



School Catalog

FOR STUDENTS AND PROSPECTIVE STUDENT

October 2024-October 2026

The Esthetic Institute

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Certified to Operate by the State Council for Higher Education for Virginia (**SCHEV**) Licensed by the Virginia State Board of Barbers & Cosmetology (**DPOR**)

Accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education

The Esthetic Institute is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. Financial aid is available to those who qualify.

This institution is approved to offer Veterans Educational Benefits by the Virginia State Approving Agency (**SAA**).

Accréditation and Membership from Comité International D'Esthétique et du Cosmétologie (CIDESCO)



This catalog is in English as all programs at Esthetic Institute are taught in English.

*This catalog is true and correct in content and policy.
With the publication of this catalog all previous editions become obsolete.*

WELCOME TO THE ESTHETIC INSTITUTE



"Let me be the first to welcome you to The Esthetic Institute. Congratulations on taking your first step towards a wonderful and exciting new career. Your chosen profession will take you as far as you are willing to go; not only making people look good but helping them feel good about themselves.

*We at the Esthetic Institute will strive to teach you all you need to know to pass your state board exam and help you start your career. We expect you to put effort and heart into learning. You have to remember, **"Your hands are connected to your heart,"** love and enjoy what you are doing. Having an unforgettable touch makes people come back to you over and over again. This will be a reflection of you and the love of your work.*

For the next few months, I want you to pay attention, stay focused and have your loving heart concentrate on your study and practice. And while it is important to learn all the technical skills and prepare for the exam, it is even more important to learn about communication and the art of selling to your future clients! Our student clinic is an essential tool for our students to learn about the day-to-day life and operations of a real Spa and Salon environment. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual and respectful toward your instructors, your fellow students, and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matter studied in the theory classes, shop management, business concepts, and the elements of personal success.

Enjoy your fellow students, give, and receive wholeheartedly, have fun, learn a lot and you shall be successful. As I always say: "Our Skin Is Our Birth Certificate and a Knowledgeable Esthetician is an "Epidermatologist" Who Can Really Cure 90% of Skin Problems".

This catalog has been designed to provide you with as much information as possible about your program, rules, regulations, school policies and student services at your disposal. We have made every effort to make the information clear and relevant. If there are any further questions, our Admission Counselors and Educational Team will be glad to assist.

I wish you the best in your career and look forward to hearing about all your success."

Sincerely,

Parvane Hashemi

Dean of Education

(The Esthetic Institute is owned by Esthetic Inc)

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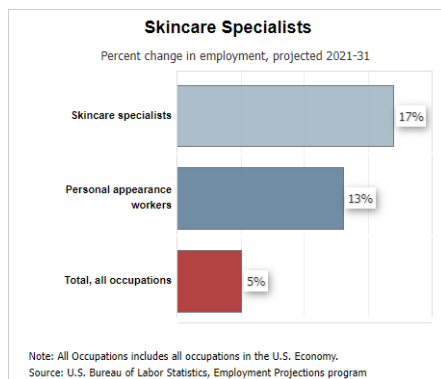
AN INVITATION TO OPPORTUNITY

Join us on the journey of a lifetime. Right here is where your career in beauty begins. You are excited about your career in skincare and beauty, and so are we. We cannot wait to share our knowledge and expertise with you. A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty industry is a big business and always growing. Millions of dollars are spent each year on beauty services. We, at the Esthetic Institute, will strive to teach you all you need to know to pass your state board exam and help you start your career. We expect you to put effort and heart into learning. You must remember, "Your hands are connected to your heart." Love and enjoy what you are doing. Having an unforgettable touch makes people come back to you over and over again. This will be a reflection of you and the love of your work.

CAREER OPPORTUNITIES

According to the Bureau of Labor & Statistic, Employment of skincare specialists is projected to grow 17 percent from 2021 to 2031, much faster than the average for all occupations. About 13,500 openings for skincare specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Our Graduates might work in places like spas, salons and health retreats, cruise lines, health & fitness centers, medical offices, magazines, department stores, cosmetics companies, and more. Film, TV, and fashion require make-up artists and skin specialists.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. For the Industry Employment Wages and the National Employment Projections for the Beauty Services Industry visit <https://www.bls.gov/>



Employment projections data for skincare specialists, 2021-31

Occupational Title	SOC Code	Employment, 2021	Projected Employment, 2031	Change, 2021-31	
				Percent	Numeric
Skincare specialists	39-5094	80,500	93,900	17	13,400

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

CAREER CONSIDERATIONS AND REQUIREMENTS

In addition to obtaining proper training and a license, working in the beauty industry requires a solid knowledge of fashion and health, as well as some accounting and managerial skills for running a business. Good people skills are also essential for understanding clients' needs. It's important to maintain a clean and presentable appearance while having the ability to cater to each client's unique needs. As a beauty professional, it's important to embody the qualities that you strive to provide for your clients. Additionally, finger dexterity and an artistic eye are important skills to have in this industry. Staying updated with the latest trends and beauty techniques is crucial. Expect to work long hours to build a strong client base and achieve your desired income.

OUR SCHOOL & LOCATION

The Esthetic Institute is a private school owned by Esthetic Inc. It has been in operation in the Tri-State area for over 25 years. The school monitors its performance in terms of completion, licensure, and placement. The maximum student to teacher ratio is 18 to 1. The state-of-the-art facility is located in Vienna, Virginia, with easy access from various areas in Virginia, Maryland, and DC. It is conveniently located near several metro lines and a bus stop on Old Courthouse Rd. The 8097 square feet facility includes distinct work areas for classroom theory, hands-on demonstrations, and student clinic, all equipped with modern teaching aids and audio-visual equipment. The school uses professional salon-grade products and partners with Dermalogica, IMAGE SKINCARE, and its own Esthetic Institute skincare line. Each student is provided with lab materials for practical sessions, including handouts and lecture notes. Additionally, students are granted access to the Esthetic Institute's online learning/resource portal at ei.myonlinecampus.org and the student SIS access at ei.orbundsisis.com. The Esthetic Institute is the first school in VA to be accredited by CIDESCO, allowing students the chance to sit for the prestigious CIDESCO Examination and obtain the CIDESCO INTERNATIONAL DIPLOMA.

AMERICANS WITH DISABILITIES ACT OF 1990

Esthetics Institute complies with the Americans with Disabilities Act of 1990; the school facility is wheelchair accessible.

GRADUATION, PLACEMENT AND LICENSURE RATES

1. Graduation: 97% of our Students Scheduled to graduate in 2022 completed and graduated.
2. Placement: Out of the Graduates Eligible for Employment at the time of the report, 67% were already placed in a related Field.
3. Licensure: 100% of Students who sat for Exams in 2022, have passed their State Board.

MISSION STATEMENT

The mission of the Esthetic Institute is to provide quality programs in a clinically safe environment of academic learning to produce motivated and committed individuals prepared to achieve excellence and professional success in the beauty industry. We are committed to securing the success of our students by providing training that gives them the tools and knowledge they need to be successful in their field of study and successfully obtain employment in the chosen field.

GOALS AND OBJECTIVES

In support of our Mission statement, the school's objectives are:

1. Provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment; and provide instruction that instills within students an appreciation for the value of life-long learning and education.
2. To provide students with the skills and knowledge needed to compete in the rapidly growing spa industry.
3. To qualify and prepare students for the State Board Licensing examination through theory study, regular testing, practical demonstrations, clinic and business participation, lectures, and seminars. Audio/visual aids are utilized to enhance the student experience.
4. To assist the student in suitable job placement.
5. Provide an academic advisory board to lend advice and recommendations to the institution's management and faculty concerning the type and content of programs and courses needed to produce graduates who can best be successful in a global economy.

