



THE BEAUTY ACADEMY

THE
BEAUTY
ACADEMY

SCHOOL CATALOG
2021-2022
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VOLUME 1

An Unaccredited
Institution

311 GA HWY 49N SUITE 30
BYRON, GA. 31008
478-224-7349

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thebeautyacademyllc@gmail.com

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 and 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!

Best regards,

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.

NONDISCRIMINATION POLICY

The Beauty Academy does not discriminate based on sex, age, color, race, ethnic origin, religion, disability, veteran status or sexual orientation. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

Revised June 18, 2022

The Beauty Academy

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The Beauty Academy LLC

Licensing & Approvals

The Beauty Academy LLC

is licensed by:

Georgia Professional Licensing Board

237 Coliseum Drive

Macon, GA 31217-3858

Phone: 478-207-2440

The Beauty Academy LLC is an unaccredited institution.

We are currently in **Candidate Status** with the

National Accrediting Commission for Career Arts and Sciences (NACCAS).

3015 Colvin Street

Alexandria, VA 22314

703-600-7600

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

The Beauty Academy Mission Statement & Objectives

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 positions in their chosen careers.

We train each of our students in the principles and practices of cosmetology, esthetics, nails, barbering and teaching. 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 cosmetologist, barber, esthetician, instructor or nail tech. 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 to enter the beauty, barber or teaching profession and continue to grow and develop and contribute to the profession.

History

The Beauty Academy LLC was founded in 2022 by owner, Dr Victoria Brown. The school is privately owned and operated. Students can expect smaller sized classes for a personalized educational experience.

Facility Description (Location)

**The Beauty Academy LLC is located at:
311 GA HWY 49N Suite 30 Byron, GA 31008**

The Beauty Academy LLC is in the heart of the city of Byron, GA in Peach County. It is easily accessible from highway 75. 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, 1 classroom with audio/visual equipment that will seat 20 students, an esthetician clinic room with three beds and the nail clinic area with 4 manicure tables and 1 spa chairs, 1 reception area, 1 dispensary for products, laundry area, 1 break room, 2 restrooms, and 1 Offices.

Police Protection Policy

Law enforcement on and around the campus is provided by the Byron Police Department. Should a situation arise where the presence of such authority is required on campus, the school management must be informed of the situation immediately. When school management has been made aware of the situation the police may be summoned using the emergency number 911.

Faculty and Staff

Dr. Victoria Brown is the owner and Director of The Beauty Academy LLC.

Administrative Staff

Director & Financial Officer.....Dr. Victoria Brown
Administrative.....Karen

Faculty

Instructor.....Dr. Victoria Brown

Student Services

The wellbeing of every student is important to the faculty and administrative staff of The Beauty Academy and there is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Services are as follows:

National Domestic Violence	1-800-799-7233
National Suicide Prevention Lifeline	1-800-273-8255

REFERRAL SERVICES

The Beauty Academy does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in childcare, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need and should not be misconstrued as an endorsement by The Beauty Academy. The institute does not maintain any institution housing referrals.

STUDENT RECORDS

STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be kept in the School's Administrative Office in locked file cabinets at all times. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Request for an appointment for access to their file will be honored within three (3) business days of the request. During the review, a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file.

Student records are maintained by the school for six years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee.

Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Georgia State Board Representatives, Administrative Staff of The Beauty Academy, and Accrediting Agencies.

All other parties only upon written release from student per request.

TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for \$25.00 each. In the event the student withdraws or is terminated, all financial obligations must be met before an official transcript will be released.

Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institutes physical address and phone number along with any fees required by The Beauty Academy. The transcript will be sent out within 3-5 business days of the request.

TUTORING

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. The Beauty Academy will attempt to provide suitable tutoring as needed.

GRADUATE PLACEMENT POLICY

The primary goal The Beauty Academy is to see all students become successfully employed in the field for which they have prepared. To achieve this, the institute provides placement assistance to students graduating. This assistance is not given as an incentive to enroll, and no guarantee or representation of placement is made or implied.

After graduation, the services of the job placement office are at the student's disposal. The Beauty Academy mission is not complete until the student is gainfully employed in the chosen field. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the administration office to assist in finding suitable employment.

(No fees are associated with the placement assistance.)

LOCKERS

The Beauty Academy has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. School administration has the right to access and inspect your locker at any time.

RESOURCE CENTER

Students of The Beauty Academy will have access to the resource center located near the student break area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

Parking

Student parking is available in the school's parking lot. Adequate parking is available for all students and staff.

