Institute allows students to re-enter a program after they have withdrawn. If a student discontinues temporarily and returns to the school within a period of six months, the student will be allowed to finish the program on the basis of his original enrollment agreement. However, if the student is discontinued for a period exceeding six months, the student must pay a new enrollment/registration fee as well as the current tuition rate. In the case of any student who discontinues the program and is subsequently readmitted to complete the program, The Beauty Institute's policy is to assist such student in every way possible to enable him/her to complete the program and qualify for a Cosmetology/Barber license.

#### *Transfer Credit for Prior Training*

The school will grant credit for prior training, not to exceed 50% (600 hours) of the total hours of the program the student is transferring into, based on an evaluation test(s) plus the student having met the following requirements:

1. In State: provide proof that training was received from a cosmetology/barber school licensed in the State of Florida via a transcript, diploma, or license
2. Out of State: provide proof that training was received from a licensed cosmetology school via a transcript, diploma, or license
3. Foreign Country: provide proof of foreign translated transcripts and/or diploma stating hours completed from foreign cosmetology school and/or foreign cosmetology license, and provide evidence that verification of the foreign transcripts and/or diploma have been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. A maximum of 50% (600 hours) of transfer credit will be allowed upon successful completion of performance and theory tests.

4. All transfer students will be charged accordingly on a prorated basis.
5. All required documentation must be submitted prior to the student being enrolled in and beginning a program.
6. Transfer hours/credit for previous training will not be awarded for all specialty programs.

### *International Student Enrollment Process*

The Beauty Institute is authorized by the U.S. Citizenship and Immigration Services to issue the I-20 (Certificate of Eligibility) forms. This authorization allows us to accept students on M-1 visas, providing a pathway for international students to pursue their education in the United States. We are committed to assisting our students through the visa application process to ensure a smooth transition to studying abroad.

### *Admission Requirements for International Students*

To ensure success in our programs, international students must meet the following requirements:

All students must be fluent in English, with the ability to read, write and speak the language proficiently before enrolling and must be able to provide the following

- a. Successful completion of a secondary school program equivalent to high school in the United States. Official records must be evaluated by our designated educational evaluator service to confirm equivalency.
- b. Provide certification of their financial ability to meet tuition and other necessary expenses. Alternatively, they must demonstrate their ability to qualify for financial aid as an eligible non- citizen.

### *Step by Step Application*

1. **Apply to The Beauty Institute**  
Submit the necessary documentation to process your form I-20.
2. **Get the Form I-20**  
Once your application is complete, The Beauty Institute will issue the initial attendance I-20 through SEVIS. It will be mailed or emailed.
3. **Pay the SEIVS \_901 Fee** – The Department of Homeland Security has implemented a \$350.00 SEVIS I-901 FEE. Please be advised that The Beauty Institute is not involved in administrating this fee. You are responsible for making this fee payment directly to SEVP (Student and Exchange Visitor Program). For more information regarding this fee, you may visit <https://www.fmjfee.com/i901fee/index.html#>
4. **Apply for an M-1 Visa at the US Embassy/Consulate**  
After you receive your I-20 and pay the SEVIS fee, you must visit the US Embassy/Consulate in your home country to obtain the M-1 Visa.
5. **Arrive in the US through the Port of Entry**

Upon arrival in the US, you must be approved for entry through the Port of Entry. To be approved, you must possess a valid M-1 Visa, Form I-20 and passport.

**6. Start Your Education With Us**

Once you have arrived in the United States, you will check in, attend orientation, and begin your studies.

**Start Your Journey Today!**

Embark on an exciting career in barbering and cosmetology with The Beauty Institute. Our programs are designed to provide international students with the skills, knowledge, and confidence to succeed in the beauty industry. Apply today and take the first step towards a rewarding and fulfilling career.

For more information about our programs, admission requirements, and how to apply, please visit our website or contact our admissions office. We look forward to welcoming you to our vibrant community at The Beauty Institute in West Palm Beach, Florida.

**\*Please note: International Student applicants fall into three categories:**

- **International Students** – students who currently reside outside the United States
- **Change of Status Students** – prospective students who are currently in the United States on a visa type other than an M-1 Student Visa
- **Transfer Students** – students studying at another school on an M-1 visa who wish to transfer can contact us.

\*as outlined above, the application process will be slightly different if you are a Change of Status or Transfer student. For further information on the M-1 Student Visa, please visit: [www.ice.gov/sevis](http://www.ice.gov/sevis)

The U.S. Citizenship and Immigration Services website: [www.uscis.gov](http://www.uscis.gov)

The U.S. Department of State website [www.state.gov](http://www.state.gov)

*Transfer to Another Institution*

The institution shall disclose that transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

*Non-Competitor Recruitment Statement*

The Beauty Institute does not recruit students attending or enrolled in similar programs of study.

### *Non-Discrimination Clause*

The Beauty Institute practices no discrimination in admission, instruction, and graduation on the basis of sex, race, creed, financial status, country, area of origin or residence, age, color, religion, ethnic origin, or criminal history.

It is the philosophy of The Beauty Institute that, despite one's history, each student has the right to attempt to change his/her life through a career of their choice. The Barber or Cosmetology Board will require criminal background checks on applicants with criminal records with the opportunity of explanation on the application. Please note this is standard procedure and each student, if necessary, has the right to present his/herself before the board.

### **GROUND FOR TERMINATION**

I agree to comply with the rules and regulations and understand that The Beauty Institute shall have the right to terminate this contract and my enrollment at any time for violation of the rules and regulations as outlined in the catalog. I understand that the beauty institute reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

### **State Requirements for License**

The Barber or Cosmetology Board will require criminal background checks on applicants with criminal records with the opportunity of explanation on the application. Please note this is standard procedure and each student, if necessary, has the right to present his/herself before the board.

### *Cosmetology Licensing*

The Florida Board of Cosmetology requires successful completion of 1,200 hours of training, including completion of services directly related to the practice of cosmetology at an approved school of cosmetology to apply for the cosmetology examination. The Board also permits certification of a minimum of 1,000 actual school hours and all minimal state required services. If the person fails the examination, however, he/she may not be qualified to take the examination again until completion of the full 1,200 hours.

### *Barber/Standard Barber/Restricted Barber Licensing*

The Florida Barber Board requires the successful completion of 1,200/900/600 hours of training, including completion of services directly related to the practice of barbering at an approved barber school to apply for the Barber examination.

### *Specialty Licensing*

The State also requires successful completion of hours, and the school certifies satisfactorily passing both the practical and written examinations, for all specialty programs before the student can graduate.

\*\* “Clock hour” is equal to a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor

### **School Policy**

**Graduation Requirements (all programs):** The student will not be eligible for a school certificate/diploma until the school requirements of the minimum number of services has been completed, as well as the completion of the required hours, passing of written and practical examinations, and having met all financial obligations as per enrollment agreement or payment arrangements made and approved by the Director before the school certifies a student to register for the Florida State Board exam or specialty license and consider them a graduate.

The graduate must then complete and pay the necessary fees for registration for the next available Cosmetology or Barber Board licensing examination or to receive their specialty license.

\*\* Our Certified Trichology Specialist Program graduation requirements (this is a continuing education program) is that the student fulfilled all financial obligations, required hours and passing of written and practical examinations. Since this is a continuing education program there is no license, but they will receive a certificate from the school for this program.

#### *Testing at 1,000 hours*

The Beauty Institute policy is that a student may apply to take the State License Examination after reaching 1,000 hours if they have completed the following:

1. All tests completed;
2. Overall grade average of 85%;
3. All required services completed;
4. Account paid in full; and
5. The student has obtained approval from the director.

NOTE: Students must continue to attend classes after taking the exam. No graduation or diplomas will be issued unless the following occurs:

1. The student passes exam at 1,000 hours; or
2. The student completes 1,200 hours of training.

\*\* All Title IV recipients wanting to challenge the State License Examination will be required to forfeit their final Title IV payment as per U.S. Department of Education guidelines.

**Instructional Methods:** The courses will use lectures, demonstrations, and student

participation. Students will demonstrate their competencies in **all offered programs** theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

### **Program Objectives**

#### ***Cosmetology: SOC Code 39-5012***

This is a beginner's hairdressing program. The program consists of 1,200 clock hours to qualify the graduate for a State Cosmetology License.

