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Owner Dana Ware

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MISSION STATEMENT

The Skin Studio Academy is committed to providing quality education and training in the Esthetics, Master Esthetics and Instructor Trainee programs. This will enable students to pass the Washington State Licensing exam and be a productive member of the industry.

INSTRUCTORS AND STAFF

Dana Ware (Owner) licensed in Cosmetology, Manicurist, Esthetician, Master Esthetician, and certified in the NCEA (National Coalition of Estheticians Associations). Dana has been in the beauty industry since 1995.

LOCATION

The Skin Studio Academy is located at

220 E Wellesley #201a Spokane, WA. 99207 509-838-3599

WWW.SkinstudioAcademy.com

FACILITIES

THE SCHOOL IS APPROXIMATELY 3500 SQ. FT.

2 CLASS ROOMS, WAXING ROOM, FACIAL ROOM WITH 6 BEDS, DISPENSARY AREA, RECEPTION AREA, AND OFFICES.

WE ONLY HAVE A MAXIMUM OF 12 STUDENTS AT A TIME FOR MORE ONE ON ONE TRAINING.

OPERATING DAYS AND HOURS

Skin Studio Academy is open Tuesday through Saturday, during the hours of 8:30 to 5:00 pm. Students will receive one 30-minute lunch and two 15 breaks, which are non-creditable hours. Skin Studio Academy is not in session during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Break (including 24th, 25th and other days to be determined).

DAYS THE SCHOOL IS CLOSED:

New Year Day

Third Tuesday of each month (except November, December and January because of holidays)

Independence Day (if it falls on Tuesday or Saturday)

Thanksgiving Day & following Friday and Saturday

Christmas – Half day the 24th – closed 25th until first Tuesday in January

ADMISSIONS REQUIREMENTS

Must be at least 18 years of age.

1. Photo Identification
2. Social Security card or Alien Registration Card.
3. High school diploma or equivalent (must be able to verify that diploma is valid)
4. Home school certificate
5. Foreign diplomas must be translated into English and notarized

Instructor trainee

1. Be at least 18 years of age, had your license and working in field for at least 5 yrs.
2. Hold a current Washington state license in Esthetics

CLASS STARTING DATES

Students may apply for enrollment during normal business days and hours of the calendar year. Check our website for start dates for Esthetics, Master Esthetics and Instructor training.

ENROLLMENT AGREEMENT/CONTRACT

A copy of the signed contract will be given to the student. Skin Studio Academy will also give student current copy of the school catalog.

Contract must be signed and funds collected prior to the first day of school.

Students must enroll by the 20th of the prior to the month they are starting.

PHYSICAL REQUIREMENTS OF THE INDUSTRY

1. Standing for at least an hour at a time to be able to do waxing services.
2. Sitting for long periods of time doing facials

SKIN STUDIO ACADEMY IS NOT CURRENTLY ACCREDITED AND NOT ABLE TO OFFER FINANACIAL AID AT THIS POINT.

TRANSFER AND RE-ENTRY STUDENTS

TRANSFER

Skin Studio Academy recognizes any previous Esthetics training approved by the Washington State Department of Licensing, provided the hours have been acquired no more than one year for the last day of attendance at a licensed school. Students must have documentation from previous training, listing total hours attended, level of training and meet entrance requirements of Skin Studio Academy, up to 50% of the hours will be accepted. Skin Studio Academy will not be able to accept any out of state hours.

RE-ENROLL

Students who wish to re-enroll must request approval from the school owner. The request will be reviewed and a decision made within 30 days of the request. Tuition and fee rates at the time of re-enrollment will apply, plus any previous balance will be included. Students will come back at the same

status as when they left including personal time sheets, leave of absences, Academic Progress, attendance.

