



# ACADEMIES OF COSMETOLOGY

## FORT PIERCE BEAUTY ACADEMY

3028 South US 1  
Fort Pierce, FL 34982  
772.464.4885

## PORT ST. LUCIE BEAUTY ACADEMY

10036 South US 1  
Port St. Lucie, FL 34950  
772.337.4747

## BEAUTY AND MASSAGE INSTITUTE

719 Seventeenth Street  
Vero Beach FL 32960  
772.978.7178

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**Fort Pierce Beauty Academy**

**(Main Campus)**

**3028 South U.S. 1**

**Fort Pierce, Florida 34982**

**(772) 464-4885**

**License # 1100**

**Port St. Lucie Beauty Academy**

**(Branch Campus)**

**10036 South U.S. Highway 1**

**Port St. Lucie, Florida 34952**

**(772) 337-4747**

**License # 1144**

**Beauty and Massage Institute**

**(Branch Campus)**

**719 17th Street**

**Vero Beach, Florida 32960**

**(772) 978-7178**

**License #2919**

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## Table of Contents

Introduction	6
About the school	7
About the Teachers	8
Access to Student Records	10
Accreditation/Licensure	10
Admissions	12
Advisement	16
Attendance	16
Class schedule	13
Cost	17
Dress Code	12
Financial Aid/ payment	19
Graduation	31
Grievance	20
Housing	7
Hazing	12
Job Placement	31
Mission Statement	7
Non-discrimination policy	10
Previous Education	23
Program Outlines	24
Refund policy	21
Right to Privacy policy	10
SAP (progress)	14
Student Conduct	12
Termination	20
Veteran Students	11

Governing body and Owner of all schools:

## **Academies of Cosmetology Inc.**

All offices held by:

Michael Prevette

3028 South U.S. 1

Fort Pierce, Florida 34982

### **Fort Pierce Campus**

Instructors:

Kris Evangelista      Cosmetology/Barber Licenses

Fort Pierce Beauty Academy

Rosalie Merkel      Cosmetology/Barber License

Fort Pierce Beauty Academy

Ginger Legro      Cosmetology License

Franklin County Technical School

### **Port St. Lucie Campus**

Instructors:

Maria Magana      Bilingual Cosmetology/Barber License

Fort Pierce Beauty Academy

Fort Pierce, Florida

Anna Clyde      Cosmetology/Barber License

Morgantown Beauty Academy

Morgantown, West Virginia

Tabitha Van Rooyen      Licensed Massage Therapist

Keiser University

West Palm Beach, Florida

Kenneth Schott      Licensed Massage Therapist

Seminar Network International

Lake Worth, Florida

## Vero Beach Campus

### Instructors:

Laurie Leach	Licensed Massage Therapist Connecticut Center for Massage Therapy Newington, Ct.
Sala Bella Cassetti	Cosmetology License Paul Mitchell School of Cosmetology New Haven, Ct.
Tina Colando	Cosmetology License Port St. Lucie Beauty Academy Port St. Lucie, Florida
Alan Polynice	Barber License Fort Pierce Beauty Academy Fort Pierce, Florida

## Administration for All Campuses

Michael Prevette	Director and Administrator Cosmetology License/Substitute Instructor
Debbie Hohn	Assistant Director/FA Director Cosmetology License/Substitute Instructor Daytona Beach Beauty Academy
Brenda Cunnane	Academic Dean Temple University Philadelphia, Pa.
Amrita Zaidi	Financial Aid Officer and Administrative Assistant
Tricia Bassetti	Admissions Representative

## Dear Student

Welcome to Academies of Cosmetology Inc here in after referred to as “Academies of Cosmetology” operating as Port St Lucie Beauty Academy, Ft. Pierce Beauty Academy and Beauty and Massage Institute. You have just taken the first step in becoming a highly skilled fully trained hair stylist/cosmetologist, barber or massage therapist. In less than a year you can begin an exciting and challenging career in the rapidly growing multi-million-dollar service industries with unlimited job availability with many reward and fulfillment possibilities.

Founded in 1966, our Academy was the first private school of cosmetology on the Treasure Coast and is well known in this area of the state. As we move into our 54th year of operation we continue to supply the Quad county area with world class education at a very reasonable cost. Traditionally, our students have had exceptionally high passing ratios on the State Board examinations. Our graduates’ practice all over the United States and consistently win awards in Hair Styling Competitions.

We prepare you for success. You’ll receive academic level instruction and hands-on practical experience from a competent staff of dedicated instructors with many years of experience in the field and in the classroom. They strive to make your learning experience a happy and enjoyable one. Our staff keeps you fully abreast of the constantly changing, evolving concepts, products and ideas that makes ours such a dynamic profession.

In short, if you want a school with a history of consistently transforming people into cosmetologists, barbers, massage therapists, managers, owners and instructors, the choice should be clear. Our goal is to make the curriculum interesting and our objective is to transform you into a successful cosmetologist, barber or massage therapist. Get ready for success because here it comes! Questions about the schools or programs? Feel free to call or contact any of us at any time.

Cordially,

Michael Prevette

Founder/Director

## **MISSION STATEMENT**

The purpose of the academies is to offer quality education in the field of Cosmetology, Barbering, Massage Therapy or Full Specialty to the communities which they serve. Our basic educational program enables an individual's entry level employment opportunities in their communities.