**Objective:** This program consists of training in all phases of cosmetology to qualify the graduate to apply for a Florida State Cosmetology License and for entry-level employment in the beauty industry.

#### ***Nail Specialty – SOC Code 39-5092***

This is a program where an individual is taught to use professional manicure/pedicure implements, supplies, and procedures in shaping the nails. Students are taught to identify the basic types of artificial nails and nail extensions and their uses in a 240-hour program.

**Objective:** Specialized employment in manicure/pedicure/nail extensions. Testing and certification is done by the school.

#### ***Facial Specialty – SOC Code 39-5094***

This is a program where an individual is taught to give facial manipulations and massage treatments, taught the use of facial machines and the proper application of facial masks, and taught the removal of hair through tweezing and waxing in a 260-hour program.

**Objective:** Specialized employment in skin care. Testing and certification is done by the school.

#### ***Full Specialty – SOC Code 39-5092 and SOC Code 39-5094***

This is a 600-hour program where basic training in nail care and skin care specialties are enhanced with advanced training in nail artistry and aromatherapy in order to make the student more professionally skilled in these areas.

**Objective:** Specialized training in nail care and skin care specialties with advanced training in nail artistry and aromatherapy.

A certificate of completion will be awarded for all specialty programs upon satisfactorily passing both the practical and written examinations.

#### ***Barber: SOC Code – 39-5011***

***Standard Barber – SOC Code – 39-5011***

Training includes a beginning basics curriculum. In this portion, students learn sanitation, shampooing, hairstyling, hair-shaping, hair coloring, permanent waving, hair relaxing, and facials in a 1,200-hour program or 900 hour program. After completing the basic procedures, students begin working on the clinic floor where they practice these services daily. Theory classes are conducted four hours per week.

**Objective:** To prepare the student to be employed at the entry-level in the Barber/hair styling field, and to prepare the student to become eligible to take the State Board examination.

***Restricted Barber: SOC Code – 39-5011***

Training includes a beginning basics curriculum. In this portion, students learn sanitation, shampooing, hairstyling, hair-shaping, blow drying, shaving beard and mustache trimming.

After completing the basic procedures, students begin working on the clinic floor where they practice these services daily.

**Objective:** To prepare the student to be employed at the entry-level in the Barber/hair styling field, and to prepare the student to become eligible to take the State Board examination

**Certified Trichology Specialist Program T**

The Certified Trichology Specialist program provides advanced scientific and clinical education in hair and scalp health. This program is designed exclusively for licensed Cosmetologists seeking professional advancement within their existing scope of practice.

**Objective:**To explain hair and scalp anatomy and physiology, Identify and differentiate major alopecia types and scalp disorders. To conduct comprehensive trichological consultations, perform trichoscopic analysis and develop evidence based treatment plans. To implement non-invasive treatment modalities Maintain sanitation and regulatory compliance. And document and track treatment outcomes.

**Program Curriculum**

These curriculums list the minimum hours of related theory, demonstration, and practice.

***Cosmetology***

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
BC101-Artificial Hair Braiding/Hair Weaving	15	50
BC102-Perming/Chemical Waving/Straightening	65	125
BC103-Hair Coloring & Bleaching	45	150
BC104-Haircutting Scissors & Razors	75	125
BC105-Hair/Scalp Treatments	45	95
BC106-Hairstyling/Molding	300	300

BC107-Shampooing & Rinsing	50	50
HIV101-AIDS/HIV		4
CA101-Chemistry & Anatomy		25
FBC101-Facials/Hair Removal/Make-up	10	100
DPR101- Florida Cosmetology Laws & Rules		5
BUS101-Fundamentals of Business Management		50
NBC101-Manicure/Pedicure/Nail Extensions	20	75
ETH101-Professional Ethics & Career Development (includes resume development, interview preparation and Job search skills)		10
SS101-Sanitation/Sterilization		36
		<hr/> 1200

### ***Facial Specialty***

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
FS101-Basic Massage and Movements	15	65
FS102-Facial Machine and Safety Precautions	10	65
FS103-Facial Makeup Artistry	20	20
FS104-Hair Removal/Waxing	15	45
FS105-Structure and Function of Skin		30
HIV101-AIDS/HIV		4
DPR101-Florida Cosmetology Law and Rules		5
ETH101-Professional Ethics and Career Development includes resume development, interview preparation and Job search skills)		10
BUS101-Fundamentals of Business Management		16
		<hr/> 260

### ***Barber***

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
CA101-Chemistry/Anatomy		50
FB101-Facial	15	45
BC103-Hair Coloring and Bleaching	25	75
BC104-Haircutting Scissors/Razors	300	300
HP101-Hair Pieces		15
BC106-Hairstyling/Molding	200	200
BC102-Perming/Chemical Waving/Straightening	60	131
BC105-Hair/Scalp Treatments	30	30
BC107-Shampoo and Rinsing	50	80
SB101-Shaves or Mustache and Beard Trim	25	70

SS101-Sanitation/Sterilization	85
HIV101-AIDS/HIV	4
BUS102-Barber Shop/Salon Fundamentals	95
DPR102-Florida Barber Law and Rules	10
ETH101-Professional Ethics and Career Development (includes resume development, interview preparation and Job search skills)	<u>10</u>
	1200

*Nail Specialty*

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
NT101-Artificial Nail Removal	5	5
NT102-Manicures	20	20
NT103-Nail Fills	10	10
NT104-Nail Theory, Practice, and Nail Disorders		60
NT105-Nail Wraps and/or Mending	10	15
NT106-Pedicures	10	10
NT107-Polishing and Nail Art	10	5
NT108-Sculpting using a Form	15	37.5

NT109-Tips with Overlays/Capping	15	37.5
HIV101-AIDS/HIV		4
DPR103-Florida Cosmetology Law and Rules:		5
BUS101-Fundamentals of Business Management		12
ETH101-Professional Ethics and Career Development (includes resume development, interview preparation and Job search skills)		15
SS101-Sanitation/Sterilization		4
		<hr/> 240

***Full Specialty***

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
NT101-Artificial Nail Removal	5	5
NT102-Manicures	20	20
NT103-Nail Fills	10	10
NT104-Nail Theory, Practice, and Nail Disorders		80
NT105-Nail Wraps and/or Mending	10	15
NT106-Pedicures	10	10
NT107-Polishing and Nail Art	10	5
NT108-Sculpting using a Form	15	37.50
NT109-Tips with Overlays/Capping	15	37.50
FS101-Basic Massage and Movements	15	45
FS102-Facial Machine and Safety Precautions	10	64
FS103-Facial Makeup Artistry	5	20
FS104-Hair removal/waxing	10	45
FS105-Structure and Function of Skin	15	30
BAAB- Beauty as a Business		20
EYE101—lash Extensions	20	50
HIV101-Aids/HIV		4
DPR101- Florida Cosmetology Law and Rules		10
BUS101-Funadmentals of Business Management		45
ETH101- Professional Ethics and Career Development		20
SS101- Sanitation/Sterilization		7
BUSBAS- Business Basics includes resume development, interview preparation and Job search skills)		40
		<hr/> 600

**Standard Barber**

<b>Course Title</b>	<b>Min. Services</b>	<b>Hours</b>
DPR102- Florida Barber Law & Rules includes resume development, interview preparation and Job search skills)		225

SS101 - Safety, Sanitation & Sterilization		270
CA101- Hair Structure & Chemistry		90
BC104- Haircuts	125	135
a. taper cuts		
1. Freehand		
2. Shear over Comb		
3. Clipper over Comb		
BC106 b. Style cuts	100	
BC107 – Shampooing	60	45
BC102 – Chemical Services to include Perm waving, color, and bleaching, relaxing and curl	35	90
SB101 – Shaving, Beard and Mustache Trim	75	45
		900

***Restricted Barber***

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
DBR- Fl law and rules(included 4 hour HIV/AIDS class) includes resume development, interview preparation and Job search skills)		75
SS102 Safety, Sanitation and Sterilization		325
RB101- Hair Structure, Cutting and Cleansing		150
a. Taper Cuts	75	
1. Freehand	100	
2. Shear over comb	75	
3. Clipper over comb	100	
BC106 b. Style cuts(to include blow drying)	75	
BC107 c. Shampooing	50	
RB101 d. Shaving, Beard and Mustache Trimming	50	50
		600

