

Academy of Career Training

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Volume XXIII
July 2011

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INTRODUCTION

<p>Licensed By: Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (850) 245-3200 (888) 224-6684</p>	<p>Accredited by: NACCAS 4401 Ford Avenue suite 1300 Alexandria, VA 22302-1432 (703) 600-7600 (703) 379-2200</p>
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Volume XXIII

Effective: July 2011

Academy of Career Training Your Future is Our Future

Our programs in Cosmetology, Barber Stylist, Nail Technology, Skin Care, Full Specialist, Hair Braiding, Body Wrapping and Massage Therapy are developed to help you achieve your goals. Being serious about your career is a start, but the quality of training is one of the most important parts of your future success. Our school encourages an attitude for success. We take your instruction, future careers and commitments seriously.

SCHOOL GOALS AND OBJECTIVES

To produce skilled and knowledgeable professionals who will be prepared for the Cosmetology Industry, Massage Therapy Industry and related industries.

Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods and “Hands On” education.

Assist each student to achieve his/her own professional goals by helping to match their existing personal, technological and economic conditions. Respond to the request of business, industry, and other agency’s specific needs.

HISTORY

Academy of Career Training was established in 1995 to meet the growing needs of quality education in the field of Hair, Nails, and Skin. The school offers students the opportunity to gain knowledge and skills in a great learning environment with technical education and progressive teaching methods to help students succeed in their chosen careers. This is all due to having a staff that has career experience ranging from 2 – 45 years.

OWNERSHIP/GOVERNING BODY

The Academy of Cosmetology Training Inc. is a Corporation formed under the laws of the State of Florida doing business as Academy of Career Training. We are located on 3501 W. Vine Street, Kissimmee, Florida 34741, Suites 111-114; Elizabeth Petrusa is the President of the Corporation, Amanda Petrusa is Vice President, Secretary, and Treasurer.

PHILOSOPHY AND MISSION STATEMENT

The goal of the Academy of Career Training is to provide the skills, knowledge and practical work experience needed to become a competent Cosmetologist, Barber Stylist, Nail Technician, Skin Care Specialist, Full Specialist, Hair Braider, Body Wrapper or Massage Therapist. Our curriculum will meet all requirements necessary for you to become licensed or registered.

ACADEMY CODE OF ETHICS

The Academy and all staff will:

Maintain quality education by seeking to improve techniques through training seminars, abide by the rules and regulations of the Department of Education, Commission of Independent Education and the Board of Massage Therapy. The Academy and staff also pledge to advertise truthfully and honestly at all times, and above all will assist each student in achieving their own professional goals

POLICY STATEMENT OF NON-DISCRIMINATION

The school admits students of any race, color, sex, age, creed, religion, national or ethnic origin to all the rights, privileges, progress, and activities in our school programs.

HANDICAP FACILITIES

The school has handicap parking areas, ramps, wide doorways, and an elevator to assist handicap persons. The licensing requirements for some courses may restrict some applicants. The school director can provide the physical demands of the industry.

SCHOOL FACILITIES

The school consists of over 7800 square feet, situated in the beautifully landscaped La Mirada Plaza on the main thoroughfare through Kissimmee where there is ample parking and convenient public transportation.

Situated within the facilities are:

Prominent reception desk and waiting area.

Laboratory area with 43 working stations, hydraulic chairs and wet sanitizers.

Shampoo area with 5 shampoo bowls and units.

Facial room with 5 facial chairs, sink, waxing machine and equipment.

Six hair dryers and nine manicure / four pedicure facilities.

Classrooms for theory and beginners equipped with student desks, tables, bulletin board, blackboards, mannequin work area, teacher's desk, TV, VCR, and DVD player.

Office for admitting, counseling, and administrative work.

A public refreshment and lounge area, within the La Mirada Plaza, is available for student use.

Restrooms for both men and women

Stockroom / Dispensary

Library of books, magazines, tapes, and reference materials available.

GRADING SYSTEM

The grading system is based on "A," 90-100%; "B," 80-89%; "C," 75-79%; and "D," below 75%. The minimum passing grade is "C," 75-79%. A report of grades will be issued to each student at evaluations. (See Satisfactory Progress Policy). All academic records are maintained permanently. Passing score for the Florida State Board Exam is 75%. Passing score for the National State Exam for Massage Therapy is 70%.

SCHOOL CLOSING

If the school closes due to extenuating circumstances, the student may call (407-922-9514) for further information. Circumstances permitting, a notice will be posted at the school's entrance.

EMERGENCY RESPONSE AND EVACUATION

Should an immediate threat occur on campus*, the staff will handle all necessary notifications. The academy is equipped with a fire and burglary alarm system that will be activated to alert all. A test of this system will occur periodically.

WEAPONS ON CAMPUS*

The Academy has zero tolerance regarding items deemed weapons on campus*. Local Police are permitted on campus*, building, parking lot etc. Violation will result in immediate expulsion and notification to appropriate authorities. Any student or faculty who sees, or hears of any weapons is urged to notify the administrative offices immediately.

*Campus is identified as "Any building or property controlled by the school within the same contiguous geographic area used by the school for its educational purpose.

STUDENT RECORDS (FERPA)

Students and parents or guardian, if dependent, have a right to gain access to their cumulative records by written request, at which time an appointment will be set up with a school representative. Information pertaining to the student's cumulative record will be released to a third party only upon written instructions and/or permission of the student, parent or guardian unless the information is required by the accrediting body, government agency or other agencies authorized by law. A record will be maintained of any disclosures in the student's file. Students' records are permanently retained on disk, and safely stored in a safety deposit box after graduation or discontinuation. A copy of an official student's transcript will be provided for a fee of \$10 provided that there is no balance due to the school. If a copy of a student's file is requested the fee will be \$1 per page, again provided that there is no balance due to the school.

EMPLOYMENT ASSISTANCE

The school does not guarantee employment to its students; however, the school assists students in finding employment. The schools placement assistance procedures include identifying employment opportunities and advising students on appropriate means of realizing these opportunities. There is a bulletin board with recent job postings.