## **ABOUT THE SCHOOL**

Academies of Cosmetology refers to Ft. Pierce Beauty Academy, Port St. Lucie Beauty Academy and Beauty and Massage Institute. The Ft. Pierce Beauty Academy, the original main campus, was founded in 1966. It is a nationally accredited academy providing a 1200-hour program in Cosmetology or Barbering. The Beauty and Massage Institute, which opened in 2003, and Port St. Lucie Beauty Academy, which opened in 1989, offer a 750-hour massage program and a 1200-hour Cosmetology or Barber program. All of our schools are state licensed and approved for veterans training. We offer a wide variety of financial assistance plans including Pell grants and Direct student loans for those who qualify.

The school is operated twelve months a year with classes beginning monthly. The academies are open 8 hours a day Tuesday through Saturday. Graduates have traditionally scored high on state board examinations.

## **FACILITIES & EQUIPMENT**

The main campus is located on U.S. 1 in front of Coral Square Shopping Center. The Port Saint Lucie campus is located on U.S. 1 and the Vero Beach campus is located on 17th Street.

All facilities occupy 3,000 square feet or more space. Facilities include classroom, facial room, office, kitchen as well as a main clinic lab for live "hands-on" practical experience.

The schools are equipped with audio/visual aids, copy machines and computers. All schools are air conditioned and parking is readily available nearby. Restaurants, parks and recreation areas are nearby along the beautiful intracoastal waterway.

## **HOUSING**

On campus housing is not available. However, all schools are located in residential areas.



## ABOUT THE TEACHERS



### **Managing Instructor Beauty and Massage Institute**

Graduated from Emmett O'Brien Technical School's Paul Mitchell Cosmetology Program in Ansonia, Connecticut in 2003, earning her Cosmetology and Barber diplomas and licenses. She has been dual licensed in the field for over 15 years. She is a Color Specialist using Paul Mitchell, Matrix, and Scruples products. She has been our campus manager at the Vero Beach campus for 5 years.

### **Sala Bella Cassetti**

### **Freshman Instructor at Port St Lucie Beauty Academy**

Graduated from Morgantown Beauty and Barber College in West Virginia Anna earning her Cosmetology and Barber diplomas and licenses. She has been licensed in the field for over 40 years. She has been a manager of stylists for a major chain for 29 years, and a District Manager for 7 years for that corporation. She has also been a troubleshooting manager for 4 years in the corporate world. She was the managing Instructor for our Fort Pierce Campus and in charge of central supply for all our campuses for 10 years She has over 15 years with our institution.



### **Anna Clyde**



### **Managing Instructor of Fort Pierce Beauty Academy**

Ms. Kris graduated from Atlantic County Vocational school in New Jersey and earned her Cosmetology diploma and license in 1993. In April of 2011 Kris attended our institution earning her Master Barber diploma and license. She currently is the manager for our Fort Pierce campus and is now in charge of central supply for all our institutions. Ms. Kris joined our organization in July of 2011.

### **Kris Evangelista**

### **Managing Instructor of Port St Lucie Beauty Academy**

Ms. Maria graduated from our own Fort Pierce Beauty Academy in 2003, earning her cosmetology diploma and license. She worked as a master stylist and colorist for several years in various salons before joining our organization. She is a graduate of our advanced cut, color and balayage classes, as well as professional makeup classes. She is also licensed as a cosmetologist and barber, before moving on to become our Managing Instructor at the Port St Lucie Beauty Academy in 2009.



**Maria Magana**



**Rosie Merkel**

### **Supporting Instructor at Fort Pierce Beauty Academy**

Graduated from Pt St Lucie Beauty Academy in October of 1998 Rosie earning her Cosmetology and Barber diplomas and licenses. She holds an A.S. degree in Public Communication as well. She is a colorist with Matrix and has been certified in Keratin, Disinfection and Teaching. She has studied advanced hair cutting under Wayne Grund. As a salon manager she inspired her salon team to achieve the highest retail sales, highest overall sales, and best customer service experience monthly for several months in a row. Rosie has attained Master Educator status. She has instituted a series of advanced classes at our Fort Pierce campus which she has labeled her “higher education” classes. Rosie has been with our institution for over 10 years.

## **LICENSURE/ACCREDITATION/APPROVALS**

Ft. Pierce and Port St. Lucie Beauty Academy and Beauty and Massage Institute are licensed by the Commission for Independent Education through the Florida Department of Education. For additional information regarding these institutions, you may contact the Commission at 325 West Gaines Street Suite 1414, Tallahassee, Fl. 32399-0400 Toll free number (888) 224-6684 and accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, Va. 22314. (703) 600-7600 an agency recognized by the U.S. Department of Education as a national accrediting agency for cosmetology schools. All of our schools are approved for veterans training. These documents are available for review in the school office during normal school hours.

## **FEDERAL EDUCATION RIGHT TO PRIVACY ACT**

We protect all student records against any inquiries from any source without student permission except for those agencies that have a right to know. These are agencies that regulate the educational quality of the school, licensing of the school and administration of Federal financial aid programs. These are the Commission for Independent Education, N.A.C.C.A.S. and the U.S. Department of Education. No other information will be released to any other sources without the students or the parent or guardian if the student is a dependent minor's written permission for each third-party request.

## **ACCESS AND MAINTENANCE OF STUDENT**

### **ACADEMIC RECORDS AND FINANCIAL AID FILES**

Students, or the parent or guardian of a dependent minor, may request to see their records and files during normal school hours and days of operation. Students may not have access to anyone else's file. Only their own file. They may view all material only in the presence of the Director or his assigned representative. No records may leave the office under any circumstances. Photocopies of student records may be released to the student.