**Certified Trichology Specialist Program\*\*(this is continuing education program)**

<b>Course Title</b>	<b>Min. Svcs.</b>	<b>Hours</b>
Foundations of Trichology		40
Anatomy & Physiology		40
Hair & Scalp Disorders		40
Nutrition & hair health		40

Consultation & Diagnostics		40
Treatment Modalities		40
Sanitation & Safety		20
Professional Development		20
Comprehensive Final exam		20
Clinical Consultations and Assessments	25	60
Scalp Treatments & topical Therapies	25	60
Advanced hair loss treatments (LLLT/Microneedling)	20	60
Nutritional & Wellness Counseling Integrations	15	40
Case Management Practicum	5	40
Clinical Proficiency Examination & Practical Assessment		40
		600

Academic Progress:

The following factors will be measured to determine academic progress:

1. Theory work (test grades, homework, etc.); and
2. Practical skills work.

Theory work will be graded according to the following scale:

- 90-100 A Excellent
- 80-89 B Good
- 75-79 C Satisfactory
- 60-74 D Unsatisfactory
- Below 60 Failing

## **Description of the Course Numbering System**

### **Course Descriptions**

- BAAB – Beauty as a business – teach students how to market themselves on social media and build their book of business. Teach them how to create a website for their personal beauty brand, how to take professional photos and videos using their smartphone. Show them how to set up a business Instagram account.
- BC101- Artificial Hair Braiding/Hair Weaving – Reasons why people wear wigs, braids, and weaves; identify the different type of wigs, extensions, and hairpieces. Demonstrate the procedure for taking wig measurements; describe the method used when ordering wigs; procedures for blocking and fitting a wig. Demonstrate the procedures for cleaning wigs, braids, and weaves. Show the procedure for shaping, setting, and styling artificial hair. Demonstrate the procedure for coloring wigs and artificial hair. Describe the various types of hairpieces and their uses and list the safety precautions to be followed in handling wigs and weaves.
- BC102- Perming/Chemical Waving/Straightening – Identify the chemistry of products used in permanent waving; describe the relationship between hair structure, perm chemistry, and perming techniques. Demonstrate a client consultation and hair analysis. Show the proper rod selection and sectioning, parting, and wrapping procedures. List the safety precautions required for permanent waving and demonstrate the proper perming procedures. Define the purpose of chemical hair relaxing; list the different products used in chemical hair relaxing. Explain the difference between sodium hydroxide and thio relaxers. Describe the three basic steps of chemical hair relaxing. Explain client analyzation for a chemical relaxing treatment. Demonstrate the procedures used for a sodium hydroxide and ammonium thioglycolate hair relaxing process. Demonstrate the procedures use for a chemical blow-out and soft curl permanent.
- BC103- Hair Coloring & Bleaching – Describe the correct procedure for a client consultation; explain the principles of color theory and relate their importance to hair coloring. List the classifications of hair color, explain their activity on the hair, and give examples of their use. Explain the activity of hydrogen peroxide in hair coloring; define single and double process applications. Explain the types and uses of hair lighteners; list preventative and corrective steps to avoid and solve hair coloring problems; list the safety precautions to follow during hair color procedures.
- BC104- Haircutting, Scissors/Razors – Describe why professional haircutting is the foundation for hair design in the salon; conduct a scalp and hair analysis. Explain the difference between a stationary guide and a traveling guide; define low elevation, high elevation, reverse elevation, and blended elevation; describe how to cut very curly hair.

BC105- Hair/Scalp Treatments – Explain the purposes of hair, define what hair is, describe the composition of hair, and define the divisions of hair. Describe the process of hair growth, define basic scalp care, describe the causes of hair loss, and discuss hair loss treatment options. Recognize the scalp and hair disorders commonly seen in the salon and school and know which can be treated there.

BC106- Hairstyling/Molding – List the elements of good design, list the art principles in hair design, list and analyze the different facial types, and demonstrate how to camouflage facial flaws with hair design. Explain the purpose of finger-waving, demonstrate the various pin curl techniques, and describe the differences between finger-waves, pin curls, and roller setting. Demonstrate proper comb-out techniques and properly execute a simple French braid style.

BC107- Shampooing and Rinsing – List the reasons for good hygienic care of the hair and scalp, and identify when, why, and how to brush hair. Demonstrate the procedure for shampoo manipulations, understand the meaning of pH levels in shampoos, and identify the various type of shampoos and rinses.

BR101- Principles of Hair Braiding – Discuss and demonstrate hair braiding techniques for natural hair.

BR102- Scalp Disorders and Diseases – Explain the purposes of hair, define what hair is, describe the composition of hair, define the divisions of hair, describe the process of hair growth, define basic scalp care, describe the causes of hair loss, discuss hair loss treatment options, and recognize the scalp and hair disorders commonly seen in the salon and school and know which can be treated there.

BUS101- Fundamentals of Business Management – List some facts you need before opening a beauty salon; discuss financial considerations involved in operating a beauty salon, including payroll and tax expenses; explain the importance of maintaining accurate business records; explain the importance of good business operation and personnel management; discuss the principles and practices of good selling; and explain the importance of advertising.

BUS102- Barber Shop/Salon Fundamentals of Business Management – List some facts you need before opening a barber shop; discuss financial considerations involved in operating a barber shop, including payroll and tax expenses; explain the importance of maintaining accurate business records; explain the importance of good business operation and personnel management; discuss the principles and practices of good selling; and explain the importance of advertising.

BUSBAS-This segment is designed to provide education expenses and support as a newly licensed full specialist and teach them the fundamentals including but not limited to opening an LLC, booth renter pro and cons, W-2 employees and importance of filing tax returns.

- CA101- Chemistry & Anatomy – Define organic and inorganic chemistry and know the differences between them. Discuss the types of matter; describe the composition and properties of elements, compounds, and mixtures; define acid and alkaline and know the differences between them; describe the chemistry of water; and describe the classification of shampoos and types of conditioners. Describe the composition of hair before, during, and after permanent waving and chemical hair relaxing; describe the composition of hair before, during, and after hair coloring; describe the physical and chemical classifications of cosmetics; discuss the basic chemistry, types, and action of professional products. Define the functions of human cells, describe the various types of tissues, describe the structures and functions of the human body, and demonstrate an understanding of the organs and systems of the human body and how they function.
- DPR101- Florida Cosmetology Law and Rules – An overview of Florida Department of Business and Professional Regulation law and rules as it pertains to cosmetology. Discuss licensing requirements, renewal process, penalties, and fees.
- DPR102- Florida Barber Law and Rules – An overview of Florida Department of Business and Professional Regulation law and rules as it pertains to barbering. Discuss licensing requirements, renewal process, penalties, and fees.
- DPR103- Florida Cosmetology Laws & Rules – An overview of Florida Department of Business and Professional Regulation law and rules as it pertains to the nail specialty. Discuss licensing requirements, renewal process, penalties, and fees.
- ETH101- Professional Ethics – Demonstrate guidelines to maintain a healthy body and mind, list the qualities of effective physical presentation, define personality, list the qualities of effective communication, demonstrate good human relations and a professional attitude, define professional ethics, and discuss various career opportunities in the cosmetology field.
- EYE101-Eyelash extensions – teach students basic eyelash extensions including individual and strip lashes, tinting of lashes and brows and the disorders and diseases.
- FB101- Facials – Describe the purpose of facial massage, discuss the location and stimulation of muscles and nerves, and discuss the location of arteries and veins. Describe the benefits of massage, discuss and analyze when a massage should not be given, and identify the location of the motor points of the face. Identify and demonstrate massage manipulations and procedures, list the physiological effects of massage, demonstrate the use of facial treatment equipment, and describe the various types of facial treatments.
- FBC101- Facials/Hair Removal/Make-up – Describe the beneficial effects of a facial, list the material and equipment required for facial treatments, demonstrate the basic procedure for a facial, demonstrate the required or optional manipulations for a facial, and identify the various types of corrective facials given in the beauty salon.

Describe packs and masks and their possible ingredients, describe material and procedures for various facial masks, identify reasons a client might find fault with a facial treatment. List the types of cosmetics used for facial makeup and their purposes, describe correct makeup application procedures, and identify the different facial types. Demonstrate the different procedures for basic corrective makeup, demonstrate the application and removal of artificial eyelashes, and list the safety precautions to be observed in the application of makeup. List the two general classifications of unwanted hair removal, identify the three methods of permanent hair removal, demonstrate the techniques involved in the thermolysis method of permanent hair removal, and demonstrate the methods of temporary hair removal.