Housing and Childcare Facilities

The school does not currently provide housing or childcare facilities for its students or staff. These areas are the responsibility of the students and staff.

Standards of Conduct

The Beauty Academy is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth.

GENERAL

All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

MISCONDUCT:

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

1. Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.
4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
5. Destruction, damage or misuse of school property.
6. Theft, burglary, accessory to the acts and/or possession of stolen property.
7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
8. The use or possession of alcohol or drugs.
9. The participation of gambling
10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
11. Disorderly conduct in any form.
12. Lewd, indecent, obscene behavior or profanity.
13. Unauthorized entry or trespassing on school property.
14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
15. Unauthorized possession of school keys.
16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
17. Libel or slander against the school or staff on any type of Social media

GROUNDS FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 70%

General Rules and Regulations

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.
4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Counselor.
5. Students are not allowed behind the desk unless given permission or assigned desk duties.
6. The school assumes no responsibility for equipment or personal items.
7. Only emergency phone calls are allowed on school's phone.
8. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home.
9. Students must exhibit a professional attitude and appearance while attending school.
10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang or gossiping will not be tolerated.
12. Smoking is permitted outside the building only. This includes VAPORES also.
13. Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
14. Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. The Beauty Academy IS A DRUG-FREE ZONE.
15. Students cannot refuse to service a client.
16. Students are assigned a workstation and are responsible for its sanitation and the sanitation of the school.
17. No student or personal beauty services allowed unless approved by the instructor.
18. No social visitor.
19. Bullying or harassment on any level.
20. Failure to bring your entire kit, books and workbooks every day.
21. Failure to follow instructions given by instructors or staff members.
22. No type of libel or slander against the school or staff on any type of social media.
23. No personal relations with student / Instructor. Must report to director immediately
24. No Fraternizing with clients
25. Students are not to wear expensive jewelry or bring large sums of money to school.
26. No visitors allowed in classroom. Wives, Husbands, Girlfriends, Boyfriends, or young children of a student cannot be in the school except for short infrequent periods of time. Please advise your friends and relatives.

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY

All cell phones, mobile devices and all media players are prohibited from being used in classrooms or clinic at any time during school hours unless instructor gives permission. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in "silent" mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

STUDENT PERSONAL SERVICES

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege and are awarded only to students maintaining satisfactory progress for both attendance and grades. Chemical Services are not free to students. They are required to pay a fee for Chemical services. Fees are subject to change.

KITS, BOOKS AND SUPPLIES POLICY

Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them. The student may use their own books (if current) or kit if they have already purchased in the past. All kits must have the Georgia State Boards of Cosmetology and Barber's kits requirement.

DRUG AND ALCOHOL POLICY

The Beauty Academy maintains a school and workplace free from drug and alcohol abuse. The manufacture, possession, distribution, or use of any illegal substance or alcohol is prohibited on school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state, and/or federal criminal charges.

The institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance, or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse, or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

SOCIAL MEDIA POLICY

The Beauty Academy does respect the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications, including podcast and video uploads, and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, Twitter, YouTube, Tic Tok, Google, Yelp, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the The Beauty Academy culture. The Beauty Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of an The Beauty Academy students and misrepresent The Beauty Academy. The Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

ANTI-HARRASSMENT POLICY

The Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school. Employees are required to take the training on an annual basis. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, The Beauty Academy prohibits discrimination based on sex, which

includes sexual harassment and sexual violence, and The Beauty Academy has jurisdiction over Title IX complaints.

The Beauty Academy's anti-harassment policy applies to all persons involved in the operation of The Beauty Academy and prohibits unlawful harassment by any employee of The Beauty Academy, as well as students, customers, third parties, vendors or anyone who does business with The Beauty Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action, up to and including termination. To the extent a customer, vendor or other person with whom The Beauty Academy does business engages in unlawful harassment or discrimination, The Beauty Academy will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, The Beauty Academy, whether the programs take place on the campus of a school, during a school sponsored field trip, or other off-campus events.

As part of The Beauty Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to The Beauty Academy community through publications, The Beauty Academy's website, new employee orientations, student orientations, and other appropriate channels of communication. The Beauty Academy will provide training to key staff members to enable The Beauty Academy to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The Beauty Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions Discrimination is defined as treating individuals differently in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment is defined as any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, student, or any person within The Beauty Academy. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, disability or appearance, including slurs and negative stereotyping.
- Nonverbal harassment includes distribution or display of any written or graphic material that ridicules, denigrates, or shows hostility towards an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, disability or appearance, sexual identity, marital status or other protected status.

Sexual Harassment is defined by the Equal Employment Opportunity Commission ("EEOC") as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose of...creating an intimidating, hostile or offensive working environment."