HATE CRIME REPORTING

Statistics concerning the number of arrests for on-campus crimes of murders, forcible and non forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle thefts and violations of liquor laws, drug abuse and weapons reported are as follows:

0 Murders 0 Rapes 0 Robberies 0 Burglaries
0 Aggravated Assaults 0 Aggravated Sexual Assaults
0 Motor Vehicle Thefts

During 1/1/2010 – 12/31/2010

CAMPUS SECURITY

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the Academy or local police that represent a continued threat to students or staff. The campus does not employ security officials. The security is the direct responsibility of each employee and campus administrator.

IDENTITY THEFT

To prevent identity theft, a student's personal information is maintained in locked rooms and only available to authorized personnel. Furthermore, although the school is a low risk category (per the red flag), the school annually reviews its policies. Students' enrollment, academic and attendance records will be kept permanently by the school. Financial Aid records are kept for only three (3) years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft.

DRUGS AND ALCOHOL POLICY

The school operates as a drug free facility. The possession, use or sale of drugs or alcoholic substances is **PROHIBITED** during school time or on school premise. Any violation of this policy is considered a very serious offence. You will be **EXPELLED IMMEDIATELY** and the **Law Enforcement Department will be notified**.

There is no on-campus drug and alcohol counseling. A list of off-campus agencies and phone numbers is available in the Director's office and posted on the school bulletin boards.

VOTER REGISTRATION

If you are not a registered voter and would like to be you can register at the following locations: County Voter Office, Libraries, Post Office and on the web at HYPERLINK "http://www.sos.state.FL.us" www.sos.state.FL.us If you need help contact the admissions office.

VACCINATION POLICY

The Academy requires no vaccinations prior to enrollment of any classes.

ADMISSION REQUIREMENTS

The minimum requirements for acceptance to the Cosmetology, Barber Stylist, Skin Care, Nail Technology, Full Specialist and Massage Therapy programs are: proof of age (birth certificate, driver's license etc.)

Applicant must be beyond the compulsory age of attendance at a secondary institution, in order to be admitted.

Proof of high school diploma, or GED. An applicant to any program who has not yet obtained a GED, or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department.

Students without proof of high school diploma or GED are admitted into the school by demonstrating ability to benefit. The ability to benefit can be measured through the Wonderlic Basic Skills Test, Forms VS-1 and QS-2 with a passing score of 200 verbal and 210 quantitative. There is a \$20.00 testing fee. A student may re-take the test 3 times within a one month period. Each re-test is \$20.00. Or a student can take the TABE test.

Test of Adult Basic Education (TABE 9/10) Test with a passing score of:

Course	Math	Language	Reading
Cosmetology	Level 8	Level 8	Level 9
Nail Technology	Level 8	Level 8	Level 9
Skin Care	Level 8	Level 8	Level 9
Full Specialist	Level 8	Level 8	Level 9
Barber Stylist	Level 9	Level 9	Level 9
Massage Therapy	Level 9	Level 10	Level 10

TRANSFER POLICY

Transfer credits may be allowed if the student can produce a transcript from a licensed school approved by that state and be evaluated by the School Director in both theory and a practical performance. No guarantee that credits from this school could be transferred to another institution. Our Academy does not recruit students already attending or admitted to another school offering a similar program of study.

GRADUATION REQUIREMENTS
The following must be completed before graduation:

- Required clock hours
- Required clinic services
- All written exams and school final exam
- All financial obligations

COURSE NUMBERING SYSTEM

CIP (Classified Instructional Program) Code - #01

The SOC Code numbers for the courses offered are as follows:

SOC 39-5010- Cosmetology	SOC 31-9010- Massage Therapy
SOC 39-5011- Barber Stylist	FS800 - Full Specialist

The course numbers for the courses offered are as follows:

C100 - Cosmetology	HB500 - Hair Braiding
B200 - Barber Stylist	MT600 - Massage Therapy
N300 - Nail Technology	BW700 - Body Wrapping
S400 - Skin Care	FS800 - Full Specialist

All course descriptions are numbered sequentially.

COSMETOLOGY (SOC 39-5010) (CIP #01)
1200 Hours*

EDUCATIONAL OBJECTIVES

The objective of the cosmetology program is to train the student in the skills needed to meet the competencies for examination by the State Board of Cosmetology and prepare the student for employment in the various avenues in the field such as stylist, colorist, product demonstrator, salon manager or owner.

*Each of the objectives listed will be covered in theory and practical instruction.
Instructional methods used throughout the course include lecture, hands
on and visual aids such as DVD's, video tapes and overheads.*

**One clock hour consists of 50 minutes of instruction*

OUTLINE

C100.1 FLORIDA LAW: To present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both, health and economic matters (10 hours – no service)

C100.2 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours – no service)

C100.3 SANITATION & STERILIZATION: To use chemical agents to sanitize implements and equipment in the school to promote and protect good health in the community (90 hours – no service)

C100.4 FACIALS & HAIR REMOVAL: To gain information and knowledge of anatomy and to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal. (50 hours – 10 services)

C100.5 HAIR SHAPING: To use hair shaping implements and supplies in cutting the clients hair in a requested style(s) in specific times between 15 and 30 minutes. (200 hours – 75 services)

C100.6 SCALP TREATMENTS & HAIR CARE RINSES: Through knowledge of anatomy, provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of client's hair following proper safety precaution in application procedure. (25 hours – 45 services)

C100.7 SHAMPOO & RINSES: To understand the chemistry of products and to use shampoo and chemicals in cleansing the scalp and hair in preparation for additional hair services. (100 hours – 50 services)

C100.8 ARRANGING: To arrange client's hair into a style of the clients' choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair. (275 hours – 300 services)

C100.9 HAIR COLORING: To change the client's hair color through the use of semi-permanent and lightening products following proper steps to safeguard the client in giving the desired service. To understand the chemistry of color. (150 hours – 45 services)

C100.10 CHEMICAL WAVING & RELAXING/STRAIGHTENING: To use professional implements in waving and relaxing the hair to make it more manageable and durable for the client from one style to another. To understand the chemistry of permanent waves and relaxers. (200 hours – 65 services)

C100.11 MANICURE, PEDICURE, & NAIL EXTENSIONS: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. To improve the appearance of their hands and feet by following proper safety precautions. (50 hours = 20 services)

C100.12 CAREER DEVELOPMENT & SALON MANAGEMENT: To learn the basic principles needed to own and operate a salon as a successful business. (46 hours – no services)

GRADUATION

*Please refer to page 3 for the Grading System and
page 4 for the Graduation Requirements.*

COSMETOLOGIST: After the completion of the required 1200 hours and satisfactory passing with practical and written examinations with at least 75% (see Early Graduation), a diploma will be issued to the student. The student will then be eligible for the Florida Board of Cosmetology Exam 21F-24-.02, after registration and payment of the \$103.00 examination and license fee. After passing the Florida Board Exam, student is duly licensed to practice in the State of Florida. Passing score for the Florida State Board Exam is 75%.