FS101- Basic Massage and Movements – Describe the benefits of a massage, explain the different types of massage, describe and locate the different nerves and muscles of the face and neck, demonstrate hand exercise for the esthetician, and define and demonstrate the different massage movements.

FS102- Facial Machine & Safety Precautions – Explain and demonstrate how to use the magnifying lamp, the skin scope, and the Wood’s lamp. Explain the facial vaporizer and why is it used, demonstrate the brushing machine and explain its importance, explain why the galvanic current is used, define high frequency and its benefits, demonstrate and explain the vacuum and spray machine, and explain electricity and safety practices.

FS103- Facial Makeup Artistry – Discuss how to be a successful makeup artist, explain how to set up a makeup area in the salon, demonstrate how to analyze a client’s facial shape and features before the application of makeup, demonstrate how to properly shape and tweeze brows, explain and demonstrate the different cosmetics used when applying makeup and the purpose of each, explain and demonstrate the different types of artificial lashes and the procedure for each.

FS104- Hair Removal/Waxing – Explain the history of electrolysis and why training is so important, discuss the shortwave method and the preparation of the client and the machine for this method, and explain the different methods of temporary hair removal, including tweezing, chemical depilatories, and soft and hard wax.

FS105- Structure and Function of the Skin – Describe the structure and composition of the skin (histology), list the functions of the skin, define important terms relating to skin disorders, and discuss which skin disorders may be handled in the beauty salon and which should be referred to a physician.

HIV101- AIDS/HIV101 – Discussion of the HIV virus and the safety precautions that are mandatory in the salon.

HP101- Hairpieces – Discuss the reasons why men purchase hairpieces, identify the types of hair used in manufacture of hairpieces, list the different types of hairpiece bases

that are available, demonstrate how to measure a client for a hairpiece, demonstrate fitting and cutting in of hairpieces, demonstrate correct cleaning methods of hairpieces, discuss selling of hairpieces in the barber styling shop, and discuss alternative hair replacement methods.

- NBC101- Manicure/Pedicure/Nail Extensions – List the abilities of a good manicurist, identify the four natural nail shapes, and demonstrate the proper use of implements, cosmetics, and materials used in manicuring. Demonstrate the proper procedure and sanitary and safety precautions for a manicure or pedicure, demonstrate massage techniques used when giving a manicure or pedicure, define and demonstrate the different types of manicures. Demonstrate the procedure for a pedicure and explain and demonstrate advanced nail techniques, such as artificial nail applications, nail wrapping and mending, and artificial nail removal.
- NT101- Artificial Nail Removal – Demonstrate the proper removal of tips and discuss precautionary considerations.
- NT102- Manicuring – Identify the equipment, implements, materials, and cosmetics needed for a manicure and explain what they are used for. Describe the basic table set-up, describe the four basic nail shapes, list the steps in the pre-service procedure for a water manicure, demonstrate the proper procedure and precautions for a water manicure, list the steps in the post service for a manicure, and describe the five types of polish application.
- NT103- Nail Fills – Demonstrate nail fill techniques, including acrylics, wraps, etc.
- NT104- Nail Theory, Practice, & Nail Disorders – Describe nail disorders and diseases, including drill use and safety precautions.
- NT105- Nail Wraps/Mending – List the four kinds of nail wraps and explain the benefits of using silk, linen, fiberglass, and paper wraps. Demonstrate the proper procedures and precautions to use in fabric wrap application.
- NT106- Pedicuring – Identify the equipment and materials needed for a pedicure and explain what they are used for, list the steps in the pedicure pre-service procedure, demonstrate the proper procedures and precautions for a pedicure, describe the proper technique to use for filing toenails, and demonstrate the ability to perform foot massage properly.
- NT107- Polishing & Nail Art – Demonstrate various nail art techniques.
- NT108- Sculpting Using a Form – Demonstrate nail sculpting considerations for nail biters.
- NT109- Tips with Overlays/Capping – Demonstrate tips with overlays.

SB101- Shaves or Mustache and Beard Trim – Define the objective of shaving, discuss the fundamentals of shaving, demonstrate the ability to handle the razor in four standard cutting positions and strokes, identify the 14 shaving areas of the face, demonstrate a facial shave, demonstrate a neck shave, discuss safety and sanitation procedures and precautions. Identify mustache and beard designs; demonstrate a beard trim with shears, comb, and trimmer; and identify a beard trim with clippers, comb, and trimmer.

SS101- Sanitation/Sterilization – Explain and understand the importance of decontamination; explain the difference between sanitation, disinfection, and sterilization; discuss how to safely handle and use disinfectant products. Describe which cleaners, equipment, and disinfectants are useful for salons; define universal precautions; and discuss your responsibilities as a salon professional.

### ***Prior Training Evaluation/State Board Exam Endorsement***

A battery of five (5) tests must be completed. The candidate must also be evaluated for skill/ practical for proficiency in the service areas required for State Board by all students. There will be no classroom participation or tutoring allowed during evaluation. Candidate failing the evaluation will be enrolled for State Board review classes.

### **Financing Your Education**

The Beauty Institute participates in various financial assistance programs which are available for those students who qualify. Students must meet the eligibility standards and conditions as set forth by each program in order to participate.

The Beauty Institute is currently approved by the following agencies to participate in respective funding programs:

1. U.S. Department of Education – Federal Pell Grant Program and Direct Loan Program;
2. The State Approving Agency – VA Educational Assistance Program; and
3. SEVIS Immigration students

#### ***Title IV Re-entry Policy***

This policy applies to students participating in the Title IV Pell Grant Program.

A student who reenters within 180 days is treated as if he/she did not cease attendance for purposes of determining the student's aid awards for the period. A student who withdraws and then reenters the same program 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 or her

original eligibility for that payment period and is treated as though he/she did not cease attendance.

A student who reenters within 180 days of his or her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance. Thus, upon the student's return, The Beauty Institute will restore the types and amount of aid that the student was eligible for before the student ceased attendance, and schedule the appropriate disbursements. Actions to be taken by the school would include the following:

1. Re-disbursing aid that had been disbursed and then returned under the Return of Title IV Aid provisions;
  2. Disbursing aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew; and
  3. Canceling any overpayments assessed the student as a result of the prior withdrawal.
- Once the student completes the payment period for which he/she has been paid, he/she becomes eligible for subsequent Title IV student aid payments.

#### *Title IV Financial Aid Procedures*

Prospective students who seek Financial Aid must complete a "Free Application for Federal Student Aid" (FAFSA). The FAFSA can be completed via online or in person. The application for Federal Student Aid must be completed by the student and an appointment is made with the Financial Aid Director. During the student's financial aid interview, the financial aid director will review the application for accuracy. After the FAFSA is submitted, the Financial Aid Director will receive an estimated expected family contribution which can let the student know approximately how much money they will receive in financial aid funds. After the FAFSA is processed, the school will receive an Institutional Student Information Record (ISIR) and the student will be notified of its receipt.

If selected for verification the student may be required to provide the following:

1. Federal tax return transcript by the student, spouse, or parent, whichever situation applies (if the student did not file a tax return, the student must fill out a non-filer's statement);
2. A verification worksheet (if the student is a dependent, the parent must also sign verification sheet); and
3. Any other applicable forms (family support, business worth letter, etc.)

#### *Title IV Professional Judgement Policy*

While not common practice, professional judgement will be granted to students who meet specific criteria.

Professional Judgement will be considered on an as needed basis.

The final decision to make a Professional Judgement for financial aid will be at the discretion of the Financial Aid Director.

### *Return to Title IV Funds Policy*

This policy applies to all students participating in the Pell Grant Program and/or Direct Loan Program

Note: Such students will receive two refund calculations, as listed below:

1. Title IV Refunds Calculation: This computation will be completed with strict adherence to Federal guidelines. As a result of the computation, The Beauty Institute will make refunds for money received on behalf of the student according to Title IV guidelines; and
2. Institutional Refund Calculations, which will be issued to all students including Title IV recipients. Please see our refund policy.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. All students will receive a signed copy of their Satisfactory Academic Progress report.