## **NON-DISCRIMINATION POLICY**

Fort Pierce Beauty Academy, Port St. Lucie Beauty Academy and Beauty and Massage Institute in its admission, instruction, graduation and placement assistance, practices no discrimination on the basis of ethnic origin, color, race, sex, age, religion, financial status or country/area of origin or residence. The school has handicap bathrooms and ramps for persons with disabilities.

## **VETERAN STUDENTS**

We are always honored to have veterans joining our institutions. For these students the following regulations are mandated by the Veterans Administration:

### **STUDENT PROGRESS AND GRADING SYSTEM**

#### **(SAP)**

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. If a student fails to meet these standards when checked he/she will be given a warning and allowed time to meet these standards. If at the end of the next period the student does not have satisfactory progress in grades and/or attendance, the student will be removed from financial aid until satisfactory progress had been obtained, at which time financial aid could be reinstated. Veteran students will have their benefits terminated at this point. Veteran students may remain in school as long as they meet all other school criteria. When veteran students' cumulative grade average reaches 75% they can be re-certified for benefits from that point forward.

### **POLICY ON ATTENDANCE/ABSENCE/TARDINESS**

VA students may attend a course of education, **pending VA payment**, providing the individual submits a certificate of eligibility for entitlement to educational assistance; and is therefore in compliance with the requirement of 38 U.S.C, 3679©. V.A. students must maintain 80% attendance within any given calendar month or VA benefits will be terminated. If their attendance improves they may be recertified after 1 month for V.A. benefits. Veteran students whose benefits have been terminated may remain in school if they continue to meet all other school criteria.

### **METHOD OF PAYMENT**

VA students who do not complete their course of study by the projected completion date will not impose additional cost or penalty, including the assessment of late fees, or the denial of access to classes, libraries or institutional facilities.

### **VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

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

## ADMISSIONS

To be admitted as a student, an applicant must be at least 16 years old, have either a high school diploma or G.E.D. or the student's ability to benefit training is determined by an entrance examination (Wonderlic Test) if previously enrolled by means of ATB testing. ATB testing must have happened prior to July 1, 2011. An acceptable score is required before a student is eligible to receive financial aid. An acceptable score is determined by the test manufacturer. Massage students must be at least 18 years old and have either a high school diploma or G.E.D. Freshman are observed closely for the first 200 hours of training. Following this period, a student's progress is reviewed for continuing the course or termination. Decision to drop a student from the curriculum is final.

## UNIFORM/DRESS CODE

The academies have an approved uniform appropriate for male and female. As part of each student's kit issue, 4 sets of embroidered scrubs are issued. This becomes the property and responsibility of each student. The school will not launder these for students. Students must wear fully enclosed shoes with rubber soles. No open toe shoes, wedges, high heels, flip flops, slippers or crocks are to be worn in school.

## STUDENT CONDUCT

All students are expected to conduct themselves in a professional manner. Failure to follow rules and conduct oneself properly will result in a reprimand. Profanity, foul language, lack of respect for instructors and staff or **any unbecoming conduct toward staff or instructors will NOT be tolerated.** Continued unbecoming behavior may result in possible suspension or termination. Such conduct will result in immediate and unconditional expulsion. We ask all students to conduct themselves as Ladies and Gentleman.

## HAZING

Hazing (any conduct of initiation) into any organization which willfully or recklessly endangers the physical or mental health of any person, its imposition or its use in any form of initiation is prohibited. Violation of this policy will result in disciplinary actions against the violator to include counseling and possible permanent termination from Fort Pierce Beauty Academy, Pt. St. Lucie Beauty Academy and Beauty and Massage Institute.

## SCHEDULE OF CLASSES

### FOR COSMETOLOGY AND BARBER STUDENTS:

Day classes are Tuesday through Saturday. Evening classes are Monday through Thursday. All students regardless of which class they are in, must carry a minimum of 16 hours a week. A full-time day student may carry up to 30 hours a week. A full-time night student may carry up to 23 hours a week. Normal completion time for full-time day students is 9 months. Upon licensure the academy alumnus is fully licensed for entry as a cosmetologist, barber and or salon/shop owner manager.

### FOR MASSAGE STUDENTS:

Day class is open Tuesday through Saturday. Evening classes are held Monday through Thursday. All students regardless of which class they are in, must carry a minimum of 16 hours a week. A full-time day student may carry up to 30 hours a week. All students have 6 hour days from 8:00 a.m. to 2:30 p.m. Night school hours are 5:30 p.m. to 9:30 p.m. Normal completion time for full-time day students is 6 months. Upon licensure the Academy alumnus is fully licensed for entry as a massage therapist.

Class starts are as follows:

Cosmetology & Barber day 1st Tuesday ends in 40 weeks

Cosmetology & barber nights

1st Monday ends in 52 weeks

Massage day\* 1st Tuesday ends in 25 weeks

Massage night\* 1st Monday ends in 34 weeks

All of above dates are as enrollments permit

\*Pt St Lucie only has day class

\*Vero Beach has day and night class

## SCHOOL CALENDAR

The Academies are closed Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## **INCLEMENT WEATHER**

When it is necessary to close the school (snowy days, hurricane days, flooding days, etc.) students will be notified by phone or can check the school's Facebook page. In the event phone lines are down and communications are disrupted, students are advised to stay home. In the event of a natural disaster students should exercise good common sense. If no phone call is received and there is some question regarding school closing students should call the school. Either a recorded message will advise students of school closing or there will be no answer. If no answer, students are advised to exercise good common sense!