Re-Entry After Termination: After being terminated for any reason (students who withdraw are given the status of “terminated”), a student can be re-admitted under the following conditions and rules:

1. Students may return at the same satisfactory progress status at the time of Termination.
2. Student will sign a new enrollment agreement/contract starting with re-enrollment date. This means that he/she must pay current cost of tuition and fees and must also pay the registration fee of \$100.00 again. However, the previous hours earned shall be used as credit in computing new charges.
3. The student is to re-register when signing the new contract.
4. After (30) thirty days, the student’s grades, attitude, attendance, and general progress reviewed and evaluated for complete acceptance and/or nonacceptance.

FINANCIAL ASSISTANCE

Each student is responsible for his/her tuition and fees and any other charges incurred while attending Skin Studio Academy.

Students exceeding the end of the contract date, will be charged a fee of \$75.00 per day until completion of program.

FULL TIME STUDENT

Students will attend school from 8:30 to 5:00 pm, Tuesday through Saturday.

BASIC PROGRAM 800 HOURS AT 37.5 HOURS A WEEK /24 WEEKS

MASTER PROGRAM 1250 HOURS AT 37.5 HOURS A WEEK /36 WEEKS

PART TIME STUDENT

Students will attend school from 8:30 to 12:30pm, Tuesday through Friday (with no breaks or lunch) and 8:30 through 5pm on Saturday (with one 30 minute lunch and two 15 minute breaks)

BASIC PROGRAM 800 HOURS IS APPROX: 23.5 HOURS A WEEK /37 WEEKS

MASTER PROGRAM 1250 HOURS IS APPROX: 23.5 HOURS A WEEK /58 W

SCHOOL REGULATION

Students will arrive each day **well-groomed** and **prepared** for class. Dress code: **NO** sleeveless tops, lowcut tops, belly shirts or lowcut pants. Under wear is to be worn, not seen. Nails are to be kept short and polish should not be chipped or worn on the ends. An approved apron must be worn. Any students not in compliance will be excused from class and may return upon correction of the infraction. The classroom will be kept somewhat quiet at all times.

Profanity will not be tolerated.

Because of temptation, all valuables should be left at home to avoid theft problems. The Skin Studio Academy assumes no responsibility for any personal valuables.

Shoplifting / Stealing is a crime and Skin Studio Academy will terminate and/or prosecute for petty theft.

Students may not receive personal phone calls on business phone unless an emergency. **No cell phones on the clinic floor at any time for any reason.**

STUDENT CONDUCT POLICY

ATTENDANCE – The student must attend classes regularly according to the agreed schedule. Clock hours will be tracked in 15-minute increments.

- Student agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments. Failure to comply or misuse of published rules and regulations may be grounds for Progressive Consequences or Termination of Contract.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees not to use cell phones/ personal listening devices/ laptops during school hours without permission.
- Student agrees to call the school at (509) 838-3599 or text Dana the Instructor 509-993-7198 to inform of an absence or tardiness prior to 8:15 am of the scheduled day. Dana will not accept text messages to cell phone before 6:30 am. Please refer to “Tardy Policy” found elsewhere in this document.
- Student agrees to maintain a positive attitude.
- Use of drugs and/or alcohol or theft are grounds for IMMEDIATE AND AUTOMATIC TERMINATION.
- Foul language of any kind WILL NOT BE TOLERATED.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Insubordination to a client, instructor or any member of the administration is grounds for automatic termination.
- Student agrees to “clock in” upon entering the school building. Student agrees to “clock out” upon leaving school building for any purpose. Failure to “clock in” or “clock out” requires the Student to immediately document the failure upon discovery with an instructor. Breaks, other than scheduled, taken for personal purposes (including smoking, “errands”, etc.) are considered an “absence” and

must comply with the Student Absence Policy, which includes permission from an instructor/director and “clock out”/” clock in” appropriately.

- Skin Studio Academy expects every student to arrive to school dressed “professional” with makeup and hair done ready for school. Skin Studio Academy recognizes the need to consider current trends in the image industry, therefore, Skin Studio Academy will consider the “overall look” when determining whether the garments are “professional”. In determining the overall look as casual professional, Skin Studio Academy MAY allow clean jeans (no rips, holes or tears), slacks, dresses, and skirts (just above knee or longer), and comfortable shoes.