EARLY GRADUATION REQUIREMENTS FOR COSMETOLOGIST

A student may apply for early graduation if they meet all of the following:

- *A) Minimum of 1000 hours of training.
- *B) Has completed all the required services with at least minimal competency.
- *C) Has obtained a score of no less than 75% on the final exam.
- *D) Has met all financial obligations to the school.
- *E) Has been certified by the director to have met all of the above.

Early Graduation Requirements, A, B, C Certified by the director; per the Florida Department of Business Professional Regulation, Chapter 21F.18.001. Student will be unable to work in a salon until State Board Exam has been taken and passed. Failure of State Board Exam will require student to return to school to complete the remainder of the 1200 program.

BARBER STYLIST (SOC 39-5011) (CIP #01) 1200 Hours* EDUCATIONAL OBJECTIVES

The objective in the Barber program is to train the student in the skills needed to meet the competencies for examination by the State Board of Barbering and prepare the student for employment in the various avenues in the field such as hair cutter, stylist, colorist, salon manager or owner.

Each of the objectives listed will be covered in theory and practical instruction.

Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads.

**One clock hour consists of 50 minutes of instruction*

OUTLINE

B200.1 FLORIDA LAWS & RULES: To present an overview of barber rules and regulations in relation to consumer protection for both health and economic matters. Also to understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS. (150 hours – no services)

B200.2 SAFETY, SANITATION & STERILIZATION: To use chemical agents to sanitize implements and equipment in the school to promote and protect good health in the community. (325 hours – no service)

B200.3 HAIR STRUCTURE & CHEMISTRY: To present an overview of the structure of the hair and effects of chemistry as it relates to hair and products used. (50 hours –no services)

B200.4 HAIR CUTTING: To use various hair cutting implements and supplies in cutting the clients hair in a requested style(s) in specific times between 15 and 30 minutes. Techniques include taper cuts and style cuts (to include blow drying). (200 hours – 300 services)

B200.5 SHAMPOOS: To use shampoo and other cleaning agents to cleanse the scalp and hair in preparation for additional hair services. (75 hours– 50 services)

B200.6 CHEMICAL SERVICES: To change the structure of the hair through the use of chemicals such as relaxers, permanent waves and curls to create a new style and to make hair more manageable and durable for clients to change from one style to another. To change the client's hair color through the use of semi-permanent, permanent and lightening products following proper steps to safeguard the client in giving the proper service. (350 hours – 105 services)

B200.7 SHAVING, BEARD & MUSTACHE TRIMMING: To use various implements in the grooming and styling of beards, mustaches, and facial hair. (50 hours – 25 services)

GRADUATION

Please refer to page 3 for the Grading System and page 4 for the Graduation Requirements.

BARBERS: After the completion of the required 1200 hours and satisfactory passing a practical and written examination with at least 75%, (see Early Graduation), a diploma will be issued to the student. The student will then be eligible for the Florida Board of Barber Exam 61G3-16.001, after registration and payment of \$228.00, if applying between April 1st of even years through July 31st of odd years; or \$178.00 if applying between August 1st of odd years through March 31st of even years, examination and registration fee. After passing the Florida Board Exam, student is duly licensed to practice in the State of Florida. Passing score for the exam is 75%.

EARLY GRADUATION REQUIREMENTS FOR BARBERS STYLIST

A student may apply for early graduation if they meet all of the following:

- *A) Minimum of 1000 hours of training.
- *B) Has completed all the required services with at least minimal competency.
- *C) Has obtained a score of not less than 75% on the final exam.
- *D) Has met all financial obligations to the school.
- *E) Has been certified by the director to have met all of the above.

NAIL TECHNOLOGY
240 Hours*
EDUCATIONAL OBJECTIVE

The objective in the Nail Technology program is to train the student in the skills needed to meet the competencies and prepare the student for employment in the various avenues in the field such as nail technician, salon manager or owner.

Each of the objectives listed will be covered in theory and practical instruction.

Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads.

**One clock hour consists of 50 minutes of instruction*

OUTLINE

N300.1 MANICURING: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (20 services – 20 hours)

N300.2 PEDICURING: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of feet by following proper safety precautions. (10 services – 10 hours)

N300.3 POLISHING & NAIL ART: Learning designs, French, and American polish styles. (10 services – 5 hours)

N300.4 TIPS with OVERLAY: To apply artificial nails using tips with an acrylic overlay. (15 services – 37.5 hours)

N300.5 SCULPTING: Application of artificial nails using a form. (15 services – 37.5 hours)

N300.6 NAIL WRAPS and/or MENDING: Working with silks to wrap or repair nails. (10 services – 15 hours)

N300.7 FILL INS: Procedure to fill in acrylic nails. (10 services – 10 hours)

N300.8 ARTIFICIAL NAIL REMOVAL: Procedure to safely remove artificial nails. (5 services – 5 hours)

N300.9 SANITATION: Understanding bacteria, disinfectants and use, cleanliness. (4 hours)

N300.10 ETHICS: Records, owning or operating a salon. (2 hours)

N300.11 NAIL THEORY: Any and all related subjects including nail disorders and diseases. (85 hours)

N300.12 FLORIDA LAW: To present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters (5 hours – no service)

N300.13 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours – no service)

GRADUATION

Please refer to page 3 for the Grading System and page 4 for the Graduation Requirements.

NAIL TECHNICIAN: After completion of the required 240 hours and services, and satisfactory passing of both practical and written examinations with at least 75%, a diploma will be issued to the student. The student will then be eligible to register with the Department of Business Professional Regulation for the Nail Technician Specialty. The registration fee is \$85.00.

