

# **ARTISTIC NAILS & BEAUTY ACADEMY**

**“Dreams can become realities when we believe in our tomorrows.”**

**4951-A Adamo Drive, Suite 120  
Tampa, FL 33605**

**985 East Memorial Blvd.  
Lakeland, FL 33801**

**(813) 654-4529 Tampa FAX (813) 653-1728  
(863) 682-HAIR (4247) Lakeland FAX (863) 682-4220**



Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc  
(NACCAS)

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

July 2021  
Volume 66

## TABLE OF CONTENTS

6	Ability to Benefit
5	Admission Requirements
6 - 7	Advising
7	Attendance
12	Campus Curriculum – Program Outlines: Standards of Academic Progress, Instructional Methods
34 - 35	Campus Security
13	Copyright Infringement
13	Course Numbering System
13 - 15	Cosmetology Program Outline
10 - 11	Disciplinary Policies
34	Drug and Alcohol Abuse Policy
29	Eligibility
3 - 4	Facilities
9	FERPA (Family Educational Rights and Privacy Act of 1974) and Access to Files
35	Fire Drill Exit Policy
23 - 25	Full Specialist Program Outline
28	Funding Assistance Available
32	General Cost of Attendance
8	Graduation Requirements
32	Grievance Policy
15 - 16	Hair Design/Barber Program Outline
34	Hate Crime Policy
3	History
3	Hours of Operation
8	Leave of absence
32	Licensure Requirements
36	Lockdown Policy
7	Make-up Work
18 - 19	Manicuring/Pedicuring/Nail Extensions Program Outline
7	Mandatory Hours
21 - 23	Massage Therapy Program Outline
3	Mission Statement
12	Organizations and Affiliations
3	Ownership
5	Performance Statistics
5	Placement Assistance
5	Professional Ethics and Duties
28	Program Costs and Payment Terms
6	Re-entry Students
32 - 34	Refund and Cancellation Policy
17 - 18	Restricted Barber Program Outline
29 - 32	Satisfactory Academic Progress (SAP)
11	School Calendar
9	School Policy on Student Clinic Services
8	School Policy on the Handicapped
20 - 21	Skin Care Program Outline
25 - 28	Spa Therapist Program Outline
12	Standards of Academic Progress
9 - 10	Standards of Conduct
4	Student Commitment and Fair Consumer Rights
35	Student Emergency Response
11 - 12	Student Services

7	Tardiness
6	Transfer of Credits
29	Unusual Enrollment History (UEH)
7	Uniforms & Kits
13	Units of Instruction & Hours
13	Unit of Credit
7	Vaccination Policy
8	Veterans Refund Policy
5	Voter Registration
34	Weapons Policy
4	What You Should Know
Addendums:	
37	Addendum A – Faculty & Staff
38	Addendum B – Tuition and Fees
39	Addendum C – State Licensing Information
40	Addendum D – Veterans Attendance Policy

**The word “School” will hereinafter refer to both the Tampa and Lakeland School locations.**

**OWNERSHIP**

Artistic Nails & Beauty Academy is a division of ANBA, Inc. which is governed by the officers of the Academy.  
 President: Robert Rosenberg Secretary/Treasurer: Robert Rosenberg

Artistic Nails & Beauty Academy is determined eligible by the United States Department of Education to participate in Title IV financial aid programs. Applicable licenses and certifications may be reviewed at the campus during regular business hours. The School's director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment, or available financial aid programs.

**MISSION STATEMENT**

Our mission is to prepare graduates for state licensure and success in their chosen career path. Our team will accomplish this mission by facilitating a fun and safe environment within which students become knowledgeable, respectful, accountable, and professional.

**HISTORY**

Artistic Nails & Beauty Academy was established as a Division of Reslar, Inc., a Florida Corporation, established in 1985. The founder, Mary Resende, founder of Reslar, Inc., recognized a profound need to properly train nail technicians. Rita Sulimay, who has been in the cosmetology field for over forty years, purchased the School in January 1994. In 1995, Robert Rosenberg, established Artistic Nails & Beauty Academy in Brandon, Florida. Subsequently, recognizing the need for skillfully trained cosmetologist and barbers, Mr. Rosenberg expanded the program in 1999 to include cosmetology, barber, skin care and nail technology. In August 2005, the School moved to the Tampa facility to facilitate the plan for future growth within the industry. In September 2010, seeing a need for a school, we opened our second location in Lakeland Florida.

**HOURS OF OPERATION**

Administrative Office Hours: Monday & Friday: 9 a.m. – 5:00 p.m.  
 Tuesday – Thursday: 9 a.m. – as necessary

**FACILITIES**

The Tampa School is located in a rapidly growing area in Central Tampa, Florida. The Lakeland School is located in a rapidly growing area in Central Lakeland, Florida. The Tampa School is comprised of over 11,600 square feet, and the Lakeland School is comprised of over 9800 square feet. Both Schools have a well-

equipped skin care room, a nail specialist area, and a spacious cosmetology/barber section. A student break room with a refrigerator, microwave, vending machines, and online computers with state exam test prep courses. In both schools, we offer a private lecture room and a resource center containing videos, publications, and computers as well as a dispensary add to an ideal educational experience in both schools.

The resource center is open Tuesday-Thursday 9:00 A.M to 9:30 P.M, and Friday - Saturday 9 A.M to 5 P.M. The School is equipped with telephones throughout the building for use in an emergency. The School is also equipped with fire extinguishers (appropriately marked) and a monitored alarm system that can be activated in lieu of calling 911 in an emergency.

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

To assure that each prospective student has carefully considered and evaluated all the information available, Artistic Nails & Beauty Academy suggest the student review the following statements of Students Rights and Responsibilities and read the catalog which is available when visiting the school:

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

It is your responsibility to:

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

You have the right to ask a school:

- About its programs, instructional laboratory, other physical facilities, and its faculty;
- What the cost of attendance is and what its policies are on refunds to students who drop out;
- How the school determines you are making satisfactory progress and what happens if you are not;
- What special services and facilities are available to the handicap.

### **WHAT YOU SHOULD KNOW**

Artistic Nails & Beauty Academy feels that students interested in pursuing a career in the beauty industry (cosmetology, barber, nail tech, skin care) should consider all aspects of such a decision. Persons who want to become professionals in these fields must:

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

In addition, applicants and students should be aware that:

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

## **PROFESSIONAL ETHICS AND DUTIES**

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

## **VOTER REGISTRATION**

If you are not a registered voter and would like to be, you can register to vote at the following locations:

- County Voter Registration Office
- Local Library
- Post Office
- High Schools

## **PERFORMANCE STATISTICS**

Of the students scheduled to graduate during the calendar year 2019, 60.78% completed their designated program. In addition, of those who sat for the licensing examination during 2019, 73.17% passed and obtained a license. Of the students who obtained licensure in 2019, 71.37% have obtained employment in a career related position. Of the students scheduled to graduate at the Tampa Campus during the calendar year 2019, 63.88% completed their designated program. In addition, of those who sat for the licensing examination, 71.43% passed and obtained a license. Of the students who obtained licensure, 66.21% have obtained employment in a career related position. Of the students scheduled to graduate at the Lakeland Campus during the calendar year 2019, 56.33% completed their designated program. In addition, of those who sat for the licensing examination, 76.92% passed and obtained a license. Of the students who obtained licensure, 79.76% have obtained employment in a career related position.

## **PLACEMENT ASSISTANCE**

Artistic Nails & Beauty Academy provides training in professional development to include, but not limited to, professional appearance and guidance, toward the goal of preparing students for the workforce. Area career opportunities are posted on a bulletin board on an on-going basis. When a student nears graduation, the School will assist the student with job referrals, placement interviews and follow-up. However, no school can absolutely guarantee employment; this depends entirely upon each student. Our placement assistance is a lifetime commitment to our graduates and there is no charge for this service.

## **ADMISSION REQUIREMENTS**

Artistic Nails & Beauty Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, financial status, or disability to the extent of the law. The School requires each student enrolling to be at least 16 years of age and have proof of a high school diploma or GED equivalent; if the student is under the age of 18 they must have parent/guardian approval. If high school information appears to be questionable, an official transcript will be requested and evaluated by the director prior to enrolling the student. If a student is denied admission to the school, the records will be kept on file for a year.

Prior to acceptance, all applicants are required to have a school visitation and a personal interview with a school representative. During the interview, the school program relative to each applicant's career preferences and individual motivation will be discussed, as well as any criminal history and how such a history may adversely affect the applicant receiving a license at the completion of their program.

A limited number of secondary students will be considered for enrollment if they obtain permission in writing from the secondary school in which they are enrolled and are above the state's age of compulsory attendance; however, a secondary student must complete and pass an admissions examination.

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

## **ADMISSIONS: ABILITY TO BENEFIT**

"Effective with the 2012-2013 award year, new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a home school setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved 'ability-to-benefit' test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution."

*Page 1-8 of Volume 1, Chapter 1 Federal Student Aid Handbook 2012-2013*

A student can meet the ability to benefit requirement by successfully completing 225 clock hours in the program they wish to enter. The student is not eligible for financial aid, therefore payment in full is required.

## **Career Pathway and Ability-to-Benefit (ATB)**

For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

The Career Pathway/ATB students will be enrolled concurrently into the post-secondary program and the Career Pathway program. The student is required to participate for a minimum of 3 hours a week in the Adult Education Component. The Adult Education Component is self-paced allowing students to work on their diploma while pursuing the postsecondary component. The Adult Education Component is offered by an approved service provider under written agreement with Artistic Nails and Beauty Academy. The student must meet the requirements of the Career Pathway program in order to receive the High School Diploma, including all participation and testing requirements of the provider.

