Student Catalog

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VOLUME 2

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Revised October 2026
An Accredited Institution

Table of Contents

Administrative Staff	1
Welcome to a New Career	2
Mission Statement	3
Educational Goals	4
Facilities and Equipment	4
New Class Starting Dates	4
Holiday and School Closings	4
Admissions Requirements	4
Registering Hours with the State Board of Cosmetology	4
Non-Discrimination Policy	5
Sexual Harassment Policy	5
Right To Privacy and Information Release	5
Policy for Reviewing Financial or Educational File	5
Grading	5
Graduation Requirements & Diploma	5
Employment Assistance	5
Instructional Materials	5
Tuition Payments	6
Advising Services	6
Counseling Services	6
Student Conduct	6
Grievance Procedure	6
Refund Policy	7
Satisfactory Academic Progress Policy	8
Evaluation Periods	8
Attendance Progress Evaluations	8
Maximum Time Frame	8
Academic Progress Evaluations	9
Determination of Progress Status	9
Warning	9
Probation	9
Re-establishment of Satisfactory Academic Progress	10
Interruptions, Course Incompletion, Withdrawals	10
Appeal Procedure	10
Noncredit, Remedial Courses, Repetitions	10
Transfer Hours	10
Re-Entry Procedure	10
Leave of Absence Policy	11
Rules & Regulations	12-13
Tuition Schedule	14
Nail Technician	15-18
Master Cosmetology	19-22
Esthetician	22-26
Cosmetology Instructor	26-28
Veterans Policy	29-31

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22

Licensed By:

Georgia Professional Licensing Board
237 Coliseum Drive
Macon, GA 31217-3858

Phone: 478-207-2440

NACCAS:

The Beauty Academy is an accredited institution. We are accredited by NACCAS.

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

The Beauty Academy complies with guidelines and regulations established by all appropriate governmental agencies.

Administrative Staff

25

Dr.Victoria Brown	Owner/Instructor
17 Vickie Hill	Instructor
Tracey Stanley	Instructor
Cheranda Lester	Instructor
Patricia Davis	Administrative Assistant
La Keshia Joseph	Instructor
Dr. Keasha Daniels Henderson	Instructor
Wannetta Williams	Financial Aid Advisor

WELCOME

Welcome Student! The staff and faculty would like to welcome you to The Beauty Academy. Our goal is to see every student succeed. We are dedicated to your education and will see to it that each student receives the highest possible education while in attendance. With our tools, educators, and your passion and determination, together we will help build a foundation for your future. Congratulations on taking the first step towards turning your dreams into reality!

The Beauty Academy Faculty & Staff

This student catalog is the official guide of the programs, requirements, and regulations of The Beauty Academy and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of The Beauty Academy without prior notice.

4 Mission Statement

The mission of The Beauty Academy is to develop in our students the highest possible degree of technical and professional competence, to pass the Georgia State Examination to be licensed in their chosen fields and secure chosen career positions.

We train each of our students in the principles and practices of Master Cosmetology, Esthetician, Nail Technician, and Cosmetology Instructor. The Beauty Academy is continually providing each of our students with marketable skills and professional attitudes. These attitudes emphasize responsibility and commitment to self, employers, colleagues, clients, and community.

Our objective is to train each student in the technical and social skills necessary to be a successful, competent Master Cosmetologist, Esthetician, Nail Technician, and Cosmetology Instructor. Instruction takes place through a combination of theory class, practical work, clinic experience, group, and individual activities. At the completion of one of our programs, the student is prepared for Master Cosmetology, Esthetician, Nail Technician, and Cosmetology Instructor.