## **STUDENT PROGRESS AND GRADING SYSTEM**

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Progress Reports are given to all students and applied to all students at 450 and 900 scheduled clock hours for Cosmetology & Barber, 300 scheduled clock hours for Full Specialty and 375 scheduled clock hours for Massage Therapy (not offered at Fort Pierce Beauty Academy) for academic and attendance progress, regardless of the weekly hours the student is scheduled for. This is notification of any evaluation that impacts the student's eligibility for Title IV funding. This will provide for a minimum of at least 1 attendance and academic evaluation by the midpoint of the program. This provides that for a student to be considered making satisfactory progress as of the midpoint of the course, the student must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the course. All students enrolled in a NACCAS approved program must maintain Satisfactory progress according to the following standards:

### **QUALITY**

Grade scale is:

- 100 - 95 = Excellent
- 94 - 90 = Good
- 89 - 80 = Averaged
- 79 - 75 = Passing
- Below 74 = Failing

A student must maintain a minimum of 75% grade point average for academics, and cumulative attendance rate of 66.67%. The cumulative number of hours the student has successfully completed divided by the cumulative number of hours the student has attempted is used to calculate the pace at which a student is progressing. Theory and practical chapter test grades are used to determine the students GPA, which must be a minimum of 75%, and will be evaluated during academic progress evaluations. Students who maintain satisfactory progress are eligible to receive title IV assistance if they so qualify. Students are given a copy of their evaluation, but may also access evaluations from their folders at any time in the presence of an instructor.



## **TIME FRAME**

A student must have satisfactorily completed their program within 1.5 times the course length. The total length of the courses are as follows; Cosmetology and Barbering 1200 hours, Full Specialty 600 hours, and Massage Therapy 750 hours. Therefore, Cosmetology & Barber would be 1800 hours, Full Specialty 900 hours and Massage Therapy 1125 hours. A leave of absence will extend the maximum time frame by the same number of days taken in the leave. Students who exceed the maximum time frame, if satisfactory, will be allowed to continue their course of study.

## **INCREMENTAL COMPLETION RATE**

To meet satisfactory attendance a student must have completed 66.7% of the possible hours for that period.

## **SPECIAL GRADING CONDITIONS**

There are no incomplete, remedial courses, or repetitions. These have no impact on Satisfactory Progress. Withdrawals have no impact on Satisfactory Progress as attendance stops on last day attended.

## **DETERMINATION OF STATUS**

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. If a student fails to meet these standards when checked he/she will be given a warning and allowed time to meet these standards by the next satisfactory progress check point. They can achieve this by making up tests and/or improving their attendance. Financial aid may be awarded during this time frame. If the student has not reached satisfactory progress in grades and/or attendance at the next point, the student will be removed from financial aid and notified of such. Veteran students please see page 11 for regulations governing your progress.

## **LEAVE OF ABSENCE**

When a leave is granted, the student will return in the status they left in. A leave of absence can be granted for various reasons that if not granted, could cause a student to be unsatisfactory or even have to withdraw from their training. The administration reviews these requests on individual situations. Their leave of absence extends the contract by the same number of days taken in the leave of absence.

## **REINSTATEMENT**

A student's aid will be reinstated only if they have met the above satisfactory progress conditions on the second evaluation.



## **STUDENTS RE-ENTERING SCHOOL**

All withdrawn students must wait six months before re-entering school and return in the same progress status as when they left. Exceptions are made for students with death, accident, or medical related circumstances, who may re-enter school in less than six months from the date of interruption and will return in the same progress status as when they left.

## **TRANSFER-IN STUDENTS**

Students transferring in will have their hours from another institution counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

(All students can review this policy on our website, [www.fpbeauty.com](http://www.fpbeauty.com), at their convenience) They are made aware of this during the initial interview.)

## **ADVISEMENT**

Advisement is provided throughout the student's tenure at all schools. Students are encouraged to arrange counseling with their instructor or the school administration on a regular basis. Both academic and career counseling is provided.

Students are expected to attend school regularly and punctually. If a student is ill or an emergency arises, (s)he must notify the school office. There are no excused/unexcused absences. A student may also face suspension for excessive absences. If obvious to school administration that a student does not have enough time to makeup subject matter missed and still complete on time they may be suspended. A student suspended for unsatisfactory attendance must receive individual counseling before re-entry. If a student is more than 5 minutes late for class, (s)he must obtain permission from the instructor to enter class. All time missed by a student must be made up prior to graduation. Chapter tests missed must be made up at the discretion of the instructor. Notes missed in class are the responsibility of the student to obtain. Veteran students please see page 11 for regulations governing your attendance. Students receiving Pell grants and/or loan funding must have a satisfactory Grade Point Average to continue to receive financial aid. Leave of absence will be granted for unusual circumstances and contract end date extended by same number of days. Cutting class will not be tolerated and will be grounds for immediate suspension. Make-up work will be given as needed. Students are allowed 5 minutes grace on entering school. However, if a student is more than 5 minutes late, he or she will be considered tardy and will receive the appropriate number of demerits. If a student is terminated for excessive absences, he or she must make some statement in writing to the director reaffirming a commitment to the school. Students are expected to complete their training within a reasonable period of time.

## **COSMETOLOGY & BARBER**

### **TUITION AND FEES**

	Cosmetology	Barber
Registration Fee	\$ 150.00	\$ 150.00
Tuition	\$ 18,300.00	\$ 18,300.00
Other	<u>\$ 63.50</u>	<u>\$ 223.50</u>
Total Cost	\$18,513.50	\$18,673.50

## **MASSAGE THERAPY**

### **Pt St Lucie & Vero Beach**

Registration Fee	\$ 150.00
Tuition	\$11,300.00
Other:	<u>\$ 600.00</u>
Total Cost	\$12,050.00

## **FULL SPECIALITY**

### **Vero Beach only**

Registration Fee	\$ 150.00
Tuition	\$10,150.00
Other:	<u>\$ 75.00</u>
Total Cost	\$10,375.00

## **METHOD OF PAYMENT**

The total program cost requires a down payment and the balance may be broken down in payments made either weekly or monthly amounts will vary from student to student and the school will work with each individual person to develop a payment plan that will fit their budget. Payment methods may be cash, credit card, money order, check, Title IV grants and loans. Caution should be exercised that the payments established at the beginning of the program are realistic for each student. Once amounts are set there can be little deviation from acceptable payments. For more details contact the financial aid officer.