Sexual harassment may take many forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, or requests for any type of sexual favor.

- Nonverbal sexual harassment includes the distribution or display of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds, staring, whistling, obscene gestures, content in letters, notes, facsimiles, e-mails, photos, text messages, Internet postings, or other forms of communication that are sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees or students that are appropriate, acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

UNIFORM POLICY

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

The dress code for students enrolled at The Beauty Academy is as follows:

1. Black Scrub shirts & Scrub pants must be stain-free, smell fresh, lint free and wrinkle free. (Exceedingly loose or tight clothing is unacceptable.)
2. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you and must be worn every day. You will be given another one. DO NOT lose it! (Replacement School ID cards are \$15.00)
4. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal and oral hygiene included.)
5. Hair should be groomed and combed. Clean shaven or neat beards (men).
6. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
7. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)
8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your black scrub top as long as it is solid black or solid white and has no holes, stains or other markings.)

STUDENT CONDUCT

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft of damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

CLASSROOM & CLINIC BEHAVIOR

The Beauty Academy is dedicated to providing superior educational services to its students, and a quality work environment for its employees. Student and staff are expected to act in a professional manner at all times while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any massage therapist. Graduates of The Beauty Academy will exemplify this tradition.

The Beauty Academy has a strict zero tolerance policy for certain behaviors such as:

- ◆ Profanity
- ◆ Gossip
- ◆ Bullying
- ◆ Verbal Abuse
- ◆ Fighting
- ◆ Yelling
- ◆ Negativity
- ◆ Poor Attitude

Students and staff members of The Beauty Academy are trusted to behave in a respectful, professional manner at all times while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

Admissions Policies

The Beauty Academy seeks students who possess the maturity, previous training and desire for success in the beauty industry. The school welcomes applications from any individuals who desire careers in cosmetology arts and sciences and/or related fields. All Programs are taught in English only.

Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility.

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

Every applicant must provide:

- a Government picture ID,
- social security card, valid passport, birth certificate or green card,
- high school diploma or high school transcript showing high school completion, or a high school graduation equivalent OR An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree,
- Admission Application,
- \$50.00 nonrefundable Application fee.

All foreign credentials must be translated into English, verified as a student's high school diploma performed by an outside agency and confirm the academic equivalence to a U. S. High School diploma.

ENROLLMENT REQUIREMENTS FOR INSTRUCTOR PROGRAMS

All applicants applying for one of the Instructor programs must be 18 years of age and be a high school graduate or have the equivalency (G.E.D). The applicant must provide documentation of holding a current active Georgia practitioner's License for the Instructor program s/he wishes to enroll.

After an interview with an admissions representative, the prospective student will tour the facility and complete a pre-enrollment checklist. The admissions process will then continue with the completion of various forms including an enrollment agreement. (All of which must be signed and dated prior to the student's scheduled enrollment date.) Upon being accepted into the program, each student will attend a mandatory "New Student Orientation". (The student must attend Orientation before his or her scheduled enrollment date.) The "New Student Orientation" will review all necessary information, including but not limited to, rules and regulations of the academy, safety precautions, evacuation procedures, uniform policy, program objectives, and desired student characteristics. Following Orientation, each student must sign and date an Orientation Checklist confirming their compliance and understanding of the school's policies.

PHYSICAL DEMANDS

The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:

1. Standing – is a large part of these professions; may cause varicose veins in years to come;
2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.
4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.
5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

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.

RE-ENTRY STUDENTS/INTERRUPTIONS

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. 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. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

There is a \$50.00 re-entry fee if re-enrollment is more than 30 days from the withdrawal.

180-DAY RE-ENTRY

Re-entry within 180 days refers to students who withdrew from the course and returned to school within 180 days of that withdrawal date. This student is considered to be in the same payment period he/she was in at time of withdrawal. The student retains his/her original eligibility for that payment period and is treated as though he/she did not cease attendance. The Schools reserve the right to refuse re-entering of 180 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

Student Teacher Ratio

STUDENT TEACHER RATIO IS ONE TEACHER PER TWENTY STUDENTS (1:20).

Graduation Requirements

The following must be completed before graduation from all programs:

1. Required clock hours. Master Cosmetologist = 1500 clock hours, Cosmetology Instructor = 750 clock hours, Esthetician = 1000 clock hours, Nail Technician = 600 clock hours, Required practical/clinical services (unit/credit hours).
2. Demonstration of theory and practical competency with an average of 70% in course.
3. Paid all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

DIPLOMA

Students are issued a diploma from The Beauty Academy upon satisfactory completion of the graduation requirements. There is a \$25.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the school for 6 years. Transcripts are kept indefinitely.