Nail Technician, Master Cosmetology, Esthetician, Cosmetology Instructor:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service Salon, Barber Shop, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

This location is approximately 4000 square feet of floor space. The building is one story. The Academy contains the following: 1 clinic floor with 16 stations and 4 shampoo bowls and chairs, 3 classroom with audio/visual equipment that will seat 20 students, an esthetician clinic room with 4 beds and the nail clinic area with 7 manicure tables and 2 spa chairs, 1 reception area, 2 dispensary for products, laundry area, 1 break room, 2 restrooms, and 1 Office.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

15

PRESIDENT'S DAY
MARTIN LUTHER KING DAY
MEMORIAL DAY
JUNETEENTH
4TH OF JULY WEEK
LABOR DAY
COLUMBUS DAY
VETERAN'S DAY
THANKSGIVING DAY
CHRISTMAS DAY BREAK
NEW YEARS DAY

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Admissions Requirements

Non- US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 17 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. A student needs to provide such requirements as verification of a high school diploma, speak English, be at least 17 years of age and sign a contract. Applicants must possess an understanding of the English language, they must sign a contract/ enrollment agreement with the school and obtain a class start date. If a student is interested in the Cosmetology Instructor program, they must present an active license in that field during enrollment. The Beauty Academy will accept hours at other institutions provided that such are accepted by the Georgia State Board of Cosmetology and Barber Examiners. Tuition for transfer students is charged by the hour. Students are allowed to
re-enter the program after they have withdrawn. The Beauty Academy does not accept the Ability to benefit students.

6

Transfer Hours

TRANSFER STUDENTS POLICY

It is up to the discretion of the school to accept any transfer credit/hours from another school. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved cosmetology school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director.

The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school.

Tuition for transfer students is based on the hourly rate of program at time of enrollment at The Beauty Academy, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.

7

Re-entry Procedure

The Beauty Academy will allow students to re-enter at the same status they were at when they left the school. The school allows re-entry hours. Students will be charged a $50 re-entry fee if they re-enter after 30 days from drop.

Registering Hours with the Georgia State Board of Cosmetology and Barber Examiners

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

16

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

18,19

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

8g

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

GRADING PROCEDURES: 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 program completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Range	
Excellent	90-100	A
Above Average	80-89	B
Average	70-79	C
Below Satisfactory Progress	60-69	D
Fail	59 or below	

11,12

Graduation Requirements & Diploma

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

14

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through any Programs, all disbursements will be credited to the student's account for actual tuition or other charges. In- House financing will allow students to make monthly, weekly or biweekly payments with no interest. However, all in-house tuition payments must be paid by graduation date. All credit card payments are subject to 3.5% credit card fee. Fee can be waived if tuition payments are received by cash or check. The Beauty Academy reserves the right to suspend any student from school whose account is delinquent. All accounts are considered delinquent after 30 days past due date. Students will be dropped from the program.

Advising Services

The Beauty Academy provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held weekly; however, students requiring additional, or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

6d

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, students, use of profanity, theft, use or possession of alcohol /drugs on school property are considered grounds for immediate dismissal. The Beauty Academy reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Payments may be made in the form of cash, check, money order, or credit card(all card transactions are subject to 3.5% fee). Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a nonrefundable application fee of $100.

2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of $100, regardless of whether the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of $100.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. • For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/ REFRAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
15% to 24.9%	40%
25% to 49.9%	45%
50% and over	70%
	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide a full refund of all monies paid OR completion of the course/program. If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide o a pro rata refund of tuition to the student OR participate in a Teach Out Agreement. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement and in this catalog.

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs.**

Pro-Rata Refund Policy for Veterans Affairs Beneficiaries

The Beauty Academy's Refund policy for students receiving Veterans Education benefits (ONLY):

Individuals utilizing Veterans Affairs (Va) education benefits, the school will refund the unused portions of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be prorated.

Program Courses Offered

1

SATISFACTORY ACADEMIC PROGRESS

12

For all programs our Academic Year is 900 clock hour over 45 weeks

11 **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

12,a,b,i,ii

Master Cosmetology			Esthetician		Cosmetology	Instructor	Nail Technician	
450	Hours	23 weeks	450 Hours	23 weeks	375 Hours	18.75 weeks	300 Hours	15 weeks
900	Hours	45 weeks	900 Hours	45 weeks			600 Hours	30 weeks
1200	Hours	60 weeks	1000 Hours	50 weeks	750 Hours	37.5 weeks		
1500	Hours	75 weeks						

21

14 Evaluation periods are based on actual contracted hours completed at the institution.

2,3,4 The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

15 13 Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. **SAA approval requitements**: Expect to attend 100% Must attend a minimum of 80%. 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. 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.