Attire that overexposes skin regions like the 3B’s, gym wear, pajama wear, gang related attire or drug or alcohol attire related to is not allowed. Also, religious attire included.

Underwear should be worn but not seen. Pants must be worn as intended (no “sagging”). Skin Studio Academy reserves the right to consider attire inappropriate or offensive.

- Aprons will be required to be worn at all times.
- Student nametags will be required to be worn and visible at all times.
- Maintain Student’s work areas in accordance with Washington State’s Rules of Sanitation.
- Students are encouraged to use lockers for personal items of value, or leave in your car trunk. Skin Studio Academy will not be responsible for missing or stolen items.
- Fighting, physical conflicts or other forms of harassment will not be tolerated and may be grounds for immediate expulsion or termination of contract.
- Skin Studio Academy is a tobacco free zone. Use of cigarettes or e-cigs by students or staff are prohibited except in the designated smoking area outside of the school premises. Students and staff must clock out and back in following a “smoking break” outside of regularly scheduled break times.

- ❖ Skin Studio Academy uses a 5-step warning system:

1. Verbal warning
2. Written warning
3. Written warning
4. Written warning
5. 1-week suspension

TIME CLOCK

Students MUST use the time clock:

- Upon arrival in the morning
- When leaving for lunch
- Arriving back from lunch
- Leaving for the day

SATURDAYS – Saturdays are mandatory and cannot be made up; therefore, students who miss more than one Saturday in a month will be subject to disciplinary action.

TARDINESS

If a student arrives more than 10 minutes late (after 8:30am) and theory class has started, the student may not sign in until 9:30am. If tardiness becomes a habit, the student may be sent home after 4 times of being tardy.

If attendance requirements are not met, the student will be subject to the 5-step warning system.

A doctor's note may be required if the student is absent in excess of 5 straight days

If you are on probation, you may have to bring in a doctor's excuse for any days you are absent.

LEAVE OF ABSENCE

A student may be eligible for one leave of absence of no more than a total of four (4) months if the leave is arranged and approved by Skin Studio Academy in writing in advance.

Extenuating Circumstances

The following is a list of extenuating circumstances:

1. Hospitalization of student due to serious injury or illness.
2. A member of the Student's family requires the care of the Student
3. Doctor's orders to remain for a specified number of days beyond (5) day limit.
4. Circumstances beyond the student's control (must be approved) by an Instructor.

MAKE-UP WORK

Students are required to make up all tests (79 and below) on Tuesdays and assignments in academic classes as well as all assigned practical work.

GRADING / SATISFACTORY ACADEMIC PROGRESS

Students must maintain a Satisfactory Academic Progress level of 80% or higher in theory, practical and lab and 70% cumulative attendance average.

MAXIMUM TIME FRAME

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

COURSE:	MAXIMUM TIME ALLOWED:
Basic Esthetics 800 hours	1000 hours
Master Esthetics 1250 hours	1563 hours
Instructor training 500 hours	625 hours

The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 80% of the scheduled hours.

Theory work will be graded on written tests at the end of each textbook and workbook chapter. Practical work will be tested at established hourly intervals (Esthetics 400/800 hours, Master Esthetics 600/1200, Instructor 200/400).

Theory and practical work will be graded using the following grading scale:

90% - 100%.... student is meeting or exceeding objectives

80% - 89%.... student has a passing grade

79% or below.... student is failing and will be placed on 30-day probation and required to bring grades up to 80% or better.

Each student will receive a copy of their transcript monthly. This transcript shows basic and practical skills completed, number of clocked hours completed, student's attendance, text and workbook scores.

A student will be allowed one 30-day probation period during the program. In order for the probation to be lifted the student must bring their academic performance level to 80% or better and cumulative attendance average to a 70% or better no later than the last day of the 30-day probationary period.

If a student continues to perform below 80% academically and/or below 70% attendance average after 30 days, the student will be permanently dropped from Skin Studio Academy.

