



220 E. Wellesley # 201a

Spokane, WA. 99207

Phone 509-838-3599

WWW.SkinStudioAcademy.com

Skinstudioacademy@gmail.com

Owner Dana Ware

In "Candidate Status" with the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

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MISSION STATEMENT

The Skin Studio Academy is committed to providing quality education and training in the Esthetics, Master Esthetics, Master 500 Esthetics program and Instructor Training programs. This will enable students to pass the Washington State Licensing exam and be a productive member of the industry.

SKIN STUDIO ACADEMY FACULTY & OWNERSHIP

Dana Ware (Owner) is 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.

SKIN STUDIO FACULTY

Department	Staff Member	Title
Admissions	Dana Ware	Owner
Education:	Dana Ware	Esthetics Instructor
Education:	Rebecca Hattenburg	Substitute Instructor

NON DISCRIMINATION POLICY

Skin Studio Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

All programs at Skin Studio Academy are taught in English only.

FACILITIES & EQUIPMENT

Skin Studio Academy is located at 220 E. Wellesley # 201a in Spokane, WA. 99207

The School is approximately 3500 Sq. ft. with 2 Class Rooms, a Waxing Room, a Facial Room with 6 beds, a Dispensary area, a Reception area and several Offices.

We only accept a maximum of 12 Students at a time for more 1 on 1 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.

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. Feb 5th, April 2nd, June 4th, Aug 6th, Oct 1st

DAYS THE SCHOOL IS CLOSED

Skin Studio Academy is not in session during the following holidays:

New Years Day

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

Independence Day (if it falls on a Tuesday or Saturday)

Thanksgiving Day Weekend (Thursday through Saturday)

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

POLICY CHANGES

The school reserves the right to make changes to scheduling, course format, academic calendar, programs, policies, and staff. Any changes made will not affect the integrity of programs. Students will be notified, if possible, of any changes prior to the changes being made.

ADMISSIONS AND ENROLLMENT REQUIREMENTS

A. Admission Policy & Requirements

The prospective student should make an appointment to visit Skin Studio Academy to discuss your personal education and career plans prior to enrolling. We will take you on a tour of our facility and explain our admission requirements to you. Requirements for admission:

- Must be at least 18 years of age. Instructor Trainee must hold a Washington State Esthetics License
- Complete an applicant profile form.
- Provide a valid high school diploma, a GED, or a valid high school official transcript verifying your graduation date.
- Verification of a foreign student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Skin Studio Academy does not accept ATB students.
- A valid Social Security Card.
- A valid government issued photo identification card or driver's license.
- Complete a personal interview with our Admission's Advisor. At this time the student will be given a tour of the school and a catalog.
- A non-refundable registration fee of \$100.00 must be submitted with the enrollment application. When the applicant questions have been answered, required deposit made, and enrollment agreement signed, enrollment is complete. The student is then told when to report to class and should the student fail to report the registration fee will then be forfeited. This fee is not included in the cost of tuition and is non-refundable. This Fee must be in the form of cash, check, credit card or money order. This fee is not covered by financial aid.

B. Transfer Policy

Any student transferring to Skin Studio Academy from another school is given an entrance exam and their official transcript from their previous school is required. The hours are carried over at the discretion of the school owner or director of the school. The tuition price for the students remaining hours are to be broken down to an hourly rate, as well as the cost of the equipment or books if needed. The non-refundable registration fee must also be paid. If a student wishes to transfer out of the school, the student must have satisfied all of the financial obligations of the school.