FACULTY AND STAFF

The faculty and staff of The Esthetic Institute are qualified and licensed by the state of Virginia to provide all the training and support services required for the successful administration of the educational and financial programs available through this institution. Faculty is available by appointment outside of normal class schedules. Students are encouraged to use the school's online portal for all communications. For BIOS – please visit our website: <http://estheticinstitute.com/faculty>

Parvane Hashemi – Dean of Education and Admission Director
Katie Sellers – Assistant Dean, Esthetician Instructor & CIDESCO Diplomat
Haleh Ghelichkhani-Assistant to Dean of Education -Compliance
Dunja Milkov – Financial Aid Director and Student Services
Heike McCray -Operations Manager
Acacia Varela -Admission Coordinator
Jaqueline Leme Seabra – Esthetician & Master Esthetician Instructor CIDESCO Diplomat
Arleen Torres – Esthetician & Master Esthetician Instructor
Chelsea McCray– Esthetician & Master Esthetician Instructor
Shekara Smith - Esthetician Instructor
Nakeita Green – Esthetician & Master Esthetician Instructor
Kimberly Davis – Nail Technician Instructor
Mary Nguyen - Master/ Permanent Cosmetics Instructor

ACCREDITING AND LICENSING AGENCIES

The Esthetic Institute is licensed to operate by the:

Department of Professional and Occupational Regulation (DPOR) Commonwealth of Virginia
9960 Mayland Drive, Suite 400 Richmond, Virginia 23233 (804) 367-8500
<http://www.dpor.virginia.gov>

The Esthetic Institute is certified to operate an institution of postsecondary education by:

State Council for Higher Education in Virginia (SCHEV)
101 N. 14th Street, 9th Floor James Monroe Building Richmond, VA 23219 (804) 225-2600
<http://www.schev.edu>

The Esthetic Institute is Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc: The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education. 3015 Colvin Street Alexandria, VA 22314 (703) 600-7600 <http://naccas.org>

The Esthetic Institute is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. Financial aid is available to those who qualify.

The Esthetic Institute school code is OPE ID: 04267700.

<https://studentaid.ed.gov/sa/>

The Esthetic Institute is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. <https://www.dvs.virginia.gov/>

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

The Esthetic Institute is an Accredited CIDESCO Beauty Therapy School: CIDESCO International
Waidstrasse 4a CH-8037 Zurich <http://cidesco.com/>

SCHOOL HOURS & SCHEDULES

The Esthetic Institute operates throughout the year, except for recognized holidays. Full-time day programs are offered Monday to Thursday from 9:30 am to 5:00 pm. Evening classes are offered on an afternoon schedule of 1-2 evenings per week from 5:00 pm to 9:30 pm, and Saturdays or Sundays from 9:30 am to 5:00 pm. Schedules vary per program (see Addendum at the end of Catalog). Please note that the school reserves the right to change start dates based on class enrollment, staff availability, and other considerations. Some classes listed may already be full. For updated Start Dates, please call us at (703) 288-4228.

HOLIDAYS AND SCHOOL CLOSINGS

The school recognizes the following days as holidays:

New Year's Day
Martin Luther King Day
Presidents Day
Easter Sunday

Memorial Day/Weekend
Juneteenth
Independence Day/Weekend

Columbus Day Veterans Day
Thanksgiving Day/Weekend
Christmas Eve/Day
Labor Day Weekend

Winter Break : The school is closed 12/23 to 1/1. Summer Break: The school is closed 7/4-7/14. The school reserves the right to close additional days with posted notice. (See posted dates in school)

ADMISSION POLICY & REQUIREMENTS

The school requires that each student enrolling in the programs must:

1. Provide proof of secondary or post-secondary education (e.g., a high school diploma, a GED certificate, an official transcript showing secondary school completion, a state certification of home school completion, college diploma, or college transcripts). Should an enrolling student have a foreign high school diploma, the institution will refer the student to outside agencies that are qualified to translate documents into English and can confirm and verify the academic equivalence to a U.S. high school diploma (charges may apply). The Esthetic Institute does not accept ATB tests. However, for programs equal or longer than 600 clock hours, in the absence of a high school diploma, the school may apply the NACCAS 225 rule, whereas the student enrolls and must be in SAP at 225 hours in order to continue. Students using the NACCAS 225 rule cannot qualify for Financial Aid.
2. Present a Valid Photo ID as proof of identification (see below for acceptable items):
 - a. valid state identification or valid driver's license
 - b. valid military identification
 - c. valid passport
3. Be at least 17 years of age or older.
4. Provide a Social Security number and/or proof of eligible non-citizenship status if applicable.

If the prospective student is a transfer, additional documents may be required, such as an Official Transcript from the previous school (See the section Transfers from other Schools below). If the prospective student is a returning student, all previous financial obligations must be cleared up before re-enrolling. Esthetics Institute does not offer a Comprehensive Transition Postsecondary Program for students with intellectual disabilities.

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The Esthetic Institute may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 non-refundable application fee, and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided with the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans current.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period and max time frame by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

ENROLLMENT PROCEDURES

All prospective students at the Esthetic Institute are invited to visit the school and arrange for a tour and counseling session prior to enrollment. An electronic catalog detailing all aspects of the school will be furnished to each student (hard copy available if requested), including schedule of tuition and fees, methods of payment, School's Graduation, Licensure and Job Placement Rates, Licensure Requirements, Satisfactory Academic Progress Policy and more. Students will complete an Application for Admission and submit it along with a \$100 non-refundable Application fee to be considered for enrollment. An Enrollment Agreement and payment is required for each student registering for a program and must be signed at the time of registration. The student must agree to comply with the tuition payment schedule documented on their contract. The fees paid for book, kit, and supplies (as noted in the individual program outlines) are non-refundable once issued to the student, as they become the student's property. Acceptance of transfer hours is at the discretion of the school. The school does not recruit students who are already attending or have been admitted to another school offering similar programs of study. The Esthetic Institute does not offer a Comprehensive Transition Postsecondary Program. Students may not be accepted for enrollment if they cannot prove creditworthiness (Please see Method and Terms of Payment below). Providing false information to gain admission or access to financial assistance violates the law and could result in criminal prosecution as well as denial of admission or termination from school.

TRANSFERS TO/FROM OTHER SCHOOLS

Enrollment is available for students wishing to transfer to The Esthetic Institute after they have withdrawn from other schools both in and out of state. The acceptance of transfer hours is at the discretion of the school and will be granted in accordance with Virginia State Board Regulations FOR LSITED PROGRAMS. Student must have a certified and verifiable transcript and pass a Competency Exam. The former school must be licensed by the appropriate state licensing entity while the student was enrolled. The hours earned at the originating school must have been earned no more than two years prior to enrolling at The Esthetic Institute. We will only credit completed content, based on the student's transcript. The applicant will provide the Board with satisfactory evidence of the above, come exam time. Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours. The student must meet all other regular admission requirements. Students accepted for admission will be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

The Esthetic Institute does not guarantee transferability of credits/or hours earned to any other institution. It is up to the receiving institution whether to accept courses and credits.

COST OF ATTENDANCE

To determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2023-2024 Award Year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Total
-	\$341.00	\$511.00	\$852

Living away from home:

Room & Board	Transportation	Miscellaneous	Total
\$1,435.00	\$487.00	\$785.00	\$2,456.00

NON-DISCRIMINATION STATEMENT

The school does not discriminate in its admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

HARASSMENT, INTIMIDATION, BULLYING

The school is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using social media, cell phones, computers, personal communication devices, or other electronic devices. Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems;

and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm; they are directed at a specific target and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the school. Such conduct or communication interferes with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, and discrimination can interfere with and limit a person's ability to participate in or benefit from the school's services, activities, or opportunities. The administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or sanctions against offending students. Anyone engaging in these behaviors on school property or at school activities will have access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy. It will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to their supervisor or other relevant school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

PROGRAMS

Programs	Classroom hrs	Clock hours	Full Time		Part Time	
			hrs/ week	Total weeks	Total weeks	hrs/ week
Esthetics	600	600	28	22	38	16
Master Esthetics	600	600	28	22	38	16
Nail Technician	150	150	n/a	n/a	10	15
Permanent Cosmetics	200	200	n/a	n/a	14	14
Master Permanent Cosmetics	200	200	n/a	n/a	13	16
Wax Technician	115	115	28	4	7	16

**The total number of weeks includes classroom, lab & clinic. If students do not complete the program within the weeks allocated additional charges may apply. Clinic hours per week may vary from program to program.*

¹ Licensure programs are approved by NACCAS.