**Students will be sent a Satisfactory Academic Progress Report upon reaching each evaluation period. All evaluation periods will be completed within seven (7) business days following each established evaluation period. Students who are found not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student's file.**

### *Attendance Progress*

#### *Full-Time*

**MAXIMUM TIME:** The maximum time a student has to complete the program is 150% of the published program length.

- Cosmetology & Barber: 1800 Hours/60 weeks
- Full Specialty: 900 Hours/30 weeks
- Nail Specialty: 360 Hours/12 weeks
- Facial Specialty: 390 Hours/14 weeks

- Standard Barber – 1350 Hours/45 weeks
- Restricted Barber : 900 Hours/30 weeks
- Certified Trichology Specialist Program – 900 Hours/30 weeks

**ATTENDANCE:** Full-time students for each program must have an attendance percentage rate of 67% of their scheduled hours at the evaluation point to be considered making satisfactory progress and to complete the program within the maximum timeframe.

NOTE: Any student not completing his/her program within the maximum timeframe allowed will be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution’s admissions policy.

***Part-Time***

**MAXIMUM TIME:** The maximum time a student must complete his/her program is within 150% of the published program length.

- Cosmetology & Barber: 1800 Hours/113 weeks
- Full Specialty: 900 Hours/ 56.25 weeks
- Nail Specialty: 360 Hours/23 weeks
- Facial Specialty: 390 Hours/25 weeks
- Standard Barber: 1350 Hours/84.38 weeks
- Restricted Barber – 900 Hours/56.25weeks
- Certified Trichology Specialist Program – 900 Hours/56.25 weeks

**ATTENDANCE:** Part-time students for each program must have an attendance percentage rate of 67% of their scheduled hours at the evaluation point to be considered making satisfactory progress and to complete the program within the maximum timeframe.

NOTE: Any student not completing the program within the maximum timeframe allowed will be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution’s admissions policy.

***Academic Progress***

The following factors will be measured to determine academic progress:

1. Theory work (test grades, homework, etc.); and
2. Practical skills work.

Theory work will be graded according to the following scale:

90-100	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
60-74	D	Unsatisfactory
Below 60	F	Failing

Practical skill work will be graded as follows:

90-100	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
60-74	D	Unsatisfactory
Below 60	F	Failing

Students must maintain a C grade average (minimum of 75% in theory work and C in practical/skill work) in order to be considered making satisfactory progress.

**Academic Year (Full-time hours = 30, Part-time Hours = 16)**

Program	Academic Year	FT Academic Weeks	PT Academic Weeks
Cosmetology	900 Clock Hours	30	56.25
Barber	900 Clock Hours	30	56.25
Full Specialty	600 Clock Hours	26	45
Nail Specialty	240 Clock Hours	26	45
Facial Specialty	260 Clock Hours	26	45
Standard Barber	900 Clock Hours	30	56.25
Restricted Barber	900 Clock Hours	30	37.50
** Certified Trichology Specialist Program	900 Clock Hours	30	37.50

**Academic Weeks**

**Cosmetology (1200 Clock Hours) – (Full-time hours = 30, Part-time Hours = 16)**

Evaluation Period	Clock Hours	FT Weeks	PT Weeks
1st	450	15	28.125
2nd	900	30	56.25
3rd	1200	40	75

**Barber (1200 Clock Hours) – (Full-time hours = 30, Part-time Hours = 16)**

Evaluation Period	Clock Hours	FT Weeks	PT Weeks
1st	450	15	28.125
2nd	900	30	56.25
3rd	1200	40	75

**Full Specialty (600 Clock Hours) – (Full-time hours = 35.50, Part-time Hours = 20)**

Evaluation Period	Clock Hours	FT Weeks	PT Weeks
1st	300	8.45	15
2nd	600	16.90	30

**Nail Specialty (240 Clock Hours) – (Full-time hours = 35.50, Part-time Hours = 20)**

Evaluation Period	Clock Hours	FT Weeks	PT Weeks
1st	120	3.38	6
2nd	240	6.76	12

Facial Specialty (260 Clock Hours) – (*Full-time hours = 35.50, Part-time Hours = 20*)

<b>Evaluation Period</b>	<b>Clock Hours</b>	<b>FT Weeks</b>	<b>PT Weeks</b>
1st	130	3.66	6.5
2nd	260	7.32	13

Standard Barber (900 Clock Hours) – (*Full-time hours = 30, Part-time Hours = 16*)

<b>Evaluation Period</b>	<b>Clock Hours</b>	<b>FT Weeks</b>	<b>PT Weeks</b>
1st	450	15	28.125
2nd	260	30	56.25

Restricted Barber (600 Clock Hours) – (*Full-time hours = 30, Part-time Hours = 16*)

<b>Evaluation Period</b>	<b>Clock Hours</b>	<b>FT Weeks</b>	<b>PT Weeks</b>
1st	300	10	18.75
2nd	600	20	37.50

Certified Trichology Specialist Program (600 Clock Hours) Continuing Education Program  
(*Full time hours = 30, Part time Hours = 16*)

<b>Evaluation Period</b>	<b>Clock Hours</b>	<b>FT Weeks</b>	<b>PT Weeks</b>
1st	300	10	18.75
2nd	600	20	37.50

### *Determination of Progress*

Evaluation of progress will be evaluated both quantitative and qualitative on *actual hours*.

Students attending less than 1,200 hours will have a satisfactory academic progress report completed at the completion of midpoint of actual hours enrolled.

Satisfactory: Students with a minimum of 75% average in theory and C (75%) in practice/clinic work and who meet the minimum attendance requirements of 67% full-time or part-time for his/her program.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for each month will be added to attendance from the preceding months to determine whether the student will complete the program within the maximum timeframe established in this policy.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of program midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation.

### ***Warning***

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

### ***Probation***

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

### ***Re-Establishment of Satisfactory Academic Progress***

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

### ***Appeal Process***

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 the 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 describing why they failed to meet satisfactory academic progress standards, along with the 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 be 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.

### ***Non-Credit, Remedial Courses, Repetitions***

Noncredit, remedial courses, and repetitions 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 timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Re-Admissions and Change of Curriculum Policy**

Students who have been dismissed may apply for re-admittance to the school in the same curriculum after waiting a period of 30 days. Such student will be enrolled for a probationary period upon re-entry. This procedure applies only when the student is re-entering the same curriculum. It does not apply to voluntary withdrawals. The student must enroll under the same status with which he/she left. Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left

### ***Re-Admittance/Discontinuance***

Students may discontinue the program either temporarily or permanently. If a student discontinues temporarily and returns to the school within a period of six months, the student will be allowed to finish the program on the basis of his original enrollment agreement. However, if the student is discontinued for a period exceeding six months, the student must pay a new enrollment fee as well as the current tuition rate. In the case of any student who discontinues the program and is subsequently readmitted to complete the program, The Beauty Institute's policy is to assist such student in every way possible to enable him/her to complete the program and qualify for a Cosmetology/Barber license.

NOTE: Title IV recipients must refer to the Title IV Re-entry policy to continue their financial aid.

## **Employment Assistance/Career Services**

The Beauty Institute maintains a career service/placement assistance for graduates. There is no charge for this service. ***It is understood, however, that the school cannot guarantee employment to any student or graduate.*** Upon successful completion of the program, the student will register for assistance at the time of submitting an application to the Department of Business and Professional Regulation. The school will use its best efforts to place students. A placement record is kept by the school and placement information is available for graduates and prospective students.

## **Counseling**

The Beauty Institute has a staff member, plus the Director of the school, who is assigned to provide guidance limited to educational situations which may affect the student's success. Students are encouraged to contact the Director of Student Affairs regarding any problem that has a bearing on the student's training while in school or success thereafter. The Beauty Institute invites outside agencies to visit the school to discuss drug-related problems as well as to seek family counseling. In the event the Director of Student Affairs is unable to solve the student's problem, the matter is then referred to the Director. If the director is unable to develop a favorable solution, outside assistance from agencies or qualified individuals may be sought.

## **Academic Advising**

The Beauty Institute makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising does occur periodically throughout the course. These sessions are designed to help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the school Director (or designate).

Student advisement at The Beauty Institute is available. Students are encouraged to seek help whenever it is needed. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond staff capability, the student will be referred to the appropriate school Administrator.