STATE LICENSING DISCLAIMER

The State may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology and Barber to deny licensure. The Georgia State Board of Cosmetology and Barber denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. The Beauty Academy is not responsible for students denied licensure.

State Legal Requirements for Licensure

Georgia State Board of Cosmetology 130-2.07 Application for Cosmetology License at the Master, Skin Care, or Manicurist Level Any person desiring to practice cosmetology at the master, Skin Care, or manicurist level in the State of Georgia, is required to make application for a license by examination, using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the law and the requirement of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a. Official certification showing the number of hours and courses completed as a student or apprentice:
 - i. If schooling or training was received out of the State of Georgia, certification from the state board of cosmetology, where schooling or training was received is required.
 - ii. Reading assistance will be furnished by only to those applicants with reading disabilities. The disability must be confirmed by medical documentation or educational documentation by the appropriate educational counselor or advisor. The request for reading assistance must accompany the original application.
 - iii. No foreign language translators will be allowed or furnished.
 - iv. The student or apprentice taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.
- b. Required fee.

ATTENDANCE POLICIES/PROGRESS

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course. All Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and to complete the course within time allowed. The maximum time frame is equal to 150% times the published length of the course. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school. Any action to be taken would be determined by the school administration.

TARDINESS

Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Official. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal.

*****Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal.*****

ABSENTEEISM

Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation. If a student misses more than an average of 4 days per month, corrective action will be taken. Improvement will be expected immediately and must be maintained.

EXCUSED ABSENCES

The school reserves the right to require documentation for any and all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused. Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.

Students' attendance records will be maintained, and hours of daily attendance and credits will be reported to the State Boards of Cosmetology and Barbering and other appropriate regulatory and licensing organizations applicable on a regular basis.

All absences must be made up in order to receive a diploma. Absences may be made up within the contracted enrollment period without financial penalty. An unexcused absence without acceptable documentation, may be made up within the contracted enrollment period. However, you will be charged \$11.00 per hour required for make-up.

An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for the following actions:

- ◆ Calling his or her instructor to inform them of the absence; and
- ◆ Providing a written explanation for the absence (including but not limited to, a doctor's note for health issues).

Documented Excused absences that are acceptable to prevent unexcused absences are:

- Personal Sickness for immediate family. (Dentist or Doctor's note required).
- Death in immediate family member.
- Jury Duty.
- Documentation of court appearances.
- Documentation of Social Service appointments.
- Military reserve service/military job duties.
- Emotional trauma due to accident/injury or death to immediate family.
- In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

*Immediate family members consist of: mother, father, children, grandparents, spouse's mother, father, children and grandparents.

UNEXCUSED ABSENCES

An unexcused absence is one where the student misses school for a non-essential reason and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without pre-approval or proof of an emergency (see excused absence section above) will be considered unexcused.

If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school

director. The instructor will also monitor the student's attendance and hold a meeting with the student to discuss the school's attendance policies.

VETERAN'S ATTENDANCE POLICY

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active-duty military service, including active duty for training.

VA LEAVE OF ABSENCE POLICY

Any student who begins a period of leave of absence will be terminated from VA education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be re-certified for VA education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the VA education benefits and VA education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

EXCUSED ABSENCES

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

VA students exceeding 3 unexcused absences in a month will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in then veteran's file for USDVA and SAA audit purposes.

MAKE-UP WORK/HOURS POLICY

Students must complete all required assignments and exams. Make-up work or make-up hours are limited and at the discretion of the School Director.

School Calendar

Classes begin every Tuesday and are held Tuesday through Saturday for all programs.
Our academic year is 26 weeks and 900 clock hours.

Holidays

2021

January 1 – New Year’s Day
January 18 - Martin Luther King Day
February 15 – President’s Day
April 6-10 - Spring Break
May 31 – Memorial Day
July 5-12 - Summer Break
September 6 – Labor Day
October 11 – Columbus Day
November 11 – Veteran’s Day
November 25 - Thanksgiving Day
December 24 - 25 - Christmas Eve & Day
December 26-30 – Winter Break
December 31-New Year’s Eve

2022

January 1 – New Year’s Day
January 17 - Martin Luther King Day
February 21 – President’s Day
April 5-11 - Spring Break
May 30 – Memorial Day
July 4 – Independence Day
July 5-9 - Summer Break
September 5 – Labor Day
October 10 – Columbus Day
November 11 – Veteran’s Day
November 24 - Thanksgiving Day
December 24 - 25 - Christmas Eve & Day
December 26-30 – Winter Break
December 31- New Year’s Eve

Emergency School Closure Policy

In the event of the school needing to be closed due to an emergency, i.e., tornado, flooding, fire, snow, death, pandemic etc., the school will follow the Dougherty County District policy and the Governor (if applicable) for closure and announce the message through means of radio/television giving students and customers full information for reopening dates.