Leave of absence or other temporary interruptions in training will have no effect on the satisfactory progress standards. If a student takes a leave of absence or has a temporary interruption in training during the probationary period, the student will be still on probation when they return.

Course incompletes, repletion and non-credit remedial courses will have no effect on the satisfactory progress standards.

STUDENT GRIEVANCE PROCEDURES:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in 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 is not involved 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 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.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

STUDENTS RIGHT TO APPEAL

A student has the right to appeal if the school deems the student is not making satisfactory academic progress. The appeal must be in writing stating the reason(s) why student disagrees with the school's decision. The appeal must be delivered to Skin Studio Academy via Certified Mail within 5 working days of notification of the infraction to the student.

Upon receipt of the appeal, the student's academic and attendance records will be re-reviewed by Dana Ware, who will then make a final determination regarding the probation, suspension or termination of the student. The student will be notified of the final decision in writing via Certified Mail within 10 days of receipt of the appeal. Should the student prevail on their appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course.

STUDENT ADVISING

Skin Studio Academy takes pride in the close working relationship between staff and students. As a result, the students are evaluated on their progress as they complete various phases of training. All work is supervised. If problems arise regarding attendance, grades, etc. students are counseled to determine the reason and measures are taken to correct the situation on an individual basis. If, in the best judgment of the staff, the student is not to be expected to make satisfactory progress, the student may be terminated from school. The termination is for an indefinite period of time. If the student can demonstrate a renewed interest, and the school officials determine the intent is genuine, the student may be readmitted on a probationary basis.

STUDENT RECORDS

Students and /or guardians of minor students have the right to gain access to their records by appointment under the supervision of an instructor. Information pertaining to records will be released to a third party only upon written instructions and permission of the student and/or guardians of minor student.

Student records will be held on site for 6 years. Skin Studio Academy reserves the right to provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the accrediting agency.

DRESS CODE

Must be professional dressed and make-up on (if worn)

No low-cut shirts, no sleeveless shirts, low-cut pants and no belly shirts

Jeans can be worn if clean, no stains, no rips or holes.

Comfortable shoes should be worn, sandals are ok

Avoid hard soled shoes due to the noise level in facial room

Esthetician – 800 hours

Registration fee (Non-refundable) \$100.00
Work kits..... \$637.00
Books..... \$600.00
Apron..... \$38.00
Tuition..... \$6540.00

Total Cost..... \$7915.00

DOWN PAYMENT REQUIRED..... \$1375.00

Kit rental.....\$250.00/ \$125.00 refundable

(IF KIT IS RETURNED CLEAN AND COMPLETE) not included in down payment or tuition

STATE REQUIRED EXAM FEE (not included in down payment or tuition)

PRACTIAL - \$114.00 WRITTEN – \$180.00

License- \$30.00 paid to the State of Washington, Dept. of licensing

**PAYMENT PLAN: DOWN PAYMENT INCLUDES: REGISTRATION FEE, KITS, BOOKS, APRON.
TUITION MAY BE PAID IN EQUAL MONTHLY PAYMENTS BASED ON NUMBER OF MONTHS
ENROLLED. DUE ON THE 1ST OF EACH MONTH. BEGINNING THE FIRST MONTH OF
TRAINING AND MUST BE PAID IN FULL UPON COMPLETION OF PROGRAM.**

MASTER ESTHETICIAN – 1250 HOUR

Registration fee (Non-refundable) \$100.00
Work kit \$637.00
Books..... \$855.00
Apron..... \$38.00
Tuition..... \$10,560.00

Total Cost..... \$12,190.00

DOWN PAYMENT REQUIRED..... \$1630.00

Kit Rental.....\$250.00/ \$125.00 refundable

(IF KIT IS RETURNED CLEAN AND COMPLETE)) not included in down payment or tuition

STATE REQUIRED EXAM FEE (not included in down payment or tuition)

PRACTIAL - \$228.00 WRITTEN - \$270.00

License - \$30.00 paid to the State of Washington, Dept of Licensing

PAYMENT PLAN: DOWN PAYMENT INCLUDES: REGISTRATION FEE, KITS, BOOKS, APRON. TUITION MAY BE PAID IN EQUAL MONTHLY PAYMENTS BASED ON NUMBER OF MONTHS ENROLLED.DUE ON THE 1ST TUESDAY OF EACH MONTH. BEGINNING THE FIRST MONTH OF TRAINING AND MUST BE PAID IN FULL UPON COMPLETION OF PROGRAM.