Class Scheduling

All courses and schedules are available at a minimum class start. Classes may be canceled, postponed, or rescheduled due to class, faculty, or instructor scheduling conflicts or insufficient enrollment. The Esthetic Institute reserves the right to make said changes without prior notice. The School offers makeup hours for students enrolled in licensure classes who need to make up missed hours at the end of the scheduled program.

The school's program offerings are consistent with its stated purpose: to provide career-focused education that inspires and empowers our diverse student body to succeed in employment with confident, professional skills in the exciting, growing field of esthetics.

Curriculum & Program Outlines

All programs offered by The Esthetic Institute 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.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, online lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES AND SCALE

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical evaluations are ongoing due to State Performance requirements. Practical skills are evaluated according to CIB and performance standards established by the state licensing agency and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a GPA of 75% or higher and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

75 - 79 SATISFACTORY

80 - 89 VERY GOOD

74 and BELOW UNSATISFACTORY

NOTE: See GPA and Participation GRADE Handouts during Orientation for details.

REQUIRED PRACTICAL EXPERIENCES

State Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the minimum experiences that each Student must successfully complete prior to graduation. The instructor may schedule more practices based on training needs. Each Student must complete all assignments as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will date one block on the Practical Grade Record form for each project completed in the applicable category. A block will only be initialed if the skill performed is considered satisfactory or better based on State CIB requirements. Practical skills are evaluated according to published criteria.

COURSE LANGUAGE

All educational programs at the Esthetic Institute are taught in English.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes, and web-based materials is available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials, including the Portal.

STUDENT ORIENTATION

This orientation is mandatory for all incoming students and must be attended before the start of the program. During orientation, we will discuss mutual rights, responsibilities, and standards. We will explain our program's schedule and format, how you will progress during your program, and how your performance will be measured. An online version of the Orientation presentation is also available for review. Students will be quizzed at the end of the Orientation session. The Orientation is usually held on the first day of class to ensure all students are present and attending.

STUDENT RIGHTS & RESPONSIBILITIES

- Agrees to pay applicable school, state fees, and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial documents, if applicable, in the designated time frame.
- Agrees to always comply with the school's dress code and project a professional image representative of the skin care and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Agrees to properly conduct and finish all assignments, tests & projects required for completion of course of study, when applicable.
- Understands that minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial assistance according to the policy found in the catalog.
- Understands that he/she/they are responsible for the state licensing exam fee and other examination or licensing related expense

LICENSURE PROGRAMS

ESTHETICS

Program Length 600 Hours

Full-time and Part-time sessions available

Texts: Milady Standard Esthetics:

Fundamentals

CIP-CODE-12.0409

DESCRIPTION:

The Esthetics program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

OBJECTIVES:

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin care and makeup.
6. Perform the basic analytical skills to advise clients on their skin and its health.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

Program Overview:

(The below hours include Theory, Lab and Clinic and may change and be adjusted per section as needed by the school within state requirements)

1. Orientation and business topics - 25 hours
2. Laws and regulations - 10 hours
3. General sciences - 80 hours
4. Applied sciences - 95 hours
5. Skin care - 255 hours
6. Makeup - 65 hours
7. Body and other treatments - 20 hours
8. Hair removal - 50 hours

The curriculum for estheticians shall include the following minimum practical performances:

- 35 Consultations, cleansings and analysis of face and body
- 65 Manual facials and treatments
- 50 Machine or electrical facials and treatments
- 20 Body treatments and back treatments
- 25 Makeup
- 25 Hair Removal

MASTER ESTHETICS

Program Length 600 Hours

Full-time and Part-time sessions available

Texts: Milady Standard Esthetics: Advanced

**Pre-requisite: Completion of Esthetics program and/or Esthetics License*

CIP-CODE-12.0414

DESCRIPTION:

The Master Esthetics program was developed to provide Estheticians with the underpinning knowledge and skills to perform advanced dermal therapies. The program is designed to train the students in the advanced manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in advanced Esthetics or a related career field.

OBJECTIVES:

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform advanced manipulative skills in the areas of advanced skin care and dermal therapy.
6. Perform detailed and precise analytical skills to advise clients on their skin and its health.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

Program Overview:

(The below hours include Theory, Lab and Clinic and may change and be adjusted per section as needed by the school within state requirements)

1. Orientation, advanced business subjects, and infection control - 45 hours
2. State laws, rules, and regulations - 10 hours
3. Advanced anatomy and physiology - 65 hours
4. Advanced skin care and advanced modalities - 90 hours
5. Advanced procedures and chemical exfoliation - 270 hours
6. Lymphatic drainage - 120 hours

The curriculum for Master estheticians shall include the following minimum practical performances:

- 40 Advanced treatments
- 50 Microdermabrasion
- 75 Chemical exfoliations
- 50 Lymphatic drainage treatments

NAIL TECHNICIAN

Program Length 150 Hours

Part Time Sessions -2 evenings per week

Texts: Milady's Standard Nail Technology

DESCRIPTION:

The Nail technician program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, manicures, pedicures, sculpting, nail art, silk and fiberglass wraps, business development, retail training, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as Manicurist or Nail Technician or a related career field.

OBJECTIVES:

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas of nail technology such as manicures and pedicures.
6. Perform the basic analytical skills to advise clients about their nail and desired look.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

Program Overview:

(The below hours include Theory, Lab and Clinic and may change and be adjusted per section as needed by the school within state requirements)

- Orientation - 5 hours
- Personal Image & Hygiene - 5 hours
- State Laws and Regulations – 5 hours
- Salon Management & Ethics – 5 hours
- Infection Control, Client Safety & Sanitation – 10 hours
- Anatomy & Physiology – 15 hours
- Nail Structure & Nail Disorders and Diseases – 10 hours
- Basic Electricity/Chemistry – 10 hours
- Tools, Equipment and Implements – 5 hours
- Manicuring, Pedicuring, and Nail Enhancement – 80 hours

The curriculum for nail technician shall include the following minimum practical performances:

- 30 Manicures
- 15 Pedicures
- 200 Individual sculptured nails/nail tips
- 10 Individual removals
- 20 Individual nail wraps

WAX TECHNICIAN

Program Length 115 Hours

Full-time and Part-time sessions available

Texts: Milady Standard Esthetics:

Fundamentals

DESCRIPTION & OBJECTIVES:

The Wax Technician program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business development, retail training, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as a wax technician or a related career field. The emphasis of this course is to study the growth of hair and removal methods. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas of waxing and hair removal.
6. Perform the basic analytical skills to advise clients.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

Program Overview:

(The below hours may change and be adjusted per section as needed by the school within state requirements)

Theory, lab, and clinical instruction in subjects such as Orientation, Laws & Regulations, Skin Care & Treatment, Skin Theory & Structure, Client Consultation, Waxing Procedures & Treatments, Hair Removal, Business Skills (per the Esthetics program) – 115 hours. The curriculum requirements for waxing must include the following minimum treatment performances: Arms 4, Back 2, Bikini area 6, Brows 12, Chest 1, Facial (face, chin, cheek)/Lip 6, Leg 3, Underarm 2

PERMANENT COSMETICS

Program Length 200

Hours Part-time sessions

Texts: Milady's Aesthetician Series: Permanent Makeup: Tips and Techniques

DESCRIPTION & OBJECTIVES: The permanent cosmetics program is designed to teach the safest, most effective permanent makeup application techniques as well as a foundation of business practices and marketing. A career in permanent makeup can be your path to be your own boss, working a flexible schedule and getting paid what you are worth. The Esthetic Institute provides Permanent Makeup Training that will help you get started in this rapidly growing, lucrative field.