C. Transfer Students

Midpoint of the contracted hours or the established evaluation periods; whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

D. Transfer Hours

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

E. Re-Entry Policy

Any student considered withdrawn or dismissed for academic reasons who subsequently requests re-admission, shall forfeit any scholarship or tuition waiver previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external source. Upon compliance with the following guidelines, the student will be readmitted without loss of previous hours clocked, under the same SAP status. Requirements for re-entry are as follows:

1. The student may return 6 months after last day attended (may return sooner with approval from administration if student puts in writing why they want to return, can show the circumstances that have lead to student withdraw have changed and student signs affidavit stating such changes).
2. Students returning within the 6 month period after LOA will have to sign new enrollment agreement. Student will return under the same progress status as when they left. Hours elapsed during a withdrawal will extend the student contract period and maximum time frame by the same number of days taken. If the student wants to return before the 6 months has elapsed, the student must request in writing and the administration approve it. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
3. If the student returns AFTER the 6 months after LOA has elapsed, the student must sign new enrollment agreement. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
4. The school will charge a re-entry fee of \$100.00 to students who are withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of the training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

F. Reentry after 180 days:

1. Reenters the same program more than 180 days after withdrawal, receiving credit for hours previously earned.
2. Transfers into another credit-hour non-term or clock-hour program at any time.
3. Then the student starts a new payment period when he or she reenters.
4. If tuition has increased, the new enrollment agreement will reflect increased charges if applicable.

The re-entry fee is non-refundable should the student fail to meet the necessary criteria. Skin Studio Academy reserves the right to refuse re-entry to any applicant who fails to meet the criteria established by the school. Student re-entry requests will be reviewed on an individual basis.

LICENSING REQUIREMENTS

Esthetics, Master Esthetics and Instructor Programs are clock hour programs which prepares the student for Licensing. The State of WA requires a student to be min 17 yrs old, Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours passed the WA State Board Written Exam with a minimum score of 75% in order to obtain a license.

Reference to state regulations <https://www.dol.wa.gov/>

Basic Esthetics 750 clock hours

Master Esthetics 1200 clock hours

Instructor Training Program 500 clock hours

Master 500 Esthetics program 500 clock hours

STATE LICENSE DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Department of Licensing to deny licensure. The Department of Licensing denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Skin Studio Academy is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Skin Studio Academy is not responsible for students denied licensure.

INDUSTRY REQUIREMENTS

According to indeed job search site the average statewide annual income for a licensed esthetician is \$36,000.00. This amount does not include tips and gratuities. The demand for a licensed Esthetician is growing yearly especially in the medical field. Below is a list of physical requirements to work in the field of esthetics...

1. Stand for at least an hour at a time and be able to do waxing services.
2. Sit for long periods of time doing facials.
3. **Hygiene:** It is important for licensed personnel to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is your job to help others look as attractive as possible; therefore it is important for the esthetician to have a neat, clean appearance. Most people would not want to go into a salon/barber shop and have someone do their hair or make-up, which clearly doesn't take care of their own hair and make-up. An esthetician's physical appearances are walking references to their skill ability.
In terms of cleanliness, refined personal hygiene is crucial for an esthetician. Estheticians regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.
4. **Body Positioning:** Estheticians are required to stand / sit about 75 percent of the time. Estheticians must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when administering a facial. The back experiences significant stress during the course of your day. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as Estheticians because they will not be able to perform tasks accurately.
5. **Steady Hands:** An Esthetician's hands are frequently exposed to water and cleansing. Estheticians work with their hands to apply make-up and other applications. To perform all these tasks successfully, they must have the ability to control their hands and fingers at all times, including holding the hand very steady while applying makeup or other beauty treatments. An Esthetician who cannot hold their hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.
6. **Allergies:** Estheticians are required to handle a large amount of skin care products and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in due to their adverse physical reactions to the tools of the trade.

7. **Using Tools:** An Esthetician's tools can cause injuries, so it's important that you have reasonably good vision so you can handle the tools safely. Dexterity to grasp small make-up tools is important.

ANNUAL PERFORMANCE STATISTICS 2016, 2017

Completion	Licensure	Placement
100%	100%	100%

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.

PROGRAM OUTLINES

BASIC ESTHETICS

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 background 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

BASIC 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.