An out-of-state transfer student's tuition fee is the same as in state students. (See schedule on page 21). Financial aid is available to those students who qualify for it at any campus. This may be a Pell grant, direct student loan or both. If the student qualifies for a Pell grant, then it is possible the Federal Government may pay a portion of the charges for the student's education. The balance, if the student qualifies, can be paid in the form of a loan which the student does not start repaying until 6 months after graduation or until 6 months after the student drops to less than half time attendance. Thus, it is possible for a student to enter into school with no money down for tuition and have no monthly payments until 6 months after graduation. There are no reductions in fees. Veteran students please see page 11 for regulations governing your method of payment.

The school offers a scholarship based on attendance. The Gold Seal Scholarship is available through the local high school.

## **OPTIONAL STUDENT EQUIPMENT**

Any additional equipment over and above the basic student kit will be purchased by the student. Fee waivers not applicable.

## **FINANCIAL AID**

### **FEDERAL ASSISTANCE**

Our academies participate in the following Federal Financial assistance programs:

Pell Grants, Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans

Federal assistance is available for those who qualify to help students pay for their education and training after high school. Additional information on financial aid is available from the Financial Aid Director during normal school hours. If a student should complete their program earlier than the estimated completion date, the student's financial aid package may be recalculated which may result in additional liabilities owed by the student and/or the institution.

### **PELL GRANT PROGRAM**

Pell Grants are awards of Federal Aid funds ranging from \$650 to \$6,345. The amount is based on a determination by the U.S. Department of Education of the students' needs. A Pell grant is an entitlement which means if a student qualifies for an award (s)he will receive it. The method of payment for Pell Grants is by electronic transfer from the US Department of Education through our third-party servicer, Campus Ivy. Disbursements are usually made in two payments for Pell grants. Aid from Federal programs do not automatically continue from one year to the next. Students must reapply every year on-line at [FAFSA.gov](http://FAFSA.gov).

### **STUDENT LOAN PROGRAMS**

Student loans are sums of money that are loaned from the federal government to aid in education. These are low interest loans designed to aid individuals in achieving their educational goals for establishing new career paths. If the student qualifies for these loans, they will not start payments until 6 months after graduation or until 6 months after the student drops to less than half time attendance. Thus, it is possible for a student to enter into school with no money down for tuition and have no monthly payments until 6 months after graduation. There are no reductions in fees. Veteran students please see page 11 for regulations governing your method of payment.

## **TERMINATION/RE-ADMITTANCE**

Occasionally the school deems it necessary to terminate a student from the school. The reasons for termination are:

1. Profanity, foul language, lack of respect for Instructors and staff, or any unbecoming conduct will NOT be tolerated.
2. Cheating or passing answers on any test.
3. A bad attitude reflected by an unwillingness to learn, coupled with bad grades.
4. Illegal drugs or alcohol.

Dismissal may occur for unsatisfactory attendance, grades, or progress. To be readmitted the student must submit in writing the reasons for re-admittance or re-enrollment.

Leaves of absence may be granted to a student if the request is put in writing. Verbal requests are not valid and cannot be honored. A leave of absence may not extend 180 days. If the student requires more than 180 days, then the student must withdraw and re-enroll after 6 months. Students may use the 180 days in different intervals, either personal or medical, within every 12 months enrolled in school. Although some students do not complete their program of study for a variety of personal and academic reasons, our policy is to help students in every way possible to complete their program of study, and qualify for a license within their chosen curriculum.

Many students who discontinue their studies are subsequently readmitted and ultimately complete their course of study. While there is no charge for absences, should a student require extra hours beyond the scheduled date of graduation to complete the course, they may incur additional charges. If a student does not return from an approved leave of absence or otherwise withdraws from school, she/he need only pay for hours up to the last day of attendance computed on the basis of the schools refund policy.

## **GRIEVANCE**

A student having any type of grievance or complaint with any function of the school must file a signed dated formal written complaint to the Director within 48 hours of occurrence. A decision will be made within 30 days of filing and appropriate action taken. All decisions by the Director are final. It is strongly recommended that all such occurrences be resolved by discussion and mutual cooperation. However, if after following the school's compliant procedure a student is still unhappy with the outcome, the student may contact the accrediting body, NACCAS (whose address appears in the school catalog on page 10) for a formal complaint form. NACCAS strongly asks that a student try to resolve the complaint through the schools' internal complaint procedure. Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education (whose address and phone number appears in the school catalog on page 10).