Program Overview:

(The below hours may change and be adjusted per section as needed by the school within state requirements)

Theory, lab & Clinical instruction in subjects such as VA Laws and Regulations, Machines & Devices, Needles, Anatomy, Color Theory, Immunization, Infection Control, Sanitation and disinfection, Client Safety & Sanitation, Blood borne pathogen, Professional standards, Equipment, Anesthetics, Permanent Cosmetic Techniques – 200 hours

A minimum of 50 performances shall be completed as part of the required instruction. (2 complete eyebrows or eyeliners count as 1 performance)

MASTER PERMANENT COSMETICS

Program Length 200 Hours

Part-time sessions

Prior Permanent Cosmetics course completion or license required.

DESCRIPTION & OBJECTIVES: In the state of Virginia, you are required by law to have a Master Permanent Cosmetic license in order to practice Master Permanent Cosmetics. The state requirement is what our program emphasizes on, in order to allow students to prepare for the exam and learn the basic techniques and requirements of becoming a successful artist. Upon completion of this program and obtaining your license, students can then start their practice and or continue with specialization certificates in specific techniques and areas of master permanent cosmetics. Some focus on Camouflage, others focus on makeup and others focus on restoration.

Program Overview:

The Master permanent cosmetics program is designed to teach the safest, most effective master permanent cosmetics techniques as well as a foundation of business practices and marketing. A career in permanent makeup can be your path to be your own boss, working a flexible schedule and getting paid what you are worth. This program is consistent with Esthetic Institute's mission to provide quality training to prepare students for licensure and employment.

The Theory, lab & Clinical instruction covers the subjects outlined by the **Boards 18VAC41-50-360**.

Permanent cosmetic tattooing school curriculum requirements.

A minimum of 60 performances shall be completed as part of the as part of the instructions.

TUITION – Licensure programs

Programs	Clock hours	Application Fee*	Boof Fee	Kit & Supplies	Tuition	Total Cost*	Hourly Tuition
Esthetics	600	\$100.00	\$285.00	\$2,415.00	\$10,000.00	\$12,800.00	\$16.67
Master Esthetics	600	\$100.00	\$285.00	\$2,415.00	\$11,000.00	\$13,800.00	\$18.33
Nail Technician	150	\$100.00	\$285.00	\$915.00	\$2,500.00	\$3,800.00	\$16.67
Permanent Cosmetics	200	\$100.00	\$485.00	\$1,715.00	\$6,200.00	\$8,500.00	\$31.00
Master Permanent Cosmetics	200	\$100.00	\$485.00	\$2,215.00	\$7,200.00	\$10,000.00	\$36.00
Wax Technician	115	\$100.00	\$285.00	\$615.00	\$1,800.00	\$2,800.00	\$15.65

* Application fees are not refundable. ALL TUITION RATES AND FEES ABOVE ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

METHOD AND TERMS OF PAYMENT

The Esthetic Institute offers federal financial aid for those who qualify for approved programs over 600 hours in length (see Federal Assistance Programs section below) and is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency (see section below VA Benefits) . For ALL courses, including those under 300 hours in length & others which do not qualify for federal financial aid, or other financial assistance the school also offers:

- **Full payment with registration**
- **Deferred no interest in house payment plan over term of the training program:** Students have the option to pay the tuition in installment payments equal to the length of the program in which they are enrolled. All tuition must be paid in full prior to scheduled graduation unless the Finance office has approved other arrangements.

• **Extended-term Institutional Finance Plans and private student** loans are available through TFC or Flexxbuy with low interest rates (Based on Approved Credit). If monthly payments or Financing are used to pay the tuition, students and/or parents may be required to prove creditworthiness via a school-approved credit check. Students may not be accepted for enrollment if they cannot prove creditworthiness. If the student does not qualify for Term payments, all tuition will be due and payable immediately.

If monthly payments are approved, the student account is due and payable per the terms of the Deferred Payment Plan, including any overdue payment fees. If a student is paying through any assistance program, the student will be responsible for payment of any unpaid portion of tuition not covered by said assistance program. The student may be prohibited from attending class until the account has been settled. Payments may be made by cash, check, money order, credit card, or through third-party agencies or loan programs. Please verify with our admissions office if the payment method is not listed above.

SCHOLARSHIPS

The Esthetic Institute does not offer scholarships.

VETERANS BENEFITS AND OTHER FUNDING SOURCES

The Esthetic Institute is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. *"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."*

We also accept the MyCAA Military Spouse benefit. <https://www.va.gov/education/about-gi-bill-benefits/>

The Esthetic Institute is approved to accept any covered individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. Students using these benefits are required to submit a certificate of eligibility for entitlement to educational assistance with their application for admission. A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes. If there is a difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement, then the student will be responsible for that additional payment.

FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to the US Department of Education guidelines. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program:

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of

these loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods.

The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or stepparent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). The school uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. The verification procedures will be conducted as follows:

THIRD PARTY SERVICER POLICY AND PROCEDURE FOR VERIFICATION

- 1) Students that require verification documents will be advised of the process of verification.
- 2) The School's designated official will arrange a meeting with the student and collect the necessary documents to complete the Verification process.
- 3) The student will be asked to submit all required documentation to the School FA within 14 days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14-day time frame, at the School's discretion the student may be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established. The School official may reserve the right to make exceptions to the 14-day policy stated above on a case-by-case basis due to extenuating circumstances.
- 4) Once the documents have been received the School official will then review and upload those documents as part of the initial FA file.
- 5) Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed.
- 6) A Verification Comparison form will be completed, uploaded and an e-mail notification will then be sent to the School saying that verification has been completed.
- 7) The servicer FAA will notify the School FA of any changes to the student's financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the School and presented to the student for signature.
- 8) Any students selected for V4 or V5 verification will be reported on FAA Access.

If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan (see above) may be approved by the school as a method of payment. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received.

CONFLICTING INFORMATION

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the servicer in order to resolve the conflict in question. In such an instance a Verification Documents Required will be sent to the School FA listing the documents required by the servicer to resolve the conflicting information.

APPLICANTS SELECTED FOR VERIFICATION

If the servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

APPLICANTS NOT SELECTED FOR VERIFICATION

The servicer will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

SELECTIVE SERVICE C-CODES

The servicer will require the student to submit a letter to selective service to verify whether they are a veteran. In the event the C-code is because they did not register and were required to then they must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made, and the student will be notified by the school of the decision.

FOR CITIZENSHIP C-CODES

Students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form G-845 to Homeland Security for secondary confirmation of the validity of the documents submitted.

LOW INCOME

The Servicer requires students and parents who provide financial data on their FAFSA that is below the established poverty level published in the Federal Register annually to complete and sign a low-income statement. This is regardless of being selected for verification.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a specific NACCAS approved program and scheduled for a particular category of attendance at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

MINIMUM SAP REQUIREMENTS

Minimum satisfactory academic progress shall be determined by a cumulative grade average of theory and practical grades of no less than 75% and a 67% attendance rate.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods to determine if the student has met the minimum requirements.:

Programs	Classroom hrs	Clock hours	Full Time				Part Time			
			hrs/ week	Total weeks	Actual Hours/Evaluation Points	Weeks	Total weeks	hrs/ week	Actual Hours/Evaluation Points	Weeks
Esthetics	600	600	28	22	300,600	11,22	38	16	300,600	19,38
Master Esthetics	600	600	28	22	300,600	11,22	38	16	300,600	19,38
Nail Technician	150	150	n/a	n/a	n/a	n/a	10	15	75,150	5,10
Permanent Cosmetics	200	200	n/a	n/a	n/a	n/a	14	14	100,200	7,7
Master Permanent Cosmetics	200	200	n/a	n/a	n/a	n/a	13	16	100,200	6.5,13
Wax Technician	115	115	28	4	57.5, 115	2, 4	7	16	57.5, 115	3.5, 7

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

If the student is not meeting the requirements, he/she/they will be notified in writing by the Faculty & Education Coordinator. Students who meet the SAP requirements will not be notified but may view their SAP status on the Student SMARTFLEX portal or request a copy form student service. Evaluations are done based on actual completed hours.