## **ADMISSIONS: TRANSFER OF CREDITS**

A transfer student will be enrolled for the full contracted hours of the program of their interest. The transfer student will receive credit for previous training from an accredited cosmetology/barber/nail/massage or skin care school with proper documentation (official transcript, diploma, active license) showing hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The maximum hours a student can receive credit for is 75% of the required hours necessary to complete their contracted program. The contracted program will then be modified proportionately, not to exceed 75% of the programs required hours of completion as previously stated, and the contracted hours and educational costs adjusted on the student's tuition/account card. The acceptance of any and/or all of the transferring hours and services is at the discretion of Artistic Nails & Beauty Academy but will not exceed 75% of their contracted program hours with at least 25% of the program hours being completed at Artistic Nails & Beauty Academy.

## **ADMISSIONS: TRANSFER OF CREDITS FROM ARTISTIC NAILS & BEAUTY ACADEMY**

Students who are interested in continuing their education at another institution other than Artistic Nails & Beauty Academy should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of the receiving institution. Artistic Nails & Beauty Academy cannot assure transfer of credit.

## **ADMISSIONS: RE-ENTRY STUDENTS**

Former students of Artistic Nails & Beauty Academy who wish to re-enter must request approval from the school administration. A student who re-enters is treated as if s/he did not cease attendance for purposes of determining the student's aid awards for the period. The student retains his or her original eligibility for that payment period and is treated as though s/he did not cease attendance if re-entry is within 180 days; after 180 days, a student must re-apply for federal financial aid. Satisfactory arrangements for payment of any balance owed under the previous enrollment must be made prior to re-entry. Students who withdraw from enrollment two (2) times may not be considered for re-enrollment. Re-entry students will be responsible for purchasing the required books, kits, and supplies to satisfy the training requirements in the applicable program.

## **ADVISING**

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

continuing education, financial assistance, referrals for professional assistance, and student progress within the program of study. Any problems that may arise will be discussed privately.

### **VACCINATION POLICY**

The School does not have an immunization requirement for admission.

### **ATTENDANCE**

Students are expected to attend classes according to their assigned schedule. Full time students are scheduled to attend 30/34 hours weekly and part-time students are scheduled to attend 20 hours weekly. Students are issued a computerized swipe card to be used for clocking in and out. The computer records actual hours attended and does not round hours to any degree. Thus, the school gives appropriate credit for all hours attended. In addition, the school does not add or deduct attendance hours as a penalty or reward.

Class Hours:

Full Time	Tuesday – Saturday	9:00 a.m. – 3:30 p.m.	Cosmetology; Hair Design/Barber
	Tuesday – Thursday	9:00 a.m. – 4:30 p.m.	Manicuring, Pedicuring, Nail Extensions; Skin Care; Massage Therapy; Full Specialist; Spa Therapist
	Friday	9:00 a.m. – 3:30 p.m.	Manicuring, Pedicuring, Nail Extensions; Skin Care; Massage Therapy; Full Specialist; Spa Therapist
	Saturday	9:00 a.m. – 4:30 p.m.	Manicuring, Pedicuring, Nail Extensions; Skin Care; Massage Therapy; Full Specialist; Spa Therapist
Part Time	Tuesday – Saturday	9:00 a.m. – 1:00 p.m.	
	Monday – Thursday	5:30 p.m. – 9:30 p.m. & Saturday 9:00 a.m. – 1:00 p.m.	

### **MANDATORY HOURS**

Each student is required to attend school on Saturday. This clinic day is critical to the development of skills required for career success. Any student not attending school on Saturday will be charged \$25.00. Saturday charges not paid before graduation may prevent the student from graduation.

### **UNIFORMS AND KITS**

The School requires a uniform consisting of black scrub pants, a school shirt, and close-toed shoes; two (2) school shirts and 2 scrub pants are included. Students may order additional shirts and scrubs at any time during their program of study. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty industry and are expected to be well groomed and professionally attired during the program of study. Students may not wear gray pants, shorts, capri's, spandex pants, sweats, parachute pants; students may not wear jeans with holes in them. Students may wear blue jeans on Saturday only; if not in blue jeans on Saturday, must wear scrubs. The School will issue a kit for the students to use in both Phase I and Phase II.

### **MAKE-UP WORK**

Students who have been absent for any reason are required to make up any missed classes, including written tests, practical tests, and homework.

Make-up work can be completed during regular school hours at the instructor's discretion.

### **TARDINESS**

Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed; the determination will be made by the school staff based on the circumstances causing the tardiness and on the class activity. Excessive tardiness could result in suspension.

## **GRADUATION REQUIREMENTS**

Students must maintain an 81-87% (C) grade average or greater, complete all required practical assignments, take and pass a final written and practical examination, complete program hours required for licensure, and make satisfactory arrangements for payment of all monetary obligations to the School. Upon completion of all graduation requirements, a Diploma will be awarded to the student. Transcripts will be released when all graduation requirements have been met.

## **VETERANS REFUND POLICY**

Please see REFUND AND CANCELLATION POLICY on Pages 28 & 29 of the catalog, as the Veterans Refund Policy is the same.

## **VETERANS TRANSFER OF CREDITS**

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

## **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, where a reasonable expectation that the student will return to his/her course of study exists. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The student must follow the institution's policy in requesting a LOA. A Leave of Absence may be granted for medical reasons, personal reasons, and any other mitigating circumstances. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence, in advance, in writing, affixed with the student's signature, stating the reason for the leave for approval by the school owner or Administrator. A student may be granted a Leave of Absence if they are not able to request such a leave if unforeseen circumstances occur. For example, a student may be granted a leave of absence in the event of a car accident which injures the student, even if they did not request the leave in advance. The school will collect the request from the student at a later date and will document such a reason and the decision to grant a leave of absence in the student's file. In this instance, the beginning date of the leave of absence would be determined to be the first day that the student was unable to attend his/her scheduled class. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class-day scheduled after the termination of the Leave of Absence. No charges as a result of the LOA will occur. A student granted a Leave of Absence is not considered to have withdrawn, and no refund calculation will be performed. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 90 days unless approved by director or president and there are mitigating circumstances. The Leave of absence may not exceed 180 days per 12-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and is not eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days, and the student's signature/initials, as well as a school official's will be required to note the change. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. The withdrawal date for purposes of calculating a refund is always the student's last day of physical attendance.

## **SCHOOL POLICY ON THE HANDICAPPED**

Artistic Nails & Beauty Academy 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. The Tampa school is a ground floor facility, with handicapped parking, ramps and restrooms equipped with rails. The Lakeland school is equipped with a handicapped chair escalator, handicapped parking, ramps, and restrooms equipped with rails.

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

Students may receive personal services if they:

- Maintain good academic standing
- Maintain good attendance standing
- Have permission of their instructor
- Have not left early, missed a day, or arrived late within the preceding week

You are a student, not an employee. You will not be paid for providing services to the public, which is part of your course curriculum.

## **FERPA (Family Educational Rights and Privacy Act of 1974, as amended) AND ACCESS TO FILES POLICY**

FERPA protects the privacy of student educational records; it gives students the right to review their educational records, the right to request amendments to records they believe to be inaccurate, and the right to limit disclosure from those records. Artistic Nails & Beauty Academy guarantees each student (or parent/guardian if the student is a dependent minor) access to his/her educational records at a time convenient to the student and applicable school official. A school official must be present during any review of student files.

The School requires written consent from the student or parent/guardian for release of records in response to third party requests, unless otherwise required by law (e.g., subpoena issued by the court). The FERPA Release Authorization is kept in the Director's office; after execution of the form by the student, the form is to be given to the Director, who will release documents as described in the FERPA Release Authorization.

The School does not elect to publish "directory information" on students enrolled in the institution. The School provides and permits access to student and other school records as required for any accreditation process initiated by the School or by NACCAS or in response to a directive of the Commission. All student records will be maintained permanently. All financial records are maintained in metal file cabinets in a secured facility.

## **STANDARDS OF CONDUCT**

Artistic Nails & Beauty Academy sets forth specific Standards of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are complete.
2. Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed; the determination will be made by school staff based on the circumstances causing the tardiness. If the student is allowed to enter the classroom late, he/she must do so quietly and without disrupting the educational process in progress. Excessive tardiness could result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frame including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the instructor regarding make-up exams.
4. The application for licensure will not be sent to the State Board until all graduation requirements have been met and a comprehensive final written, and practical exam has been passed.
5. Notify a staff member before 9:00 a.m. (day students) or before 5:30 p.m. (evening students) of absenteeism or tardiness.
6. Follow time clock procedures by clocking in and out to accurately reflect hours of attendance. No student may clock in/out for others.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing.
8. Comply with the published dress code with uniform and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
9. NOT smoke, chew gum, eat or drink except in designated area.

10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the class schedules and the clinic floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the School if you are not returning from lunch.
11. Practice courtesy and professionalism at all times when dealing with other students, clients, or visitors to the School and staff.
12. Follow all state laws and regulations at all times during attendance in school.
13. Comply with the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress will result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
14. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
15. Discuss only ethical and professional subject matters during school hours and refrain from using profanity.
16. Be fair, honest, and never steal.
17. Refrain from willful destruction of property.
18. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
19. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocking in may not linger in the facility and distract other students from training responsibilities.
20. Refrain from using the business telephone (or personal cellular phones) for incoming or outgoing calls without the express permission of a staff member or at designated times. PERSONAL CALLS MUST BE LIMITED TO THREE MINUTES AND MUST NOT PREVENT PROPER USE OF THE BUSINESS TELEPHONE AT THE FRONT DESK.
21. Park only in the designated areas for student parking. Front row parking is always reserved for client use.
22. Know all pricing and service policies of the School and the name, purpose, benefits, procedures, and costs of product used.
23. Keep all student and client analysis and service records up to date.
24. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
25. Strive to continually improve abilities through education and practice.