## REFUND AND SETTLEMENT POLICY

This policy complies with mandated policy. National Accrediting Commission of Career Arts and Sciences is not in any way connected to this refund policy or collections efforts. This refund policy exists and is available to all on our website.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule, regardless of reason for termination and is uniformly applied to all students:

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract it must be done in person, by electronic mail or by certified mail, within three business days of the signing of the enrollment agreement or contract, all monies shall be refunded. This policy applies regardless of whether or not the student has actually started training. 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.
3. If a student cancels his/her contract after three business days after signing but prior to entering classes, (s)he shall be entitled to a refund of all monies paid to the school less a registration fee of \$150.00.
4. Enrollment time is defined as the hours attended between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in item 2, or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a student on an approved leave of absence 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.
5. In case 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.
6. The cost of extra items such as supply bills, kit, equipment, books service charge, student activity fees, rentals and other charges, will not be considered in tuition adjustment computations. These items are sold separately and are non-refundable. Charges for these items must be paid in full upon termination of the student after 3 business days after signing the enrollment agreement and after starting class.
7. If a school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro rata refund or Teach-out agreement.

8. If a program is cancelled subsequent to a student's enrollment, or the school ceases to offer instruction after students have enrolled and instruction begun, the school shall at its option:

- A. Provide a full refund of all monies paid or
- B. Provide completion of the program.

9. Refund policy for students:

An enrolled private pay student who officially or unofficially withdraws or drops out within 40% of their period of enrollment will receive a refund of Tuition according to the following schedule:

Unofficial withdrawals are determined by the school through monitoring at least once every 30 days. Any monies due a student who officially or unofficially withdraws from the institution shall be refunded within 30 days of the formal cancellation whether the student has withdrawn with or without notifying the institution. Both the percentage attended and the 40% enrollment point are based on scheduled hours attended. Cancellation after attendance has begun, but prior to 40% completion of the program will result in a Pro Rata refund computed on the number of scheduled hours completed against the total program hours. Cancellation after 40% of the program will result in 100% of the tuition being charged. Any unpaid charges will be subtracted from the schools retained charges in both the Federal and Institutional Refund Policies. All refunds will be returned to the Federal Government in the following order: Loan programs, Grant programs, State aid, student. A student will receive a refund only after all other financial aid has been repaid.

Unofficial withdrawals are determined by the school through monitoring at least once every 30 days. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of that date. Both the percentage attended and the 40% enrollment point are based on scheduled hours attended.

Cancellation after completing 40% of the program will result in no refund. Any unpaid charges will be subtracted from the schools retained charges in both the Federal and Institutional Refund Policies. A refund will be calculated using this policy. All refunds will be returned to the Federal Government in the following order: Loan programs, Grant programs, State aid, student. A student will receive a refund only after all other financial aid has been repaid. Collection procedures shall reflect ethical business practices.

## **RETURN TO TITLE IV POLICY**

A student who withdraws from the school during a payment period will have earned the title IV funds which could have been disbursed during that period based on the number of scheduled hours which could've been attended in between the first date of attendance and the last date of attendance compared to the total number of scheduled hours in the payment period. If a student's scheduled hours were 45 during a 450-clock hour payment period, the student will have earned 10% of the federal funds that could have been paid during that period. If the student was eligible for only \$1000 in Pell grant, the student will have earned \$100. The school would return \$900 to the federal government. The school will return these funds within 30 days of the date of determination. The date of determination will be the date that the student officially drops out or 14 calendar days after the last date of attendance.

## **CREDIT FOR PREVIOUS EDUCATION TRAINING**

### Transfer Out

Students wishing to transfer out of school must meet all financial obligations in full as per the refund schedule before any transfer will be granted or transcripts released. It is the student's responsibility to see if transfer hours will be allowed.

### Transfer In

Any students wishing to transfer into any of our schools must furnish us with the name and address of their former school so that we may obtain an academic and financial aid transcript from the school. Students desiring to transfer in will be charged from a rate of \$14.00 per hour to \$15.25 depending if they have their supplies already necessary to complete the program OR the full tuition charge for the respective program, whichever is less expensive to the student. Veteran students please see page 11 for regulations governing previous education or training

## **PROGRAM REQUIREMENTS**

For all programs, students are required to complete minimum practical services (repetitions) in each area in order to be certified for state board exams. Quantity necessary for each program is defined in the course syllabus. Minimum practical work under direct supervision of instructors, performed on either mannequins, patrons or fellow students. It is extremely unusual for us to terminate a student because of poor grades. However, if grades do become a problem, the student can be put on warning until the next evaluation period. For more information see Satisfactory Progress Policy page 14. Veteran students please see page 11 for regulations governing your progress. Records of progress are maintained by the school and furnished to the student upon request. Satisfactory progress for students receiving Pell grants or student loans is defined as a minimum of a 75% academic grade point average and an attendance minimum of 66.7% grade point average.



This program is offered at our Vero Beach and Port St. Lucie locations only.

## **MASSAGE THERAPY**

### **750 Clock Hour Program**

For tuition cost refer to page 16

**PROGRAM DESCRIPTION:**

This program is designed to introduce the lay person to the healing profession of Massage Therapy through theoretical training and practical application instilling good work habits, ethics, good grooming, and professionalism. Students are "fine-tuned" and polished so that upon graduation the student is at entry level of acceptable performance as a Massage Therapist. This training can result in employment as a Massage therapist, spa or school owner of guest lecturer just to name a few. The subjects covered are:

<b><i>CS#</i></b>	<b><i>HOURS</i></b>	<b><i>SUBJECTS</i></b>	<b><i>SERVICES</i></b>
MHA100	234	Anant & Phys (154) Kinesiology (40)	Pathology (40)
		To learn anatomy & Physiology and identify various parts of the anatomy	
MAM101	86	Allied Modalities	
		To understand the various modalities and their uses and applications	
MAA104	3	HIV/AIDS Education	
		To understand & help prevent HIV transmission	
MMC102	381	Basic Massage Theory (250 hrs)	History of Massage (6) and Clinical Practicum (125)
		To be able to do a full as well as partial body massage within allotted time frames.	
		History of the profession	
MHY103	15	Theory and practice of Hydrotherapy	
		To learn application and practical uses of hydromassage	
MME105	2	Medical Errors	
		To learn about medical errors and ways to avoid them	
MFL106	14	Florida Law Chap 456 and Chap 480 Florida Statutes & Chap 64B7 Florida Administrative Code	
		To provide an understanding of the laws governing massage (10 ) Covers the ethics of the massage profession (4 )	
MBB107	15	Business Skills/Professional Development	
		To provide management skills, operation of office environment and in-take of client's history.	