INSTRUCTOR TRAINING – 500 HOURS

Registration fee (Non-refundable) \$100.00

Books..... \$212.00

Tuition..... \$3775.00

Total Cost..... \$4087.00

DOWN PAYMENT REQUIRED..... \$312.00

STATE REQUIRED EXAM FEE (not included in down payment or tuition)

PRACTIAL - \$114.00 WRITTEN – \$180.00

License- \$30.00 paid to the State of Washington, Dept. of Licensing

PAYMENT PLAN: DOWN PAYMENT INCLUDES: REGISTRATION FEE, BOOKS.TUITION MAY BE PAID IN EQUAL MONTHLY PAYMENTS BASED ON NUMBER OF MONTHS ENROLLED. DUE ON THE 1ST OF EACH MONTH. BEGINNING THE FIRST MONTH OF TRAINING AND MUST BE PAID IN FULL UPON COMPLETION OF PROGRAM.

NCEA – National Coalition of Estheticians Association (information only)

(SKIN STUDIO ACADEMY IS NOT SET UP FOR NCEA CERTIFICATION AT THIS POINT)

NCEA Certified is the professional status awarded to a skin care professional that met the competency standards as set-forth by NCEA's 1200 Hour Esthetician Job Task Analysis. It represents the highest skin care credential available in the United States and adherence to the code of ethics of the profession.

EDUCATIONAL GOALS

Esthetics and Master Esthetics course of study is designed to prepare students for the state licensing exam and employment in the industry.

Instructor training course of study is designed to prepare students for the state licensing exam and employment in the industry.

GRADUATION REQUIREMENTS

In order to graduate the student must:

1. Complete the designated course hours (Esthetics 800, Master Esthetics 1250, Instructor 500)
2. Successfully complete the designated work assignments
3. Pass the final written and practical exam with 80% or above.
4. All fees must be paid in full

Upon graduation, the student will receive a diploma from the school

CURRICULUM

ESTHETICS

Theory 100 HRS

Sanitation – Safety 15 HRS

Facials 270 HRS

Machine Facials 270 HRS

Temporary Hair Removal 90 HRS

Make Up 20 HRS

First Aid 5 HRS

Salon Management 30 HRS

Total hours – 800

- ❖ State Laws will be reviewed within this 800 hour course
- ❖ One hour of Orientation the first day of school is included in the total hours

COURSE DESCRIPTION:

The basic course in Esthetics introduces and prepares the student for a job in entry level as mandated by the Washington State Department of Licensing. The course will prepare the student with a back ground in skin care, facials, temporary hair removal, salon business, sanitation and sales.

COURSE OBJECTIVES:

- ✓ At the completion of this course, the student will; have knowledge of the basic principles relating to the Esthetics profession.
- ✓ Be able to perform all the tasks taught in this course, following proper procedures.
- ✓ Be capable of advancing to the clinical practice level of learned information and skill
- ✓ To be prepared for the Washington State Esthetics Exam

REQUIRED TEXT:

Standard Textbook of Esthetics, Milady publishing Corporation

ESTHETICS FORMAT:

The first 150 hours will be spent learning the basic mechanical skills, such as methods and procedures as well as practice. Implement safety, sanitation, ethics and law. One hour of theory each day. Demonstrations and lectures on various subjects will be held throughout the course.

All subjects taught will be tested by a series of written and practical exams designed to measure student's knowledge and skills at 150 and 700 hours.