6 **MAXIMUM TIME FRAME**

If any student enrolled fails to complete the program within the maximum time frame they will be dropped and can re-enroll on a cash pay basis. 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:

COURSE	MAXIMUM TIME ALLOWED WEEKS	SCHEDULED HOURS
Master Cosmetology P/T, 20 hrs/wk - 1500 Hours	112.5 Weeks	2,250
Esthetician P/T, 20 hrs/wk - 1000 Hours	75 Weeks	1,500
Cosmetology Instructor P/T 20 hrs/wk - 750 Hours	56.26 Weeks	1,125
Nail Technician P/T 20 hrs/wk - 600 Hours	45 Weeks	900

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.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. **To maintain eligibility for GI Bill benefts students MUST make 75% average on academic work. Must make a 75% average on exam.** Numerical grades are considered according to the following scale:

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90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
60 - 69	UNSATISFACTORY
59 and below	FAIL

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DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. ***We are not approved for Title IV funding.**

16

WARNING

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

PROBATION

18,18a,18b,18c,18d

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and 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. ***We are not approved for Title IV funding.**

17

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. ***We are not approved for Title IV funding.**

22

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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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.

23

APPEAL PROCEDURE

19,19a,19b,19c,19d

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. ***We are not approved for Title IV funding.**

25

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

26

With regard to Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions provided that such are accepted by the State Board. Tuition for transfer students is charged by the hour. All SAP evaluations required at The Beauty Academy are based on actual hours contracted with the institution.

RE-ENTRY PROCEDURE

7

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. 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 establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;

2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;

3. We will not assess the student any additional institutional charges as a result of the LOA;

4. The student must follow the schools policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so,
e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;

5. We will approve a student's request for a LOA in accordance with the school's policy;

6. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.

7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The 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 purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9:00AM TO 3:00PM MONDAY THRU THURSDAY.

2. A LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCKOUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.

3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.

5. THE GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM: BLACK SCRUB SHIRT AND PANTS. ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE OR HEEL SHOES, FLIP FLOPS,SANDALS, CROCS OR ETC.

6. FULL DAY STUDENTS WILL HAVE 60 MINUTES FOR LUNCH EACH DAY AND TWO 15-MINUTE BREAKS. PART TIME STUDENTS WILL HAVE 1 FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.

7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT.THE GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDITAND TRAINING, THIRTY MINUTES EACH DAY IS SCHELDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.

8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NOPROFANITY IS ALLOWED ANYWHERE IN SCHOOL. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE THE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NON-COMPLIANCE WITH GENERAL POLICIES, THIS CONTRACT, OR STATE LAWS AND REGULATIONS: IMPROPER CONDUCTOR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TOA CLIENT, A STUDENT, OR EMPLOYEE OF THE SCHOOL: WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THESCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13.STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITHIN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. A STUDENT IS CONSIDERED TARDY IF HE/SHE IS MORE THAN FIFTEEN (15) MINUTES LATE FOR A SCHEDULED CLASS. A STUDENT MAY BE GRANTED PERMISSION TO BE TARDY ONLY IF THE INSTRUCTOR DEEMS HIS/HER REASON FOR TARDINESS AS VALID OR FOR AS VALID OR FOR DOCTOR'S APPOINTMNTS, JURY DUTY, ETC.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS' WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

*All full-time students must attend 80 hours per month.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented. Grounds for Termination: The school reserves the right to modify the Rules & Regulations at any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: 1) Failure to maintain a satisfactory progress percentage of 70% in academics and 67% attendance 2) Missed fourteen (14) consecutive days 3) Did not return from a Leave of Absence 4) Breech of school standards.

The missed test can be made up on Thursday.
Missed hours can be made up during the following times:

Monday - Thursday 9am to 3pm

Students receiving VA Education Benefits:

-Must maintain a 75% average on academic work

-Must make minimum 75% on the final exam.

-Expected to attend 100% of the scheduled classes, but MUST attend at least 80% to maintain GI Bill eligibility .