All of the following programs are offered at all locations.

## BARBER

### 1200 Clock Hour Program

For tuition cost refer to page 16

#### PROGRAM DESCRIPTION:

This program is designed to introduce the lay person to the science of Barbering thru theoretical training and practical application instilling good work habits, ethics, good grooming, and professionalism. Students are "fine-tuned" and polished so that upon graduation the student is at entry level of acceptable performance in the business world of Barbering. This training can result in employment as a Hair stylist, Barber, barber shop or school owner, or platform artist just to name a few. The subjects covered are:

#### *SERVICES*

<i>CS#</i>	<i>HOURS</i>	<i>SUBJECTS</i>	<i>SCHOOL</i>
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BFL100	9	Florida Law	
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To provide an understanding of the laws and rules of Florida Barber Law

BPR114	3	Orientation	
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To welcome and acquaint new students in their new career and surroundings

BSM118	58	Salon Management & Sales	
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To learn professionalism, ethics and good work habits and to understand management skills, the workings of a shop, shop setup, operations, and sales

BSS102	62	Sanitation & Sterilization	
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To understand contamination control & disinfecting, Sanitation, Sterilization

BAA104	2	Aids Awareness	
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To understand & help prevent HIV transmission

BST115	47	Structure of Hair and Skin	
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To study diseases & disorders & define structure, parts and layers

BCH117	61	Chemistry	
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To learn atoms, elements, bonds, molecules, as it relates to hair

BFA106	26	Facials	5
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Analyze skin types, application of packs & masks & corrective treatments

BHS113	370	Hair Shaping, Tools, Implements, Equipment	380
To understand handling of implements, angles, styles, various cutting techniques. To use hair shaping tools and implements for cutting a client's hair within 15 to 30 minutes.			
BHS105	138	Hair Styling	20
To understand proper hair styling & blow dry work as relates to facial structure			
BSR103	58	Shampooing and Rinses	280
BHS109	41	Hair & Scalp Treatments	20
To know the different types of hair & scalp treatments and movements			
BCM119		Chemical Services	
To understand application, handling, and safety precautions of chemicals.			
BCB110	76	Hair Coloring & Bleaches	30
To know proper selection, application, timing and precautions			
BPW111	138	Permanent Waving	35
To know rod selection, proper wrapping technique, chemical selection, timing, and precautions			
BHS112	46	Hair Straightening	10
Identify different types, their uses, application and safety precautions			
BSH107	35	Shaves	25
To understand proper handling of implements and shaving procedures			
BMT108	30	Mustache and Beard Trims	25
To know varying styles and types and shaping techniques			

All of the following programs are offered at all locations.

## COSMETOLOGY

### 1200 Clock Hour Program

For tuition cost refer to page 16

#### PROGRAM DESCRIPTION:

This program is designed to introduce the lay person to the science of Cosmetology thru theoretical training and practical application instilling good work habits, ethics, good grooming, and professionalism. Students are "fine tuned" and polished so that upon graduation the student is at entry level of acceptable performance in the business world of Cosmetology. This training can result in employment as a Hair stylist, salon or school owner, teacher, platform artist just to name a few. The subjects to be covered are:

#### *SERVICES*

<i>CS#</i>	<i>HOURS</i>	<i>SUBJECTS</i>	<i>SCHOOL</i>	<i>STATE</i>
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CFL100	9	Florida Law		
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To provide an understanding of the laws and rules of Florida Cosmetology Law

CSS101	35	Sanitation & Sterilization		
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To understand contamination control & disinfection, Sanitation, Sterilization

CAA104	4	Aids Awareness		
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To understand and prevent HIV transmission

CSR102	108	Shampooing and Rinses	300	50
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To understand proper draping, shampooing techniques & application of rinses

CWH103	138	Wet Hairstyling	300	300
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To understand roller placement, products used, proper comb out technique

CTH105	48	Thermal Hairstyling	48	
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To understand hot irons, marcel iron and thermal press

CFS106	26	Facials	25	10
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To analyze skin types, application of packs & masks and corrective treatments

CSR107	11.5	Superfluous Hair Removal	15	
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To understand the uses of hard and strip waxes, know the steps required

CMA108	24.5	Manicuring	50	20
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To know the steps in giving a manicure, French manicure, polish change

CPE109 16.5 Pedicuring

To understand the proper procedure for a pedicure, sanitation

CHS110 41 Hair & Scalp Treatments 45 45

To know the different types of hair & scalp treatments, and the movements

HC111 59.5 Hair Coloring 45 45

To know proper selection, application techniques, corrective color

CHL112 36.5 Hair Lightening 8

To know stages of lightening, application, timing, cautions

CMA121 26 Makeup

To learn correct use and application of various cosmetic products

CPW113144.5 Permanent Wave 80 65

To know rod selection, proper wrapping technique, chemical selection, important safety precautions

CHS114 54 Hair Straightening

Identify different types, their uses, application, safety precautions

CHS115 64 Hair Shaping 150 75

To understand handling of implements, angles, styles, cutting techniques

CWH116 22 Wigs & Hairpieces

To understand measuring, fitting, cleaning, styling, maintenance

CPR117 58 Professionalism

To define professionalism, ethics and good work habits

CST118 70.5 Structure of the Skin, Hair, & Nails

To study diseases & disorders, define and identify different parts & layers

CPH119 128 Precision Haircutting

To understand precision scissor cutting, control, and usage

CCH120 64 Chemistry

To define atoms, elements, bonds, molecules, structure of hair at atomic level

CSM122 11.5 Salon Management & Sales

To define management skills, workings of a salon, setup, operation and sales.