<u>Subject</u>	<u>Hrs</u>	<u>Subject</u>	<u>Hrs</u>
Theory	100	Temporary Hair Removal	90
Sanitation / Safety	10	Make up	20
Facials	270	First Aid	5
Machine Facials	270	Salon Management	35
		Total Hours	800

800 Hours Full Time @ 37.5 HOURS A WEEK / 24 WEEKS or Part Time @ 23.5 HOURS A WEEK / 37 WEEKS

- ❖ 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

Grading Scale:

90% - 100%.... student is meeting or exceeding objective.
 80% - 89%.... student has a passing grade.
 79% or below.... student is considered a failing grade.

Practical Academics:

2 = 90 - 100 Excellent
 1 = 80 - 89 Very good
 0 = 79 - and below Unsatisfactory / Failing

MASTER ESTHETICS

COURSE DESCRIPTION:

The course in Master 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

MASTER 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.

<u>Subject</u>	<u>Hrs</u>	<u>Subject</u>	<u>Hrs</u>
Theory	145 hrs	Radio Frequency	25 hrs
Facials	270 hrs	Ultrasound	20 hrs
Machine Facials	270 hrs	Lymphatic Drainage	15 hrs
Advanced Client Assessment/ Documentation	20 hrs	Body Treatments	40 hrs
Pre. And Post – Treatment procedures	20 hrs	Temporary Hair Removal	90 hrs
Advanced Diseases and Disorders	20 hrs	Advanced Hair Removal	40 hrs
Advanced Machine Facials	75 hrs	Safety and Sanitation	15 hrs
Chemical Peels	75 hrs	Salon Management	35 hrs
L.E.D.	20 hrs	Make up	20 hrs
Ultra-Sonic	30 hrs	First Aid	5 hrs
		Total Hours	1250

1250 Hours Full Time @ 37.5 HOURS A WEEK / 36 WEEKS or

1250 Hours Part Time @ 23.5 HOURS A WEEK / 58 WEEKS

- ❖ 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

Grading Scale:

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

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

79% or below.... student is considered a failing grade.

Practical Academics:

2 = 90 - 100

Excellent

1 = 80 - 89

Very good

0 = 79 - and below

Unsatisfactory / Failing

MASTER 500 ESTHETICS (Must have a basic Washington State esthetics license for this course)

COURSE DESCRIPTION: The course in Master 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

MASTER 500 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 250 and 500 hours.

<u>Subject</u>	<u>Hrs</u>
Machine Facials	75
Exfoliation and Med Esthetics	70
Med Depth Chemical Peels	75
Light Emitting Diodes (LED)	20
Ultra Sound	20
Ultra Sonic	30
Radio Frequency	25
Lymphatic Drainage & Advance Facial Massage	15
Advanced Spa Treatments	40
Advance Body Waxing	80
Product Knowledge	50
Total	500

500 Hours Full Time @ 37.5 HOURS A WEEK / 13.5 WEEKS

500 hours part Time @ 23.5 HOURS A WEEK / 21.3 WEEKS

- ❖ State Laws will be reviewed within this 500 hour course
- ❖ One hour of Orientation the first day of school is included in the total hours

Grading Scale:

90% - 100%.... student is meeting or exceeding objective.
80% - 89%.... student has a passing grade.
79% or below.... student is considered a failing grade.

Practical Academics:

2 = 90 - 100 Excellent
1 = 80 - 89 Very good
0 = 79 - and below Unsatisfactory / Failing

INSTRUCTOR TRAINING

*** (Student must hold a current Washington state esthetics license in order to enroll in the instructor program at this facility.)

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.

COURSE DESCRIPTION

The Instructor Training course introduces and prepares the student for a career in instructional methods for the Cosmetology 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 a Cosmetology 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.