ATTENDANCE PROGRESS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Programs	Clock hours	Full Time Weeks	Part time Weeks
Esthetics	900	33	57
Master Esthetics	900	33	57
Nail Technician	225	n/a	22.5
Permanent Cosmetics	300	n/a	20
Master Permanent Cosmetics	300	n/a	18.75
Wax Technician	172.5	6	11

The maximum time allowed for transfer students who need less than the full course requirements or part-

time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe will be terminated from the program.

ACADEMIC PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to State CIB procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

75 - 79 SATISFACTORY

80 - 89 VERY GOOD

74 and BELOW UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not meeting SAP will receive a hard copy of their Satisfactory Academic Progress Determination at the time of the evaluation in writing or via email. . Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student has prevailed upon appeal resulting in a status of probation. Lack of attendance may also affect student's VA benefits as the law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can however be resumed if the student reenrolls in the same educational institution and in the same program.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

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

REPETITIONS AND NON-CREDIT REMEDIAL COURSES

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

TRANSFER HOURS

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

ATTENDANCE POLICY

Attendance is vital to the achievement and acquisition of excellent work habits. All our courses are based on a conceptually structured learning model. Each day's instruction is a progression through the material, building directly on what was instructed (theory and lab work) in previous classes. Therefore, attendance is vital in the student's ability to transition seamlessly through the course work and the program. Attendance is monitored via an electronic state of the art Biometric system. Students must Clock-in and Clock-out or their hours will not be accounted for. While clocked in, students must remain on the school premises. The only documentation accepted for student hours is the time clock system. Manual clocking is not permitted. Students who are going to be absent are expected to call/email the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days so as to stay on target with their completion dates. Students who miss 14 calendar days from their last date of physical attendance without notifying their Instructor or Student Services may be terminated on the 15th calendar day.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; reenrollment is at the discretion of the school. Graduation from any course is dependent on the completion of all required hours. When a student must miss school, absences should be both valid

and verifiable, i.e., illness, bereavement, etc. A leave of absence may be granted at the discretion of the school Student Services, provided the request is made in advance and in writing. Leave of absence will be evaluated on a case-by-case basis (see leave of absence policy).

A. Terminology Clarification

- a) Excused Absence: Any absence in which the student has notified the instructor/office in advance of the missed time.
- b) Unexcused Absence: Failure to notify the Instructor/office of absentee hours in advance of said class.

B. Unexcused Absence

If an unexcused absence occurs, the Instructor will counsel the student to determine how the missed hours are to be made up. If the pattern of unexcused absences continues, it will result in a meeting with the Instructor and Assistant Dean, resulting in suspension or termination from the program.

C. No Call/No Show

No Call/No Show absences are defined as unexcused, and all of the same regulations apply. (See Unexcused Absence Policy above)

D. Tardiness Policy

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, Students who are more than 15 minutes late must meet with the Student Services to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination.

Based on curriculum structure for each individual course the instructor retains the ability to adjust as needed to minimize classroom interruption. These situations will be managed on an individual basis.

Please note that A, B & C above require makeup hours to correct and compensate for missed hours

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

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 additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days

in any 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 will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that 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. All approved leaves will be scheduled to begin on the first-class day after the student's last physical day of attendance prior to beginning the Leave and end on the "Scheduled Return Date." A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

MAKE UP HOURS & HOURS COMPLETION

The "make up work policy" affords students the opportunity to make up work and tests that they have missed. If you are aware that you may have to miss a class, it is imperative that you discuss it with your instructor. The student is responsible for completing assignments and any material covered during the absence. Students who miss or fail a test must make up the test prior to graduation to receive credit for the test. The student is responsible for planning with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). Absentee hours can be made up during the afforded grace period at the end of the program. The class schedule determines the date available to your cohort and will be discussed in detail during Orientation.

REFUND AND CANCELLATION POLICIES

The Esthetic Institute follows the State required Refund requirements. The following policy will apply to all terminations for any reason, by either party, including student decision, expulsion, course or program cancellation, or school closure.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid less a non-refundable application fee of \$100.00 for all courses offered.
2. If a student or legal guardian cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement, all tuition collected by the school shall be refunded except the non-refundable application fee of \$100.00. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. These policies apply regardless of whether the student has actually started training.
3. If a student cancels his/her contract after three business days of signing the enrollment agreement, but prior to entering classes, he/she/they shall be entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 for all courses offered.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment will be authorized:

% OF SCHEDULED TIME	Tuition School Shall Receive/Retain
0.01% to 25%	25% of the cost of the program
25.1% to 49.9%	50% of the cost of the program
50% to 74.9%	75% of the cost of the program
75% and over	100% of the cost of the program Student is not entitled to refund

5. "Scheduled Time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Clock hours are recorded and monitored by the Biometric Attendance system.
6. The refund policy will apply to tuition and fees charged in the enrollment agreement.
7. All charges to the student for books, kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in any tuition adjustment computations. The school shall adopt and adhere to reasonable policies regarding the handling of these expenses when calculating the refund.
8. Any tuition due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she/they will not be returning.
9. If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will make a Pro Rata refund of tuition for each student. NACCAS will be provided with a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.
10. When situations of mitigating circumstances are in evidence, the school may make a settlement which is reasonable and fair to the student and the school.
11. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide either a refund of all monies paid or accommodate the completion of the course at a later date. The school reserves the right to reschedule, postpone, or cancel classes.

Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she/they may be required to refund the aid to the applicable program. Students attending the institution who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

DETERMINATION DATE - WITHDRAWAL DATE

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date for a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school of their intention to withdraw in writing. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office.

RETURN OF TITLE IV FUNDS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at this school are:

- Federal Pell Grants
- Federal Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loans

Calculation of the Amount of Title IV Funds That a Student Has Earned Upon Withdrawal:

When you withdraw from school during a payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

A Return of Title IV Funds (R2T4) calculation is processed immediately upon a determination date that the student has withdrawn. Any credit balances that you are entitled to are disbursed as soon as possible. If you are entitled to any student loans that have not been disbursed, notification is offered and notification is sent to you so that you have the opportunity to accept any eligible disbursement. Any Pell grant eligibility will be disbursed within 45 days from the date of determination.

The Condition Under Which Title IV Program Funds Would Be Required to Be Returned:

If you received more assistance than you earned, the excess funds must be returned by the school and/or you. If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it did not keep this amount of your Title IV program funds.

The Condition under Which a Student Would Be Owed a Disbursement of Title IV Program Funds upon Withdrawal from the Institution:

If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds as follows:

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

How the Withdrawal Date for a Student Who Withdraws Officially or Unofficially is Determined:

For clock hour schools the actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date.

The **date of determination** of the withdrawal date on a student who had been previously attending could be up to but will not exceed 14 calendar days from that student's actual last date of attendance.

An active student is determined to be **officially** withdrawn on the day they notify the school's administrative office of their intention to withdraw from school or to not return from an approved leave of absence.

An active student is determined to be **unofficially** withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office. A student who does not return from an approved leave of absence is determined to be withdrawn on the day they were scheduled to return but did not.