SKIN CARE PROGRAM 300 Hours* EDUCATIONAL OBJECTIVE

The objective of the Skin Care Program is to gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal.

The performance objective is to use the materials and equipment required to give facials and to perfect procedures and manipulations. To use the proper steps and safety precautions in giving facial treatments for varied types of skin. To analyze and correct improper brow shaping; and to remove superfluous hair on the head, face, or neck through epilation and/or depilation, excluding electrolysis.

Each of the objectives listed will be covered in theory and practical instruction.

Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads.

**One clock hour consists of 50 minutes of instruction*

OUTLINE

S400.1 SKIN CARE, DISEASES AND DISORDERS: To explain the structure and function of skin. Also, to describe diseases of the glands and to recognize lesions. (85 hours)

S400.2 FACIALS: Facial techniques and contradictions. (66 theory hours – 40 services, 40 hours)
S400.3 PRODUCT KNOWLEDGE: To describe products used along with the purpose and chemistry of each. (8 hours)
S400.4 LASH AND BROW TINTING: (5 hours – 10 services)
S400.5 EYELASH APPLICATION: Including strip eyelashes, individual eyelashes and semi-permanent. (10 hours – 10 services)
S400.6 MAKE-UP: To apply make-up for both day and night-time looks. (2 theory hours – 10 services, 5 hours)
S400.7 MANUAL EXTRACTIONS: (1.25 hours – 5 services)
S400.8 HAIR REMOVAL: To describe the proper steps in removing hair through tweezing & waxing. (2.5 theory hours – 20 services, 5 hours)
S400.9 SAFETY AND ELECTRICITY: To understand the safety precautions to follow and the use and set up of electrical apparatus in hair removal. (8 theory hours – 5 services, 1.25 hours)
S400.10 BODY TREATMENTS: Learning techniques using wraps and mud. (20 hours – 5 services)
S400.11 MICRODERMABRASION: Learning exfoliation using a machine. (20 hours – 5 services)
S400.12 SANITATION: Understanding bacteria, disinfectants and use, cleanliness. (10 hours)
S400.13 ETHICS/SALON MANAGEMENT: Records, owning or operating a salon. (2 hours)
S400.14 FLORIDA LAW: Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters (5 hours)
S400.15 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours)

GRADUATION

Please refer to page 3 for the Grading System and page 4 for the Graduation Requirements.

SKIN CARE: After the completion of the required 300 hours, 50 services and satisfactory passing both the written and practical examinations with at least a 75%, a diploma will be issued. The student will then be eligible to register with the Department of Business Professional Regulations for the Skin Care Specialty. The registration fee is \$85.00.

HAIR BRAIDING
20 Hours*
EDUCATIONAL OBJECTIVES

This program is not licensed by the Commission for Independent Education but is approved by the Florida Board of Cosmetology.

The objective of the Hair Braiding course is to teach the student braiding or plaiting of a client's natural human hair without the addition of wefts or extensions to create a style. We also prepare the student for employment as a hair braider in salons, resorts and in management or possible proprietor of business.

*Each of the objectives listed will be covered in theory and practical instruction.
Instructional methods used throughout the course include lecture, hands
on and visual aids such as DVD's, video tapes and overheads.*

**One clock hour consists of 50 minutes of instruction*

OUTLINE

HB500.1 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (5 hours)

HB500.2 SANITATION & STERILIZATION: Understanding bacteria, disinfectants and use, cleanliness. (5 hours)

HB500.3 DISORDERS & DISEASES OF THE SCALP: To learn how to analyze and recognize disorders and diseases of the scalp. (4 hours)

HB500.4 FLORIDA LAW: Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters (2 hours)

HB500.5 HAIR BRAIDING TECHNIQUES: Practicing the various hair braiding procedures with instructor supervision. (4 hours)

GRADUATION

*Please refer to page 3 for the Grading System and
page 4 for the Graduation Requirements.*

HAIR BRAIDING: Students will be evaluated for performance and understanding in both practical and written understanding of Florida Law, HIV/AIDS, scalp disorders, diseases, bacteriology and sanitation with at least a 75%, a diploma will be issued. The student will then be eligible to register with the Department of Business Professional Regulations for Hair Braiding. The registration fee is \$30.00

MASSAGE THERAPY (SOC 31-9010) (CIP #01)
600 Hours*
EDUCATIONAL OBJECTIVES

The objective of the Massage Therapy program is to train the student in the skills needed to meet the competencies for examination by the National State Exam and prepare the student for employment in the Massage Therapy field.

Each of the objectives listed will be covered in theory and practical instruction.

Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD's, video tapes and overheads.

**One clock hour consists of 50 minutes of instruction*

OUTLINE

MT600.1 ANATOMY AND PHYSIOLOGY: The study of anatomy, physiology, and pathology is essential in mastering the theory and practice of therapeutic massage. The student will learn the functions and structure of each body system and the mechanisms that control each function. (190 hours)

MT600.2 HYDROTHERAPY: Using various applications of water for the purpose of therapy and rehabilitation. Students will learn and practice the correct use of cold, hot, ice packs, hot packs, herbal wraps and other related techniques. (15 hours)

MT600.3 BASIC MASSAGE: (325 hours)

Theory: Comprehensive academic training in the history and theory of massage therapy and techniques including effects, benefits, indications, and contradictions of massage. (130 hours)

Practical: Various forms of massage are taught including Swedish, deep tissues, and therapeutic massage techniques through practice on fellow students and general public under direct supervision of instructors. The practical experience will help develop the student's massage skills. (155 hours)

MT600.4 ALLIED MODALITIES: Introduction to the basic theory and practical applications of related massage modalities such as sports massage, reflexology, aromatherapy, therapeutic stretching, positional release and first aid. Understand business marketing, management and ethics in the massage profession. Prevention of falls, safety practices, procedures and contraindications for massage. (97 hours)

MT600.5 STATUTE AND RULES: Knowledge of the Florida Statute Chapter 480 that defines and regulates the practice of massage therapy. (10 hours)

MT600.6 HIV/AIDS EDUCATION: A study of how the immune system works and how it is affected by AIDS. Also discussed will be how these infections are spread, identified, and controlled. (3 hours)

ATTENDANCE

Students are required to attend all scheduled classes. Unexcused absences are unacceptable. Students are responsible to make up missed material.