<u>Subject</u>	<u>Hrs</u>
Theory	100
Classroom management	150
Teaching techniques	100
Lesson Planning	30
Communications	115
First Aid	5
Total Hours	500

500 Hours Full Time @ 37.5 HOURS A WEEK / 13.5 WEEKS

- ❖ One hour of Orientation on 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.

Grading Scale:

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

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

79% or below.... student is considered a failing grade.

Practical Academics:

2 = 90 - 100

1 = 80 - 89

0 = 79 - and below

Excellent

Very good

Unsatisfactory / Failing

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Skin Studio Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. SAP evaluation periods are based on actual contracted hours at Skin Studio Academy.

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress as follows...

Basic Esthetics:	400 & 800 scheduled hours
Master Esthetics:	450, 900 & 1250 scheduled hours
Instructor Program:	250 & 500 scheduled hours
Master 500 Esthetics:	250 & 500 scheduled hours

**Transfer Students Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

Attendance Progress Evaluations:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame:

The maximum time (which does not exceed 133% of the program length) allowed for students to complete each program at satisfactory academic progress is stated below:

Program Time Allowed	Maximum
Basic Esthetics, 800 hrs Full Time @ 37.5 hrs a week / 21.3 weeks	Max hrs 1064 / 28.4 weeks
Basic Esthetics, 800 hrs Part Time @ 23.5 hrs a week / 37 weeks	Max hrs 1064 / 45.3 weeks
Master Esthetics, 1250 hrs Full Time @ 37.5 hrs a week / 33.3 weeks	Max hrs 1663 / 44.4 weeks
Master Esthetics, 1250 hrs Part Time @ 23.5 hrs a week / 58 weeks	Max hrs 1663 / 70.8 weeks
Instructor Program, 500 hrs Full Time @ 37.5 hrs a week / 13.5 weeks	Max hrs 665 / 17.7 weeks
Master 500 Esthetics, 500 hrs Full Time @ 37.5 hrs a week / 13.5 weeks	Max hrs 665 / 17.7 weeks
Master 500 Esthetics, 500 hrs Part Time @ 23.5 hrs a week / 21.3 weeks	Max hrs 665 / 28.3 weeks

Students who have not completed the course within the maximum timeframe may continue as a student and pay additional charges per the Extra Instructional Charges Policy. Extra instructional charges apply when a student has exceeded their contracted graduation date.

Exceeding Maximum Time Frame: Any student exceeding the maximum time frame as stated above will be terminated and will have to re-enroll 90 days later and pay all re-enrollment fees.

Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical's are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale:

90% - 100%.... student is meeting or exceeding objective.
80% - 89%.... student has a passing grade.
79% or below.... student is considered a failing grade.

Practical Academics:

2 = 90 - 100 Excellent
1 = 80 - 89 Very good
0 = 79 - and below Unsatisfactory / Failing

Annual Performance Statistics

2017 Graduation Rate	100%
2017 Licensure or Certification	100%
2017 Placement	100%

DISCLAIMER *** Skin Studio Academy is not currently eligible to participate in the federal Title IV Financial Aid Programs

Determination of Progress Policy:

Students meeting the minimum requirements for academics (80%) and attendance (75%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV funding (if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Academic counseling sessions with students are provided ongoing as needed.

Warning:

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

Probation:

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

Re-Establishment of Satisfactory Academic Progress:

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of a warning or probationary period, or filing an appeal of their loss of title IV funding.

Interruptions, course Incompletes, Withdrawals

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

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in writing with in 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions:

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

Transfer Hours:

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

TUITION AND FEES

Program	Tuition	Registration Fee <i>non refundable</i>	Chrome Books **	Kit	Miscellaneous	Total Cost
Basic Esthetics	\$6540.00	100.00	\$600.00	\$637.00	\$38.00	\$7907.00
Master Esthetics	\$10560.00	100.00	\$855.00	\$637.00	\$38.00	\$12182.00
Instructor Program	\$3775.00	100.00	\$212.00	N/A	N/A	\$4087.00
Master 500 Esthetics	\$4775.00	100.00	\$579.00	\$312.00	\$38.00	\$5804.00

** All programs come with different software packages which is reflected in the price**

Other Expenses to be incurred by the Esthetics & Instructor Program Student

Practical Test: \$114.00
Written Test: \$180.00

Other Expense to be incurred by the Master Esthetics Student

Practical Test: \$228.00
Written Test: \$180.00

State License fee for all 3 programs is \$30.00 ea.