EVACUATION PROCEDURES

During new student orientation, the student will see a diagram of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

o BOMB THREAT: In case of bomb threat, the school building will be evacuated immediately.

Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.

o FIRE: In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building staff will the procede to nearest exit. Lead instructor is in charge of calling 911.

o TORNADO: In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.

o HOSTAGE SITUATION: Remain calm. Cooperate with offenders. When an opportunity arises, proper authorities will be called.

- o ROBBERY: Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises, proper authorities will be called.
- o RAPE: If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- o PROBLEM STUDENT OR CLIENT: If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out of control, the School Director has the option of calling local law enforcement to have the person removed from the school premises.

ACCIDENTS/EMERGENCY MEDICAL CARE

If and when an accident occurs at The Beauty Academy, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the Admission office.

SAFETY REQUIREMENTS

Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for your clientele. The following procedures will be part of your education and will be emphasized in your orientation.

1. Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
2. Properly drape the client to maintain protection during service.
3. Ask client to remove any jewelry, hair accessories, glasses, Bluetooth devices, etc.
4. Wear rubber gloves while handling chemicals, etc.
5. Keep any chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse with cold water.
6. Loose hair on the floor is unsanitary and could cause slipping.
7. Containers must be properly labeled and closed.

Standards of Progress

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at The Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Master Cosmetologist 450, 900, 1200 clocked (actual) hours, Cosmetology Instructor 375 clocked (actual) hours, Esthetician 400, 800 clocked (actual) hours,, Nail Technician 300 clocked (actual) hours.

All evaluations will be completed within seven (7) school business days following each established evaluation period.

An Academic year is 900 clock hours and 26 weeks.

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

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.

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 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:

Course	Total Hours	Hours per Week	Contracted Months	Maximum Timeframe
Master Cosmetologist/F/T	1500	30	13	2250 hours = 16 mos.
Master Cosmetologist/P/T	1500	16	24	2250 hours = 35 mos.
Esthetician	1000	30	9	1500 hours = 12 mos.
Cosmetology Instructor F/T	750	30	7	1125 hours = 9.5 mos.
Cosmetology Instructor P/T	750	16	12	1125 hours = 18 mos.
Nail Technician	600	30	5	900 hours = 7.5 mos.

A student who exceeds the maximum time frame will be dropped from the program.

VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

VA MAXIMUM TIMEFRAME

MAXIMUM TIME FRAME is based on 80% attendance requirement for VA students. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran’s Attendance Policy.

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Total Hours	Hours per Week	Contracted Months	Maximum Timeframe
Master Cosmetologist F/T	1500	30	13	1875 hours = 15.6 mos.
Master Cosmetologist P/T	1500	16	24	1875 hours = 29.3 mos.
Esthetician	1000	30	9	1250 hours = 10.4 mos.
Cosmetology Instructor F/T	750	30	7	937.5 hours = 7.8 mos.
Cosmetology Instructor P/T	750	16	12	1125 hours = 14.6 mos.
Nail Technician	600	30	5	750 hours = 6.25 mos.

ACADEMIC PROGRESS EVALUATION

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. Academic will be monitored on a weekly basis. 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 grade average of 70% average on academic work to take the final exam to pass the attempted course. The student must pass a FINAL written and practical exam prior to graduation. Cheating on an examination will result in dismissal from the program. Students must make up failed or missed tests and incomplete assignments. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic class \$100, advanced classes \$200) VA Education Benefits Numerical grades are considered according to the following scale:

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

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 report 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 a warning or has prevailed upon appeal resulting in a status of probation if applicable. The Beauty Academy IS NOT ELIGIBLE TO PROVIDE TITLE IV FUNDS AT THIS TIME.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance and/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 can 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 not in good standing may be subjected to termination from the program.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETE, 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 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 the 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,

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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 retained, if applicable.

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

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. All SAP evaluations required at The Beauty Academy are based on actual hours contracted with the institution.