GRADUATION

Please refer to page 3 for the Grading System and page 4 for the Graduation Requirements.

MASSAGE THERAPIST: After the completion of the required 600 hours, 25 massages, and satisfactory passing of the practical and written examinations with at least 75%, a diploma will be issued to the student. The student will then be eligible to sit for the National Certification Exam or for the MBLEX exam 61G11.25.001. A passing score for the National Certification Exam is 300. The passing score for the MBLEX exam is 630. The application and examination fee is \$225.00 for the NCBTMB and \$195.00 for the MBLEX per 61G11-27.002 and \$155.00 for the initial Florida state license.

BODY WRAPPING
15 Hours*
EDUCATIONAL OBJECTIVE

This program is not licensed by the Commission for Independent Education, but is approved by the Florida Board of Cosmetology.

The objective of the Body Wrapping Program is to learn body wrapping with herbal wraps for the purpose of weight loss, cleansing and beautifying of the skin, through body wrapping. We also prepare the student for employment as a body wrapper in salons, resorts, fitness and health centers and in management, or possible proprietor of business.

*Each of the objectives listed will be covered in theory and practical instruction.
Instructional methods used throughout the course include lecture, hands
on and visual aids such as DVD's, video tapes and overheads.*

**One clock hour consists of 50 minutes of instruction*

OUTLINE

BW700.1 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (3 hours)

BW700.2 SANITATION & STERILIZATION: Understanding bacteria, disinfectants and use, cleanliness. (4 hours)

BW700.3 DISEASES & DISORDERS: To understand diseases of the glands and recognize lesions. (4 hours)

BW700.4 FLORIDA LAW: Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters (1 hour)

BW700.4 BODY WRAPPING TECHNIQUES: Practicing the various body wrapping procedures with instructor supervision. (3 hours)

GRADUATION

*Please refer to page 3 for the Grading System and
page 4 for the Graduation Requirements.*

Student will be evaluated for performance in both practical and written course work, after completion of the required 12 hours and a passing grade of no less than 75%. Then a diploma will be issued, and the student is eligible to register with the Department of Business Professional Regulation. The fee is \$30.00

FULL SPECIALIST (SOC) (CIP #01)
600 Hours*
EDUCATIONAL OBJECTIVE

The objective in the Full Specialist program is to train the student in the skills needed to meet the competencies in the workforce and prepare the student to seek employment in the various salons and spas or to become a salon manager or owner.

*Each of the objectives listed will be covered in theory and practical instruction.
Instructional methods used throughout the course include lecture, hands
on and visual aids such as DVD's, video tapes and overheads*

**One clock hour consists of 50 minutes of instruction*

OUTLINE

FS800.1 MANICURING: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (20 services – 20 hours)

FS800.2 PEDICURING: To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of feet by following proper safety precautions. (10 services – 10 hours)

FS800.3 POLISHING & NAIL ART: Learning designs, French, and American polish styles. (10 services – 5 hours)

FS800.4 TIPS with OVERLAY: To apply artificial nails using tips with an acrylic overlay. (15 services – 37.5 hours)

FS800.5 SCULPTING: Application of artificial nails using a form. (15 services – 37.5 hours)

FS800.6 NAIL WRAPS and/or MENDING: Working with silks to wrap or repair nails. (10 services – 15 hours)

FS800.7 FILL INS: Procedure to fill in acrylic nails. (10 services – 10 hours)

FS800.8 ARTIFICIAL NAIL REMOVAL: Procedure to safely remove artificial nails. (5 services – 5 hours)

FS800.9 NAIL THEORY: Any and all related subjects including nail disorders and diseases. (85 hours)

FS800.10 SKIN CARE, DISEASES AND DISORDERS: To explain the structure and function of skin. Also, to describe diseases of the glands and to recognize lesions. (85 hours)

FS800.11 FACIALS: Facial techniques and contraindications. (66 theory hours – 40 services, 40 hours)

FS800.12 PRODUCT KNOWLEDGE: To describe products used and the purpose and chemistry of each. (8 hours)

FS800.13 LASH AND BROW TINTING: (5 hours – 10 services)

FS800.14 EYELASH APPLICATION: Including strip eyelashes, individual eyelashes and semi-permanent. (10 hours – 10 services)

FS800.15 MAKE-UP: To apply make-up for both day and nighttime looks. (2 theory hours – 10 services, 5 hours)

FS800.16 MANUAL EXTRACTIONS: (1.25 hours – 5 services)

FS800.17 HAIR REMOVAL: To describe the proper steps in removing hair through tweezing & waxing. (2.5 theory hours – 20 services, 5 hours)

FS800.18 SAFETY AND ELECTRICITY: To understand the safety precautions to follow and the use and set up of electrical apparatus in hair removal. (8 theory hours – 5 services, 1.25 hours)

FS800.19 BODY TREATMENTS: Learning techniques using wraps and mud. (20 hours – 5 services)

FS800.20 MICRODERMABRASION: Learning exfoliation using a machine. (20 hours – 5 services)

FS800.21 SANITATION: Understanding bacteria, disinfectants and use, cleanliness. (14 hours)

FS800.22 ETHICS: Records, owning or operating a salon. (4 hours)

FS800.23 FLORIDA LAW: To present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters (10 hours – no services)

FS800.24 HIV/AIDS: To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours – no services)

FS800.25 BUSINESS & CAREER DEVELOPMENT: In addition to salon ethics, resume writing, interviewing skills, receptionist skills, and salon management. (64 hours – no services)

GRADUATION

Please refer to page 3 for the Grading System and page 4 for the Graduation Requirements.

FULL SPECIALIST: After completion of the required 600 hours and services, and satisfactory passing of both practical and written examinations with at least 75%, a diploma will be issued to the student. The student will then be eligible to register with the Department of Business Professional Regulation for the Full Specialist. The registration fee is \$85.00.

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

DETERMINATION OF PROGRESS: Evaluations of progress will be conducted by the school director, for Cosmetology and Barber students approximately at 450, 900, and 1200 hours; approximately 120 and 240 hours for Nail Technology and Skin Care students; Massage Therapy and Full Specialist students 300 and 600 hours and for Body Wrappers and Hair Braiders on day two of the class. These evaluations will be for academic and attendance progress.