## **Grievance Procedures**

Every attempt is made by The Beauty Institute to ensure student satisfaction while in attendance at our institution. However, if a student is dissatisfied and wishes to voice or file a complaint, the procedures listed below must be followed.

1. Bring the grievance to the attention of the classroom instructor who may attempt to

find a resolution.

2. If the complaint is of the nature where you do not wish to discuss it with your instructor, then the complaint may be brought to the attention of the Director of Student Affairs. Similarly, if the classroom instructor cannot resolve the problem in the classroom, then the instructor or the student may bring the situation to the attention of the Director of Student Affairs. In both of the above instances, the Director of Student Affairs will attempt to resolve the complaint in an amicable and just manner.
3. Complaints that cannot be resolved by the instructor or Director of Student Affairs may then be brought to the attention of the School Director. The Director will meet with the student or students to find a solution. It is the philosophy of The Beauty Institute to attempt to resolve all student grievances internally. However, should we be unable to do so, then assistance from an outside source may be sought. Such sources may include the Commission for Independent Education, Florida Department of Business and Professional Regulation – Cosmetology, or the Palm Beach Workforce Alliance, which may offer assistance to situations affecting clients served by this agency.
4. Students who feel a grievance is unresolved may refer their grievance to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll-free 888-224-6684 and or NACCAS (National Accrediting Commission of Career Arts & Sciences, located at 3015 Colvin Street, Alexandria, VA, 22314. Phone: (703) 600-7600
5. The students have five business days to submit their documentation to administration and administration will review and respond within five business days of receipt.

### **Veteran's Attendance Policy**

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

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

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

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

### **Standards of Academic Progress for VA Students**

Student's receiving VA educational benefits must maintain a minimum cumulative grade point average of (CPGA) of 70% evaluation period.

A VA student whose cumulative grade point average falls below 70% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CPGA is still below 70% at the end of the consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory

progress may petition the school to be recertified after attaining a CPGA of 70%.

### **Chapter 31 and Chapter 33 Beneficiaries Policy**

Beneficiaries for Chapter 31 and Chapter 33 can attend and participate in the program, without penalty pending VA payment.

### **Leave of Absence Policy**

A leave of absence may be granted if a student can demonstrate a medical, physical or mental hardship affecting the student or a family member or loved one of the student. The student must follow The Beauty Institute's policy (as explained below) in requesting an LOA. A student must request the LOA in advance in writing unless unforeseen circumstances prevent the student from doing so (documentation may be required). The LOA request must state the reason for the request, must specify a definite date of return and student's signature is required. The Beauty Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if (A) the institution documents the reason for its decision; (B) the institution collects the request from the student at a later date; and (C) the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The student will be readmitted to the proper class and will not be charged for the period of absence and will return to school the same progress status as prior to the leave of absence. The student will not be assessed any additional charges as a result of a requested LOA. Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period in the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA, and the student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. If the student fails to return on their start date after the leave of absence, the termination date shall be the documented last day of attendance.

Authorized leave of absence may be granted without charge, provided a written request has been submitted to the office in advance of leave and approved. A student wishing to leave school early on a given day must notify the office at start of day class. If the school is not notified early on that day the school reserves the right to refuse the student the opportunity to leave early.

## **Withdrawal/School Cancellation /Refund Policy**

- a. **Termination Date:** Termination date is determined by the postmark date on written notification, or the date student notifies the school designee in person of his/her intent to withdraw, or the date of withdrawal specified in writing by student. Legal guardian/guarantor of students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve student and legal guardian/guarantor. If any, of financial responsibilities withdrawal, the termination date is when school recognizes student is no longer in attendance.
- b. **Refund Calculations:** For the purpose of refund calculations, a refund is based on the period of student's enrollment computed on the basis expressed in actual hours. The effective date for refund purposes is the earliest of:
  - a. **The last date of attendance (if student is withdrawn/dismissed from the school), or**
  - b. **The date the license holder receives the notice of withdrawal or**
  - c. **The date the school recognizes that the student is no longer in attendance.**

Refunds of tuition and fees will be paid not later than the 30<sup>th</sup> day after the date the student becomes eligible for the refund.

- c. **Rejection, Three-Day Cancellation, and Course Cancellation:** If student is rejected by the school or if student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturday's, Sunday's and legal holidays, all amounts paid will be refunded, regardless of training. **The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee of \$100.**
- d. **Other Cancellations:**
  1. If student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the school; or by an owner or representative of the school, all amounts paid will be refunded, regardless of training or;
  2. If school is permanently closed and is no longer offering instruction after course commences, school will refund the unused portion paid by student or;
  3. If student or school cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5<sup>th</sup>) scheduled course day, student is entitled to a refund of all tuition fees paid or;
  4. In cases of cancellation of this Enrollment Agreement, either by student or school, after student has commenced the course and after the fifth (5<sup>th</sup>) scheduled course day, a percentage of the tuition is retained by the school and/or refunded to student per school's tuition adjustment schedule. **In these cases, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of \$100.**
- e. **Student Financial Aid (if applicable) Refund Allocation:**
  1. Refund and repayment amounts must be distributed according to a specific order of priority prescribed in law and regulations. The school's refund or

repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOG's; 6) Other SFA Programs 7). The Student. Refunds of Financial Aid funding will be made within forty-five (45) days of the date student withdraws, as defined in section (a).

**All refunds are based on ACTUAL hours and the following schedule of tuition earned by the school applies.**

<b>Percent of Scheduled Time Enrolled To Total Course/Program</b>	<b>Total Tuition School Shall Receive/Retain</b>
0.01% to 50%	Pro-Rata
50% and over	100%

Students who withdraw or terminate prior to course completion are charged a termination 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 school (EG: Kit, Lab Fees, Extra Kit Materials, Books, Products, Unreturned school property, etc.) will be calculated separately at the time of withdrawal. All textbooks, lab fees, kits and jackets are non-refundable after the student has started classes. All fees are identified in the catalog and in the Enrollment Agreement.

**Teach-Out Plan:** If the school is permanently closed and is no longer offering instruction after a student is enrolled, the school must provide a teach-out of the student. However, in the event of a train out The Beauty Institute will arrange teach out of students by an institution in the same geographic area as the original school. Students will not be charged more than the original school would have been entitled to for the period covered by the teach out, and for which the student has not paid. The Beauty Institute shall provide individual notice to the students if teach out is necessary and will diligently advertise such availability. If the student chooses not to participate in a Teach Out, a 100% refund of the tuition will be issued to the student.

When situations of mitigating circumstances are in evidence, The Beauty Institute reserves the right to provide a refund which exceeds this refund policy.

If The Beauty Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- Provide completion of the course and/or program; or
- Participate in a Teach-Out agreement; or
- Provide a full refund of all monies paid

A transcript of the student's records or certification/diploma of completion will be issued to the student provided all payments have been made in accordance with the payment plan selected.

## **Fees and Payments**

Please see the tuition and fee schedule attached.

## **School Policy on the Handicapped**

The Beauty Institute 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 a program of instruction.

## **Tardiness and Absences**

Students are required to attend classes according to the way their contract is written. Students receive credit for all the time spent in school and under no conditions will hours be docked or taken away. When calculating hours, time is rounded to the next quarter hour.

## **Drug-Free Schools and Campuses Statement for Annual Distribution**

In recognition of the problems associated with drug and alcohol abuse in society today, The Beauty Institute is providing all students and employees with the following information:

The unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.

The following legal sanctions are applicable for the unlawful possession or distribution of illicit drug and alcohol:

1. **Local** – Penalties vary based on the severity of the offense and number of offenses. Sanctions for possession of an illegal substance for the first time range from fines of \$1,000.00 to \$5,000.00 and up to 40 years of imprisonment. For future offenses and/or larger quantities of illegal substances, penalties include fines ranging from \$10,000.00 and up to a lifetime of imprisonment.
2. **State** – Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to 20 years while repeat offenders could receive life imprisonment. A schedule of fines up to \$20 million also is in place.
3. **Federal** – Penalties for unlawful manufacturing, distribution and dispensing of controlled substance are provided under the Federal Controlled Substance Act. The nature of the drug and substance, the amount of drugs or other substance involved, and the number of offenses determines the penalties.