Time Frame for the Return of Title IV Funds:

The school has 30 days from the last date of attendance to complete an R2T4 calculation. The school then has 45 days from the **date of determination** of the withdrawal to return any funds due to the Title IV programs and no more than 60 days from the date of withdrawal or last date of attendance.

The Order in Which Title IV Program Funds Must Be Returned:

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

Repayment of Student Loans

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Grant Funds to Be Returned by a Student

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

Return of Title IV Grant Funds by the Student:

The student is obligated to return any Title IV overpayment in the same order that is required for schools. Grant overpayments may be resolved through:

1. full and immediate repayment to the school.
2. repayment arrangements that are satisfactory to the school; or
3. by overpayment collection procedures negotiated with Debt Resolution Services.

A School's Responsibilities in The Return of Funds by The Student:

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

Grant Overpayments:

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via US mail or email that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school. **Note: Two years is the maximum time a school may allow for repayment.**
- c) The student may sign a repayment agreement with the Department.

*******The student should contact the school to discuss his or her options*******

Consequences for Not Following upon the Notification:

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible.

Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

The school will also notify the student in writing using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

RETURN TO TITLE IV EXAMPLE

On March 19, 2014, Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed **in the current payment period** by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours

in the program to determine an hourly prorated amount ($\$13,750.00/1500=\9.17) Now it will multiply the hourly proration X the 450 hours in the payment period which = $\$4126.50$ rounded up to $\$4127.00$ The greater of the two is the amount of Title Iv that was retained for the payment period ($\$7,566.00$). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the .444 % of unearned Title IV aid. In this case study the entire amount of unearned aid ($\$3,359.30$) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation, and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

DEFAULT PREVENTION AND MANAGEMENT

Entrance Counseling

Regulations require that first time borrowers of FFEL and Direct Loan program loans receive entrance counseling. During entrance counseling, the school explains how the master promissory note works, emphasize the importance of repaying the loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at the school. The school enhances entrance counseling to include [Financial Awareness Counseling](#) financial literacy and ensure that borrowers thoroughly understand all information. In addition, the school collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed. These activities will ensure more knowledgeable, responsible borrowers, and will result in fewer defaulters as well.

Benefits of Default Prevention and Management Plan

The activities in the school's Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. The school and students receive benefits when we implement the activities, techniques, and tools outlined in this plan. The school benefits by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. The school is actively committed to promoting student success by helping their students learn, graduate, obtain employment, and demonstrate fiscal responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized, and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue, and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from defaulting. With a minimal amount of time, effort, and expense, schools can play a

critical role in helping borrowers avoid the damaging consequences of default.

Consequences of Default for The School

The school may face grave consequences due to high CDRs. Consequences include the loss of participation in the Direct Loan, and/or Pell Grant programs. The school will also be provisionally certified. Effective, easy-to-implement tools that reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers are available to schools.

Exit Counseling

Regulations require that the school provide exit counseling. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at school regarding their loans. In-depth counseling that focuses on fully explaining repayment plans and choices that fit the borrowers' needs is essential. Exit counseling is the opportunity to clear up any misconceptions that students may have about their loan obligations and re-emphasize the consequences of default. The school takes full advantage of this opportunity to work with their students. A significant percentage of borrowers in delinquency either did not have the benefit of receiving this information or did not receive it in time. Exit counseling is a cornerstone of our default prevention and is mandatory.

Withdrawals and Default

Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, at the highest risk of default, can often be identified while still on campus. Early identification and timely intervention can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement to provide exit counseling to students, the school attempts to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal.

1098T DISTRIBUTION

In accordance with Federal regulations, the school will mail a copy of a student's 1098-T form for a given tax year by January 31st of the following calendar year.

TERMINATION/WITHDRAWAL

The school may immediately terminate a student's enrollment for noncompliance with General Policies; the signed enrollment contract; State Laws and regulations; the Standards of Conduct. Any negative/disrespectful comments; Behavior that is considered disruptive or any actions which could cause bodily harm to a client, a student, or employee of the school, injury to the school's reputation ; willful destruction of school property; theft/any illegal act is also grounds for termination. If a student maintains unsatisfactory grades or academic progress, he or she may be dismissed from the program.

OTHER CHARGES

EXTRA INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive training and skills education for free as the school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not complete their requirements within the contract period, the school may grant an additional 56 hours of class time as a grace period following the contract graduation date to complete all remaining requirements at no extra charge. Once this grace period has elapsed, further training may be billed at

\$250 per week, or any part thereof, payable in advance until graduation. Students cannot clock in until applicable weekly payments are made. The student may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. All schedules will remain the same.

OTHER FEES

For students who are no longer enrolled in school, a charge of \$35 will be incurred for an Official Transcript and \$45 Diploma reprint. The school does not retain records older than 6 years. All requests must be done online at: <http://estheticinstitute.com/forms/> click on [Student Records Request Form](#). Any returned check will incur a \$35 returned check fee.

PAYMENT SCHEDULE

If tuition is paid through an in-house payment plan, the payments are due on a set date each month; this will be determined at the finance interview. If payment is not made on the set date in the agreement, a 5% late fee will apply to the late payment.

CHECK CASHING POLICY

Staff or students are not permitted to write checks for cash out of the cash drawer or register or use the credit card machine to obtain cash.

PURCHASE OF PRODUCTS/SUPPLIES

Students may purchase professional products at a discounted rate while enrolled in school. The Esthetic Institute only allows professional products that are available from the school to be used when performing client services, model services, and practical exercises. Students are required to use their student kits while performing all services (lab & clinic) during their training. As a result, students may occasionally find that they need to replenish kit item(s). The kits are designed to have adequate product supply for training purposes, so replenishing items should be a rare issue. The replenishment price list is available in the Clinic. The student will provide the Instructor with a list of items needed and payment. In addition, the school cannot be responsible for lost or stolen items. Students will be responsible for replacing such items at their own expense.

COMPLIANCE CODE OF CONDUCT

The Esthetic Institute is committed to ensuring the integrity of its employees and students with respect to all aspects of the school and its operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Virginia at <https://vote.elections.virginia.gov/VoterInformation>

VACCINATION POLICY

While the school encourages its students to lead happy, healthy lifestyles and stay disease-free, it does not have any specific vaccination policy. See the DPOR website for Vaccination requirements for licensing.

STUDENT SERVICES, HOUSING

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students also have access to advice from members of the faculty/ staff regarding their progress, financial affairs, placement, or other areas in which the student may need assistance including referral to professional assistance when necessary. The school does not provide housing.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Students also attend a Career Planning Workshop at the Esthetic Institute which includes resume Writing and Interview Techniques. Students whose progress in the course is unsatisfactory are advised and provided with any additional assistance available. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as skin care technician, manager-operator, instructing, etc.

EMPLOYMENT ASSISTANCE & JOB PLACEMENT

There is no formal career advising or placement services offered by the school. The school will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed. Students are notified on an ongoing basis of opportunities that are available in the field for which they may apply. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation through real life guest speakers and local employer visits. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Students are emailed and referred to online Job Board for job opportunities when available.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

The school is located in a secure professional office building that is only accessible via intercom in the evenings and on weekends. Our school attempts to provide students and employees with a safe and secure environment to study and work. As such, the school front door is locked and accessible via a buzzer. School facilities are secure during times when the school is not open. While the school attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as

- Report all suspicious activity to Front Desk immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Always carry your keys with you and do not lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car, especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.

Information detailing campus crime statistics is made available made available to all via student Portal. The school does not have a campus police or security department. The school cooperates with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses. If you are aware that a crime has been, or is being, committed on school property please report to the Office and call 911. The Esthetic Institute **Annual Security Report** can be found on the student portal or requested at the office.