ATTENDANCE PROGRESS: Students must maintain a minimum of 67% of their scheduled hours per month in order to be considered making satisfactory progress, and to complete the program within the maximum time frame of 150%. Student attendance is on a cumulative basis.

ACADEMIC PROGRESS: The following factors will be measured to determine academic progress.

Theory, practical & laboratory work will be graded as follows:

<i>Excellent</i>	<i>A</i>	<i>90-100%</i>
<i>Good</i>	<i>B</i>	<i>80-89%</i>
<i>Fair</i>	<i>C</i>	<i>75-79%</i>
<i>Unsatisfactory</i>	<i>D</i>	<i>Below 75%</i>

Theory work will be evaluated on the basis of written examinations. Practical and Laboratory work are evaluated upon actual work performed on clients in the clinic or on other students, and/or performed on mannequins. Instructors will keep written progress record for each student, which are summarized on progress report cards. Each student will receive a copy of his or her report card at each evaluation period.

SATISFACTORY PROGRESS: Students with a minimum of a 75% average in theory, practical and clinical work and achieved at least 67% of their scheduled hours at evaluation will be considered making satisfactory progress until the next evaluation. Students failing to meet satisfactory progress requirements in any or all areas will be placed on probation until the next evaluation period and given the opportunity to meet satisfactory progress requirements. Students' attendance is on a cumulative basis.

PROBATION: During probation, students are considered making satisfactory progress. At the end of the probationary period the student's progress will be evaluated. If the student is meeting minimum requirements, he/she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, the student may be expelled from school unless due to sickness, death in family. Financial aid will not be disbursed.

APPEAL PROCESS: Students who are expelled after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the school director, along with supporting documentation, reasons why the decision to expel should be reversed, and request for a reevaluation of progress. A decision on the student's appeal will be communicated to the student in writing within 7 days. This decision will be final. Should the student prevail upon his or her appeal and be considered making satisfactory progress, the student will be automatically re-entered in their program.

LEAVE OF ABSENCE: A student requesting a leave of absence must submit the request in writing to the school director. The request must specify the reason for the leave, the length of leave and the date of return. The leave may be granted for a reasonable length of time as determined by the school director. The graduation date will be extended for any approved leave. There will be no additional charge for the leave period. The student will also return on the same status of satisfactory progress as when they left. If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy.

WITHDRAWAL/PROGRAM INCOMPLETE: Any student who withdraws from his/her contracted program or fails to complete his/her training, will have notice placed in his/her student file as to progress at their point of withdrawal. An incomplete program will have no effect on the school's satisfactory progress policy.

REPETITION: A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation. Course repetitions, incompletes and non credit remedial classes have no effect on programs measured in clock hours. If a student re-enters within one year of withdrawal, all hours previously obtained will be credited. Students re-entering after more than one year will need to be evaluated to determine the amount of hours that will be credited.

REFUND POLICY

REJECTION: An applicant rejected by the school is entitled to a refund of all monies paid.

THREE-DAY CANCELLATION: All monies paid by an applicant are refunded if requested in writing within three working days after signing an Enrollment Agreement and/or making an initial payment regardless of when the student starts training. Fees for books, kit and jacket become non-refundable after the three-day grace period has ended.

OTHER CANCELLATION: A) An applicant requesting cancellation more than three working days after signing the Enrollment agreement and/or making an initial payment, but prior to entering the school is entitled to a refund of all monies paid minus a registration fee of \$100.00. B) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. C) The amount of textbooks, kit, and jacket shall not be refunded should a student be expelled or cancelled for any reason.

All refunds will be made according to the following refund schedule:

Cancellation must be made in person or by certified mail. The postmark date will be considered the cancellation date.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.

Cancellations after the third (3) business day, but before the first class will result in a refund of all monies paid, with the exception of the registration fee.

For students who enroll in and begin classes, the following schedule of tuition will be considered to meet minimum standards for refunds:

<i>Percentage of Scheduled Hours Completed</i>	<i>Percentage of Tuition Entitled to the Academy</i>
00.01% - 04.99%	20%
05.00% - 09.90%	30%
10.00% - 14.90%	40%
15.00% - 24.90%	45%
25.00% - 49.90%	70%
50.00% - And over	100% of the tuition is due

Along with the percentage of tuition entitled to the Academy, also due is the amount for textbooks, kit, supply/product fees and educational materials issued and accepted by the student, PLUS the registration /enrollment fee, and PLUS a termination fee of \$100.00

Expulsion Date: The expulsion date for computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

Refunds are made within 30 days of expulsion, or receipt of Cancellation notice.

If a student is on a leave of absence and has not returned, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the institution that they will not be returning.

If a student is expelled, the same refund policy will apply.

If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition. Refunds for eligible students will be issued to the students within 30 days.

Return of Title IV Funds

The return of Title IV funds, as prescribed in Section 484B of the HEA Amendments, determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. The formula in brief is as follows:

The institution will determine the date of withdrawal, and then determine the percentage of the payment period scheduled for the student.

The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled.

The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.

The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges, and the portion that could have been disbursed directly to the student once institutional charges were covered.

The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs.

This policy applies to students enrolled in the following programs in regard to Title IV HEA Programs.

Federal Pell Grant Program

Federal Family Education Loan (FFEL) Program

William D. Ford Federal Direct Loan Program (Direct Loan Program)

Financial Aid is available to those who qualify. Eligibility for most financial aid programs is based on financial need rather than academic achievement. To determine financial need the student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible, a student must have proof of high school completion, GED or pass an ATB test, be enrolled in an eligible program, be a U.S. citizen or eligible non-citizen, registered with Selective Services and not be in default on a Federal Education loan or owe a refund on a Federal Grant.

All loans must be repaid. More detailed information is available at our Academy or can be found in the Funding Education Beyond High School Guide at **HYPERLINK "http://www.FAFSA.ed.gov" www.FAFSA.ed.gov** Entrance and exit counseling can be found at **HYPERLINK "http://www.dl.ed.gov" www.dl.ed.gov** For an overview on various occupations go to **HYPERLINK "http://www.onetonline.org" www.onetonline.org**

CLASS CANCELLATION POLICY

The school has the right to cancel any class offered seven (7) days prior to scheduled start date due to non-sufficient enrollment for that class. A full refund will then be issued to the student.