26

26c

Tuition Schedule

26b 26a

26d

Program	Clock Hours	Full-Time	Part-Time	Application Fee	Tuition	Books/Kit	Total Tuition
Master Cosmetology	1500	50wks	75wks	$100.00	$15,000.00	$1800.00	$16,900.00
Esthetician	1000	33wks	50wks	$100.00	$13,000.00	$1500.00	$14,600.00
Nail Technician	600	20wks	30wks	$100.00	$7000.00	$1500.00	$8,600.00
Cosmetology Instructor	750	25wks	38wks	$100.00	$7,500.00	$300.00	$7,900.00

26d, 26e

Student and sponsor (if applicable) agree to pay The Beauty Academy (herein after referred to as “The School”) Tuition and Fees for the program selected according to the approved payment plan stated below. A Minimal monthly payment for your balance will be accepted, the student will be responsible for remaining balance at the completion of the program. The School may, at its options without notice, prevent the student from attending class until any applicable unpaid balance of payments are satisfied. The School will not charge additional Tuition for hours remaining after the contracted end date. The School may charge a $25.00 Transcript Fee for transcript requests. The School will charge an Application Fee for students enrolling in The School of $100.00 (Non-Refundable). The School will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of $50.00. The current Tuition rates at the time of re-entry will apply to the balance of training hours needed for students returning 30 days after the formal withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Student Enrollment Agreement; Application Fee paid at the time of signing the Student Enrollment Agreement with the balance paid prior to the start date or through an approved payment plan stated herein. Payments may be made in the form of cash, check, money order, or credit card. Non-federal agency or loan programs may be accepted as well. Students are responsible for paying the Total Tuition and Fees for reimbursing any applicable loans in addition to interest.

Completion, Licensure and Placement Rates

The 2022 completion, licensure and placement rates for the school are as follows: Completion NA Licensure NA Placement NA

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Cosmetology and Barber Fields. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist, or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Cosmetology arts & sciences and Barbering.

In the Cosmetology and Barber fields, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work hours, independence, and practice location and types. There are many variations. Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else.

Master Cosmetology,Nail Technicians, Estheticians, and Cosmetology Instructors practice in a variety of setting and locations. Listed below are some examples:

- cruise ships
- clinics
- nursing homes
- hotels
- resorts
- office in home
- franchises
- resorts
- salons
- movie industry
- dermatologist offices
- hospitals
- private & public institutions
- spas

8, 8a, 8b, 8c, 8d, 8e, 9

Part time 20 hours per week / total of 30 weeks

NAIL TECHNICAN

NAIL TECHNICIAN Syllabus (600 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Nail Technician program consists of 600 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation, and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. Students

will learn spa consultation for nail services with an emphasis on creating a “customized spa experience”. This program of study satisfies the requirements of the Georgia State Board of Cosmetology and Barbers.
THIS COURSE EXCEEDS THE STATE REQUIREMENT BY 75 HOURS. WE BELIEVE THAT ADDITIONAL HOURS IN SANITATION AND DISINFECTION PRACTICES AND NAIL ENHANCEMENTS ASSIST OUR GRADUATES IN PASSING THE STATE EXAM AND SECURING EMPLOYMENT.

Unit of Study *Shall include, but is not limited to the following

Nail Technician Course Details

Level 1 (1-140 clock hours)

Course #	Course Name	Description	Clock Hours	Chapters Covered
NAIL 100	Basic Theory	Orientation (a) personal hygiene, professional ethics, and customer relations; (b) cleansing and disinfection, public health and safety, infection control and bacteriology (c) AIDS, HIV, and other communicable diseases (d)EPA, OSHA, other government standards, blood spill procedure;	35	1,2,3,4
NAIL 101	Basic Theory I	(a) physiology and anatomy (b) nail composition and structure, nail disorders and nail disease	40	6,7,8,9
NAIL 102	Basic Theory II	(a) chemistry (b) Basics of Electricity (c) methods and procedures and implements (d) the art of massage and massage techniques, introduction to reflexology	35	10,11,12
NAIL 103	Basic Theory III	(a) salon business; (b) salon development and business operations; (c) client consultations; (d) business development; (e) marketing, advertising, and retailing; (f) career/business planning; (g) GA State Board laws and rules	30	20,21,22
Level 1 TOTAL HOURS			140	

Level 2 (141-600 clock hours)