## **DISCIPLINARY POLICIES**

Any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

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

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

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

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

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

Commission for Independent Education  
 325 West Gaines Street, Ste. # 1414  
 Tallahassee, Fl. 32399-0400  
 (850) 245-3200 or toll free 1- (888) 224-6684

**SCHOOL CALENDAR**

Artistic Nails & Beauty Academy starts classes at the beginning of every week with a few exceptions. Program offerings and class start dates may vary based on class enrollment, staff availability and other considerations. Contact the campus admissions office to verify program offerings and start dates.

The school observes the following holidays each year:

	<b>2020</b>	<b>2021</b>
New Year's Day	01/01/2021	01/01/2022
Martin Luther King Day	01/18/2021	01/17/2022
Memorial Day	05/31/2021	05/30/2022
Independence Day	07/04/2021	07/04/2022
Labor Day	09/06/2021	09/05/2022
Thanksgiving Day	11/25/2021	11/24/2022
Christmas Day	12/25/2021	12/25/2022

**Additional school closures or holidays may be observed at the discretion of the Director. Such closures will be made known to students well in advance.**

**STUDENT SERVICES**

Housing Accommodations:

Artistic Nails & Beauty Academy does not own or maintain any housing facilities. Housing accommodations will be up to the student and/or family to secure. The following are to serve as a guide only. The student should make an educated decision regarding personal services.

**Hotel and Apartment Accommodations**

**TAMPA LOCATION:**

Holiday Inn Express  
 510 Grand Regency Blvd, Brandon, FL 33510 (813) 622-7229

Polo's at Brandon Apartment Homes  
 10301 Marsh Harbor, Brandon, FL 33511 (813) 622-7229

**Medical Facilities**

Brandon Regional Hospital (813) 681-5551

Dr. Frank Sirchia, M.D.  
 7239 U.S. Hwy 301, Riverview, FL 33569 (813) 677-8418

Nancy Van Aman LCSW  
 1427 Oakfield Drive, Brandon, FL 33511 (813) 684-5048

**Crisis Help**

Hotline of Hillsborough (Suicide & Crisis) (813) 234-1234  
 Spring/Emergency Shelter (813) 247-7233  
 Domestic Violence (813) 272-642

**LAKELAND LOCATION:**

Holiday Palm Inn  
 508 E. Memorial Blvd, Lakeland FL (863-682-0303)

Audubon Oaks Apartments  
 4350 Audubon Oaks, Lakeland FL (877-230-9779)

Lakeland Regional Medical Center (863-687-1100)

Southside medical Clinic  
 1707 E. Edgewood Drive, Lakeland, FL (863-688-9219)

Tri County Human Services  
 5421 US HWY 98, Lakeland, FL (863-701-7373)

(863) 519-3744  
 (813) 247-5433  
 (863) 834-8123

Police/Fire/Ambulance	911	911
Rape Crisis Center	(813) 964-1964	(863) 413-2707

Additional student service information is available upon the student's request.

**ORGANIZATIONS AND AFFILIATIONS**

Licensed by: Commission for Independent Education, Florida Department of Education (License #2113)  
 (Licensed by Means of Accreditation)  
 325 West Gaines Street, Ste. # 1414  
 Tallahassee, Fl. 32399-0400  
 (850) 245-3200 or toll free 1- (888) 224-6684  
 Additional information regarding this institution may be obtained by contacting The Commission at the above address or toll-free telephone number.

Accredited by: National Accrediting Commission for Career Arts and Sciences, Inc. (NACCAS)  
 3015 Colvin Street  
 Alexandria, VA 22314  
 (703) 600-7600

Member of: Florida Association of Cosmetology & Technical Schools  
 American Association of Cosmetology Schools

**CAMPUS CURRICULUM – PROGRAM OUTLINES**

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

**STANDARDS OF ACADEMIC PROGRESS**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better.

Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**Grading Scale**

Numerical Grade	Letter Grade
95-100	A
88-94	B
81-87	C
75-80	D
Below 75	F

Program	Clock Hours	Lab	Services
Cosmetology	1200	800	810
Hair Design/Barber	1200	800	915
Restricted Barber	600	400	800
Manicuring/Pedicuring/Nail Extensions	300	174	193
Skin Care	300	130	180
Massage Therapy	600	244	50
Full Specialist	600	304	373
Spa Therapist	900	374	230

## **INSTRUCTIONAL METHODS**

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

## **COURSE NUMBERING SYSTEM**

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

## **UNIT OF CREDIT**

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

## **UNITS OF INSTRUCTION AND HOURS**

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

## **COPYRIGHT INFRINGEMENT**

The School has installed a software program on all student computers that prohibits downloading or copying of information that may be used in violation of copyright laws. However, the School believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration must take disciplinary measures against a student or other action relating to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the School Catalog. Instructors are advised to report all cases of Copyright Infringement to the Director of Education or Director of the School.

## **PROGRAM INFORMATION**

### **COSMETOLOGY (1200 CLOCK HOURS)**

#### **Admission Requirements**

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

#### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

#### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive

lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

### Description

The State of Florida requires 1200 hours for a State license; Artistic Nails & Beauty Academy requires 1200 hours to complete this program. The primary purpose of the Cosmetology Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Positions could include but are not limited to: A salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### Program Objectives

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extension.
4. Perform the basic analytical skills to determine the best possible makeup, hairstyle, and hair color for each client.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass the Board of Cosmetology exam to obtain licensure as well as an HIV/Aids exam.

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

### Cosmetology

Tuition	\$ 15,876.81	2018 Median Loan Debt: \$9,500.00
Lab Fee	666.70	(Most current rates for this version)
Kit	519.00	
Books	204.38	
Registration Fee	<u>100.00</u>	
Cost	\$ 17,336.08	

### Textbooks:

Milady's Standard Cosmetology	ISBN	9781285769431
Milady's Study Guide	ISBN	9781285769639
Milady's Situational Problems	ISBN	9781286769653
Bundle cost:	\$	204.38

### Cosmetology Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
STL 101	State Law	Basic theory and application of principles	15	0
STE 101	Sanitation/Sterilization, AIDS/HIV	Basic theory, awareness, precautions & applications	50	200
SMR 101	Shampooing and Rinsing	Techniques for cleansing and conditioning hair	75	50
STC 101	Scalp Treatment, Color & Rinses	Theory & techniques for healthy scalp and hair and improvements for damaged hair	50	45
HCB 101	Hair Coloring & Bleaching	Theory & application of semipermanent and permanent color services, retouch & corrective	60	45
PAR 101	Perming & Relaxing	Theory & application of waving and relaxing hair	200	65

HSP 101	Hair Shaping	Various techniques of cutting hair using shears, razor, and clipper techniques	300	75
HST 101	Hair Styling	Blowdry, iron styling, pressing, wet & roller sets comb outs, ethnic techniques, trends in styling	300	300
FMH 101	Facials, Make Up & Hair Removal	Facials, makeup, masques & hair removal	75	10
MPN 101	Manicure, Pedicure, Nail Extension	Manicures, pedicures, and nail extension to include application of tips and acrylic	75	20
<b>TOTAL</b>			<b>1200</b>	<b>810</b>

The 2019 completion, placement, and licensure rates for the Cosmetology program at the Tampa campus are 35.29%, 25.00% and 42.86%, respectively. The 2019 completion, placement, and licensure rates for the Cosmetology program at the Lakeland campus are 21.87%, 28.57% and 100.00%, respectively.

## **HAIR DESIGN/BARBER (1200 CLOCK HOURS)**

### **Admission Requirements**

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Instructional Methods**

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

### **Description**

The State of Florida requires 1200 hours for a State License; Artistic Nails & Beauty Academy requires 1200 hours to complete this program, to ensure graduates are successful in the workplace. The primary purpose of the Hair Design - Barber Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Hair Design - Barber or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Positions could include but are not limited to: A shop or salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### **Program Objectives**

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, shaves, mustache and beard trims, hair pieces.
4. Perform the basic analytical skills to determine the best possible style for each client.

5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass the State Barber exam as well as an HIV/AIDS exam.

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

#### Hair Design/Barber

Tuition	\$ 15,876.81	2018 Median Loan Debt: \$9,500.00
Lab Fee	666.70	(Most current rates for this version)
Kit	519.00	
Books	232.84	
Registration Fee	<u>100.00</u>	
Cost	\$ 17,395.35	

#### Textbooks:

Milady's Standard Cosmetology	ISBN	9781285769431
Milady's Study Guide	ISBN	9781285769639
Milady's Situational Problems	ISBN	9781286769653
Milady's ACP Standard Prof. Barbering 5e	ISBN	9781111751838
Bundle cost:	\$	232.84

#### **Hair Design/Barber Program**

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>COURSE DESCRIPTION</b>	<b>HOURS</b>	<b>SERVICES</b>
STL 101	State Law	Basic theory and application of principles	15	0
STE 101	Sanitation/Sterilization, HIV/AIDS	Basic theory, awareness, precautions & applications	85	200
SMR 101	Shampooing and Rinsing	Techniques for cleansing and conditioning hair	80	50
HCB 101	Hair Coloring & Bleaching	Theory & application of semipermanent and permanent color services, retouch & corrective	75	25
PER 101	Perming	Theory & application of waving hair	205	50
HCT 101	Hair Cutting	Various techniques of cutting hair using shears, razor, and clipper techniques	330	310
HST 101	Hair Styling	Blowdry, iron styling, pressing, wet & roller sets comb outs, ethnic techniques, trends in styling	200	200
FMH 101	Facials, make up & Hair Removal	Facials, masques & hair removal	15	15
CHM 101	Chemistry	Science that deals with the composition, structure, and properties of matter and how it can be changed	50	0
HAP 101	Hair Pieces	Theory of different types of hair pieces, and the application and maintenance of synthetic and real hair pieces	15	0
SMB 101	Shaves or Mustache & Beard Trims	Theory & application of cream and hot towels; use of straight edge and razor for shaving and trimming	70	25
HRL 101	Hair Relaxing	Theory & application of relaxing hair	30	10
STC 101	Scalp Treatment & Color Rinses	Theory & techniques for healthy scalp and hair and improvements for damaged hair	30	30
<b>TOTAL</b>			<b>1200</b>	<b>915</b>

The 2019 completion, placement, and licensure rates for the Hair/Design Barber program at the Tampa campus are 56.92%, 40.54% and 78.95%, respectively. The 2019 completion, placement, and licensure rates for the Hair Design/Barber program at the Lakeland campus are 36.67%, 45.45%, and 100.00%, respectively.