REENTRY

A student who has been canceled, or been expelled and desires to reenter the program of study must notify the school, meet with the Director and show cause why he/she should be reinstated. The decision of the Director is final. A re-enrollment fee will be charged.

PAYMENTS

Tuition and fees are due and payable in full the first day of classes, however, the student at the school's option may pay a registration fee and down payment. The balance will be paid in monthly or weekly installments until all tuition and fees are paid in full as specified on the enrollment contract. If a tuition payment is more than 3 business days late from the original due date, a late charge in the amount of 10% of the payment due will be added to the payment.

All payments are due on the 15th of each month and paid in full prior to graduation. Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional rate of \$10.00 per hour for all the hours needed to complete their program. Massage Therapy, Skin Care and Full Specialist will pay \$15.00 per hour.

ENROLLMENT AGREEMENT

Upon enrollment the student agrees to attend classes regularly as scheduled by the school, to prepare all lessons and perform all duties, to abide by the rules and regulations of the school and to fulfill their responsibilities as per the enrollment agreement. The student also agrees to complete the program of instruction within the period stated on the enrollment agreement. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last physical day of attendance in school, regardless of the time actually spent in class.

HOUSING

The school does not have its own dormitories, but will assist students with a list of the housing facilities within the school's vicinity.

STARTING CLASSES / HOLIDAYS

The school is opened Tuesday through Saturday. We are closed Sunday, Monday and the following holidays: Christmas, New Years Day, Fourth of July, Memorial Day and Labor Day. Classes are scheduled at various times from 9:00 a.m. – 5:00 p.m., Tuesday through Saturday and Tuesday and Thursday evening from 5:00 p.m. – 9:00 p.m., for both full and part-time students. A student may enter the programs year round. The starting dates are subject to change. The date of completion is determined by the program length and scheduled hours. Students must attend a minimum of 12 hours per week.

The minimum and maximum time frame chart for scheduled hours is:

Course	Course Hours	Hours Per Week	Minimum Weeks	Maximum Weeks
Cosmetology	1200	30	40	60
		22	55	82
		15.5	77	116
Barber Stylist	1200	30	40	60
		22	55	82
		15.5	77	116
Nail Technology	240	30	8	12
		22	11	16
		12	20	30
Skin Care	300	22	14	20
		15.5	20	29
Massage Therapy	600	24	25	27
Full Specialist	600	22	28	41
		15.5	39	58

Starting dates for Cosmetology and Barber Classes:

Day	Evening
July 5, 2011	July 5, 2011
August 23, 2011	August 23, 2011
October 4, 2011	October 4, 2011
November 15, 2011	November 15, 2011

Starting dates for Nails: The third Tuesday of every month year round

Starting dates for Skin Classes and Full Specialist:

Day	Evening
May 3, 2011	June 21, 2011
August 23, 2011	November 29, 2011

Starting classes for Hair Braiders: is on the first Tuesday and Wednesday of every month.

Starting classes for Body Wrapping: is on the first Tuesday and Wednesday of every month.

Starting dates for Massage Classes:

Day
September 20, 2011

RULES AND REGULATIONS

All students must obey all rules of personal hygiene, sanitation, and personal conduct.

Students must be in the classroom and prepared to begin promptly at 9:00 a.m. for day classes and 5:00 p.m. for evening classes.

Tuition payments are expected without the student being reminded and are to be made on the same time each and every month.

A phone call is mandatory whenever a student is going to be late or absent.

Visitors are not permitted past the lobby.

Students will be allowed personal services only with the permission of the instructor.

Gum chewing is not permitted.

All breaks are given at the discretion of the instructor.

Smoking is prohibited.

No eating in the classrooms or clinic floor.

Students must perform assigned duties from the daily roster in compliance with sanitation and sterilization regulations. Each student is responsible for his or her work area. Stations are to be cleaned and sanitized at the end of the day and all equipment removed daily.

All equipment and supplies used at the school must be school approved.

Each student is responsible for his or her own equipment. Misuse of another person's belongings or use of items without permission will not be tolerated. The school is not responsible for theft. Monitor your own equipment.

School Attire: The school jacket, which is included with your kit with black pants, skirt, long shorts or dress. No mini skirts, mini shorts, swim suits, halter tops, low cut tops, torn jeans, cut off items, or any clothing that is soiled.

Shoes must be worn. No shower shoes.

Students will always conduct themselves in a professional manner. No profanity, insubordination, or refusal of any assignment will be tolerated.

Students are encouraged to seek counsel with a staff member in the event of a personal or academic problem which could affect their behavior or performance.

Students who are absent are expected to make up all work and assignments before graduation. These assignments are to be obtained from the instructor. Make up hours are at the discretion of the school Director.

Tardiness: Any student who accumulates 3 or more tardiness incidents in a month may be counseled. Continual tardiness could be grounds for expulsion.

Attendance/Class Cut/Make up: Because a contract hour system is used, all curriculum hours must be made up prior to graduation. Students must maintain 67% of their scheduled hours as per the Satisfactory Progress Policy. There are no class cuts.

If any student should have any grievances, they can be brought to the attention of the school Director, Commission for Independent Education or NACCAS at the contact number listed on page 1. This policy is also posted on the school bulletin board.

Additional information regarding this institution may be obtained by contacting the Commission for Independent Education.

GROUNDS FOR DISMISSAL

30 consecutive days of unexcused absences.

Non-payment of tuition

Breaking rules and regulations

Continual tardiness and/or absences from theory and/or clinical services.

Low grade, due to lack of effort after special tutoring and counseling.

Using profanity, or involvement in immoral conduct on or near school premises.

Use of chemical dependencies on or near the vicinity of the school premises.

Signing someone else in or out on the time sheet.

Fighting on school premises, whether they are physical or verbal.

MAKEUP HOURS FEES / ADDITIONAL FEES

For all programs not completed within the contracted period (except massage, skin care, and extenuating circumstances) an additional charge at the rate of \$10.00 per hour will be charged. For Massage Therapy and Skin Care the rate is \$15.00 per hour. On hours made up during the contract period, there will be no additional charge. We encourage good attendance. Other fees may include a expulsion fee of \$100 or a change of contract fee of \$50.