STUDENT DIVERSITY

Student Body Diversity: Active During 1/1/2023 to 12/31/2023, were as follows:

Student Category Breakdown		Age	
Ethnicity		19 - 20	19
		21 - 22	27
		23 - 24	32
	42	25 - 26	23
African American	71	27 - 28	21
American Indian	3	29 - 30	16
Asian	10	31 - 32	18
Caucasion	50	33 - 34	11
Hispanic	52	35 - 36	13
Other	9	37 & Older	57

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug and alcohol abuse. The school's policy on drug and alcohol abuse is reviewed during Orientation and is available for review on the Student Portal and in the office upon request. A list of agencies and counselors is also available for personal assistance and is available to any student requesting assistance.

COPYRIGHT LAWS POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a).

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in related training. Students learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS). The MSDS sheets can be found in the office and instructor lounge. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

EMERGENCY PROCEDURES

The Esthetic Institute is located inside a professional state-of-the-art building protected by an automated alarm system which is monitored 24 hours a day, 7 days a week by Datawatch. Manual fire alarms are available on each floor. However, the pull stations should not be pulled unless there is a fire! The Engineer staff will immediately investigate the situation, and occupants will evacuate the building. Smoke and heat detectors are also located in areas that might be prone to fire – those areas with electrical equipment and wiring. When activated, these will also initiate the system into alarm. When the alarm is activated due to a fire condition, all elevators will be recalled to the lobby & parked. **Use only the stairwells to evacuate the building in the event of a fire. DO NOT ATTEMPT TO USE THE ELEVATORS.** Since the Fire Department may use the stairwells to go to the fire area. You should STAY TO THE RIGHT when going down the stairwells. Students are advised to evacuate the premises in an orderly fashion (LEAVE ALL KITS AND LUGGAGE IN CLASS) and not to return until directed by school personnel. In the event of an emergency, call 911 immediately. Evacuation maps are posted in the school. A complete Building Emergency package is available in the office upon request.

PRIVACY POLICY & ACCESS TO RECORDS

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless written authorization is received by the student and/or guardian (if the student is a minor) for each third-party request. The school form may be used for this purpose. The Esthetic Institute guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will also release information to any federal, state, or local official, auditor, or accrediting body having the authority to request such information without written consent. Upon request a student will be scheduled a time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for 6 years in archive after the student is no longer enrolled. The school release form is available at the office or via email. The school requires a release be completed each time a release of student records request is made.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

The Esthetic Institute is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The school Director shall be responsible for coordinating the school's information security program. Every 5 years, the Director shall assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor effectiveness, recommending changes when warranted. Records for prospective students who are not accepted or who do not enroll in the school will be held for 6 months, and then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall

receive notice of this policy at the time they enroll. The Esthetic Institute shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

STUDENT GRIEVANCE POLICY & PROCEDURES

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. If a student has a complaint, the program Instructor should be made aware and given the opportunity to address the concern or issue. If a student has a disagreement with the Instructor or the Instructor has not resolved the issue, the student should follow the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Dean/Assistant Dean.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. The written request must be sent to:

Department of Professional and Occupational Regulation (DPOR) Commonwealth of Virginia
9960 Mayland Drive, Suite 400 Richmond, Virginia 23233 (804) 367-8500
<http://www.dpor.virginia.gov>

State Council for Higher Education in Virginia
101 N. 14th Street, 9th Floor James Monroe Building Richmond, VA 23219 (804) 225-2600
<http://www.schev.edu>

National Accrediting Commission of Career Arts and Sciences
(NACCAS) 3015 Colvin Street Alexandria, VA 22314 (703) 600-7600
<http://naccas.org>

Veterans and other eligible students can also report grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. The beneficiary should contact their office via email
saa@dvs.virginia.gov

The student will not be subject to unfair treatment or adverse actions by the school as a result of initiating a complaint proceeding.

GRADUATION REQUIREMENTS

The graduation requirements for all courses are as follows: 1) Completion of the required hours of training within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy. 3) Pass a final practical and a final written examination where applicable. 4) Fulfill all financial obligations to the school and/or have preapproved third-party financing in place prior to completing required hours. Completion of an exit interview and exit paperwork is required for students to be referred to the State Board Examination.

LICENSING REQUIREMENTS & STATE BOARD DOCUMENTATION

The State of Virginia requires licensure for Estheticians, Master Estheticians, Nail Technicians, Waxing Technicians, and Permanent Cosmetic Tattoo artists. Upon completing the course, the student must apply to the State of Virginia to take both the Theory and Practical exams. Students are responsible for State Board examination fees and scheduling. Upon completing all financial and contractual obligations towards the school and completing all hours, requirements, and exit paperwork, the Esthetic Institute will award the student a Certificate and State Verification form. Once all licensure requirements have been met, including passing the exam, Board staff will process and mail the license. Questions? DPOR Examinations Section (804) 367-8569 or exams@dpor.virginia.gov

STUDENT STANDARDS OF CONDUCT

The Esthetic Institute strives to develop professionalism in our students/graduates and to prepare them for the expectations of the salons, spas, and other professional places of business that will hire our graduates. The Standards of Conduct have been prepared to provide a necessary guideline for effective student relationships. The Standards of Conduct apply to all students enrolled at the school. Each student is expected to know and comply with these standards. Disregarding these will be considered a breach, and the student may face termination from the program. As such, please understand the standards below:

- Students are expected to attend classes as scheduled each day. If a student is unable to attend school on any day, they shall notify the Instructor/School Administrator for proper arrangements to be made with teachers and clients. The first crucial step in professionalism is consistent attendance. As a professional in the beauty industry, your employers will expect to be able to count on your consistent attendance on the assigned days; The Esthetic Institute has the same expectation. Therefore, students are expected to consistently attend as scheduled. (see Attendance Policy for more details.)
- Students may not refuse to perform client services or daily sanitation/clean-up assignments as these tasks are part of the training.
- Only ethical, moral, and professional subject matter topics should be discussed on school premises. Unprofessional language, profanity, inappropriate slang, spreading rumors, or gossiping should be avoided. Cursing will not be tolerated. Such behavior will result in appropriate disciplinary action, including, but not limited to, termination.
- Conflicts of any nature with another student, staff member, or client are not permitted on school premises. Actions or threats that could cause bodily harm or threaten the life of any client, student, or staff member of the school are not permitted. Insubordination (defiance of authority) is not allowed. Criticism of staff, clients, or other students is not permitted on school premises or virtually. Any student having a suggestion, complaint, or concern should register it with the School Administrator rather than with other students or clients. Students are expected to avoid disrupting the learning environment or the education of other students.
- Students must fulfill their financial obligations to the school and comply with the rules and regulations of the school
- Students must be honest and never provide fraudulent information or documentation or resort to cheating, you are here to learn.

Recording Hours

All students must clock in using the biometric clock upon entering school and clock out at the end of the day or their scheduled time. Students are also required to clock out each time they leave school during the day. The clocking procedure is essential for verifying student hours. The time clock system is the only accepted documentation for tracking student hours. If a student is clocked in, they must remain on the school premises for their hours to be counted. Manual clocking is not allowed. Students must inform the Instructor or School Administrator before leaving the school building, except during scheduled lunchtime or at the end of the day.

Cell Phones and Electronics

Cell phones and electronics are not permitted for use during classroom hours. Adequate break time and lunch break will be provided to allow messages to be checked. In case of an emergency, the student may be contacted through the school. All emergency messages will be delivered immediately to the student by the Administrative Office or the Instructor. Any exceptions to this policy must be managed directly by the Instructor.

Inclement Weather

In the event of severe weather causing retail businesses, schools, and government offices to close, Esthetic Institute may cancel or delay classes. Management will decide if there should be a late opening or early closing. Please check the your SIS Profile, Esthetic Institute Facebook/Instagram page and or the school website at www.estheticinstitute.com for information about any closures.