Course #	Course Name	Description	Clock Hours	Chapters Covered

NAIL 200	Advance Theory	Sanitizing and Disinfection of Tools, Implements, and Equipment - 10 hours/20 applications (a) implements (brushes, tools, and nail care implements) - 6 hours/12applications (b) manicure stations, pedicure spas, beds and equipment - 4 hours/8 applications	10	5
NAIL 300	Manicuring	Cleansing and caring of the hand including basic manicures, hot oil manicures and massage techniques -100 application/hours	100	13
NAIL 301	Pedicure	cleansing and care of the feet including basic pedicures spa services and massage techniques - 80 applications/hours (c) methods and procedures and implements	80	14
NAIL 302	Nail Sculpting	Acrylic applications on forms or natural nails teach the technique of handling product with consistency molding and forming the acrylic base on the nails filing and buffing the nail - 60 applications/hours	60	15
NAIL 303	Artificial Tips App	How to apply acrylic to nail tips and handling of product to file shape and buff, Artificial tips- 60 applications/ hours, Fill in- 40 applications/hours, Nail wraps- 20 applications/hours	120	16,17
NAIL 401	Advance Techniques I	UV Gel, color techniques, gel polishes - 20 Applications/hours	20	18
NAIL 402	Advance Techniques II	(a)Nail repair / Nail removal correct techniques to removing & repairing artificial tips - 10 hours/ 20 applications (b) Professional drill usage with a professional nail drill - 10 hours /20 app (c) Nail Art techniques - 10 hours/ 10 applications (d) Air brush nail art - 10 hours/ 10 applications (e) Paraffin treatment on hands & feet - 10 hours/ 20 applications	50	19

NAIL 500	Student Competition Additional Advance Techniques	Student learns how to compete in completions creating nail designs and art with all the different advanced technique's they mastered additional instruction and advanced techniques20- applications / 20 hours	20
Level 2 TOTAL			460
HOURS			
TOTALS Level 1 & 2			600

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Non-VA students ONLY must maintain a 67% average or better in attendance and a 70% or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic The Beauty Academy graduation requirements, students are required to successfully complete 600 clock hours of Nail Technician as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. Applicants must be 18 years old to take State Board Exams. A Nail Technician license will be granted by the state of Georgia only after the student has successfully completed and graduated from the Nail Technician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/ manager.

8f **Teaching 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 relaters to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

8, 8a, 8b, 8c, 8d, 8e,

Part time 20 hours per week / total of 75 weeks

MASTER COSMETOLOGY Syllabus (1500 Clock Hours) (CIP # 12.0401, SOC # 39-5012)

The curriculum for students enrolled in the Master Cosmetology program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Georgia State Board of Cosmetology and Barbers.

Unit of Study *Shall include, but is not limited to the following

Master Cosmetology Course Details

Level 1 (1-250 clock hours)

Course #	Course Name	Description	Clock Hours	Chapters Covered
COS 110	Theory of Safety & Sanitation	a. General Chemistry b. Sanitation & Sterilization c. EPA; OSHA; Blood spill Procedures d. AIDS; HIV; and Communicable Diseases	40	1,2,3,4
COS 120	Theory of Nail & Skin Care	a. Concepts and Principles of Nail Care & Instrument Handling (10 hours) b. Concepts and Principles of Skin Care Procedures and Techniques (15 hours	25	7,8,9,10
COS 130	Theory of Hair Cutting & Dressing & Scalp Treatments/ Conditioning	a. Theory of Hair Cutting (25 hours) b. Theory of Hairdressing (35 hours) c. Theory on Shampooing (15 hours) d. Theory of Scalp Treatments and Conditioning (20 hours)	95	15,16,17
COS 140	Theory of Permanent Waving and Hair Coloring	a. Chemistry of permanent wave solution and its reaction b. Chemistry of relaxers and their reactions c. Principles of permanent wave rod placement d. Chemistry of Color e. Principles of color application f. Chemical reaction of hair color	90	11,12,13,14