MASTER ESTHETICS

Theory 145 HRS

Facials 270 HRS

Machine Facials 270 HRS

Advanced Client Assessment 10 HRS

Pre. And Post – Treatment procedures 10 HRS

Advanced Diseases and Disorders 10 HRS

Advanced Machine Facials 75 HRS

Chemical Peels 120 HRS

L.E.D 20 HRS

Ultra-Sonic 30 HRS

Radio Frequency 25 HRS

Ultrasound 20 HRS

Lymphatic Drainage 15 HRS

Body Treatments 40 HR

Temporary Hair Removal 90HRS

Advanced Hair Removal 30 HRS

Safety and Sanitation 15 HRS

Salon Management 30 HRS

Make Up 20 HRS

First Aid 5 HRS

Total hours – 1250

- ❖ State Laws will be reviewed within this 1250 hour course
- ❖ One hour of Orientation the first day of school is included in the total hours

COURSE DESCRIPTION:

The course in Esthetics introduces and prepares the student for a job in Skin Care as mandated by the Washington State Department of Licensing. The course will prepare the student with a strong back ground in skin care, facials, treatments, temporary hair removal, salon business, sanitation and sales.

COURSE OBJECTIVES:

- ✓ Theory in the practice of master esthetics, business practices, basic human anatomy.
- ✓ Laser, light frequency, radio frequency, ultrasonic,
- ✓ Medium depth peels
- ✓ Advanced client documentation, indications, and contraindications.
- ✓ Pre-and post-treatment procedures.
- ✓ Lymphatic drainage
- ✓ Advanced diseases and disorders advanced theories and spa body treatments
- ✓ At the completion of this course, the student will; have knowledge of the principles relating to the Esthetics profession.
- ✓ Be able to perform all the tasks taught in this course, following proper procedures.
- ✓ Be capable of advancing to the clinical practice level of learned information and skill
- ✓ To be prepared for the Washington State Esthetics Exam.

REQUIRED TEXT:

Standard Textbook of Esthetics, Milady publishing Corporation

ESTHETICS FORMAT:

The first 150 hours will be spent learning the basic skills, such as methods and procedures as well as practice. Implement safety, sanitation, ethics and law. One hour of theory each day. Demonstrations and lectures on various subjects will be held throughout the course.

All subjects taught will be tested by a series of written and practical exams designed to measure the student knowledge and skills at 300 and 1100 hours.

INSTRUCTOR TRAINING

The Instructor Training course of study is approximately a 5-month program, consisting of 500 clock hours. Each of the subjects listed below will be covered in Theory and Practical work.

Theory 100 hrs.

Classroom Management 150 hrs.

Teaching Techniques 100 hrs.

Lesson Planning 30 hrs.

Communications 115 hrs.

First Aid 5 hrs.

Total hours – 500

- ❖ One hour of Orientation the first day of school is included in the total hours

PREREQUIREMENTS:

- ✓ Must have a current Washington State Esthetics License.
- ✓ Meet admission requirements of the Skin Studio Academy

COURSE DESCRIPTION:

The Instructor Training course introduces and prepares the student for a career in instructional methods for the Esthetics field as mandated by the Washington state Department of Licensing.

At the completion of this course, the student will:

- ✓ Have knowledge of the basic principles of teaching
- ✓ Be able to perform all tasks taught in this course, following proper procedures
- ✓ Be capable advancing to the clinical supervision level of an Esthetics school
- ✓ Prepared for the Washington State Instructors Exam

REQUIRED TEXT:

Teacher Training Manual, Milady Publishing Corporation

COURSE FORMAT:

Students will be learning the basic instructional skills, such as lesson planning, personal and professional conduct, classroom management evaluation methods and procedures.

Assisting, observing and supervising clinic activities. Planning and conducting theory classes under the supervision of the licensed instructor. Students tested by a series of written and practical exams designed to measure student knowledge and skills at 100 and 400 hours.