### ***Examples of Federal Drug Trafficking Penalties***

<b>Type of Drug</b>	<b>First Offense</b>	<b>Second Offense</b>
Marijuana (1,000kg)	not less than 10 years	not less than 20 years or more
Heroin	not less than 5 years not more than 40 years	not less than 10 years not more than life

There are various health risks associated with illicit drugs and the abuse of alcohol. Some of the more common problems are cited below.

**Marijuana** use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long-term and psychological damage.

**Cocaine** use can affect the brain in seconds and result in heart or respiratory failure.

**Crack** use can lead to an intense high within seconds, deep depression, and intense dependency in a short time.

**Amphetamines** use increases heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep, and anxiety. Body chemistry is upset, which can lead to long-term physical problems.

**Alcohol** use can lead to a feeling of confidence and control while liver, brain, heart and stomach destruction goes on even without apparent symptoms. Its use for a period of time often causes dependency and may be fatal.

There is help available to our employees and students. The Beauty Institute offers a completely confidential assistance program.

Alcoholics Anonymous – 2424 S. Congress Ave Suite I, West Palm Beach, FL 33409.  
(561) 687-8800.

Drug Abuse Treatment Association (DATA) – 1720 East Tiffany Drive, Mangonia Park, FL 33402. (561)845-8600.

Comprehensive Alcoholism Rehabilitation Program Inc. – 4423 Westroads Drive, West Palm Beach, FL 33402. (561)844-6400.

National The Beauty Institute of Drug Abuse Hotline 1-800-662-HELP (4357)

Further information is provided in the administrative office.

### ***The Sale and Use of Alcohol and Illegal Drugs***

The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226.

Any employee or student who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include the following:

1. Mandated treatment for problems with The Beauty Institute;
2. Employee Assistance Program Coordinator;
3. Mandated attendance at a local treatment center;
4. Mandated completion of a drug rehabilitation program;
5. Mandated probation period not to exceed one month; and/or
6. Discharge from employment or expulsion from school.

For further information or assistance, you may contact Michelle Baron at (561) 688-0225.

### **Family Educational Rights and Privacy Act (FERPA)**

The Beauty Institute will adhere to the rules of the FERPA policy in that only students or parents of dependent minors may review the school records. This information will be released only with written permission from students or parents of dependent students.

#### *Right to Access*

Any student and/or parents/guardians of dependent minors have the right to view their records during regular business hours; however, we ask that you make an appointment with the Director of Student Affairs so that time can be set aside for this purpose. Under no conditions will the student records be allowed outside the office.

#### *Release of Information*

Material in student records is private and will not be released except to the accrediting agency and regulatory boards. All other requests must be made in writing and the student and/or parent/guardian of dependent minors will have to sign a release for each specific case. All records are kept permanently on our server and are available upon student requests.

### **Student Consumer Rights and Responsibilities**

You have the right to know/view the following:

1. The names of the school's accrediting/licensing organizations;
2. About programs, facilities, and faculties;
3. The cost of attending and the school policy on refunds to students who drop out;
4. How the school determines whether you are making the satisfactory progress and what happens if you are not;
5. What special facilities and services are available to handicapped persons;
6. That you will not be affected by a tuition increase once you have officially enrolled and started school;
7. Review all your school records upon request; and
8. That student files related to accreditation will be maintained in accordance with state and federal law, but not less than six years.

## **Student Responsibilities**

It is your responsibility to do the following:

1. Review and consider all the information about the school's programs before you enroll;
2. Read, understand, and keep copies of all forms you are asked to sign;
3. Notify the school of a change in name, home address, telephone number, or your attendance schedule.

This catalog is current at the time of printing. The Beauty Institute reserves the right to make changes in policy, tuition, and equipment as circumstances dictate subsequent to publication. All students will be notified of changes. The institution and the student are bound by the catalog and enrollment agreement that were in effect at the time the student enrolled.

### **CONDUCT AND PROFESSIONAL STANDARDS**

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal.

Examples of this include, but are not limited to:

1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
2. Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
3. Vandalizing, stealing or being in possession of stolen property.

Falsifying personal information on school documents and/or presentation of forged documents

### **School Rules and Regulations**

1. Students must attend classes regularly and diligently pursue the instruction and practical work.
2. School hours: Day schedule is 9:00 am to 5:30 pm Monday through Thursday and Friday. 9:00am to 3:30pm. Night schedule is 5:30 pm to 9:30 pm Monday through Friday. Students must attend school on the schedule agreed to at time of enrollment.
3. Students attending class must sign in and do assigned work. Refusal will result in signing out and leaving the building until theory class is finished and losing those hours.

There will be no exceptions. Two warnings per month will be issued for lateness. Third time offenders will be sent home for the remainder of the day. Fourth time offenders will be suspended for one week.

4. Each student is held responsible for his/her own equipment, books, uniform, and personal property. Students must bring all their equipment to school every day. First time, you get a warning, and the next time you will be sent home for the remainder of the day.
5. If unable to attend school, the student must telephone the school, giving a valid reason for being absent. Absence without calling is not permitted and can result in termination.
6. Authorized leave of absence may be granted without charge, provided a written request has been submitted to the office in advance of leave and approved were. A student wishing to leave school early on a given day must notify the office at start of day class. If the school is not notified early on that day, the school reserves the right to refuse the student the opportunity to leave early.
7. Student Dress Code: All students are required to follow the school uniform policy or may be sent home. Closed-toe shoes are required as well.
8. Students must obey all rules of personal hygiene, sanitation, and sterilization while in school.
9. Do not fail to sign in or out when entering and leaving the school.
10. Students are allowed 1 hour for lunch at time arranged by an instructor.
11. Students must submit all service slips on a daily basis for proper credit of services completed.
12. When there is a change of address, phone, name, schedule, or when the student receives government grant papers at home, please contact the office immediately.
13. Dismissal for disciplinary purposes may be made at any time at the discretion of the Director.
14. Silence is to be observed in the classroom. Unnecessary conversation, noise, or foul language is not allowed in the school.
15. Gum chewing is not permitted in school.
16. Foreign students are asked to speak only English in class and on clinic floor unless an academic explanation is needed or when the client speaks the same language.
17. Telephone calls, except emergencies, are not permitted in school. This includes cell phones and beepers. Please turn them off during class.
18. Do not leave your patron to answer a phone or make a call.
19. Do not criticize other schools or salons.
20. Never discuss religion, politics, or working conditions with your patron.
21. Never discuss color or permanent wave formulas with a patron. If patron is leaving town for an extended stay, have an instructor supply the patron's formula.
22. Do not ask another student to teach you. Seek your instructor's help.
23. Do not walk away from an instructor who is helping you.
24. Refusal to carry out a service on a patron will result in the student being sent home for the remainder of the day and losing those hours. Students are not allowed to pick and choose practical assignments. All practical assignments must be completed as assigned. If this breach of the rules is repeated, the school reserves the right to dismiss the student.
25. Student must clean the shampoo bowl and your station after each service. All students are obligated to keep the school clean and sanitary.

26. All services must be checked by an instructor upon completion and before patron leaves chair (i.e., cut, color, etc.).
27. Do not leave towels, capes, books, kits, or any personal property lying around the school.
28. Any services performed on students are at the discretion of the instructor and must be cleared with the instructor prior to the beginning of the service when customers are available to be worked on.
29. Students are only required to do services that are on the tickets. Customers are not allowed to dictate changes to the students. Verify discrepancies with the instructor.

### **Campus Security: Policies and Procedures**

#### **To Protect & Serve**

The Beauty Institute's staff service-oriented and committed to the safety and well being of those associated with The Beauty Institute. The school does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local police agency of jurisdiction. The staff also works closely with the Director to ensure that safety policies for the school and procedures are uniformly executed and conveyed in a clear and consistent manner to the school's students, faculty and staff. The staff is able to respond to situations requiring police assistance while still maintaining the autonomy of the school.

#### **Faculty Access and Security**

Currently, The Beauty Institute operates under an "Open Campus" policy.

- Exterior entrances to the building are routinely and regularly patrolled by Palm Beach County Sheriff
- The Beauty Institute is committed to the security of all person's present on its premises and will : -
  - \* Investigate all incidents on the school premises
  - \* Make emergency notifications
  - \* Seek local police assistance if necessary

#### **Campus Security**

- Provides and maintains doors that lock to most rooms in the school
- Conducts campus lighting and safety surveys
- Provides staff that responds to routine and crisis situations
- The school utilizes printed materials to promote crime prevention and awareness in the school
- Students are informed on topics such as accepting responsibility for one's own actions, developing civic responsibility to report, and prevent and deter crime.