Level 1 TOTAL HOURS			250	
		Level 2 (251-1500 clock hours)		
Course#	Course Name	Description	Clock Hours	Chapters Covered
COS 200	Advanced Theory I	a. Cleansing and Disinfecting b. Physiology c. Electricity d. Safety Precautions e. Chemistry of Beauty Products & Composition of Tints, Dyes, and Bleaches f. Salesmanship g. Telephone Etiquette h. Salon Deportment: courtesy, neatness, professionalism	100	5,6
COS 210	Advanced Theory II & Sanitation	a. Social Skills b. Reception or Desk Work c. Arts and Ethics d. State Board of Cosmetology Rules and Laws e. Sanitizing and Disinfecting Tools, Implements, and Equipment (5 hours / 10 applications	55	30,31,32
COS 220	Laboratory Applications	a. Preparing Germicidal Solutions b. Preparing Shampoos c. Preparing tints and bleaches d. Practical training in washing and sanitizing all equipment	50	NA
COS 300	Scalp and Hair Treatment	a. Practical applications (49 applications): brushing and manipulations, corrective treatments, and reconditioning treatments	49	15
COS 310	Hairdressing, Shampoo, and Comb-out	a. Theory of Hairdressing, Shampoo, and Comb-Out (85 hours) b. Practical applications (170 hours/ applications)	255	16,17
COS 320	Hair Cutting and Shaping	a. Practical applications (124.5 hours / 166 applications)	124.5	18
COS 330	Permanent Waving	a. Practical applications (150 hours / 50 applications)	150	19

COS 340	Chemical Hair Relaxing	a. Practical Applications - Virgin Hair (82 hours / 42 applications) b. Practical Applications - Chemical Retouch (57 hours / 38 applications)	139	20
COS 350	Hair Coloring and Lightening	a. Temporary Rinses and Semi-Permanent Color (9 hrs / 12 apps) b. Virgin Color (40 hrs / 20 apps) c. Color Retouches (20 hrs / 10 apps) d. Hair Bleaching and Lightening (80 hrs / 40 apps) e. Predisposition Tests (3 hours) f. Color Removal (3 hours)	155	21
COS 400	Basic Facial & Skin Techniques	a. Facial Treatment (30 hours / 30 apps) b. Make-up Applications (20 hours / 20 apps) c. Brow & Lash Tint (2.5 hours / 5 apps) d. Lip, Chin, & Face Hair Removal (10 hours / 20 apps) e. Brow Tweezing (10 hours / 20 apps) f. Brow Waxing (10 hours / 20 apps)	82.5	22,23,24
COS 500	Basic Nail Techniques	a. Manicures with Forearm Massage (25 hours / 25 apps) b. Pedicures with Foot/Leg Massage (20 hours / 20 apps) c. Nail Sculpting (45 hours / 15 apps)	90	25,26,27,28, 29
Total Hours Level 2			1250	
TOTALS Level 1 & 2			1500	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Non-VA students ONLY must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading Letter Description Grade point

90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific program graduation requirements
In addition to meeting the basic The Beauty Academy graduation requirements, students are required to successfully complete 1500 clock hours of cosmetologist training as described above.

Licensing requirements
Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. Applicants must be 18 years old to take State Board Exams. A Master Cosmetologist License will be granted by the state of Georgia only after the student has successfully completed and graduated from the Master Cosmetologist course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion
Hair stylist, color specialist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery, salon owner and/ or manager.

8f **Teaching 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 relaters to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

ESTHETICIAN

8, 8a, 8b, 8c, 8d, 8e,

Part time 20 hours per week / total of 50 weeks

ESTHETICIAN Syllabus (1000 Clock Hours) (CIP 12.0409, SOC # 39-5094)

The curriculum for students enrolled in the Esthetician program consists of 1000 clock hours of Practical Training and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of the Georgia State Board of Cosmetology and Barbers.