Models for Practice

All students must participate as models for makeup, waxing, and facial treatments, unless they have a documented medical reason to opt out. In such cases, students must discuss their medical situation with the instructor and provide appropriate documentation. Accommodation will be made as necessary. During the theoretical portion of the program, friends and family members can receive the services being practiced. The program instructor will schedule specific Model Days. The services are free for those individuals, and students are responsible for arranging the models. Building a customer base is an essential skill for a beauty specialist. While students are expected to provide their own models, the school makes efforts to provide models and clients in the student clinic. The public is welcome to book appointments for services performed by students under Instructor supervision, at discounted fees, which are designed to cover the fixed costs of supplies.

Clean Up

In order to maintain a spirit of good teamwork, everyone is expected to clean up after themselves as part of their daily routine. This should be done immediately after completing work or assignments. It applies to workstations, the lunch table, the microwave, the sink, and trash removal. These basic acts of courtesy are essential when working in a professional salon/spa environment. Daily Shop Duties will be assigned based on the class schedule and will be reviewed by the program Instructor(s). Failure to follow assigned tasks may be considered insubordination and could result in dismissal.

Dress Code

Students are required to maintain a professional appearance at all times within the school premises. The black scrub top provided by the Esthetic Institute must be kept clean, presentable, and worn at all times within the school. Pants, including scrub pants, should be full length and black only. No writing of any kind is allowed on the tops or pants except for the school logo. Wearing blue jeans, short skirts/dresses, or shorts is not permitted. Long hair must be tied back while performing services. Fingernails must be kept moderately short and well-groomed. Closed-toe shoes are recommended

and they should be clean and comfortable (heels are not recommended). Please minimize jewelry and fragrance. The school administration reserves the right to make changes to the dress code, and if changes are made, students will be informed in writing. Students are expected to comply with the dress code upon arrival at school and throughout their time in the building, as well as when clocked in. Failure to do so will result in the student being sent home.

Breaks

Lunch, dinner, or small breaks are managed by the program instructor throughout class.

Smoking

Smoking of any kind (including vapes) must be done outside, and breath sprays or mints must be used instead of gum. Please put out cigarettes in the provided receptacles. Scrubs should not be worn while smoking to avoid retaining the smell, especially when seeing models or clients.

Student Preparedness

Students must always be prepared for class and lab. Instructors will inform the student should any supplies outside of that provided in the student kit be required.

Internet Guidelines

Internet access is available to Students and staff. The goal in providing this service to Students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The use of the network is **only intended for schoolwork**. It is not meant for personal surfing of the web or other personal use. The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

eLearning/Library Portal

All students receive personalized access to the Esthetic Institute eLearning Portal. The portal is used as a resource center and eLibrary to complement the curriculum. It is also a source of communication between students, faculty, and administration. Students need to check their inbox and portal news for important messages. Do not use another user's account or give your password to any other individual. The portal can be accessed from desktop and handheld devices. The students will continue to have access to the portal for 30 days after Graduation, so they can continue their review in preparation for State Board. After that if an Alumni needs to regain access a monthly fee will apply.

CONDUCT AND DISCIPLINE

The following statements define those behaviors that are not in harmony with the educational goals of the school:

- Academic dishonesty, such as cheating, or knowingly furnishing false information.
- Forgery, alteration, misuse or mutation of school documents, records, identifications, educational materials, or property.
- Obstruction or disruption of teaching, administration, or other school activities.
- Theft, or damage to, property of school, property used by school, or using or attempting to use school property in a manner inconsistent with its designed purpose.
- Unauthorized entry, use or occupation of school facilities.
- Intentional and unauthorized interference with right of access to school facilities or freedom of movement or speech of any person or premises.
- Use or possession of firearms, ammunition or other dangerous weapons,

substances, or materials prohibited by law.

- Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- Rioting or participating in a riot.
- Failure to comply with the verbal or written directions of any school official acting in the performance of his/her duty and in scope of his/her performance.
- Removing or misplacing school property.
- Aiding or inciting others to commit any act of misconduct set forth in the above.

*If a student is found in violation, he/she/they may be subject to any of the following:

- Reprimand.
- Specific restrictions may be imposed.
- Disciplinary probation and further infractions within the probation time may result in suspension.
- Termination.

**After being suspended a student may be readmitted at the discretion of the school and only after the Dean approves a written request. Re-admission will be on a probationary basis. Any further violation will result in immediate termination.



Dos and Don'ts

DO be environmentally friendly and bring your own water bottle (with name).

DO attend class as scheduled. Attendance is MANDATORY.

DO wear your clean scrubs daily to class (with your name inside it).

DO observe the DRESS code or you will be sent home.

DO maintain a positive attitude and appearance.

DO be a team player and participate in classroom activities.

DO clean up after each service and return supplies to the instructor or its designated area.

DO clean up the classroom and dispose of trash accordingly in PROPER bins.

DO come to class always prepared.

DO refill or restock items when supplies are getting low or advise staff.

DO feel free to make an appointment with any staff member if needed.

DO treat others with respect and kindness, nothing else will be tolerated.

DO take pride in everything you do at all times.

DON'T forget to Clock In upon arrival and Clock out upon departure.

DON'T leave your trash lying around the school. Please clean up after yourself.

DON'T leave without lending a helping hand to a fellow classmate on daily chores.

DON'T leave any personal supplies or materials. Always take home your belongings.

DON'T leave a messy room behind after a service.

DON'T be a downer, gossip, or waste precious class time.

DON'T use inappropriate language or attitude, be good or be gone.

DON'T bring children or pets to school with you. We do not have a daycare/pet care center and it is not a child/pet safe environment.

DON'T ever feel you are alone or on your own. We are always here to help out and assist you.

DON'T forget to smile.

STUDENT CLINIC

Each student will be scheduled at the Student Clinic to complete practical hours and requirements required by the state. The students, along with their supervisor, will set up a time in which she/he will be assigned clinical days and hours. Students are required to mark all performed services and get them signed by the Clinical Supervisor. Please check the minimum requirements for each service to make sure you have achieved your goal. The clinic is set up for students practical and career learning purposes and is Mandatory not optional. Refusal to treat clients or participate in the clinic is grounds for dismissal.

An Esthetician must know how to build his/her customer base. We try to provide plenty of live models as well in the Student clinic. The public is invited to make appointments for services performed by students at our discounted fees, which are only meant to cover the cost of materials used. Students are encouraged to find customers as well, to practice for real work environments. Students are provided with School Clinic business cards to distribute just as they would be in the real world.

CLINIC HOURS

Every client (family and friends included) must make an appointment during the clinic's operating hours. The price list can be found on the school website: <http://estheticinstitute.com/student-clinic/> The Esthetic Institute offers heavily discounted services to attract clients for students. The fees charged are nominal and are meant to cover the cost of supplies.

CLINIC DRESS CODE

Follows the same dress code as the school.

CLINIC POLICIES AND PROCEDURES

The clinic follows the same policies and procedures of the school with these additions:

- Students must respect the client first and foremost. Please do not carry on a conversation in the areas near the Treatment rooms, while a service is in progress.
- No loitering or gathering in the student clinic lobby.
- After finishing a service, the room must be immediately prepared for the next service and technician as is expected in professional environments.
- Always be presentable and professional around clients.
- All smoking must be done in designated areas outside the building. Breath sprays or mints must always be used instead of chewing gum.
- Gossiping or negative comments will not be tolerated.
- Always follow the protocols and procedures taught for every service and product usage.
- Always follow sanitation and safety protocols as outlined in your program and clinic orientation.
- If questions or concerns arise during a service, the clinic supervisor should be consulted, in private, so as not to cause any unnecessary concern for the client.
- Students must abide by the schedule provided to them and perform the services assigned to them until all their hours and requirements are both completed.
- All students are required to perform services on the public as part of their practical learning process.