Refund and Cancellation Policy

Refund and Cancellation Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Skin Studio will calculate from the date of written notice and refund if any monies due back within 45 days of receipt of written notice. Refund Calculations are based on clocked hours.
- Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- A student must notify the institution of his/her withdrawal. For official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school in person.
- Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rated refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: Kit + extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Withdraws and Terminations

- Formal termination may occur within thirty business days of exceeding the consecutive days absent policy (Five calendar days unexcused) and/or not returning as scheduled from a document leave of absence. The termination date will be the last date the Student attended.
- The official withdrawal or termination date for a Student on an approved leave of absence is the earlier of the date of expiration of the leave of absence or the date the Student notifies the School they will not be returning.
- The school may determine an unofficial withdrawal for clock-hour-students after monitoring clock hour attendance every month if requirements are not met according to the Satisfactory Academic Progress Policy.
- In the event the school expels the student, the official date of withdrawal shall occur on the date of the student's expulsion.
- The postmark on written notification or the date the cancelation notice is delivered to the school in person will determine the official cancelation date.
- If a program or course is cancelled subsequent to a Student's enrollment, and before instruction in the program or course has begun, the school shall at its option provide a full refund of all monies paid; or provide completion of the program or course.
- The student is responsible for paying any unpaid fees or tuition owed within 60 days of termination or withdrawal. Transcripts will be released if and only if all fees and tuition are paid in full. Student understands that regardless of the reason Student withdraws or terminated, including medical issues, Student is responsible for paying any and all tuition and fees owed.
- Enrollment time is defined at the time elapsed between the actual starting date and the date which the student formally terminated enrollment. Termination shall occur upon the student's last day of physical attendance in this school, or in the case of absence, the student shall be terminated upon the twenty-ninth day of consecutive day and a refund calculation will be done.
- In case of illness or disabling accident, death in the family or other mitigating circumstances BEYOND THE CONTROL OF THE STUDENT, this school shall arrange a settlement that is reasonable and fair to both parties.
- Refunds shall be made within forty-five days (45) days after official cancellation or withdrawal. Fees and extra items, such as instructional supplies or equipment, service charges, student activity fees, deposits, and rentals, need not be considered in the refund computation, provided these fees have been itemized separately for the student prior to enrollment.

- If Skin Studio Academy cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, Skin Studio shall have at its option provide a pro-rated 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 provide a full refund of all monies paid.
- If Skin Studio Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will act in the best interest of the student and the student will receive a Pro-Rated refund. A list of all students who were enrolled at the time of school closure including the amount of each pro-rated refund will be submitted to the accreditation agency on record at the time of school closure. All monies due to the Student will be refunded within forty-five business days of the official written notification, withdrawal (whether officially or unofficially) or termination date.

PLACEMENT ASSISTANCE

Skin Studio does not guarantee employment to its students however the staff will assist students in finding employment. The student is advised that the law prohibits any school from guaranteeing placement as an inducement to enter said school.

**NO REFUNDS WILL BE MADE FOR KITS,
BOOKS, TOOLS, EQUIPMENT OR SUPPLIES
USED BY THE STUDENT**

**SKIN STUDIO DOES NOT DISCRIMINATE ON BASIS OF SEX,
RACE, AGE, COLOR, ETHNIC ORIGIN OR RELIGION**

Any lawyer fees that may arise, will be paid for by the student

For information only: skin studio is not accredited at this time.

LICENSING AGENCY

DEPARTMENT OF LICENSING
BUSINESS AND OCCUPATIONS
COSMETOLOGY SECTION
P.O. BOX 9026
OLYMPIA, WA 98507
(360) 664-6626

ACCREDITING AGENCY

NACCAS
NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCE
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VA 22302
(703) 600-7600

VETERANS

SELECTED PROGRAMS OF STUDY ARE APPROVED BY THE WORKFORCE
TRAINING AND EDUCATION COORDINATING BOARDS STATE APPROVING AGENCY
(WTECB/SAA) FOR ENROLLMENT OF THOSE ELIGIBLE TO RECEIVE BENEFITS
UNDER TITLE 38 AND TITLE 10, USC