## **RESTRICTED BARBER (600 CLOCK HOURS)**

### **Admission Requirements**

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Instructional Methods**

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

### **Description**

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

### **Program Objectives**

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

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

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

### Restricted Barber

Tuition	\$ 8,878.46	2018 Median Loan Debt: \$9,500.00 (Most current rates for this version)
Lab Fee	666.70	
Kit	519.00	
Books	232.84	
Registration Fee	<u>100.00</u>	
Cost	\$ 10,397.00	

#### Textbooks:

Milady's ACP Standard Prof. Barbering 5e

ISBN 9781111751838

Milady's Study Guide

ISBN 9781285769639

Milady's Situational Problems

ISBN 9781286769653

Bundle cost: \$ 232.84

#### Restricted Barber Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
STL 101	State Law	Basic theory and application of principles	85	0
STE 101	Sanitation/Sterilization	Basic theory, awareness, precautions & applications	200	0
CHM 101	Hair Structure and Chemistry	Science that deals with the composition, structure, and properties of matter and how it can be changed	38	0
SMB 101	Shaves or Mustache & Beard Trims	Theory & application of cream and hot towels; use of straight edge and razor for shaving and trimming	75	75
SHR 101	Shampooing and Rinsing	Techniques for cleansing and conditioning hair	50	100
HCT 101	Hair Cutting	Various techniques of cutting hair using shears, razor, and clipper techniques	150	225
HIV 101	HIV/AIDS	Awareness & Precaution	2	0
<b>TOTAL</b>			<b>600</b>	<b>400</b>

\*As the Restricted Barber program was not offered in 2019, there are no annual report rates provided.

#### MANICURING/PEDICURING/NAIL EXTENSIONS (300 CLOCK HOURS)

##### Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

##### Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

##### Instructional Methods

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

##### Description

The State of Florida requires 240 hours for a State License; Artistic Nails & Beauty Academy requires 300 hours to complete this program, to ensure graduates are successful in the workforce. The primary purpose of the Manicure, Pedicure, Nail Extension Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as a nail technology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could

include, but are not limited to: A nail tech or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### Program Objectives

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicures, pedicures, and nail extension.
4. Perform the basic analytical skills to determine the best possible nail service/application.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass an HIV/aids exam and apply for State Licensure.

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

### Manicuring/Pedicuring/Nail Extensions

Tuition	\$ 2,904.83	2018 Median Loan Debt: \$9,500.00 (Most current rates for this version)
Lab Fee	28.50	
Kit	275.00	
Books	137.17	
Registration Fee	100.00	
Cost	\$ 3,444.50	

### Textbooks:

Milady's Standard Nail Technology	ISBN-13 9781285080475	List Price	\$ 89.96
Milady's Student Workbook	ISBN-13 978128080512	List Price	47.21

### Manicuring/Pedicuring/Nail Extensions Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/ Sanitation/HIV AIDS	Basic theory, awareness, precautions & applications	8	50
FLW 101	Florida Law	Basic theory and application of principles	5	0
PTH 101	Personal Ethics	Applications of principles in a salon	3	0
ASN 101	Art & Science of Nail Diseases & Disorders	Study of diseases and disorders of the nails on hands and feet	10	0
AHA 101	Anatomy of Hands and Arms	Study of the anatomy of hands and arms	15	0
MAN 101	Manicure	Theory & practice of manicures	20	20
PED 101	Pedicure	Theory & practice of pedicures	20	10
NWR 101	Nail wrapping	Use of materials to wrap nails	15	10
NTF 101	Nail Tips and Fills	Application of tips and filling regrowth	37.5	25
SCN 101	Sculptured Nails	Application of acrylic products using a form	37.5	15
ANR 101	Artificial Nail Removal	Safely removing artificial nails	5	5
POL 101	Polishing	Theory & practice of polishing	5	10
NTP 101	Nail Theory & Practices	Theory of related subjects such as OSHA regulations	85	0
ANP 101	Advanced Nail Practices	Paraffin treatments, gel intro, light activated gels, Advanced manicures & pedicures, chemistry, business and advertising, product exploration.	34	48
<b>TOTAL</b>			<b>300</b>	<b>193</b>

The 2019 completion and placement rates for the Manicuring/Pedicuring/Nail Extensions program at the Tampa campus are 89.47% and 76.47% respectively. The 2019 completion and placement rates for the Manicuring/Pedicuring/Nail Extensions program at the Lakeland campus are 81.82% and 100.00%, respectively. There is no state licensure exam for nail programs in the state of Florida. Therefore, a licensure rate does not apply.

## **SKIN CARE (300 CLOCK HOURS)**

### **Admission Requirements**

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Instructional Methods**

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

### **Description**

The State of Florida requires 260 hours for a State License; Artistic Nails & Beauty Academy requires 300 hours to complete this program, to ensure graduates are successful in the workforce. The primary purpose of the Skin Care Specialist Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in skin care or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A skin care professional or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### **Program Objectives**

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible service for each client based on skin analysis.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass an HIV/Aids exam and apply for State Licensure.

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

### Skin Care

Tuition	\$ 5,093.04	2018 Median Loan Debt: \$9,500.00 (Most current rates for this version)
Lab Fee	28.50	
Kit	543.00	
Books	194.96	
Registration Fee	<u>100.00</u>	
Cost	\$ 5,959.50	

## Textbook Bundle

Milady's Standard Esthetics

ISBN-13

9781111306892

Milady's Student Workbook

ISBN-13

9781111306915

Milady's Exam Review

ISBN-13

9781111306923

Bundle Cost: \$194.96

## Skin Care Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/Sanitation/HIV aids	Basic theory, awareness, precautions & applications	10	50
FLW 101	Florida Law	Basic theory and application of principles	10	0
PES 101	Personal Ethics	Applications of principles in a salon	3	0
TSF 101	The Skin & Its Functions	The study of the skin and its functions	3	0
DSE 101	Disorders of Skin; Special Esthetic Procedures	Recognizing skin diseases and disorders and procedures applicable to estheticians for healthy skin	5	0
AFN 101	Anatomy of the Face and Neck	The study of the structure of the face and neck	3	0
CFS 101	Chemistry for the Facial Student	Chemistry that deals with the composition, structure, and properties of matter and how it can be changed as related to the face and neck	3	0
PSA 101	Procedure of Skin Analysis	Learning about skin types and conditions to promote use of proper products and services	3	20
FMS 101	Facial Massage	Techniques for massage of the face, neck, shoulders, and décolleté.	40	25
MTE 101	Mask Therapy	Theory and application of various masks to treat and improve skin	35	10
FTM 101	Facial Treatments Without Machines	Application of treatments for the skin without the use of machines	50	15
FTM 102	Facial Treatments with Machines	Use of Machines to enhance the performance of treatments	60	20
EMA 101	Electricity, Machines and Apparatus'	Theory and use of special machines to infuse ingredients into the skin	10	15
WTH 101	Waxing & Tweezing, Hair Removal	Theory and application of hair removal	35	20
MUT 101	Make Up Techniques	Theory and application of make up	30	5
<b>TOTAL</b>			<b>300</b>	<b>180</b>

The 2019 completion and placement rates for the Skin Care program at the Tampa campus are 100.00% and 81.25% respectively. The 2019 completion and placement rates for the Skin Care program at the Lakeland campus are 83.33% and 100.00%, respectively. There is no state licensure exam for skin programs in the state of Florida. Therefore, a licensure rate does not apply.

## MASSAGE THERAPY (600 hours)

### Admission Requirements

The School requires that each student enrolling be at least 18 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools.

### Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

## Instructional Methods

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

## Description

The State of Florida requires 500 hours for a State License; Artistic Nails & Beauty Academy requires 600 hours to complete this program, to ensure graduates are successful in the workforce. The primary purpose of the Massage Therapy Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in massage or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A massage professional or private practice, an educator, chiropractic practices and resorts. Upon completion of the program and graduation requirements, the student is awarded a diploma.

## Program Objectives

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible service for each client based on analysis.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass an HIV/Aids exam and apply for State Licensure.