Made payable to the state of Washington, Dept of Licensing

State Board Testing Kit Rental ...\$250.00/ \$125.00 refundable (IF KIT IS RETURNED CLEAN AND COMPLETE) not included in down payment or tuition.

Method of Payment

Please contact the school's Financial Aid Office for payment options. The student can make full payment at time of enrollment agreement, or Pay the Non-refundable application fee paid at time of signing agreement with balance paid prior to start date, or Pay the Non-refundable application fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies. The school accepts cash, check, money order, credit card. Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

Returned Check Fee (\$35.00) - A fee of \$35.00 is charged for any check returned from a financial institution due to in-sufficient funds or for any other reason.

Cost Over Contract - for all courses at Skin Studio Academy

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent (10%) has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and

course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$75.00 per day, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

Transcript fees The school may charge a \$10.00 transcript fee for transcript requests.

Graduation Requirements

In order to graduate the student must:

1. Complete the designated course hours - Esthetics 800, Master Esthetics 1250, Master 500 Esthetics, Esthetics Instructor 500.
2. Successfully complete the designated work assignments.
3. Pass the final written and practical exam with 80% or above.
4. Satisfy all financial obligations to the School. Upon successful completion the student will be awarded a Diploma.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. Schools may charge a fee for copies.
- Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.

Skin Studio Academy complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office
US Dept of Education
400 Maryland Ave, SW
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

Policy for Non Disclosure of Non Public Personal Information

Nonpublic information is collected about you when you apply to attend Skin Studio Academy and/or when you apply for federal or private educational grants or loans. This information includes: Your name, address, social security number, financial assets, and bank name and account number. This information is not disclosed by Skin Studio Academy to any person or institution except to the United States Department of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law. Access to student records is restricted to designated employees. A fee of \$10.00 may be charged for requested copies provided of the records.

Student Grievance Procedure & Policy

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 has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of 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.

This school is licensed under chapter 18.16 RCW,
Inquires Concerns or complaints regarding this school can be made to the Dept. of Licensing.
P.O Box 9026 Olympia, WA. 98507-9026 (360)664-6626

NACCAS 3015 Colvin St Alexandria, VA 22314 (703) 600-7600

Leave of Absence, Interruptions, Course Incompletes, Withdrawals:

Occasionally, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be preapproved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Skin Studio may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Skin Studio will document the reason for this decision and will collect the written leave of absence when the student returns to class. Skin Studio would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class. A student is eligible for a total of 180 days leave of absence during a 12 month period at Skin Studio. The minimum length of an LOA is 14 days. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state a student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. An LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be

extended for the same number of days taken and maximum time frame in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A student granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Skin Studio.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School.

Financial Aid and Other Enrollment Information

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

Financial Aid Programs

Based on a combination of approvals, authorization and accreditation, Ace students are eligible to apply for and receive tuition aid and financial assistance while attending school. Currently government sponsored financial aid programs are available to help pay for portions of your tuition and fees with grants or loans. Title IV federal funding is available to those who qualify. These assistance programs include:

- Federal PELL Grant: (FPELL) - Grants: **Do not have to be paid back**
- Federal Direct Stafford Loans - Subsidized: **Must be repaid**
- Federal Direct Stafford Loans - Unsubsidized: **Must be repaid**
- Federal Direct Plus Loans: **Must be repaid**

Please talk to your financial aid office for additional financial aid information and program specifics. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

"Financial Aid available to those who qualify"

A prospective student will first go to <http://www.fafsa.ed.gov> to fill out information regarding their income to see what they qualify for in assistance.