GRADING OBJECTIVES

1. Students must attend classroom instructions in the arts and science of cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
2. Training and the opportunity for the practice of all manipulative skills required in hair, skin and/or nails are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.
3. A blending of interest, motivation, training, and knowledge in the scientific study and practice of selected program will help qualify students in their pursuit of selected license. Completion of the required program hours are required by the Georgia Professional Licensing Boards to be eligible for the state examination depending on the program selected.
4. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the fields of Cosmetology and Barbering.

Students receive a numeric grade in both their theory and practical work. An overall average of 70% is required. The following represents the equivalencies of grades assigned:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%

C	Some standards were not met. Additional training in employability skills is recommended.	70-79%
D	Few standards were met	Below 60-69 % NOT PASSING
F	Failed	59% and below NOT PASSING

MONTHLY PROGRESS ASSESSMENTS

Each month students will meet with their instructor or program director to review academic progress towards completion of their program. This review is not the same as stated in the Satisfactory Academic Progress Policy or “SAP” Policy, but simply a review of the monthly and cumulative academic progress. During this review, students will be given information about their monthly and cumulative scheduled versus attended hours, grade average, and an opportunity to discuss any academic issues. If a student is struggling in any area, an academic plan will be created to assist the student in meeting the cumulative grade average and attendance requirements.

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Determination of Progress Policy

- Definition of minimum requirements: accumulative 67% average on attendance, and 70% on theory and practical grades
- Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
- Students meeting minimum requirements at evaluation will be considered making satisfactory progress until next scheduled evaluation.
- Students failing to meet minimum progress requirements at time of evaluation will be placed on 1st time warning until next scheduled evaluation (one month later). At the end of the 1st warning period, the student’s progress will be evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on a 2nd warning.
- Second (2nd) time warning consists of a period of one month. At the end of the 2nd warning period, the student’s progress will be evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will meet with the Director to discuss if the program is meeting the student’s needs, if hours need to be reduced or if the student should withdraw from the program.
- Should the student remain in the program an attendance and academic plan will be created for the following month.
- If the student is still not making satisfactory progress, he/she will be withdrawn from the program.

VA STANDARDS OF PROGRESS

Student must maintain a 70% average on academic work to take the final exam and must make 70% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet VA satisfactory academic progress standards and/or attendance will have VA education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

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

VA APPEAL PROCEDURE

If a student is determined NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

LEAVE OF ABSENCE POLICY

Leave of absence (LOA) can only be permitted to students with the following conditions:

- A leave of absence must be requested by the student if student is going to miss 10 consecutive days or more.
- The student is required to follow The Beauty Academy's Leave of Absence Policy in requesting a Leave of Absence (LOA).

- The leave of absence involves no additional charges by the School to the student.
- Multiple leaves are permitted, but the total of all LOAs are not to exceed 180 days in a 12-month period.
- The 12-month period begins the first day of the Leave of Absence.
- A request for a Leave must be submitted in writing and signed by the student and submitted to the Academic Advisor's office. Documentation for the reason for the leave is required. The Leave will be approved in writing if the reason is determined to be necessary and valid.
- The request must be made in advance of the leave start date unless unforeseen circumstances don't allow for advance request.
- The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - a. The institution documents the reason for its decision;
 - b. The institution collects the request from the student at a later date; and
 - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- Reasons for a Leave of Absence include but are not limited to: documented medical injury or procedures, financial need, personal issues.
- A reasonable expected return date must be established and approved.
- The leave will extend the student's contract period and maximum time frame by the same number of calendar days in the LOA. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
- Any payments owed to the school must continue being paid through the LOA.
- Any action of financial aid and clock hours is put on hold until LOA is over.
- Student who was maintaining satisfactory progress and was granted a LOA will return in the same Satisfactory Progress status. However, s/he will be evaluated at the next evaluation to determine if they are maintaining this status.
- Students who were on probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- A student granted a LOA in accordance with this policy is not considered to have withdrawn and that no refund calculation is required.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

DATE OF DETERMINATION (DOD) AND LAST DAY OF ATTENDANCE (LDA)

The actual last date of attendance (LDA) is the last day the student was physically in attendance which would be determined by the time clocked in and out for that particular student on that day. A date of determination on 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.

RE-ESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 70%; and,
- 2) Increasing cumulative attendance to 70%

RE-ENTRY STUDENTS/INTERRUPTIONS

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 student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. 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. 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. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

STUDENT COMPLAINT/GRIEVANCE POLICY

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. 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. Complaint procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines 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 director.
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 of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' 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.
- Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.

Note: The Student Grievance Policy has been outlined in a larger font to ensure it has been viewed accordingly. If you have any questions regarding this policy, please see your school administrator.