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

### Massage Therapy

Tuition	\$ 8,906.00	2018 Median Loan Debt: \$6,333.00 (Most current rates for this version)
Lab Fee	50.00	
Kit fee	40.00	
Books	221.46	
Registration Fee	<u>100.00</u>	
Cost	\$ 9,317.46	

### Textbooks:

Milady's Theory & Practice of Therapeutic Massage \$82.46      ISBN No. 978-1-285-18775-6  
Trail Guide to the body textbook \$49.00  
Trail Guide to the body workbook \$63.90  
Mosby's Pathology for Massage Therapists \$25.60

## Massage Therapy Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
MAS-100	History, Ethics, Florida Statutes	Ethical practice & decision making, licensing requirements	15	
MAS-101	Anatomy and Physiology	Relationship of A&P to massage, Wellness Systems, physiological change during disease, Kinesiology	150	
MAS-102	Massage in Medicine	Understanding of the recent acceptance of massage from alternative to complementary to integrative medicine and then into mainstream	8	

		health care		
MAS-103	Massage Effects	The psychological and physiological effects of massage	12	
MAS-104	Basic equipment & product knowledge	Ultrasound, Electric Stem, oils/lotions/gels, aromatherapy, body wraps, spa settings	7	
MAS-105	Safety and Sanitation	Sanitation and safety practices	10	
MAS-106	HIV/AIDS	Awareness, Precautions, applications to workplace	3	
MAS-107	Massage Consultation	Proper consultation procedures	16	
MAS-108	Massage Movements	Massage Strokes, Sequence and Rhythm	11	
MAS-109	Massage Techniques	Body Mechanics, Movements and Applications	16	
MAS-110	Massage Procedures	Effects, Benefits, Contraindications, Special Populations, Full Body Massage Clinic	131	125
MAS-111	Scalp Massage and Face	Lymphatic drainage techniques for face, Neck and Chest; Massage Scalp Techniques To Relieve Tightness/Aid Circulation	5	
MAS-112	Hydrotherapy	Theory, Modalities, Application	15	
MAS-113	Nursing Home and Health Care Massage	Range Of Motion, Light Massage to Increase Circulation, Lymphatic Drainage	14	
MAS-114	Athletic/Sports Fitness Massage	Contraindications, Procedures, Effects & Benefits	25	
MAS-115	Specialized Massage	Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians	50	
MAS-116	Neuromuscular Therapy	Theory, Applications and History	80	
MAS-117	Therapeutic Exercise	Exercises To Achieve A Balanced Body	12	
MAS-118	Massage Business	Business Planning, Marketing, Scheduling	20	
<b>Total Hours:</b>			<b>600</b>	<b>125</b>

The 2019 completion, placement, and licensure rates for the Massage Therapy program at the Tampa campus are 75.00%, 66.67% and 100.00%, respectively. The 2019 completion, placement, and licensure rates for the Massage Therapy program at the Lakeland campus are 80.00%, 37.50%, and 50.00%, respectively.

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

### **Admission Requirements**

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements,

and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

### Description

The State of Florida requires 500 hours for a State License; Artistic Nails & Beauty Academy requires 600 hours to complete this program, to ensure graduates are successful in the workforce. The primary purpose of the Full Specialist Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as a nail tech/skin care professional or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A nail tech/skin care professional or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

### Program Objectives

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicures, pedicures, and nail extension and in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible nail service/application.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass an HIV/AIDS exam and apply for State Licensure.

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

### Full Specialist

Tuition	\$ 9,154.87	2018 Median Loan Debt: \$6,333.00 (Most current rates for this version)
Lab Fee	57.00	
Kit	793.00	
Books	332.13	
Registration Fee	<u>100.00</u>	
Cost	\$ 10,437.00	

### Textbooks:

Milady's Esthetics Bundle	List Price	194.96
Milady's Nail Technology	List Price	137.17

### Full Specialist Program

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/Sanitation/ HIV AIDS	Basic theory, awareness, precautions & applications	8	50
FLW 101	Florida Law	Basic theory and application of principles	5	0
PTH 101	Personal Ethics	Applications of principles in a salon	3	0
ASN 101	Art & Science of Nail Diseases & Disorders	Study of diseases and disorders of the nails on hands and feet	10	0
AHA 101	Anatomy of Hands and Arms	Study of the anatomy of hands and arms	15	0
MAN 101	Manicure	Theory & practice of manicures	20	20
PED 101	Pedicure	Theory & practice of pedicures	20	10
NWR 101	Nail wrapping	Use of materials to wrap nails	15	10
NTF 101	Nail Tips and Fills	Application of tips and filling regrowth	37.5	25
SCN 101	Sculptured Nails	Application of acrylic products using a form	37.5	15

ANR 101	Artificial Nail Removal	Safely removing artificial nails	5	5
POL 101	Polishing	Theory & practice of polishing	5	10
NTP 101	Nail Theory & Practices	Theory of related subjects such as OSHA regulations	85	0
ANP 101	Advanced Nail Practices	Paraffin treatments, gel intro, light activated gels, Advanced manicures & pedicures, chemistry, business and advertising, product exploration	34	48
BSH 101	Bacteriology/Sterilization/Sanitation/HIV aids	Basic theory, awareness, precautions & applications	10	50
FLW 101	Florida Law	Basic theory and application of principles	10	0
PES 101	Personal Ethics	Applications of principles in a salon	3	0
TSF 101	The Skin & Its Functions	The study of the skin and its functions	3	0
DSE 101	Disorders of Skin; Special Esthetic Procedures	Recognizing skin diseases and disorders and procedures applicable to estheticians for healthy skin	5	0
AFN 101	Anatomy of the Face and Neck	The study of the structure of the face and neck	3	0
CFS 101	Chemistry for the Facial Student	Chemistry that deals with the composition, structure and properties of matter and how it can be changed as related to the face and neck	3	0
PSA 101	Procedure of Skin Analysis	Learning about skin types and conditions to promote use of proper products and services	3	20
FMS 101	Facial Massage	Techniques for massage of the face, neck, shoulders, and décolleté.	40	25
MTE 101	Mask Therapy	Theory and application of various masks to treat and improve skin	35	10
FTM 101	Facial Treatments Without Machines	Application of treatments for the skin without the use of machines	50	15
FTM 102	Facial Treatments with Machines	Use of Machines to enhance the performance of treatments	60	20
EMA 101	Electricity, Machines and Apparatus'	Theory and use of special machines to infuse ingredients into the skin	10	15
WTH 101	Waxing & Tweezing, Hair Removal	Theory and application of hair removal	35	20
MUT 101	Make Up Techniques	Theory and application of make up	30	5
<b>TOTAL</b>			<b>600</b>	<b>373</b>

The 2019 completion and placement rates for the Full Specialist program at the Tampa campus are 66.27% and 85.45% respectively. The 2019 completion and placement rates for the Full Specialist program at the Lakeland campus are 71.43% and 97.78%, respectively. There is no state licensure exam for Full Specialist programs in the state of Florida. Therefore, a licensure rate does not apply.

## **SPA THERAPIST (900 Hours)**

### **Admission Requirements**

The School requires that each student enrolling be at least 18 years of age and provide proof of high school diploma or GED equivalent. GED programs are offered at most of the local high schools. For those students who wish to enroll in an eligible postsecondary program that qualifies for the Title IV funding and who lack a high school diploma and or its equivalency, the Career Pathway program is available. Prior to admission students must take and pass the Wonderlic aptitude test.

### **Grading Procedures**

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Evaluation Criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

## Instructional Methods

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

## Description

The State of Florida requires 760 hours for a State License; Artistic Nails & Beauty Academy requires 900 hours to complete this program, to ensure graduates are successful in the workforce. The primary purpose of the Spa Therapist Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A spa therapist professional at a spa or medical office, private practice, clinics, resort fitness facilities, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

## Program Objectives

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

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible service for each client based on analysis.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass an HIV/AIDS exam and apply for State Licensure.

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

### Spa Therapist

Tuition	\$ 13,999.04	2018 Median Loan Debt: \$9,500.00
Lab Fee	78.50	(Most current rates for this version)
Kit	558.00	
Books	417.00	
Registration Fee	<u>100.00</u>	
Cost	\$ 15,152.54	

Milady's Theory & Practice of Therapeutic Massage \$82.46

Milady's Esthetics Bundle \$194.96

Trail Guide to the body textbook \$49.00

Trail Guide to the body workbook \$63.90

Mosby's Pathology for massage Therapists \$25.60

### Spa Therapist

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
MAS-100	History, Ethics, Florida Statutes	Ethical practice & decision making, licensing requirements	15	
MAS-101	Anatomy and Physiology	Relationship of A&P to massage, Wellness Systems, physiological change during disease, Kinesiology	150	
MAS-102	Massage in Medicine	Understanding of the recent acceptance of massage from alternative to complementary to	8	

		integrative medicine and then into mainstream health care		
MAS-103	Massage Effects	The psychological and physiological effects of massage	12	
MAS-104	Basic equipment & product knowledge	Ultrasound, Electric Stem, oils/lotions/gels, aromatherapy, body wraps, spa settings	7	
MAS-105	Safety and Sanitation	Sanitation and safety practices	10	
MAS-106	HIV/AIDS	Awareness, Precautions, applications to workplace	3	
MAS-107	Massage Consultation	Proper consultation procedures	16	
MAS-108	Massage Movements	Massage Strokes, Sequence and Rhythm	11	
MAS-109	Massage Techniques	Body Mechanics, Movements and Applications	16	
MAS-110	Massage Procedures	Effects, Benefits, Contraindications, Special Populations, Full Body Massage Clinic	131	125
MAS-111	Scalp Massage and Face	Lymphatic drainage techniques for face, Neck and Chest; Massage Scalp Techniques to Relieve Tightness/Aid Circulation	5	
MAS-112	Hydrotherapy	Theory, Modalities, Application	15	
MAS-113	Nursing Home and Health Care Massage	Range of Motion, Light Massage to Increase Circulation, Lymphatic Drainage	14	
MAS-114	Athletic/Sports Fitness Massage	Contraindications, Procedures, Effects & Benefits	25	
MAS-115	Specialized Massage	Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians	50	
MAS-116	Neuromuscular Therapy	Theory, Applications and History	80	
MAS-117	Therapeutic Exercise	Exercises to Achieve A Balanced Body	12	
MAS-118	Massage Business	Business Planning, Marketing, Scheduling	20	
BSH 101	Bacteriology/Sterilization/ Sanitation/HIV aids	Basic theory, awareness, precautions & applications	10	50
FLW 101	Florida Law	Basic theory and application of principles	10	0
PES 101	Personal Ethics	Applications of principles in a salon	3	0
TSF 101	The Skin & Its Functions	The study of the skin and its functions	3	0
DSE 101	Disorders of Skin; Special Esthetic Procedures	Recognizing skin diseases and disorders and procedures applicable to estheticians for healthy skin	5	0
AFN 101	Anatomy of the Face and Neck	The study of the structure of the face and neck	3	0
CFS 101	Chemistry for the Facial Student	Chemistry that deals with the composition, structure, and properties of matter and how it can be changed as related to the face and neck	3	0
PSA 101	Procedure of Skin Analysis	Learning about skin types and conditions to promote use of proper products and services	3	20
FMS 101	Facial Massage	Techniques for massage of the face, neck, shoulders, and décolleté.	40	25
MTE 101	Mask Therapy	Theory and application of various masks to treat and improve skin	35	10
FTM 101	Facial Treatments Without Machines	Application of treatments for the skin without the use of machines	50	15
FTM 102	Facial Treatments with Machines	Use of Machines to enhance the performance of treatments	60	20
EMA 101	Electricity, Machines and Apparatus'	Theory and use of special machines to infuse ingredients into the skin	10	15
WTH 101	Waxing & Tweezing, Hair Removal	Theory and application of hair removal	35	20
MUT 101	Make Up Techniques	Theory and application of make up	30	5
<b>TOTAL</b>			<b>900</b>	<b>305</b>

The 2019 completion and placement rates for the Spa Therapist program at the Tampa campus are 83.33% and 60.00% respectively. The 2019 completion and placement rates for the Spa Therapist program at the Lakeland campus are 66.67%

and 75.00%, respectively. There is no state licensure exam for Spa Therapist programs in the state of Florida. Therefore, a licensure rate does not apply.