#### **A Shared Responsibility**

##### **Students are expected to:**

- Lock the doors to vehicles at all times
- Refrain from blocking doors or entrances
- Refrain from allowing strangers in unauthorized areas of the school
- Notify the school staff for assistance when needed
- Walk with others at night when leaving the school
- Report suspicious persons/activities to staff immediately

- Take appropriate steps to secure personal property such as bikes, purses, cars, jewelry, tools and supplies, etc.
- Participate in security-related programming such as engraving your personal property
- Read, understand, and abide by the school rules and regulations
- Provide input to the school on how the school can be made safer
- Report, in writing, instances of sexual harassment or other types of harassment

**How to Report Crimes and Emergencies**

In the event of an emergency or criminal act, students and staff are required and instructed to report the incident to the School Director to maintain a copy of the report in a school file.

**Sexual Assault and Related Crimes**

In the event of a sexual assault or domestic violence, please be aware of the following:

- Preserve any evidence of the assault ( do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- Go to a place that is safe from further attacks and notify the police
- Obtain immediate medical attention
- Seek professional counseling

If requested by the student who is a victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the Director will provide information on off-campus agencies that provide services to victims of a sex offense.

**Registered Sex Offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders’ enrollment or employment at institutions of higher education. Those seeking to obtain information about sex offenders should visit the following website:

[www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the state notifies an educational institution of information registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

**The Sale and Use of Alcohol and Illegal Drugs**

The sale or use of alcohol and illegal drugs are not permitted in this school or its adjacent parking facilities. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226.

**Disciplinary Proceedings**

The school will upon request, disclose to the alleged victim of a crime or violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim’s next of kin, if requested.

<b>Classification of Offense</b>	<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Murder/ Non-negligent manslaughter		0	0	0

Negligent manslaughter	0	0	0
Forcible sex offenses(including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

Whenever any of the above crimes occur on this campus, the information is reported to the local police agencies and recorded in a memorandum. These statistics are disclosed to students and employees every year on September 1<sup>st</sup>.

Arrests:

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possessions	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

Whenever an arrest is made for the violations stated above, the school records the incident and reports the statistics to the students and employees every year on September 1<sup>st</sup>.

### Hate Crimes

Hate crimes are those crimes that manifest evidence that the victim is intentionally selected because of the perpetrator's bias. There are six types of bias categories: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

The school reports all hate crimes separately for the categories of criminal offenses listed above. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

There were no reported hate crimes in 2022,2023 or 2024

Effective 9/25/2025

**Residential Facilities:**

Our school does not have any school-operated residential facilities for students.

**Living Quarters**

The Beauty Institute does not have its own dormitories but assists students with a list of housing facilities within the school’s vicinity. The school is centrally located and can be reached by bus from all surrounding areas.

**Faculty**

All classes are filled with exciting information and, best of all, you learn by doing everything yourself under the supervision of our highly qualified teachers.

Marcie Hebert	Substitute Cosmetology Instructor CL1178885 – The Beauty Institute
Sean Bergman	Barber Instructor/Standard Barber/Restricted Barber Cosmetology Instructor BB8895926 – The Beauty Institute CL1317752 – The Beauty Institute
Graher Jasmin	Substitute Nails/Facial/Full Specialty Instructor FS927309- Hollywood Institute
Violet Warner	Full Specialty/Facial Instructor/Nail Instructor/Trichology Instructor CL1315113 - Palm Beach State
Cassandra Millines	Substitute Cosmetology Instructor CL0230454 – The Beauty Institute
Blanca Martinez	Full Specialty Instructor FS941089 – The Beauty Institute

*Administration*

Michelle Baron	Director of Student Affairs/Financial Aid Officer/Office Manager
Kim Richardson	Admissions/Placement Associate Coordinator
James Richardson	Director /President

**CONTRACT COSTS AND PAYMENT TERMS**

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. Students agree to pay the school all tuition and fees for respective program according to the approved price and payment plan as per the enrollment agreement. The school reserves the right to suspend enrollment until all outstanding tuition and fees are paid in full and satisfied.

**Students agree to pay an additional training fee for all remaining hours past the contracted program completion date. The fee is the respective hourly rate per the enrollment agreement times the total remaining program hours as of the listed contracted completion date. The current fee schedule is as follows :**

- Cosmetology \$13.33 per hour**
- Barber \$15.56 per hour**
- Standard Barber \$15.56 per hour**
- Restricted Barber \$ 8.50 per hour**
- Full Specialty \$ 9.67 per hour**
- Facial Specialty \$ 12.69 per hour**
- Nail Specialty \$ 5.00 per hour**

Fees are due on the contracted graduation date

The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement or through an approved payment plan as stated herein. **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees.**

**THE BEAUTY INSTITUTE TUITION AND FEES SCHEDULE**

(Please see refund policy on pages 27-28.)

**1. COSMETOLOGY**

REGISTRATION FEE(non-refundable) .....	100.00
TUITION.....	16000.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	1800.00
<b>TOTAL COST .....</b>	<b>17900.00</b>

**2. FULL SPECIALTY**

REGISTRATION FEE(non-refundable) .....	100.00
TUITION.....	5800.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	1800.00
License Fee.....	75.00
<b>TOTAL COST.....</b>	<b>7775.00</b>

**3. NAIL SPECIALTY**

REGISTRATION FEE(non-refundable) .....	100.00
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TUITION.....	1200.00
EBOOKS/KIT & SUPPLIES(non-refundable_ .....	800.00
License Fee.....	75.00
<b>TOTAL COST.....</b>	<b>2175.00</b>

**Student vrie**

**4. BARBER**

REGISTRATION FEE(non-refundable) .....	100.00
TUITION.....	18672.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	1800.00
<b>TOTAL COST.....</b>	<b>20572.00</b>

**5. FACIAL SPECIALTY**

REGISTRATION FEE(non-refundable) .....	100.00
TUITION.....	3300.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	800.00
LICENSE FEE.....	75.00
<b>TOTAL COST.....</b>	<b>4275.00</b>

**6. STANDARD BARBER**

REGISTRATION FEE(non-refundable) .....	100.00
TUITION.....	14000.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	1800.00
<b>TOTAL COST.....</b>	<b>15900.00</b>

**7. RESTRICTED BARBER**

REGISTRATION FEE.....	100.00
TUITION.....	5100.00
EBOOKS/KIT & SUPPLIES(non-refundable) .....	1800.00
<b>TOTAL COST.....</b>	<b>7000.00</b>

**8.Certified Trichology Specialist Program\*\*\*\*\***

REGISTRATION FEE(non-refundable).....	100.00
TUITION.....	6000.00
EBOOKS (non-refundable).....	275.00
<b>TOTAL COST .....</b>	<b>6275.00</b>

EVALUATION FEE .....	2000.00
8-WEEK REFRESHER.....	525.00

ALL TUITION FEES ARE PAYABLE IN ADVANCE. HOWEVER, PAYMENT PLANS CAN BE ARRANGED AT THE DISCRETION OF THE DIRECTOR. THE SCHOOL WILL GRANT CREDIT FOR THE PRIOR TRAINING THAT WAS TAKEN WITHIN A REASONABLE TIMEFRAME AND AFTER THE STUDENT HAS TAKEN AN EVALUATION TEST.

**\*\*THESE PRICES DO NOT INCLUDE LICENSE FEES FOR DPR. ALL SPECIALTY LICENSES (NAIL, FACIAL, FULL) ARE \$75.00. AND COSMETOLOGY IS 45.00 AND BARBER IS 223.50.**

**\*\*\* Cash program only at this time\*\*\*\*\* This is a continuing education program**

**\*\*\* Students will be notified of any changes made at the institution**

**Addendum to School Closings 1/1/2026-12/31/2026**

**Dates of School Closings**

Memorial Day 05/25/2026

4<sup>th</sup> of July 07/04/2026

Labor Day 09/7/2026

Thanksgiving Day 11/26/2026

Christmas/New Year's Break 12/19/2026-01/04/2027