Tuition and Expenses

Location	Course	Application Fee	Books/Kit	Tuition	Total	Hours
Byron, GA	Master Cosmetologist	\$50.00	\$1,500.00	\$15,000.00	\$16550.00	1500
Byron, GA	Cosmetology Instructor	\$50.00	\$1,500.00	\$10,00.00	\$11,550.00	750
Byron, Ga	Esthetician	\$50.00	\$1,500.00	\$12,000.00	\$13,550.00	1000
Byron, GA	Nail Technician	\$50.00	\$1,500.00	\$7,000.00	\$8,550.00	600

FINANCIAL INFORMATION
***THE APPLICATION FEE IS \$50.00**

TERMS OF PAYMENT/ Financial Assistance

Individual financing and payment programs are available. The school offers funding options to assist students with tuition costs if available at the time. This payment program is a no interest loan in which payment arrangements are made to the school. The student is responsible for making the payment on a timely basis. If the payments are not received per contracted, the loan will go into default, the student shall be suspended from the course of study and in some cases a collection agency will be retained to further collect debt owed. If collection agency is used, the student is responsible for all debts incurred from collecting said debt. Monthly payments vary according to down payment and amount of time (months) student agrees to finance his/her balance. The school also accepts credit cards for tuition payments.

Veteran's Education Benefits are also available to those who qualify.

VA PAYMENT INFORMATION

The Beauty Academy, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered institution due to the delayed disbursement funding from VA under Chapter 31, or Chapter 33.

EXTRA INSTITUTIONAL CHARGES

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$125.00 per MONTH until completed. If a student must attend school for a longer period than initially contracted, and longer than the maximum allotted time frame for the course of study he/she is enrolled, there will be a required fee of \$125.00 per MONTH needed to complete the course. (This does not include any students who have withdrawn and re-entered the course of study. It also exempts students who have been granted an official leave of absence.) Student who has withdrawn from the program and later decides to re-enter may do so under certain conditions. Any student wishing to re-enter the program in which they were previously enrolled will be charged a onetime re-entry fee of \$50.00.

ADDITIONAL STUDENT EXPENSES

When a student enrolls in any course at The Beauty Academy, each program necessities books, a kit, and supplies (relating directly to the course of study), are included in the cost of program, and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

- ◆ A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in The School.
- ◆ If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
- ◆ Each student is expected to wear the proper assigned uniform every day. Uniform cost may vary upon brand and store pricing from which student purchase from.
- ◆ Each student is expected to wear the appropriate footwear every day. (The cost will vary for each student. Closed toed, flat, concealed footwear must be worn at all times.)
- ◆ Transportation costs.
- ◆ School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)
- ◆ A student may purchase his/her own books and/or kit but the items must be State Board items and approved by the School Director prior to use.

Please Note: These are examples of various expenses and are not limited to the above items listed. Expenses may vary upon the student's needs.

Cancellation and Refund Policies

These policies apply to all terminations for either party, including student decision, course or program cancellation, or school closure, except VA students.

1. Official Cancellation/Withdrawal - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant not accepted by the school, shall be entitled to a refund of all monies paid except Application fee.
- b. If a student (or in the case of a student under legal age, his/her parent, or guardian) cancels the student's contract and demands the student' money back in writing, within

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three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded except Application fee. This policy applies regardless of whether or not the student has actually started training.

- c. If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school less the application fee of \$50.00.
 - d. A student notifies the institution of his/her withdrawal.
 - e. A student on an approved leave of absence notifies the school that he or 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; or
 - f. A student is expelled by the school.
 - g. In type b,c,d or e, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
2. Any monies due a student who officially or unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy which occurs at least every 30 days.
 3. When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.
 4. All extra costs, such as books, equipment, etc., which are not included in the tuition price are nonrefundable items.
 5. For students receiving Title IV Funds, the new law specifies that when a student withdraws from the school the new formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on cost per payment period. If the student received more assistance than the student earned, the excess funds must be returned by either the school, or the school and student.
 6. The refund calculation will comply with the Title IV calculation and the institutional refund policy per school/student contract.
 7. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. The refund is based on the student's last day of attendance

GROUND FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 70%

COURSE CANCELLATION POLICY

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide 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 and/or program; or Participate in a Teach-Out Agreement; or Provide a full refund of all monies paid.

TUITION REFUND GUIDELINES

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Completed (Scheduled Hours)	Percentage of Tuition Owed to the school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

This refund policy applies to tuition and fees. Other miscellaneous charges the student may have incurred at The School will be calculated separately at the time of withdrawal/termination.

If a student has questions or concerns regarding tuition and financing, please see the school director or administrative staff member to set up a meeting.