Federal Pell Grant The Federal Pell Grant Program provides financial assistance to students that meet financial need set by the federal government. They are available to students who demonstrate financial need, based on a federal formula and who have not already received a bachelor's degree. Grants do not have to be paid back.

Subsidized Federal Direct Loan has a fixed 4.45% interest rate. Eligibility is based on financial need. This is a loan that must be paid back. If you are eligible, you may borrow once per academic year as long as all the required paperwork has been completed. The federal government pays the interest on a Subsidized Loan while you attend school, during the grace period (first six months after you leave school) and during periods of deferment. Your first payment is due six months after you graduate or drop below less than halftime.

Unsubsidized Federal Direct Loan has a fixed 4.45% interest rate. This is a loan that must be paid back. You are responsible for the interest that accrues on the unsubsidized loan while you are in school and during your grace period. Your first payment is due six months after you leave school unless you choose to pay the interest on this loan while you are in school.

Federal Direct Parent Loan is a loan, borrowed by the parents of the dependent student. The PLUS loan has a 7% interest rate. The parent starts paying the PLUS loan within 60 days after the loan is fully disbursed.

Mandatory class attendance is required when receiving federal financial aid. If you withdraw or stop attending before completing 60% of the term, you may be required to repay a portion or all of the federal aid that you have received. The amount of federal aid that you must repay is determined by the federal formula for Return of Title IV funds (Section 484B of the Higher Education Act, the full text of which is available at <http://www2.ed.gov/policy/highered/leg/hea98/sec485.html>). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with the loan programs.

You may be required to make a repayment when financial aid funds has been disbursed from financial aid funds, in excess of the amount of aid that your earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which you qualified by the percentage of time during the term that you were enrolled.

If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned Title IV aid is shared between the school and you. It is allocated according to the portion of disbursed aid that was used to cover school charges, and the portion that was disbursed directly to you once those charges were covered. The school will return the unearned aid back to the Title IV program as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the school as a result of Title IV funds that were returned that would have been used to cover school charges.

If you get a student loan, you are responsible for repaying the loan amount, plus any interest.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. If a program is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option provide a full refund of all monies paid or provide completion of the program.
5. A student notifies the institution of his/her withdrawal in writing.
6. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
7. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
8. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
9. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/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%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun the school at its option will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. 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: 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.

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

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

SCHOOL REGULATIONS

Attendance Requirements

The student must attend classes regularly according to the agreed schedule. Clock hours will be tracked in 15 minute increments. Students are required to call Skin Studio Academy before 8:15 am and talk with an Instructor for absence or tardiness. Under federal guidelines, if a student misses more than 14 consecutive calendar days, the student will be terminated from the program.

Students will arrive each day **well-groomed** and **prepared** for class. Dress code of **NO** sleeveless tops, or lowcut tops, belly shirts or lowcut pants. And under wear is to be worn not seen. 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 busy phone unless an emergency. No cell phones on the clinic floor at any time for any reason.

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 school progressive discipline rules.

Steps are taken as follows for progressive discipline. First infraction is a verbal warning. Second infraction is a written warning. Third infraction is a one week suspension. Fourth infraction is a two-week suspension. If a fifth occurs, the student will be permanently dropped from Skin Studio Academy and its program. Un-excused absences and tardy will follow under this discipline code.

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.

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.

Transcripts

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.

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.

STUDENT CONDUCT POLICY

- 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 tardy prior to 8:15 am of the scheduled day. 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), comfortable shoes, and modest shirt. Attire that overexposes skin regions like the 3B's, gym wear, pajama wear, gang related attire or attire related to drug or alcohol is not allowed. 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 artifacts. 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. 1st Written Warning
3. 2nd Written Warning
4. 3rd Written Warning
5. 1 Week Suspension.