Unit of Study *Shall include, but is not limited to the following

Esthetician Course Details

Course #	Course Name	Level 1 (1-250 clock hours) Description	Clock Hours	Chapters Covered

ESTH 100	Professional Practices	(a) bacteriology, cleansing and disinfection; (b) personal hygiene; (c) public health and safety; (d) EPA, OSHA, chemicals, infection control standards, and blood spill (e) Aids, HIV, and communicable diseases (f) methods (g) facility hygiene clean up application and procedures	150	5,11
ESTH 101	Business Practices & Professional Ethics	(a) State Board Rules and Laws (b) esthetician salon development; (c) business insurance (d) client records (e) confidential ethics (f) medical record keeping (g) write a resume (h) job interview (i) professional attitude and personal image	100	1,2,3,4
Level 1 TOTAL HOURS			**250**	

Level 2 (251 -1000 clock hours)

ESTH 200	Advanced Skin Sciences	(I) histology of the skin: cell and tissue. (II)dermatology and physiology: (III)Theory: (a) medical terminology (b) medical charting (c) clinical cleansing and disinfection; (d) patient psychology (e) customer service; (f) advanced skin analysis/diseases; (g) camouflage make-up	320	6,7,8,9,10

ESTH 210	Spa/Salon Management & Cleansing/ Disinfecting Tools and Equipment	(i) front desk; (ii) marketing: business, client, product; (iii) managerial responsibilities; (iv) client retention and tracking; (v) business management; (vi) business record management; (vii) profit and loss statement management (i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications); (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and (iii) hair removal and waxing stations - (1 service application hour/2 applications).	80	14,21,22,23
ESTH 310	Body Treatments	i) massage - (25 service application hours/25 applications); (ii) wraps - (15 service application hours/15 applications); (iii) cellulite - (10 service application hours/10 applications); (iv) aromatherapy - (10 service application hours/10 applications); (v) reflexology - (10 service application hours/10 applications	70	13,16,19
ESTH 320	Facial Treatments	(i) spa facials - (75 service application hours/75 applications); (ii) machine facials - (30 service application hours/ 30 applications); (iii) pre-op therapy - (5 service application hours/10 applications); (iv) post-op therapy - (5 service application hours/10 applications)	115	15,17

ESTH 330	Make-Up Techniques	(i) client consultation and skin analysis - (20 service application hours/40 applications); (ii) application - (30 service application hours/30 applications); (iii) contouring - (10 service application hours/20 applications); (iv) color accent - (10 service application hours/20 applications); (v) camouflage make-up - (10 service application hours/10 applications); and (vi) eye lash tabbing and strips - (10 service application hours/20 applications)	90	12,20
ESTH 340	Hair Removal Techniques	(i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications); (ii) leg waxing - (20 service application hours/20 applications); (iii) bikini waxing - (10 service application hours/20 applications); (iv) torso, back, and arm waxing - (10 service application hours/20 applications); (v) brow arching and shaping - (25 service application hours): (a) brow tweezing and threading - (10 service application hours/20 applications); (b) brow waxing - (10 service application hours/20 applications); (c) brow lashing and tinting - (5 service application hours/10 applications).	75	18
Level 2 Total Hours			750	
TOTALS Level 1 & 2			1000	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Non-VA students ONLY must maintain a 67% average or better in attendance and a 70% or better for practical

work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic The Beauty Academy graduation requirements, students are required to successfully complete 1000 clock hours of esthetician training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school.

Applicants must be 18 years old to take the State Board Exams. An Esthetician license will be granted by the state of Georgia only after the student has successfully completed and graduated from the Esthetician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Skin care specialist, make-up artist; brow artist, waxing specialist cosmetic or beauty product representative, and some areas of dermatology and plastic surgery (under a licensed physician), spa or salon owner/manager.

8f **Teaching 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 and productive career orientated activities. The program is presented through comprehensive lessons which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

Part time 20 hours per week / total of 37.5 weeks **8, 8a, 8b, 8c, 8d, 8e,**

COSMETOLOGY INSTRUCTOR Syllabus- 750 CLOCK HOURS

Cosmetology Instructor Curriculum (SOC Code: 25-1194) | (CIP Code: 12.0413)

COSMETOLOGY INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Instructor Program is to provide cosmetologists with the knowledge of teaching principles of Cosmetology as a profession. Emphasis is placed on the aspects of theory and practice of cosmetology in the teaching of the skills. Instructor trainees will always be under the direct supervision of a licensed instructor. The curriculum in this school of Cosmetology for the instructor training course shall be completed within one (1) year and 750 clock hours of training as stated below.