Please Note: All contracts signed by the student and The Beauty Academy are binding with the terms set forth and agreed upon by both parties. No changes may be made to any contracts without approval. If a change must be approved, a new contract will be drawn up and both parties must sign.

LIQUIDATION DAMAGES

The Beauty Academy and the student enrolled agree if the School is found to have breached, to the student's substantial detriment, a material provision of the Student Enrollment Agreement & Contract, then the School must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender (in the case of a loan), or appropriate government agency (in the case of a grant) as liquidated damages. Enrollment time is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in school. Any monies due to the student/applicant will be refunded within forty-five days of formal cancellation by the student. If formal termination is made by the school (which shall occur no later than thirty days after the last day of physical attendance) all monies will be refunded within thirty days. In the case of a formal Leave of Absence, the scheduled date of return will take the place of the last day in attendance, and the student shall be refunded within thirty days of the student's scheduled return date.

LEGAL & COLLECTION FEES

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In any legal action or arbitration between the parties arising out of this agreement, The Beauty Academy, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. The Beauty Academy will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent account of the student.

ARBITRATION

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of The Beauty Academy, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having jurisdiction.

SCHOOL CLOSURE POLICY

If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, The school has at its option: Provide a pro rata refund; or, Participate in a Teach-Out Agreement. Any applicable teach-out plan for students must comply with the following requirements:

- a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.
- b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
- c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
- d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
- e. This school shall dispose of school records in accordance with state laws.

VA REFUND POLICY

For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an Application fee will also be pro-rated.

LEGAL MATTERS

CONFIDENTIALITY AGREEMENT

Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following:

The student agrees to all terms set forth below by The Beauty Academy (hereafter known as “The School”). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as “Confidential Information”).

Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law.

The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student at The School.

The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. All Confidential Information shall stay off any social media of any kind.

Career Planning

LICENSING

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Georgia State Board of Cosmetology or the Board of Barbering. The Beauty Academy staff will assist graduates with completing the necessary paperwork to apply to take both sections of the state exam – Theory and Practical.

EMPLOYMENT OPPORTUNITIES

Job Demand Survey 2016 – Results for Georgia

Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. A recent survey, completed in May 2016, compiles data from 6,203 salons responding to a national survey.

The 2016 Job Demand Survey results indicate that salons in Georgia plan to hire 13,643 new employees in the next twelve months. The average annual salary for a salon professional in Georgia is \$34,712. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 77 percent of Georgia salon owners who attempted to hire new employees in 2016 said they were unable to find properly trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2016, there were 61,720 professionals employed at Georgia's 12,344 salons. 57 percent of salons in the state are employer-owned, and 12 percent are booth-rental salons. The other 31 percent are a combination of the two.

53 percent of Georgia salons are classified by their owners as full-service salons; 21 percent are listed as haircutting salons. Nationally, 58 percent of salons are listed as full-service, meaning that Georgia has a higher percentage of specialized establishments.

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.

Cosmetologists, Barbers, Hair Designers, Nail Technicians, Estheticians, and 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

Programs Offered **(All Programs are taught in English)**

NAIL TECHNICIAN

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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/12 applications (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	50	19

		(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	
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			600
Level 1 & 2			

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. Students 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

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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.

MASTER COSMETOLOGY

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

The curriculum for students enrolled in the Master Cosmetologist 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	<ul style="list-style-type: none"> 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
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Level 1 TOTAL HOURS 250

Level 2 (251-1500 clock hours)

Course#	Course Name	Description	Clock Hours	Chapters Covered
COS 200	Advanced Theory I	<ul style="list-style-type: none"> 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 Department: courtesy, neatness, professionalism 	100	5,6
COS 210	Advanced Theory II & Sanitation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Practical applications (49 applications): brushing and manipulations, corrective treatments, and reconditioning treatments 	49	15
COS 310	Hairdressing, Shampoo, and Comb-out	<ul style="list-style-type: none"> 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

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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. Students 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.

ESTHETICIAN

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

Level 1 (1-250 clock hours)

Course #	Course Name	Description	Clock Hours	Chapters Covered
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ESTH 100	Professional Practices	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (I) histology of the skin: cell and tissue. (II)dermatology and physiology: (III)Theory: <ul style="list-style-type: none"> (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
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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	80	14,21,22,23
ESTH 310	Body Treatments	(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).	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. Students 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 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.

COSMETOLOGY INSTRUCTOR

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 the 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 be under the direct supervision of a licensed instructor at all times. 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 have the opportunity to 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.

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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. Students 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.

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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