PLACEMENT ASSISTANCE

Skin Studio Academy 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.

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 students are having academic difficulties Skin Studio Academy has proctoring options available to them as well as a quiet room with one on one instruction if needed.

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 PRIVACY RECORDS

Students and /or guardians of dependant 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 to students and parents or guardians of dependent minors.

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.

SECURITY POLICY

According to a federal law known as the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act", our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'"

Any person witnessing any form of criminal action or other emergency should report it immediately to the Supervisor on duty. Report any suspicious activity or persons seen loitering inside or around the school building immediately to Supervisor on duty. The Supervisor will investigate the incident and, if needed, will report it to law enforcement. The Supervisor will prepare a memorandum regarding the incident. We believe student, faculty, and staff behavior that promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Skin Studio Academy community.

ALCOHOL & DRUG ABUSE POLICY

Skin Studio Academy does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. In addition, *Skin Studio Academy* does not permit the possession, use, or sale of illegal drugs by its employees and/or students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest.

The Department of Education requires a school to certify that it has adopted a program to prevent drug and alcohol abuse by its students, employees and officers, in accordance with the "Drug Free Workplace Act" School authorities will take action against a student, officer or faculty member, who violates these policies. Any student that is convicted of any offense during a period of enrollment for which the student is receiving title IV HEA grant or loan...

1. Standards of conduct that clearly prohibit unlawful possession, use or distribute drugs or alcohol by students and employees on school property.
2. The unlawful possession and use of drugs or alcohol.
3. Disciplinary action will be taken consistent with local, state & federal laws. Termination will be imposed on students, employees and officers who violate this policy.

The Drug and Alcohol help line is listed here ... **WA Drug & Alcohol Abuse Hotline** - 800-577-4393

24 hr substance abuse helps line for the state of WA 866-789-1511

Recovery helpline 866-789-1511
Special helpline for teens 866-833-6546

Drug and Alcohol Programs

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (562) 945-2211, or the Employee Assistance Program (EAP) at (800) 854- 1446 for English; (877) 858-2147 for Spanish; or go online at: www.lifebalance.com.

Additional helpful information and resources may be found by contacting the following organizations below:

U.S. Department of Health and Human Services Substance Abuse and Mental Health Services

Administration

1-800-662-HELP (1-800-662-4357)

<http://dasis3.samhsa.gov/>

National Council on Alcoholism and Drug Dependence

1-800-NCA-CALL (1-800-622-2255)

<http://www.ncadd.org>

Licensing Agency

Department of Licensing
Business and Occupations
Cosmetology Section
P.O. box 9026
Olympia, WA 98507
(360) 664-6626

This school is licensed under chapter 18.16 RCW. Inquires, concerns, or complaints regarding this school can be made to the Department of Licensing

Accrediting Agency

NACCAS

National Accrediting Commission of Career Arts and Science
3105 Colvin Street Alexandria, VA 22314
(703) 600-7600

Veterans

Selected Programs of study are approved by the Workforce Training & Education Coordinating Boards State Approving Agency (wtceb/ssa) for enrollment of those eligible to receive benefits under Title 38 and Title 10, usc

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.

TUITION RECOVERY FUND

Effective January 1, 2019 a new Washington State Bill will take effect. House Bill 1439 has been published under Washington Administrative Code 308-20-580 and is known as the Tuition Recovery Trust Fund. The Tuition Recovery Trust Fund will regulate institutions of higher education, including for-profit institutions and private vocational schools, to protect students from unfair business practices and to settle student complaints and claims related to school or program closures.

The Washington Student Achievement Council, The Workforce Training and Education Coordinating Board and the Department of Licensing are collaborating to create a single portal for student complaints. Upon submission, the complaint will be referred to the appropriate regulatory agency. Information on accessing the Student Complaint Portal will be disseminated upon establishment.