COSMETOLOGY INSTRUCTOR PROGRAM REQUIREMENTS

The Cosmetology Instructor's course consists of 750 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and

laws, rules and regulations of the State Board. The remaining 500 hours are spent in the clinic area, where you gain practical experience. Here you could put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Unit of Study *Shall include, but is not limited to the following

Course #	Course Name	Description	Clock Hours
COS 510	Theory of General Education I	a. Cosmetology Laws, Rules, & Regulations (12.5 hours) b. Principles of Teaching Cosmetology c. Principles of Teaching Nail Care d. Principles of Teaching Skin Care	125
COS 520	Theory of General Education II	a. Cosmetology Laws, Rules, & Regulations (12.5 hours) b. Principles of Teaching Cosmetology c. Principles of Teaching Nail Care d. Principles of Teaching Skin Care	125
COS 530	Teaching Techniques & A/V Aids I	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	125
COS 540	Teaching Techniques & A/V Aids II	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	100
COS 600	Practice of Teaching I	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Cosmetology students	90
COS 610	Practice of Teaching II	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Cosmetology students	185
Total Hours			750

****All Instructor Students will be supervised by a School Instructor at all times****

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Non-VA students ONLY must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic The Beauty Academy graduation requirements, students are required to successfully complete 750 clock hours of Instructor training as described above.

Licensing requirements
Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion
Instructor, curriculum developer

8f **Teaching 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 and productive career orientated activities. The program is presented through comprehensive lessons which reflect effective educational methods.
Subjects are presented by means of interactive lectures, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

VETERANS SECTION

(Specifically applies to those students using veteran education benefits)

TRANSFER OF HOURS POLICY

A student must submit a transcript of hours from the previous institution. The Beauty Academy has the right to accept all, part, or none of the transfer hours accumulated at the said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from another school that

are below 75% Administer theory chapter tests on remaining courses from other schools over 75%

Any chapter test taken that score over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped.

with other students in a complete block. If those hours can be grouped by an entire block, they will.

be awarded. If they are not able to be grouped, then they will not be awarded.

ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT

STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, and 1000 hours for the Esthetician, 450, 900, 1250 and 1500 for Master Cosmetology, and 300 and 600 for Nail Technician. Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet the minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be making satisfactory academic progress (SAP). The student

will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end

of the warning period (next evaluation period) the student has still not met both attendance and

academic requirements, they will be terminated from the program. The student may appeal against

the non-satisfactory academic progress decision (see below – Appeals). Those students meeting

attendance and academic requirements at the end of the warning period will be

making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school.

Therefore, any policy established by the school may be appealed due to mitigating circumstances.

If a student wishes to appeal a non-satisfactory academic progress determination, it must

be done in writing and contain reasons such as the death of a relative, an injury or illness of a

student, or other mitigating circumstances. Students must also provide documentation supporting

this claim with a statement including changes in the student's situation that will allow the

achievement of satisfactory academic progress at the next evaluation. All appeals and results of

the appeal are documented in the student's file. Anyone wishing to appeal against a policy must

do so using the appeals form and attach any applicable documentation.

The appeal will be reviewed by appropriate personnel and a determination will be made.

All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic

Progress (SAP) must be made within 15 days of the negative determination. Should the student

fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of

veteran termination for lack of satisfactory academic progress and student benefits may be

impacted.

Any Student using VA benefits that wishes to continue attending The Beauty Academy may

need to apply for financial aid or assume personal responsibility for continuing to attend The

Beauty Academy Probation Students who fail to meet minimum requirements for attendance or

academic progress at the end of the Warning period, can appeal their case based on mitigating

circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and

information will be gathered to determine if the student can make SAP by the next evaluation

period. If the student does not meet all necessary requirements and is unable to make SAP, the appeal will be denied and the student receiving Veteran Benefits will be terminated from the program.

When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP, a minimum of 80% attendance and 75% grade average, while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance plan to meet SAP requirements during the probationary period, the student will be terminated and dismissed from the program.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet the 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 for making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress.

Note: Any student receiving VA benefits cannot have two consecutive missed SAP’s. No more than two terms (evaluation periods) on warning/probation will be permitted. For example, if a student does not meet the SAP requirement at 450-hour evaluation and again at 900-hour evaluation they will be terminated and dismissed from the program.