FACULTY

Elizabeth Petrusa	President	BB0029854 (Barber) CL0125492 (Cosmetology)
Ricardo Lozada	Director	CL1173054 (Cosmetology)
Amanda Petrusa	Financial Aid Director	CL0224067 (Cosmetology)
Virginia Crane	Instructor	CL0240969 (Cosmetology)
Shirley Alcaez	Instructor	CL1210275 (Cosmetology) BB893994 (Barber)
Mary Demoisey	Instructor	CL1194203 (Cosmetology) MA35653 (Massage)
Glorivee Figueroa	Instructor	CL1200874 (Cosmetology)
Denise Alvarado	Instructor	CL1182067 (Cosmetology)
Giovanna Ortiz	Instructor	FV9535350 (Nail Tech.)
Maureen Thacker	Instructor	MA22803 (Massage) FB0717285 (Skin Care)
Adele Guadagno	Instructor	CL0220088 (Cosmetology)
John C. Nemchek	Nurse	RN9179943 (RN)

COSMETOLOGY PROGRAM FEES

Tuition	\$10500.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

*** Books used – Milady Standard Textbook for Cosmetology (ISBN 10:1-4390-5930-6 (\$105.00)) and Workbook (ISBN 10:1-4390-5923-3 (\$45.00))*

BARBER STYLIST PROGRAM FEES

Tuition	\$10500.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

*** Books used – Milady Standard Professional Barbering (ISBN 10:1-4354-9715-5 (\$113.00)) and Workbook (ISBN 10:1-4354-9713-9 (\$55.00))*

NAIL TECHNOLOGY PROGRAM FEES

Tuition	\$795.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

In-house textbook includes material on the Structure of the Nails, Disorders and Diseases of the Nails, Manicure and Pedicure Procedures, Application of Artificial Nails and Florida Law.

SKIN CARE PROGRAM FEES

Tuition	\$2450.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

*** Books used – Milady Standard Textbook for Esthetics (ISBN 13:9-7814-2831-8922 (\$126.00)) and Workbook (ISBN 13:9-7814-2831-8946 (\$55.00))*

HAIR BRAIDING PROGRAM FEES

Tuition	\$250.00
Registration Fee *	\$50.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

MASSAGE THERAPY PROGRAM FEES

Tuition	\$6500.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

*** Books used –*

Mosby Fundamentals of Massage Therapy (ISBN 0323048617 (\$70.00))

Mosby Essential Science of Therapeutic Massage

(ISBN 0323048692 (\$60.00))

Trail Guide (ISBN 0982663404 (\$59.00))

Trail Guide Workbook (ISBN 0982663412 (\$22.00))

Mosby Massage Review Book (ISBN 0323056134 (\$45.00))

BODY WRAPPING PROGRAM FEES

Tuition	\$250.00
Registration Fee *	\$50.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

FULL SPECIALIST PROGRAM FEES

Tuition	\$5900.00
Registration Fee *	\$100.00

** Registration fees are non-refundable after 3 business days of signing the Enrollment Agreement.*

*** Books used – Milady Standard Textbook for Esthetics
(ISBN 13:9-7814-2831-8922 (\$126.00)) and
Workbook (ISBN 13:9-7814-2831-8946 (\$55.00))*

*In-house textbook includes material on the Structure of the Nails, Disorders and Diseases of the Nails,
Manicure and Pedicure Procedures, Application of Artificial Nails and Florida Law.*

PROGRAM SUPPLY PRICELIST

Course	Books	Kit A	Kit B	One Time Supply Fee
Cosmetology	\$150.00	\$295.00	\$125.00	\$125.00
Barber Stylist	\$168.00	\$295.00	\$175.00	\$175.00
Nail Technology	\$25.00	\$225.00		\$50.00
Skin Care	\$195.00	\$100.00		\$150.00
Massage Therapy	\$256.00			\$100.00
Full Specialist	\$195.00	\$225.00	\$100.00	\$175.00

ACADEMY RETAIL CENTER

The Academy Retail Center carries all required books and supplies. Improvements and updates to kits and books are made periodically and may result in a price change. New prices would not affect currently enrolled students. Since all classes are taught in English, the books issued are in English. However, Spanish books are available for the Cosmetology and Barber Stylist program for those students who plan on taking their state exam in Spanish. Please note that the books and workbooks in Spanish will have an additional cost of \$10.00 for each.

The kits and books are a separate charge, and are not included into the cost of tuition. If purchasing books, kits, supplies or uniforms through the Academy, all sales are final and non-refundable after attendance has begun. Students are not required to purchase their kit and books through the Academy Retail Center. If they chose not to purchase the kits and books through the Academy, they must obtain all necessary items, books and supplies prior to starting class.

INSERT (A) FOR VETERAN STUDENTS
Academy of Career Training catalog, Volume XXIII
Effective July 2011

STANDARDS OF PROGRESS

The Satisfactory Progress Policy as listed in the catalog will be followed for the Nail Technology and Skin Care Programs, with the exception the evaluation of academic progress and attendance, which will be conducted at 60, 120, and 180 hours. Cosmetology and Massage Therapy students will have their academic progress and attendance evaluated on a monthly basis, and will adhere to the following standards of progress. Veteran students having below average 75% at the end of any given month will be put on probation, for one (1) month. If progress is still unsatisfactory at the end of the probationary month, the VA will be notified of unsatisfactory progress so that the VA can cease payments of benefits. A veteran student terminated for unsatisfactory progress, or unsatisfactory attendance, may be recertified to the VA after one (1) month of satisfactory progress and attendance.

VETERAN'S REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, or withdraw to discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro ration will be determined on the ration of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

VETERAN'S ATTENDANCE POLICY

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

Early departures, class cuts, tardiness, etc. for any portion of an hour will be counted as a full hour of absence.

Students exceeding three (3) unexcused absences in the calendar month **WILL BE EXPELLED** FOR UNSATISFACTORY ATTENDANCE.

CREDIT FOR PREVIOUS TRAINING

Credit for previous education and training **will be evaluated** and granted, if appropriate, with training time shortened and tuition reduced proportionately with VA and the student notified.