### **PROGRAM COSTS AND PAYMENT TERMS**

Charges for each program offered at the School will include a registration fee, and tuition charges, kit(s) and book(s). The School shirts are included in the kit. The School will provide the tools and implements required for completion of Phase I training. Upon graduation from Phase I and advancement to Phase II, students are provided a kit for the duration of their program. Specific costs for each program are also outlined in this catalog. Financial Aid is available for those who qualify. Should a student not qualify for financial aid, the student is required to put one half of the total cost of the program down and the balance can be paid in weekly or monthly increments; if the student has a balance upon completion of any program, said balance will be placed with our collection agency. Schools accept all forms of payment, i.e., credit cards, cash, check. A student may graduate as long as the balance has been satisfied through one of these options.

### **FUNDING ASSISTANCE AVAILABLE (for those qualified)**

The school is determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs. Student tuition may be paid by cash, check, or money order or through financial aid, which is defined as assistance that the student has been or will be awarded from Federal loan programs. The applicant, and if applicable, co-borrower, will be required to sign a formal installment note that requires making agreed upon payments.

All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 hours and 30 weeks. Students will receive an award letter which states, in writing, how much and when disbursements will be made. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing.

Pell Grants: Federal Pell Grants range in award amounts from a minimum of \$598 to approximately \$5815 per academic year. The amount of the award depends upon the actual cost of attendance at the School. The student must meet the School's satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance at the school.

Direct Loans: To qualify for this loan, the student must be a resident of Florida or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a Direct Loan. The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half-time enrollment status. Students who do not qualify for interest subsidies under the Direct Loan or who qualify only for partial annual loan limits and need additional assistance may apply for an unsubsidized Federal Stafford Student Loan.

Please refer to **The Student Guide**, a handbook on Financial Aid from the U.S. Department of Education, which contains information regarding student eligibility, criteria for selecting recipients and determining award amounts. All applicants for financial aid must contact the campus financial aid assistant and complete statistical profile form as well as the Free Application for Student Federal Aid (FASFA). In addition to the Federal Title IV Financial Aid Programs, students attending the School may apply for full or partial scholarships. For more information, contact the campus admission's office

Other forms of assistance may be available to qualified applicants from the Veteran's Administration, Division of Vocational Rehabilitation, etc. For more information regarding financial assistance, how to obtain an applicable refund, or review sample refund calculations, contact the campus administration office. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

## **UNUSUAL ENROLLMENT HISTORY (UEH)**

Effective with the 2013-2014 school year, the U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories.

What this means for you:

If you received the Federal Pell Grant at multiple institutions in recent academic years (2010-2011, 2011-2012, & 2012-2013), your 2013-2014 Free Application for Federal Student Aid (FAFSA) will be flagged (see next bullet for flag indicators) for unusual enrollment history (UEH).

The flags "2" and "3" will be indicated on your Student Aid Report (SAR) and our Financial Aid Department will be required to review your enrollment history to determine whether or not you are enrolling only long enough to receive cash refunds of Federal student aid. If you received the Federal Pell Grant and credit hours (passing grades: A-D) were not earned at each institution attended during these award years, you may be determined ineligible for Federal financial aid. The Financial Aid Department will determine if you had a legitimate (valid) reason for having unusual enrollment at multiple institutions.

You may be asked to provide valid documentation explaining the reason behind your unusual enrollment history. If documentation is needed, the Financial Aid Department will contact you by email or letter detailing the appropriate documentation needed.

## **ELIGIBILITY**

A student must be a citizen or eligible non-citizen to receive aid from the FSA programs. The general requirement for eligible non-citizens is that they be in the U.S. for other than a temporary purpose with the intention of becoming a citizen or lawful permanent resident as evidenced by the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS).

The eligible statuses are:

1. A U.S. citizen or national
2. A U.S. permanent resident
3. Citizens of the Freely Associated States: The Federated States of Micronesia and the Republics of Palau and the Marshall Islands
4. Other eligible non-citizens

The Department of Education performs matches against the application to verify the student's citizenship status. In the case where a student's status is not confirmed, the student must provide the school with appropriate documentation showing that he/she is a permanent resident or other eligible non-citizen. The school must then initiate a Secondary Confirmation of this documentation with DHS to insure its validity. To initiate a Secondary Confirmation, the school must complete a Form G-845S (standard DHS form). For every student required to undergo Secondary Confirmation, the school is required to furnish to the student written instructions providing an explanation of the documentation the student must submit as evidence of eligible non-citizen status, the deadline for submitting documentation (which must be at least 30 days from the date the school receives the results of the Primary Confirmation), notification that if the student misses the deadline they may not receive FSA funds for the award period or enrollment period, and an acknowledgment that no determination of the student's eligibility will be made until an opportunity to submit immigration status documents is provided. After all required documents are collected and forms are signed, the packet will be sent to our third-party servicer for processing.

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS\***

Satisfactory Academic Progress (SAP) applies to every enrolled student at Artistic Nails and Beauty Academy. The policy is provided to students prior to enrollment and applied consistently to all students in a given program, and who are scheduled for a particular category of attendance (i.e., part-time vs. full-time).

### **Attendance and Academic Progress Evaluations**

When a student reaches their program's pre-set evaluation period, the school's administrative staff will conduct formal evaluation of progress. The pre-set evaluation periods are:

Cosmetology	450/900 actual hours
Hair Design/Barber	450/900 actual hours
Restricted Barber	300/600 actual hours
Manicuring/Pedicuring/Nail Extensions	150/300 actual hours
Skin Care	150/300 actual hours
Massage Therapy	300/600 actual hours
Full Specialist	300/600 actual hours
Spa Therapist	450/900 actual hours

The first evaluation will occur no later than the mid-point of the academic year or course, whichever occurs first. An Academic Year is defined as 900 clock hours. Each student is provided with a minimum of two (2) written evaluations of progress reports during their program period. The evaluation will measure performance in academics based on grades received and will show attendance progress based on percentage of cumulative actual hours to scheduled hours. SAP evaluation periods are based on actual contracted hours at the institution.

### Attendance Performance

Students must accrue a minimum of 67% of the scheduled hours to be considered maintaining satisfactory progress. The maximum time allowed for students to complete each program is no longer than 150% of the approved program length as stated below.

PROGRAM	MAXIMUM TIME	SCHEDULED HOURS
COSMETOLOGY – 1200 HOURS	60 WEEKS	1800
HAIR DESIGN/BARBER – 1200 HOURS	60 WEEKS	1800
RESTRICTED BARBER – 600 HOURS	27 WEEKS	900
MANICURING, PEDICURING, NAIL EXTENSIONS – 300 HOURS	15 WEEKS	450
SKIN CARE – 300 HOURS	15 WEEKS	450
MASSAGE THERAPY – 600 HOURS	27 WEEKS	900
FULL SPECIALIST – 600 HOURS	27 WEEKS	900
SPA THERAPIST – 900 HOURS	40 WEEKS	1350

The maximum time allowed for part-time students or transfer students needing less than full program requirements will be determined based on 67% of the scheduled hours. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. A Leave of Absence extends the maximum time frame by the same amount of time in the leave of absence. Once a student exhausts maximum timeframe, financial aid is discontinued, and the student can continue as a cash pay student.

### Academic Performance

To determine academic progress, students are evaluated based on the theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for program completion. Theory is evaluated by written exams administered after each unit of study. Practical assignments and clinic services are evaluated as performed and counted toward program completion only when rated satisfactory or better. Practical skills are evaluated according to published criteria. Students must maintain a theory grade average of 81-87% (C) or greater and pass a final written and practical exam prior to graduation.

Numerical grades for theoretical progress are considered according to the following scale:

NUMERICAL GRADE	LETTER GRADE
95-100	A
88-94	B
81-87	C
75-80	D
BELOW 75	F

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the time of evaluation are considered to be making satisfactory progress until the next scheduled evaluation. If applicable, financial aid will be disbursed during this period. In order for a student to be considered making satisfactory progress as of the mid-point of the academic year or program whichever comes first, the student must meet both attendance and academic requirements on their evaluation. The opportunity to do so is ensured by the frequency of the evaluations. Students must maintain satisfactory progress in order to remain eligible to receive Federal Title IV Aid. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of probation. This applies to all students enrolled in a NACCAS approved program, even those not receiving financial aid. Each student is provided with a copy of their SAP Evaluation, and a copy is also maintained in the file. This evaluation will also note any changes to eligibility for Title IV aid for the student.

### **Warning and Re-Establishment of Satisfactory Progress**

Students failing to meet satisfactory progress requirements will be placed on Satisfactory Academic Progress warning for the next evaluation period. The student will be advised, and the actions required to attain satisfactory progress by the next evaluation point will be documented. Students are considered making satisfactory progress while on warning and eligible for financial aid. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements on or before the end of the warning period. At the end of the warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If a student fails to meet requirements at the end of the warning period, the student will be determined as NOT making satisfactory progress and financial aid will be terminated. Federal financial aid, if applicable, will not be disbursed to students determined as not making progress.