**FULL SPECIALTY**  
**600 Clock Hour Program**  
 For tuition cost refer to page 15.

**PROGRAM DESCRIPTION:**

This program is designed to introduce the lay person to the science of Full Specialty through theoretical training and practical application instilling good work habits, ethics, good grooming, and professionalism. Students are "fine tuned" and polished so that upon graduating the student is at the entry level of acceptable performance in the business world of Full Specialty. This training can result in employment as an esthetician or skin specialist, nail technician, salon or school owner, teacher, platform artist just to name a few. The subjects to be covered are:

<u>CS#</u>	<u>HOURS</u>	<u>SUBJECT</u>	<u>SCHOOL SERVICES</u>	<u>STATE MIN.</u>
FSOR100	5	<b>Orientation</b>		
		• To welcome and acquaint new students to their new career and surroundings.		
FSFL101	5	<b>Florida Law</b>		
		• To provide an understanding of the laws and rules of Florida Cosmetology Law.		
FSSS102	20	<b>Sanitization &amp; Sterilization</b>		
		• To understand contamination control, disinfection, sanitation and sterilization.		
FSAA103	4	<b>AIDS Awareness</b>		
		• To understand and prevent HIV transmission.		
FSCH104	20	<b>Chemistry</b>		
		• To learn the composition, structures and properties of the skin, nails and products.		
FSSEL105	10	<b>Electricity</b>	5	5
		• To learn the basic knowledge of electricity in order to safely use this science in the field.		
FSEP106	10	<b>Ethics &amp; Professionalism</b>		
		• To define professionalism, ethics and good work habits.		
FSAN107	25	<b>Anatomy</b>		
		• To learn the anatomy of the arms and hands, legs and feet and the face and neck.		
FSFT108	70	<b>Facial Techniques</b>	55	45
		• To provide a facial treatment to extract, cleanse, treat, protect and relax the skin.		
FSST109	85	<b>Skin Theory &amp; Analysis</b>	10	
		• To understand and identify different skin types, functions, disorders and diseases.		
FSMT110	15	<b>Makeup Techniques</b>	25	10
		• To learn cosmetics and their use, understanding color theory and makeup application.		
FSLB111	29	<b>Lash &amp; Brow Treatments</b>	35	20
		• To learn the process of applying eyelashes and the process of tinting lashes and brows.		
FSHR112	20	<b>Hair Removal</b>	20	20
		• To understand the different methods of removing unwanted hair.		
FSNT113	90	<b>Nail Theory</b>		
		• To study nail anatomy, diseases and disorders, safety and health preservation.		
FSMA114	25	<b>Manicuring</b>	25	20
		• To know and use correct implements, supplies, procedures to shape and polish nails.		
FSPE115	25	<b>Pedicuring</b>	25	10
		• To know and use correct implements, supplies, procedures to shape and polish toenails.		

FSTO116	42.5	<b>Tips with Overlay</b>	20	15
		• To learn the application of a tip with adhesive and the maintenance of this service.		
FSSC117	42.5	<b>Sculpting Using A Form</b>	20	15
		• To practice the application of nail forms, using acrylic to form a nail extension.		
FSNW118	15	<b>Nail Wraps/Mending</b>	15	10
		• To learn the procedure for applying fabric or fiberglass wraps on natural or artificial nails.		
FSNF119	10	<b>Nail Fills</b>	15	10
		• To learn the correct way to apply product to the grown-out portion of the artificial nail.		
FSNR120	5	<b>Artificial Nail Removal</b>	10	5
		• To learn and practice the proper procedure and technique to remove artificial nails.		
FSAP121	20	<b>Advanced Nail Practices</b>	15	
		• To use methods such as LED light curing, dip powder to provide nail enhancements.		
FSNA122	7	<b>Nail Art &amp; Polishing</b>	10	10
		• To create seamless polish and unique designs using different mediums and techniques.		

## GRADUATION

A student is required to attain the minimal service based competencies as described in Rule 21F-22 of the Florida Cosmetology and Rule 61G3 of the Florida Barber Act within the 1200 hours. A student in the full specialty program must complete 600 clock hours and the required services specified in Rule 61G5-22.015. A student in the massage program must complete 750 clock hours which includes 125 clinical hours. All financial obligations must be paid in full to the school before any final exams may be administered. All failing and incomplete tests must be made up with passing grades recorded in a student's file before finals may be started. All students must achieve a passing grade in each individual subject of at least 75% as part of the certification process for this school BEFORE certification can be given the student to take the State Board exams.

For licensing standards within the state of Florida, all cosmetology students must pass theory and written clinical portions of Florida Exams with a minimum passing grade of at least 75% and barber students must pass a written theory with a minimum passing score of 75%. The massage students must pass the MBLEX exam, and then apply for state license. Diplomas are awarded upon completion of all program requirements.

## JOB PLACEMENT

The Academies do not guarantee employment or job placement. Placement and counseling services will be provided to graduates without charge and any openings known by the schools are dated and posted on the bulletin board. These are available to all, on a first come, first serve basis.