### **Interruptions, Program 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. Hours elapsed during an approved Leave will extend the student's maximum time frame and contract end date allowed by the same number of days in the Leave of Absence for program completion. Students re-entering school after an interruption, will return in the same satisfactory progress as when they left. Program incompletes, repetitions, non-credit remedial programs do not apply to this institution and have no effect upon the school's satisfactory progress standards.

### **Appeal Procedure**

If a student is determined not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration, with supporting documentation, of reasons why the student is not making progress and what has changed that will allow the achievement of SAP at the next evaluation. Appeals must be specific and contain a plan that the student can meet. Appeals must be decided between the student and the institution on an individual basis (Academic Plan or Attendance). Appeal documents will be reviewed, a decision made within 30 days and reported to the student. The appeal and decision documents will be retained in the student file. The reasons a student may appeal are, for example, a death of a relative, an injury or illness of the student, or other allowable special circumstances.

### **Probation**

If a student appeals their negative SAP status according to the Appeal Procedure above the student may be placed on "Probation." This status is only possible for students deemed not meeting SAP requirements during the previous warning period, and if the student prevails upon appeal. The school must also determine that SAP requirements can be met by the end of the probation period, or that the student can meet the requirements set forth in an academic plan, that if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum timeframe established.

### **Re-Instatement of Financial Aid**

Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established SAP by meeting the minimum cumulative attendance and academic requirements.

\*Please note: The Satisfactory Academic Progress Policy is included in the Student Catalog, which is provided to each applicant, prior to enrollment.

### **GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, student's face monthly living costs for room, board, personal expenses, and transportation while enrolled in school. Students living with parents can expect the monthly living costs of approximately \$1049; students living independently can expect approximate monthly living costs of \$2685.71. Students with dependent children must also consider reasonable childcare costs. It is important to remember that room, board, and personal expenses occur whether or not an individual is enrolled in career education.

### **LICENSURE REQUIREMENTS**

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

- Satisfactory completion of the required hours designated for the specific program of study.
- Satisfactory completion and certification of the Florida AIDS Education program at a cost of \$20 to be paid by the student.
- Submit to and pass the applicable examination.

### **GRIEVANCE POLICY**

Artistic Nails & Beauty Academy is committed to providing a sound and positive educational environment. Understanding there may be times when students want to express concerns or feel the need to file an official grievance, the School has adopted the following procedure:

1. File the signed complaint in writing by means of a letter to the Director of the School outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the School's complaint committee.
4. The School's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. Complainant must bring a copy of written record of prior meeting with School representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the complaint committee will act on the allegations, and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information to show that the allegations were not warranted or based on fact.

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

Commission For Independent Education  
325 West Gaines Street, Ste. # 1414  
Tallahassee, Fl. 32399-0400  
(850) 245-3200 or toll free 1- (888) 224-6684

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

### **REFUND AND CANCELLATION POLICY**

The Refund and Cancellation Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. It complies with the mandated policies issued by the Florida Commission for Independent Education and NACCAS. An applicant not accepted by the school shall be entitled to a full refund. Cancellation or withdrawal date in each situation below is determined by the earlier of the postmark on written notification or the date said information is personally delivered to the school.

1. If a student (or in the case of a student under legal age, his or her parent or legal guardian) cancels his/her enrollment and requests his/her money back in writing within three (3) business days after signing the enrollment agreement, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has actually started training. Unofficial withdrawals are determined by the school through monitoring attendance at least every 14 days.
2. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering class, he/she shall be entitled to a refund of all monies paid to the school less the registration fee (maximum \$150) listed on the contract, and any books & equipment which are not returned or are not returnable due to use.
3. Refunds are computed on the basis of scheduled hours. They apply to all terminations for any reason, by either party. Refund policy applies to percentage of the applicable billing period of the program the student has been scheduled to complete as of the student's last day of attendance. This is based on the percentage of the associated billing period the student has been scheduled to complete as of the student's last day of attendance. This is based on the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. For students who enroll in and begin classes, the following schedule of tuition is authorized:

Withdrawal after attendance has begun, through 20% completion of the billing period will result in a pro-rata charge for tuition, computed on number of hours scheduled compared to total billing period hours. After completing more than 20%, but less than 50%, of the billing period, the amount owed is based on the Minimum Tuition Adjustment Chart shown below. After completing 50% or more, billing period is considered to be 100% earned. Periods are 150 hours in a 300 hour program, 300 hours in a 600 hour program, 450 hours in a 900 hour or higher program, and any balance of less than 450 hours becoming the last period (example: 1200 hours=450 hour period, 450 hour period and 300 hour period.) For transfer students, equitable billing periods will be developed on an individual basis. Billing periods not yet started will not be charged. Used equipment is not considered returnable for credit.

<b>Percentage of Length Scheduled to Total Length of Billing Period</b>	<b>Amount of Tuition Owed to The School</b>
0.01% to 20%	Pro-Rata
20.1% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

4. Refunds to the student and/or to the Lender, Pell or other federal account will be made within 30 days of the date of determination of student's enrollment or receipt of Cancellation Notice from student. For students who do not return from a leave of absence, the earlier of the scheduled date of return or the date the student notifies the institution that the student will not be returning is used as the determination date. If a student is expelled, it is based on the last day of attendance. "Return to Title IV" formulas must be applied before refunds are calculated. Refunds are made in the following order: Federal Unsubsidized Stafford, Federal Subsidized Stafford, Federal Plus, Pell, SEOG, then the student. If Federal calculation results in a portion of the refund being returnable to the student, this would first be applied to any unpaid institutional charges.
5. Mitigating circumstances: When situations of mitigating circumstances are in evidence, a settlement shall be made that will be reasonable and fair to both the student and the school.
6. If a program is cancelled after a student's enrollment but before the program begins, the school shall either provide a full refund of all monies paid or provide completion of the program. If school cancels a program after student enrolls and instruction has begun, the school shall, at its option: Provide a pro rata refund for transfer to another school based on the hours accepted by receiving school, provide completion of the program, participate in a Teach-Out Agreement, or provide a full refund of monies paid. If school closes permanently and ceased to offer instruction after instruction begins, the school shall provide prorata refund; or participate in a Teach-Out Agreement.

7. Other Policies: Addendum may be attached to the enrollment agreement to modify the scheduled length of program or document changes in program. Having/maintaining required books/equipment is the responsibility of the student. A list of books and equipment is supplied before enrollment. Part of the student's cost is the purchase of a complete book and equipment kit. The school guarantees that all services and opportunities needed to complete school assignments will be made available within the timeframe of this contract. However, to apply for state licensing or diploma(s), the student must complete contracted hours, all points and services required (see catalog) and achieve grades of 75% or above on all required assignments and tests. All financial obligations to school must be met before any diplomas, board filing, or transfer procedures can be completed. The school reserves the right to suspend or dismiss a student who fails to show satisfactory progress, maintain continuous attendance, is in default on tuition, or whose conduct or activities are in violation of the stated rules and regulations. Rules and regulations may be modified, and changes posted. The school cannot guarantee employment to graduate, but will assist student thru job listings, advice upon request, as well as job application and resume practice. The student must comply with school dress code at all times. The student (or parent/guardian of dependent minor) will have access to their records. Written consent for release of records is required for each request unless otherwise required by law. Student may deny authority to publish "directory information." Access to student records is granted for NACCAS accreditation processes. The school assumes no responsibility for any negligence or lack of skill by any student(s) practicing any part of the school programs off campus.

All prices are as printed herein. Any outstanding principal balance may accrue an 18% per annum interest charge. Upon completion of program, a diploma will be awarded.

#### **DRUG AND ALCOHOL ABUSE POLICY**

The School is in compliance with federal government regulations for a Drug Free Workplace for students and employees. Any student or employee caught possessing, using, or distributing any illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency for arrest. Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance. Refer to Chapter 893 Drug Abuse Prevention and Control of the Florida Statutes for penalties associated with violation and convictions. The School acquaints students with "The Truth About Drugs" through a DVD titled "Creating a Drug-Free World", by The Foundation for a Drug-Free World ([drugfreeworld.org](http://drugfreeworld.org)) during their education.

#### **WEAPONS POLICY**

Possession of a weapon of any kind for any reason by anyone on an Artistic Nails & Beauty Academy campus is strictly prohibited. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, tazars, stun guns, fire works or anything that could be deemed a weapon by legal authorities (ATF, local police, etc.) are permitted on campus, and campus is defined as parking lot and buildings. Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff member who sees or hears of anyone on campus with a weapon is urged to notify the office immediately.

#### **HATE CRIME REPORTING**

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, (bullying) destruction, damage, or vandalism of property and any other crime involving bodily injury to local law enforcement agencies that manifests evident that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to their instructor(s) or directly to the administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to the Director

#### **CAMPUS SECURITY**

Artistic Nails & Beauty Academy has designated Robert Rosenberg, Owner as the contact person for any issues relating to campus security. Deirdre Millan, Director, is designated as the contact person if Mr. Rosenberg is unavailable. Artistic Nails & Beauty Academy, Tampa Campus, refers all campus law enforcement issues to the

Tampa Police Department and the Lakeland Campus to the Polk County Police Department as the school does not have private campus security personnel. Campus security statistics are provided each year.

If any crime listed below is observed or if any person reveals that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately inform any staff member; an incident report should be completed. This applies to crimes in the building or in the parking lot of the school.

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

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

## **STUDENT EMERGENCY RESPONSE**

### **Emergency Evacuation**

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation:

#### **Fire Evacuation**

- Evacuation is mandatory when a fire alarm is activated.
- Follow the Directors instructions, if given.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

#### **Non-Fire Evacuation**

- A non-fire evacuation will be initiated by campus personnel.
- Follow the Directors instructions if given.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

## **FIRE DRILL EXIT POLICY**

The objective of this policy is to prepare building occupants for exiting a building during a fire or related building emergency. The fire exit drills will also serve to identify building related problems related to evacuation. Florida law and regulations require annual fire exit drills for all individuals in Category 1 buildings.

Category I is defined as any building (a) that contains combustible or explosive matter or flammable conditions dangerous to the safety of life or property, (b) in which persons receive educational instruction, (c) in which persons reside, excluding private dwellings, or (d) containing three or more floor levels. All occupants of these building, at the time of the drill, must participate in the fire drill.

Fire exit drills are mandated by Florida State Statute 633, Fire Prevention and Control, and Florida Administrative Code Chapter 69A-3, State Fire Marshal Rules and Regulations.

The Owner or Director will supervise each fire drill and assist with the evaluation and record keeping. Building Occupants shall vacate the building in an orderly fashion when the fire alarm signal is given and not return until the "ALL CLEAR" signal is given. Occupants shall follow the Fire Evacuation Procedure under "Emergency Evacuation Policy". No prior notification shall be given as to a specific date or time. Records of fire drills shall be maintained by the Director.

## **LOCKDOWN POLICY**

### Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or on the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lay on the floor, and try to use available capabilities for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from the danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

### External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. This lockdown allows staff and students to continue with productive activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions.
- Remain attentive to any change in status.

### Shelter in Place

Shelter in place procedures are traditionally utilized when:

1. A tornado has been spotted.
  2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.
- Follow faculty and staff instructions.
  - Assist people with disabilities if possible.
  - Seek an interior room or hallway with no windows.
  - Close windows and doors- do not lock doors.
  - Remain in shelter until an all clear is given.

## ADDENDUM A – Faculty & Staff

### OWNERS/ADMINISTRATORS

Name	Position – Location
Robert Rosenberg	Owner/President – Lakeland & Tampa
Deirdre Millan	Campus President – Lakeland & Tampa
Ayuso-Hernandez, Waleska	Director of Education – Tampa & Lakeland
Benson, Sheena	Financial Aid Officer – Tampa & Lakeland
Messenger, Krystal	Financial Aid Officer – Tampa & Lakeland
Lowe, Nicole	Administrative Assistant – Lakeland
Allen, Debby	Admissions Assistant – Tampa

### TAMPA INSTRUCTORS

Name	Position
Balzac, Leila	Skin Care; Full Specialist; Spa Specialist
Lalande, Jill	Skin Care; Full Specialist; Spa Specialist
Myrick, Brandi	Manicuring, Pedicuring, Nail Extensions; Full Specialist; Spa Specialist
Cruz, Juan	Hair Design/Barber; Restricted Barber
Dominguez, Carmen	Cosmetology Instructor
Drago, Victoria	Massage Therapy; Spa Specialist
Guzman, Dena	Massage Therapy; Spa Specialist
Garcia, Elizabeth	Cosmetology
Johns, Omar	Hair Design/Barber; Restricted Barber
Clark, Sarah	Cosmetology
Holloway, Akeelah	Cosmetology
Giley, Avaince	Skin Care; Full Specialist, Spa Specialist

### LAKELAND INSTRUCTORS

Name	Position
Cruz, Juan	Hair Design/Barber; Restricted Barber
Garcia, Elizabeth	Manicuring, Pedicuring, Nail Extensions; Full Specialist
Johns, Omar	Hair Design/Barber; Restricted Barber
Schranck, Kelcie	Massage Therapy; Spa Specialist
Placious, Lesley	Skin Care; Full Specialist; Spa Specialist
Nichols, Penny	Manicuring, Pedicuring, Nail Extensions; Full Specialist; Spa Specialist
Rosa-Cruz, Nancy	Cosmetology
Szuszczewicz, Robert	Massage Therapy; Spa Specialist
Lattimore, Cherrica	Cosmetology
Whitman, Carmen	Cosmetology

## ADDENDUM B – Tuition and Fees

PROGRAM	KIT	LAB	BOOKS	REGISTRATION	TUITION	TOTAL
Cosmetology	\$519.00	\$666.70	\$204.38	\$100	\$15,876.81	\$17,366.89
Hair Design/Barber	\$519.00	\$666.70	\$232.84	\$100	\$15,876.81	\$17,395.35
Restricted Barber	\$519.99	\$666.70	\$232.84	\$100	\$8,878.46	\$10,397.00
Manicuring/Pedicuring/ Nail Extensions	\$275.00	\$28.50	\$137.17	\$100	\$2,904.83	\$ 3,444.50
Skin Care	\$543.00	\$28.50	\$194.96	\$100	\$5,093.04	\$ 5,959.50
Massage Therapy	\$40.00	\$50.00	\$221.46	\$100	\$8,906.00	\$9,317.46
Full Specialist	\$793.00	\$57.00	\$332.13	\$100	\$9,154.87	\$10,437.00
Spa Therapist	\$558.00	\$78.50	\$471.00	\$100	\$13,999.04	\$ 15,152.54

The cost of books, uniforms, licensure and/or certification and registration is non-refundable.

### EXTRA INSTRUCTIONAL CHARGES

The school has reserved a seat in class for each student enrolled to complete the program within a reasonable period of time. If the student fails to attend school according to his/her assigned schedule, the scheduled contract ending date may expire prior to the student completing the hours required for licensure. If that should occur, the student may be required to pay an hourly fee based on the tuition charged for the program of instruction (Cosmetology \$13.23, Hair Design/Barber \$13.23, Restricted Barber \$14.80, Manicuring/Pedicuring/Nail Extensions \$9.68, Skin Care \$16.98, Massage Therapy \$14.84, Full Specialist \$15.26, Spa Therapist \$15.55) for hours clocked beyond the contract ending date. In case of mitigating circumstances, the school owner has a right to waive these charges.

### ADDITIONAL FEES AND EXPENSES

All students will be required to pay for the HIV/Aids course and their license or certification. These monies will be made payable to The Department of Business and Professional Regulations for the following programs: Cosmetology, Hair Design - Barber, Manicure, Pedicure, Nail Extension, Skin Care Specialist, and Full Specialist. Spa Therapist and Massage Therapy programs may make cashiers check or money order payable to Department of Health. Students will take the HIV/Aids course online at the school and once they pass the test, a certificate will be issued. These fees and expenses ARE NOT included in the cost of tuition:

HIV/Aids course	\$20.00
Nail Specialist License	\$75.00
Cosmetologist License	\$63.50
Barber License	\$223.50 or \$173.50 after July 31, 2021
Restricted Barber License	\$244.50 or \$194.50 after July 31, 2021
Skin Care License	\$75.00
Full Specialist License	\$75.00
Massage License	\$155.00
Spa Therapist	\$230.00

## **ADDENDUM C – STATE LICENSING INFORMATION**

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

- Satisfactory completion of the required hours designated for the specific program of study.
- Satisfactory completion and certification of the Florida AIDS Education program at a cost of \$20 to be paid by the student.
- Submit to and pass the applicable examination.

### **Cosmetology**

Complete a minimum of 1200 hours of training at a Florida Cosmetology school. Artistic Nails & Beauty is a 1200-hour program.

### **Hair Design/Barber**

Complete a minimum of 1200 hours of training at a Florida Barber school. Artistic Nails & Beauty is a 1200-hour program.

### **Restricted Barber**

Complete 600 hours of training at a board approved barber school. Artistic Nails & Beauty is a 600-hour program.

### **Manicuring/Pedicuring/Nail Extensions**

Complete a minimum of 240 hours of training at a Florida school. Artistic Nails & Beauty is a 300-hour program.

### **Skin Care**

Complete a minimum of 260 hours of training at a Florida school. Artistic Nails & Beauty is a 300-hour program.

### **Massage Therapy**

Complete 500 hours of training at a board approved massage school. Artistic Nails & Beauty is a 600-hour program.

### **Full Specialist**

Complete 500 hours of training at a Florida school. Artistic Nails & Beauty is a 600-hour program.

### **Spa Therapist**

Complete 760 hours of training at a board approved massage school. Artistic Nails & Beauty is a 900-hour program.

## **Addendum D – VETERANS ATTENDANCE POLICY**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as an unexcused 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 (defined as 80%) 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**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period. Evaluation periods are defined by program.

A VA student whose GPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of one (1) month. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

### **Veteran's Credit for Previous Education or Training**

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

### **VETERAN'S TIME FRAME TO COMPLETE PROGRAMS**

Veteran students are expected to attend classes according to their assigned schedule and complete their program within State Approving Agency (SAA) approved number of program hours. Full time Veteran students are scheduled to attend 30/34 hours weekly and part-time Veteran students are scheduled to attend 20 hours weekly.

Class Hours:	Full Time	Tuesday – Saturday:	9:00 a.m. – 3:30 p.m.	
		Tuesday –Thursday & Saturday: Friday	9:00 a.m. – 4:30 p.m.	Full Specialist/Nails/Skin
	Part Time	Tuesday – Saturday:	9:00 a.m. – 3:30p.m.	Full Specialist/Nails/Skin
		Monday - Thursday:	9:00 a.m. – 1:00 p.m.	
		Saturday-	5:30 p.m. – 9:30 p.m.	
			9:00 a.m. – 1:00 p.m.	

Veteran students may not make up any hours missed. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (defined as 80%) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

### **VETERAN'S LEAVE OF ABSENCE POLICY**

Veteran student may not take a Leave of Absence (LOA). Veteran student will be terminated on the last date of attendance.

### **VETERAN'S PENDING PAYMENT COMPLIANCE**

Facility Name/Address:	Artistic Nails and Beauty Academy
VA Facility Code:	Tampa: 25-4451-10 / Lakeland: 2-5-4935-10
Person Completing Addendum:	Krystal Messenger

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies