



**Beauty and Health**  
INSTITUTE

*The Future of Aesthetics is Here*

**COURSE CATALOG**

**Beauty and Health Institute  
11309 Countryway Blvd.  
Tampa, FL 33626  
813.749.1800**

**July, 2021-2022**

**Volume XVI**

**A Private, Post-Secondary Vocational School  
Providing Educational Training in Beauty & Health**

## TABLE OF CONTENTS

<b>About Beauty &amp; Health Institute</b>	<b>Pg. 3</b>	<b>Attendance Policy</b>	<b>Pg. 17-21</b>
Background		Maximum Absent Days	
Licensure		Attendance Guidelines	
Mission Statement		Clocking In & Out Policy	
<b>Faculty</b>	<b>Pg. 4</b>	Tardiness/Truancy/Leaving Early	
Educators		Scheduled Breaks	
Administration		Leave of Absence & Absent Days	
<b>Organization</b>	<b>Pg. 5-6</b>	Failure to Return from LOA	
Campus Facility		Major Medical Reasons/Pregnancy	
Drug-free/Smoke-free Policy		Program Interruptions/Incompletion	
Campus Security		No Call/No Show Policy	
Weapons Policy		<b>Makeup Hours Policy</b>	<b>Pg. 21-22</b>
Hate Crime		Makeup Hour Rules	
Discrimination		Maximum Time Frame	
Sexual Harassment/Hazing		School Closed	
<b>Admissions</b>	<b>Pg. 6-9</b>	<b>Satisfactory Academic Progress (SAP)</b>	<b>Pg. 22-23</b>
Basic Requirements		Determination of Progress Status	
Student Modality Requirements		Evaluation Period	
Financial Requirements		Attendance Progress Evaluations	
Denial		Academic Progress Evaluations	
Class Size		Grading System	
Open Enrollment		Noncredit/Remedial/Repetitions	
Start Dates		<b>Disciplinary Policies</b>	<b>Pg. 24</b>
Program Changes		Warning Letters & Probation	
Withdrawal Prior to Starting		<b>Dismissal Policy</b>	<b>Pg. 24-25</b>
Full Time/Part Time Status		General Grounds for Dismissal	
Graduation Requirements		Dismissal for Attendance /Violence	
<b>Academic Calendar</b>	<b>Pg. 9</b>	Suspension	
Observed Holidays		<b>Withdrawal Policy</b>	<b>Pg. 25</b>
School Hours of Operation		<b>Reentry Policies</b>	<b>Pg. 25-26</b>
<b>Transfer Policy</b>	<b>Pg. 9-10</b>	Dismissal and Reentry	
Transferring Hours to BHI		Withdrawal and Reentry	
Transferring to Other Institutions		<b>Refund Policy</b>	<b>Pg. 26-27</b>
Transferring Licenses In/Out of State		General Refund Policy	
<b>Tuition and Fees</b>	<b>Pg. 10</b>	Scheduled vs. Attended Hours	
Program Costs		Refund Calculation	
Replacement Books and Materials		<b>Program &amp; Course Cancellations</b>	<b>Pg. 27</b>
Other Costs		<b>Grievance/Complaint Policy</b>	<b>Pg. 28-29</b>
<b>Payment Options</b>	<b>Pg. 11</b>	Appeal Procedure	
<b>Financial Aid</b>	<b>Pg. 11</b>	Early Resolution	
<b>Educational Programs</b>	<b>Pg. 11-16</b>	Involving the Director and/or President	
General Curriculum		Hearing Request	
Program Overviews		Unresolved Disputes	
Program Breakdown by Course		<b>Student Services</b>	<b>Pg. 29-32</b>
<b>General Student Policies</b>	<b>Pg. 16-17</b>	<b>Veteran's School Policies</b>	<b>Pg. 32-33</b>
Student Code of Conduct			
Student Responsibilities			
Dress Code & Hygiene			
Cell Phone Policy			

## **About Beauty and Health Institute**

### **Background**

Beauty and Health Institute is the doing business as (DBA) name for Electrolysis Institute of Tampa, Inc., which was incorporated as a post-secondary vocational school on April 14, 2006, by Rita Kruse and Don Kruse. The school accepted its first students on December 16, 2006 and graduated its first class in February 2007. The school's name was changed to Beauty and Health Institute in 2009 to reflect its broadening array of educational offerings. It operates as a privately held business corporation subject to the educational standards and requirements of the Florida Commission for Independent Education, Florida Department of Education.

The Beauty and Health Institute's three post-secondary occupational education programs: Electrolysis, Facial/Skin Care Specialist, and Medical Aesthetician. Graduates are awarded certificates and help in preparing for applicable state licensing exams. The school also provides continuing education classes that enable professionals to refresh and expand their skills and maintain their licenses. The school operates on a 12-month calendar system with programs. A full-time student's course load is 30 hours per week.

The Beauty and Health Institute uses a combination of traditional instructional techniques, including classroom lectures, hands-on lab/equipment training, and work-based activities to prepare students for gainful employment in their chosen professions. Continuing education is delivered using the same instructional methods. The school does not currently offer distance education exclusively. Anytime distance learning is implemented, it has already been approved by the Commission of Independent Education (CIE). Distance learning may be implemented due to the following reason (but not limited to): state of emergency orders (i.e. pandemics, hurricanes, etc.)

Generally, all curriculums include and make available digital media resources that students may use in class or at home to enhance their skills and knowledge. Beauty and Health Institute does not discriminate based on race, creed, color, sex, age, disability, or national origin.

### **Licensure**

Beauty and Health Institute is licensed by the Florida Commission for Independent Education, Florida Department of Education-License #3416. Additional information may be obtained by contacting the Commission at the following address:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 Main Line  
(888) 224-6684 Toll Free  
Institutional Data ID No.: 3416  
Name: Beauty & Health Institute

### **Mission Statement**

Beauty and Health Institute's mission is to provide training at a level that allows each student to achieve his/her highest occupational potential in the fields of beauty, health, and electrolysis. Beauty and Health Institute programs meet all standards set forth in the Rules and Statutes of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology; the Florida Department of Health, Medical Quality Assurance; and the Curriculum Frameworks and Program Standards of the Florida Department of Education. The school's training provides the foundation necessary for students to pass the Florida Department of Health and Florida Electrolysis Council License Exams.

**Faculty**

Institutional Data			ID No.: 3416		
Name: Beauty & Health Institute					
			Type:	License Number:	Exp. Date:
<b>Educators:</b>					
Hunt, Cathy	Facial/Skin Care Specialist, Medical Aesthetician (Facial skincare portion)	AA in Social Services Naugatuck Valley Community College, CT Flagler Technical Institute, Palm Coast, FL	Facial Specialist	FB9737227	10/31/2021
Pysz, Jennifer	Electrolysis, Medical Aesthetician (Electrolysis portion)	Diploma- Medical Aesthetician BHI, Tampa, FL	Electrologist Facial Specialist	EO2733 FB9746040	05/31/2022 10/31/2022
Stetsko, Olga	Electrolysis, Medical Aesthetician (Electrolysis portion)	Diploma-Electrolysis and Laser Specialist, BHI, Tampa, FL	Electrologist	EO1286	05/31/2022
Kruse, Rita	Electrolysis Substitute	Diploma - Electrolysis Institute of Orlando Certificate - Manhattan Cosmetology School of Philadelphia, PA	Full Spa Specialist	FS899183	10/31/2021
Marrero, Bianca	Facial/Skin Care Specialist, Medical Aesthetician (Facial skincare portion)	Diploma - Beauty and Health Institute, Tampa, FL	Facial Specialist	FB9747044	10/31/2022
Kaman, Brittany	Facial/Skin Care Specialist, Medical Aesthetician (Facial skincare portion)	Diploma- Medical Aesthetician BHI, Tampa, FL	Facial Specialist Electrologist	FB9757222 EO3362	10/31/2021 05/11/2022
<b>Administration:</b>					
Don Kruse	CEO				
Tali Arviv	Vice President	MD, Ross University, Miami, FL	Medical Doctor	ME118886	01/31/2022
Sunny Moroz	Director	AA in Arts, Hillsborough Community College, Tampa, FL			
Yana Shtrak	School Administrator	MBA in International Hospitality & Tourism Management, Schiller International University, Tampa, FL			
Alissa Baron	Student Affairs	Bachelor's in English, University of South Florida, Tampa, FL			

## **Organization**

### **Campus Facility**

Beauty and Health Institute is located in Lexington Plaza in the fast-growing Westchase district of Tampa, Florida. The school's 5,000-square-foot facility features modern instructional and training space, including seven classroom/lab/practice/storage rooms, a library, a student lunch/break room, four restrooms, and administrative offices. Instructional space is furnished with up-to-date equipment and materials designed to help students learn and practice the very latest techniques. A complete list of the school's instructional equipment is available at the office.

Beauty and Health Institute is in compliance with relevant local safety and health standards. The fire extinguishers, as well as the fire exit plan, are inspected on a regular basis. Safety and health standards are available and accessible to all students.

### **Drug-Free/Smoke-Free Policy**

Beauty and Health Institute is a drug-free, smoke-free environment. Smoking or vaping on campus will not be tolerated. Furthermore, the school has zero tolerance for drugs and alcohol for any individual on the school property. No student or employee may be on the school site under the influence of alcohol or drugs at any given time. Use or possession of alcohol, drugs, or any other illegal substances on site is grounds for termination/dismissal.

The school is in compliance with federal government regulations for a drug-free workplace for students and employees. Any student or employee caught possessing, using, or distributing any illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency for arrest.

### **Campus Security**

Beauty and Health Institute has designated Donald Kruse, President, as the contact person for any issues relating to campus security. Sunny Moroz, Director, is designated as the contact person if Mr. Kruse is unavailable. Beauty and Health Institute, Tampa Campus, refers all campus law enforcement issues to the Hillsborough County Sheriff's office as the school does not have private campus security personnel. Campus security statistics are provided each year. If any crime listed below is observed or if any person reveals that he/she learned of or was the victim of, perpetrator of, or witness to any crime listed below, immediately inform any staff member; an incident report should be completed. This applies to crimes in the building or in the parking lot of the school.

Crimes that should be reported are as follows: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; all hate crimes involving bodily injury; and all liquor, drug, or weapons law violations. If you are in doubt as to whether a crime should be reported, please report the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability. It is important that any crime is reported in a timely fashion. Never hesitate to report a crime.

### **Weapons Policy**

Possession of a weapon of any kind for any reason by anyone on Beauty and Health Institute campus is strictly prohibited. No knives, guns (pistols or rifles), bomb materials, bows and arrows, bazookas, stun guns, fireworks, or anything that could be deemed a weapon by legal authorities are permitted on campus, and campus is defined as parking lot and buildings. Violation of this rule will result in immediate termination and notification of the appropriate authorities. Any student, faculty, or staff member who sees or hears of anyone on campus with a weapon is urged to notify the office immediately.

## **Hate Crime Reporting**

Current federal regulations require institutions to report as a hate crime any occurrence of criminal homicide; sex offense; robbery; aggravated assault; burglary; motor vehicle theft; arson, larceny-theft; simple assault; intimidation (bullying); destruction, damage, or vandalism of property; and any other crime involving bodily injury to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to their instructor(s) or directly to the administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to the director.

Beauty and Health Institute believes that persons willing to apply themselves, work hard, and learn new techniques can achieve success in any field. Our curriculum is provided in a format that promotes student success in the classroom and the workforce. To support this vision, Beauty and Health Institute strives to:

- Ensure that all students reach graduate status and find employment in their field of study.
- Provide an atmosphere where learning is the focus of all activities.
- Create desire in students and graduates to become life-long learners.
- Improve the community served by creating a desire in students and graduates to respond to community needs by giving back as members of society and ambassadors of their profession.

## **Discrimination**

Beauty and Health Institute does not discriminate based on race, creed, color, sex, age, pregnancy, parental status, disability, or national origin.

## **Sexual Harassment/Hazing**

The school will not tolerate harassment or hazing of any sort. Sexual harassment includes unwelcome sexual advances, offensive comments, gestures, or physical contact of a sexual nature by students or staff. Harassment based on age, race, color, religion, national origin, pregnancy, parental status, or disability also will not be tolerated, nor will hazing (defined as harassment, abuse, or humiliation of any other sort). Harassment or hazing may result in al. Anyone believing they have suffered harassment or hazing should report the offense immediately to school administration. Students who are terminated for harassment or hazing will not receive a tuition refund.

## **Admissions**

### **Basic Admission Requirements**

Individuals requesting admission or accepted into any program at Beauty and Health Institute must meet and follow all of the below requirements:

- Must be at least 18 years old (Minimum 16 years old for the Facial Skincare program).
- Must possess a valid Florida driver's license or Florida identification card and present a copy at enrollment.
- Must possess a social security card and present a copy at the time of enrollment.
- Must possess a high school diploma or GED and present a copy at the time of enrollment.
- Must demonstrate good manual dexterity (full use of hands and fingers).
- Must be willing to accept and perform treatments/services such as (but not limited to): Facials, Electrical Devices, Laser Treatments, Hair Removal/Waxing, Makeup Application, Electrolysis, etc. while enrolled in any program.
- Must have good communication skills and demonstrate basic English proficiency.
- Must have a tour of the school prior to enrolling into any of the programs.

- All applicants who live within the state of Florida, must come in person for tours and/or enrollment appointments. BHI will not offer virtual/phone tours and/or enrollment appointments unless the applicant lives out of state.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by administration, must submit an entrance essay, must submit a signed enrollment agreement and all required documents, and must agree to the student code of conduct and all other policies as stated in this Catalog. If the school determines that the applicant has violated any of the Student Code of Conduct policies during the admissions process (i.e. tour/enrollment/orientation), admission will be denied to the applicant. If an applicant does not have the required documents, their enrollment is subject to cancellation.

Students whose native language (first language) is not English must Admissions aware. Admissions will decide if the student is competent (adequate for the purpose) in English. Students that appear to have a problem reading, speaking, and/or writing English will be asked to take the Test of English as a Foreign Language (TOEFL) Test. The school requires the Internet version of the TOEFL. The student must pass the test with a minimum score 80 on the internet-based test and 550 on the paper TOEFL exam, or 6.0 on the IELTS.

All high school diplomas/transcripts or GED's must be in English if its contents are in another language, translation and verification from an approved organization will be required before admission. All students enrolling in Medical Aesthetician and/or Electrolysis and Laser Course must have high school diplomas/transcripts translated and evaluated by an approved organization if not originally obtained in the US.

- Pregnancy will limit the student's ability to participate in certain modalities during lab.
- If a student has any condition(s) knowingly or unknowingly that may adversely affect their education or ability to participate in certain modalities, he/she understands that they are enrolling at their own discretion.
- Beauty and Health Institute does not discriminate based on race, creed, color, sex, age, disability, or national origin.
- Students who request/require additional learning assistance to complete the program must provide documentation from their physician prior to enrollment stating what accommodations are needed. The documentation must include that the student is able to complete the program in its entirety or state the student's limitations.

### **Student Modality Requirements**

Students must be willing to accept and perform treatments/services such as (but not limited to): Facials, Electrical Devices, Laser Treatments, Hair Removal/Waxing, Makeup Application, Electrolysis, etc. while enrolled in any program. Students are expected to have of knowledge of the four main different skin types. Students are required to perform services and treatments on multiple skin types by partnering with other students in the classroom. Students who are not willing to participate will be re-enrolled or will be advised to withdraw or subject to dismissal.

### **Financial Requirements**

Students must submit a completed and signed Enrollment Agreement and pay all base registration fees prior to being accepted into any program. Unfortunately, financial assistance is not available. The school does participate with a few different financing loan companies for those who qualify. Please refer to the BHI website for application procedure or contact the administration for more details. Students are financially responsible for all courses not officially dropped by the deadline.

### **Denial of Admissions**

The school reserves the right to deny admission to a prospective student if one or more of the admissions requirements are not met. If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to

school administration. The school administration will make the final judgment as to the denial based on the school's published policies. The school will maintain a record of any applicant for at least 12 months.

### **Class Size**

The average class size is twenty-four (24) students to one (1) instructor, with one student assigned to each workstation.

### **Open Enrollment**

The school does have an open enrollment policy with specific start dates for each program. The programs are semester based for both the full time and part time schedules.

### **Start Dates**

Students must begin class on the specified semester start date listed in this enrollment agreement, unless prior approval has been given by Administration, in writing, and a new start date has been designated.

New students can submit a request to change their start date no later than 2 weeks prior to the start of class. If approved by administration, it will result in an additional \$150 registration fee charge.

If a student is going to be absent during the first 60 hours of beginning a class (2 weeks of class for full time schedule and 3 weeks for part time schedule), they will need to be re-enrolled for another semester based on availability. The same schedule may not be guaranteed. Please refer to the website for class start dates.

### **Program Changes**

If a student is enrolled in a program and decides to change to another program, a re-registration fee of \$150 will apply.

### **Withdrawal Policy (Prior to Starting)**

Withdrawals that occur after three (3) business days of signing the enrollment agreement, but before the first day of class, will result in a full refund of all monies paid, minus the registration fee and any fees for books, supplies, and materials. The student cannot guarantee that there will availability in the next semester.

### **Full-Time/Part-Time Status**

- Full-Time Students: Five (5) classes each week for six (6) clock hours per class = thirty (30) clock hours per week.
- Part-Time Students: Four (4) classes each week for five (5) clock hours per class = twenty (20) clock hours per week.

After enrolling and signing a contract, a student is not able to switch their schedule. If there are extenuating circumstances, Administration will determine on a case by case basis.

### **Graduation Requirements**

Once a student has met all the below requirements, they will receive all certificates of completion for the program in which they enrolled.

To be eligible for graduation, a student must:

- Complete all the required clock hours in the program
- Pass all written and practical exams and complete all clinical (hands on) requirements



- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school
- Provide all required documentation

All students who have completed their required clock hours by their program’s contracted end date will receive their program certificates and graduation paperwork on graduation day.

Any students who have not completed their required program clock hours will not be given any certificates or paperwork until all hours have been completed. Once hours are completed, students will be able to pick up their certificates on the next business day during a pickup window from 10 AM until 4 PM. If they are unable to pick up their certificates, the school will mail all program certificates and paperwork to the student.

If students are not completed with their required hours by the contracted end date and/or graduation date, they may be required to stay additional days to complete hours. The student will be given available make up days by Administration. Regardless of how many hours a student may need to complete their program hours, they will be required to stay the full day.

**Academic Calendar, Observed Holidays, and Hours of Operation**

The academic calendar follows the calendar year (January through December).

**Observed Holidays:**

New Year’s Day	Good Friday	Columbus Day
Martin Luther King, Jr. Day	Memorial Day	Veteran’s Day
President’s Day	Fourth of July	Thanksgiving Break
Spring Break	Labor Day	Christmas Break

**\*\*Other/Additional holidays may be announced\*\***

**School Hours of Operation**

Office Hours	Monday – Thursday	9:00 a.m. to 5:00 p.m. (Friday until 4:00 p.m.)
Day Classes	Monday – Friday	9:00 a.m. to 3:30 p.m.
Evening Classes	Monday – Thursday	4:00 p.m. to 9:00 p.m.

Note: The school reserves the right to alter class schedules, change instructors, change the sequence of instruction, change to include hybrid learning (online distance learning), change class hours, graduation requirements, change any fees, or to make other changes deemed necessary or desirable, giving a notice of change when possible. If the school is closed due to weather or other extenuating circumstances, it may affect the hours of operation.

**Transfer Policy**

**Transferring Hours/Credits to BHI**

No hours will be accepted towards a program unless the student has a license from the state of Florida. Out of state licenses are not accepted toward the programs.

- Cosmetology: Active (current) license plus transcripts from previous school: 60 hours maximum will be accepted towards the Facial Skincare or Medical Aesthetician program. This is approximately \$1,200 deducted from the cost of tuition.
- Facial/Skincare: BHI will accept current Florida Facial Skincare License towards the Medical Aesthetician program. (Potential students will have to take Electrolysis & Laser)

- Electrologist License: BHI will accept active Florida Electrologist License towards the Medical Aesthetician program (Potential students must take Facial Skincare program)
- Full Specialist License: BHI will accept active Full Specialist License towards the Medical Aesthetician program. (Potential students must take Electrolysis & Laser program)

### **Transferring Credits to Other Institutions**

The transfer of credits from Beauty and Health Institute to other schools is at the sole discretion of the receiving institution. Students should confirm in advance whether credits will be accepted by another institution in the event they plan to continue their education after leaving Beauty and Health Institute.

### **Transferring License(s) to and from Out of State**

Students seeking to obtain licensure from another State during or after completing their education at the Beauty and Health Institute must do their own research regarding their desired state requirements. Beauty and Health Institute will not be responsible for counseling students on the license requirements for other states nor do we offer endorsement for students transferring their license to Florida.

### **Tuition and Fees**

#### **Electrolysis & Laser Program Cost – 320 Clock Hours**

Tuition	\$ 7,950
Registration Fee (non-refundable)	\$ 150
Books and Materials (non-refundable)	\$ 450
<b>Total Program Cost</b>	<b>\$ 8,550</b>

#### **Facial/Skin Care Specialist Program – 320 Clock Hours**

Tuition	\$ 7,500
Registration Fee (non-refundable)	\$ 150
Books and Materials (Text & Supplies) (non-refundable)	\$ 350
<b>Total Program Cost</b>	<b>\$ 8,000</b>

#### **Medical Aesthetician Program – 640 Clock Hours**

Tuition	\$ 14,000
Registration Fee (non-refundable)	\$ 150
Books and Materials (Text & Supplies) (non-refundable)	\$ 800
<b>Total Program Cost</b>	<b>\$ 14,950</b>

#### **Replacement Books and Material Fees**

Milady Standard Esthetics: Fundamentals, Workbook for Professional Estheticians, & Facial Skincare Supplies	\$350
Milady's Hair Removal Techniques: A Comprehensive Manual & IBEC Study Guide: Electrology plus Laser	\$450

## **Other Costs**

Students are required to purchase school uniforms, which are scrubs and closed toe shoes. The student may also be required to have a laptop or tablet. These items are not included in the cost of tuition.

## **Payment Options**

Below is a list of financial loan options for those who qualify:

**Meritize** – This option allows \$0 down but is subject to a credit check. The application is in our website. Approval is required prior to enrolling.

**TFC Financing** – This option requires no credit check. Students are automatically approved with a 20% down payment for the cost of the program. For those financing, beyond length of program, then you are subject to a 15% fixed interest and must pay by ACH.

**TFC Cash Payment** – Full cost of program is paid by graduation. Your first monthly payment is the down payment, no credit check is required.

- Students paying by ACH withdrawals – No interest or processing fee
- Students paying by Credit/Debit cards – A 3% processing fee will apply

## **Financial Aid**

Title IV financial aid is currently not available.

## **Educational Programs**

### **General Curriculum**

Each program has a curriculum that encompasses the expected current standards of the aesthetics industry. Periodically each curriculum is reviewed and updated as the industry advances. Each student is provided with a program curriculum that they will be trained on while enrolled in the school. Should any changes or updates be made to any of the programs, previous students should have the understanding that the industry is constantly evolving as time progresses and they may have been taught slightly different material. Beauty and Health Institute will not be responsible for re-training past students on updated material as it is the student's responsibility to keep up with evolving industry standards after graduation.

### **Program Identification and Prefixes**

Each program is identified by an alpha prefix and courses within that program are identified by the same prefix. The school does not participate in the Florida Common Course Numbering System. The alpha prefixes and course identification numbers used by the school are not meant to indicate that the programs and courses we offer are transferable within the Florida Common Course Numbering System.

<b><u>Programs</u></b>	<b><u>Prefix</u></b>	<b><u>Total Clock Hours</u></b>
Electrolysis & Laser	EL	320
Facial/Skin Care	FAC	320
Medical Aesthetician	MA	640

## **Electrolysis & Laser – 320 Clock Hours – Diploma Program**

The program's objective is to prepare students to meet the educational requirements set forth by the Florida Department of Health, Electrolysis Council Rule, Chapter 64B8-53, FAC. Upon successful completion of this program, students are prepared to sit for the Florida Department of Health, Electrolysis Council's Licensing Exam and after passing the exam, be employed as a licensed electrologist.

### **Program Description & Objectives**

The program follows the curriculum concepts listed in the Florida Department of Health, Electrolysis Council Rule, and Chapter 64B8-53. The program includes hair removal skills and techniques by providing students a hands on-practical learning experience in the classroom and/or spa rooms under the supervision of a qualified Florida licensed Electrolysis & Laser instructor. Practical learning is correlated with didactic instruction. One hundred and twenty (120) clock hours of instruction will be in theory (academic instruction), and two hundred (200) clock hours will be in a clinical application setting.

The curriculum includes legal and ethical responsibilities, verbal and written communication, principles of office management, patient physical comfort, sanitation and safety functions, principles of electrolysis techniques, principles of infection control (HIV/AIDS and hepatitis), systems of the body, biology of hair growth, understanding and following the client's plan of care, principles of client assessment, and a review for the State License Exam. Training will be limited (by Council Rule) to only universally accepted procedures of electrolysis.

### **Electrolysis & Laser Program Breakdown by Course**

The program breakdown by course listed below meets the standards set forth in Rule 64B8-53.002, FAC, Curriculum Standards for Electrolysis & Laser Training Programs.

<b>Theory: 120 Clock Hours</b>		<b>Hours</b>
EL-101	Introduction to Electrolysis	15
EL-102	Use of Electricity in Hair Removal	5
EL-103	Laser and Light-Based Hair Removal Physics	5
EL-104	Laser Safety and Precautions	5
EL-105	The Integumentary System	6
EL-106	The Circulatory and Nervous Systems	6
EL-107	The Endocrine System and Diseases	6
EL-108	The Biology of Hair Growth	10
EL-109	Skin Assessment	20
EL-110	Blood-borne Pathogens (HIV/AIDS, Hepatitis)	5
EL-111	Microbiology of the Skin	7
EL-112	Clinic and Office Management	5
EL-113	Florida Statutes and Rules for Electrolysis	5
EL-114	Consultations	20
<b>Clinical: 200 Clock Hours</b>		
EL-115	Probe holder and Forceps Skills	5
EL-116	Insertions	15
EL-117	Sanitations/Sterilization Procedures	10
EL-118	Laser and Light-Based Equipment Training	15
EL-119	Thermolysis Equipment Training	10
EL-120	Blend/Galvanic Equipment Training	10
EL-121	Client Pre/Post Treatment	10
EL-122	Client Assessment	15
EL-123	General Treatment Procedures (All Modalities)	80

EL-124	Consultations (Clinical)	15
EL-125	Visuals/Library	5
EL-126	Review/Exam Preparation	10
<b>Total Hours</b>		<b>320</b>

## **Electrolysis & Laser Standards**

If a student should fail the State of Florida Electrolysis Exam given by the Florida Electrolysis Council, the student will be permitted to return to the school for ten (10) additional clock hours of tutorial training at no cost to the student. The Beauty and Health Institute offers an Electrolysis & Laser program that prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-52 and 53, FAC. Upon successful completion of the program, the student is prepared to sit for the Florida Electrolysis Council Exam to become licensed as a Florida licensed electrologist. The program prepares student with 120 clock hours of classroom training (theory), and 200 clock hours of instruction in a clinical setting (lab applications). The classroom and lab training are given under the supervision of an electrologist licensed by the state of Florida.

## **Facial/Skin-Care Specialist – 320 Clock Hours – Diploma Program**

The program objective is to prepare a student for an entry-level position as a licensed facial/skin-care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facial Specialist Certification from the Florida Board of Cosmetology.

### **Program Description & Objectives**

The program is designed to meet the educational requirements set forth by the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology.

The program focuses on broad, transferable skills and stresses understanding and the ability to demonstrate the elements of planning, management, and finance essential in the cosmetology industry alongside the technical and production skills underlying such principles as labor, community, health, safety, and environmental issues.

The program includes 75 clock hours of classroom (theory/didactic) instruction and 245 clock hours of instruction in a clinical setting (lab applications). The latter includes 40 clock hours of facial services, which are defined as services involving manipulation (massage) of a client's face by hands-on or electrical techniques. The services performed by the student include techniques involving skin care and hair removal.

The basic program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards. The program includes instruction in communication, leadership, human relations and employability, safe and efficient work practices, Florida cosmetology laws and rules, acquisition of knowledge of the facial/skin-care specialist and related chemistry, bacteriology, anatomy and physiology, art of makeup, and development of skills in performing manipulative and electrical techniques required in the practice of a facial/skin-care specialist.

Upon successful completion of 320 clock hours of instruction designed to meet the learning objectives set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G522.006(2), FAC, The Beauty & Health Institute will issue a diploma in the specialty of facials. The services that are required by Rule are facials that include skin care and hair removal. In accordance with Florida statute 477.0201, the graduating student (with the help and direction of the Beauty and Health Institute), will contact the Florida Board of Cosmetology, complete the necessary forms, present the diploma as proof of completing the 320 clock hours of the Facial/Skin-Care Specialist Program, pay the Florida Board of Cosmetology's initial registration fee, and will be registered by the Board of Cosmetology to practice as a licensed facial/skin-care specialist.

## Facial/Skin-Care Specialist Program Breakdown by Course

The program breakdown by course listed below is designed to meet the standards set forth in Rules 61G5-22.004(2), 61G5-22.005(2), and 61G5-22.006(2), FAC, and the completion of forty (40) clock hours of facial services. The program follows the standards set forth in the Curriculum Frameworks and Program Standards for Facial/Skin-Care Programs.

<b>Theory Breakdown:</b>		<b>BHI Curriculum: 193 Hours</b>	<b>FL State Requirements: 149 Hours</b>
FAC-101	Florida Laws and Rules	10	4
FAC-102	HIV and AIDS	8	4
FAC-103	Sanitation	10	10
FAC-104	Ethics	4	2
FAC-105	Basics of Electricity	8	2
FAC-106	Facial Techniques and Contraindications	60	50
FAC-107	Product Chemistry	8	8
FAC-108	Hair Removal	5	5
FAC-109	Makeup	2	1
FAC-110	Skin Theory, Disease and Disorders of the Skin	78	63
<b>Clinical Breakdown:</b>		<b>BHI Curriculum: 127 Hours</b>	<b>FL State Requirements: 71 Hours</b>
Facials (All Four Skin Types)		40	30
Set up, Use, and Maintenance of Electrical Devices		2	1
Hair removal (Tweezing, Waxing, Threading, and Sugaring)		10	10
Makeup Application		10	10
Lash and Brow Tinting		5	2
Eyelash Application		12	12
Manual Extractions		6	6
Other Services		42	N/A
<b>Total Hours</b>		<b>320</b>	<b>220</b>

## Facial/Skin-Care Specialist Standards

Beauty and Health Institute offers a facial/skin-care specialist program that prepares students to meet the educational requirements of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology Rules, Chapter 61G5-22.004(2), 61G5-22.005(2), 61G5-22.006(2), FAC. The program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards. The classes, lab training, and services are under the supervision of a cosmetologist license in the state of Florida.

## Medical Aesthetician – 640 Clock Hours – Diploma Program

### Program Description & Objectives

The objective of the Medical Aesthetician Program is to prepare students for entry-level positions as licensed medical aestheticians. Upon completion of the program, students will have the knowledge required for success on the credentialing examination of their choice as well as skill competencies sought after in the field of medical aesthetics.

The Medical Aesthetician Program is focused on teaching broad, transferable skills and stresses understanding and demonstration of the elements of skin care, including hair removal through electrolysis and laser techniques as

well as facial services including makeup techniques. The program follows the curriculum concepts listed in the Florida Department of Health, Electrolysis Council Rule, Chapter 64B8-53 and the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology.

The program blends theory with skills in a simulated laboratory setting under the supervision of qualified instructors licensed by the state of Florida. Clinical and simulated laboratory learning is correlated with didactic instruction.

The program includes but is not limited to human relations and employability, legal and ethical responsibilities, principles of infection control (HIV/AIDS and hepatitis), first aid, verbal and written communications, principles of office management, client physical comfort, sanitation and safety functions, anatomy and physiology, principles of electrolysis techniques, biology of hair growth, understanding and following clients plan of care, principles of client assessment, and a review for the state licensing examinations. Electrolysis-specific training will be limited, per Council Rule, to only universally accepted procedures of electrolysis. The facial/skin-care component follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards and includes Florida cosmetology law and rules, acquisition of knowledge of facial/skin care and related chemistry, bacteriology, art of makeup, and development of skills in performing the manipulative and electrical techniques required in the practice of a facial/skin-care specialist.

In accordance with Florida statute 477.0201, Beauty and Health Institute will assist the graduating student in contacting the appropriate credentialing agency to complete the necessary forms required for application for licensure. The school will provide a diploma as proof of completing the program with the required number of clock hours.

### Medical Aesthetician Program Breakdown by Course

	<b>Theory and Clinical Breakdown:</b>	<b>Hours</b>
MA-101	Introduction to Electrolysis	15
MA-102	Use of Electricity in Hair Removal	5
MA-103	Laser and Light-Based Hair Removal Physics	5
MA-104	Laser Safety and Precautions	5
MA-105	The Integumentary System	6
MA-106	The Circulatory & Nervous Systems	6
MA-107	The Endocrine System & Diseases	6
MA-108	The Biology of Hair Growth	10
MA-109	Skin Assessment	20
MA-110	Blood Borne Pathogens (HIV/AIDS, Hepatitis)	5
MA-111	Microbiology of The Skin	7
MA-112	Clinic & Office Management	5
MA-113	Florida Statutes & Rules for Electrolysis	5
MA-114	Consultations	20
MA-115	Probe Holder & Forceps Skills	5
MA-116	Insertions	15
MA-117	Sanitation/Sterilization Procedures	10
MA-118	Laser and Light-Based Equipment Training	15
MA-119	Thermolysis Equipment Training	10
MA-120	Blend/Galvanic Equipment Training	10
MA-121	Client Pre/Post Treatment	10
MA-122	Client Assessment	15
MA-123	General Treatment Procedures (All Modalities)	80
MA-124	Consultations (Clinical)	15
MA-125	Visuals/Library	5
MA-126	Review/Exam Preparation /Electrolysis	10
MA-127	Introduction to Facial/Skin Care	20
MA-128	Safe, Sanitary, and Efficient Work Practices	15

MA-129	Science of Grooming and Salon Services	15
MA-130	Florida Laws, Rules, and Statutes	10
MA-131	Introduction to Performing Facials	60
MA-132	Facial Manipulation and Related Massage	60
MA-133	The Art of Makeup	15
MA-134	Facial Hair Removal	15
MA-135	The Application of Artificial Lashes	10
MA-136	Professional Development and Employability	10
MA-137	Entrepreneurship and Management Skills	10
MA-138	Required Services/Lab (Facial/Skin Care)	80
<b>Total Hours:</b>		<b>640</b>

## Medical Aesthetician Standards

Beauty and Health Institute offers a medical aesthetician program that prepares students to meet the educational requirements of the Florida Department of Health, Electrolysis Council, and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-52 and 53, FAC, and the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology Rules, Chapter 61G5-22.004(2), 61G5-22.005(2), 61G5-22.006(2), FAC. The program follows the curriculum concepts listed in the Florida Department of Education, Curriculum Frameworks and Program Standards. The classroom and lab training are under the supervision of an electrologist/facial/skin-care specialist licensed by the state of Florida.

## General Student Policies

### Student Code of Conduct

The following code of conduct has been adopted by Beauty and Health Institute to provide its students a pleasant and professional educational environment. The following are reasons that a student may be placed on probation or terminated. Enforcement of the below is subject to Administration's discretion.

- Noncompliance or failure to abide by all school policies as listed in this Catalog, enrollment agreement, and/or Student Code of Conduct
- Unprofessional conduct which might discredit the school
- Use of abusive language or profanity / Argumentative or Confrontational
- Excessive absences or tardiness / Leaving early / Leaving campus while clocked in / Not abiding by appropriate break times
- Cheating / Stealing / Theft / Dishonesty / Forgery / Plagiarism
- Bringing a firearm to school
- Harassment / Violence / Discrimination / Bullying / Intimidation (of any kind)
- Willful destruction of school property or another student's property
- Smoking or use of alcohol or illegal substances on school property
- Personal use of telephone or laptop during class (unless authorized by the staff)
- Verbal, physical, or mental abuse
- Not utilizing time to the fullest in class (i.e. sleeping, talking)
- Failure to maintain sanitary and proper sterilization procedures
- Disturbance that interferes with the concentration of other students
- Lack of respect for the instructors, administration, and/or other students (ex: shouting, cursing, etc.)
- Failure to follow directions given by instructor and/or administration
- Failure to pay tuition/fees
- Possession, use, or sale, of any illegal substance or alcohol on school property



- Lack of knowledge or ability to be taught minimum requirements
- Failure to comply with decision or action of management regarding any school policies

### **Student Responsibilities**

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing Beauty and Health Institute.
- Any books or materials that are lost or need to be replaced will be at the student's expense.

### **Dress Code and Hygiene (Hair & Nails)**

Students are expected to abide by all school, county, and State of Florida rules pertaining to hygiene and sanitation and should always be well groomed. Nails should be kept short and clean to allow students to participate in hands on training. Hair should be worn up or back from the face while students are performing services.

Students must wear the appropriate uniform during class. The required uniform is medical scrubs and closed toe shoes. The guidelines for the uniform are:

- Scrubs may be any color except neon (although black is preferred).
- The top and bottom scrubs must match.
- No logos, writing, or animation is permitted on the scrubs.
- No pullover sweatshirts, hoodies, ponchos, hats, beanies, etc. are permitted.
- Students are permitted wear long sleeves under their scrub top. It must be a solid color.
- Shoes must be closed toe and comfortable.

### **Cell Phone Policy**

The possession and use of a cell phone or other electronic devices are welcomed at BHI according to the following guidelines:

- Electronic devices are welcomed on breaks
- Should be set to "silent" and kept out of sight in an inconspicuous location
- Only used in the classroom when part of the instructor's lesson activities

### **Attendance Policy**

Students are required to complete 100% of the total hours in the program. Attendance is taken daily. At all times, students must maintain 87% attendance on average. Students who are absent for legitimate reasons must provide appropriate documentation. Students are responsible for keeping track of their own hours.

### **Maximum Absent Days**

Students are only able to miss a certain number of days for each program. The number of days that a student can be absent is based on the average number makeup days per month. If a student has planned time off, they should sign up for makeup hours immediately. The available makeup days decrease each month. If students are absent more than the maximum number of days, they may be in violation of the attendance policy, may be subject to disciplinary action, may be re-enrolled for another semester, or may only be provided weekend make up days in order to graduate. Administration may also place the student on Leave of Absence if the student is absent for more days than are available to make up. For any absences due to COVID-19, the student's enrollment contract will only be extended for the amount of days the student was absent due to quarantining. Any other absent days will be counted against the student's scheduled hours. Students are expected to utilize all weekend make up classes prior to their contract being extended.

<b>Full Time Schedule</b>			
<b>Program</b>	<b>Program Length</b>	<b>Maximum Days Absent</b>	<b>Maximum Hours Absent</b>
Electrolysis & Laser	11 weeks	5 days	30 hours
Facial Skincare	11 weeks	5 days	30 hours
Medical Aesthetician	22 weeks	10 days	60 hours

<b>Part Time Schedule</b>			
<b>Program</b>	<b>Program Length</b>	<b>Maximum Days Absent</b>	<b>Maximum Hours Absent</b>
Electrolysis & Laser	16 weeks	6 days	30 hours
Facial Skincare	16 weeks	6 days	30 hours
Medical Aesthetician	32 weeks	12 days	60 hours

### **Attendance Guidelines**

- Students are required to complete 100% of the total hours in the program.
- Students enrolled in MA must complete all hours in the first half of the program before starting the next half of the program.
- If enrolled in MA, the next portion of the program will start the following semester after the student finishes the first half of the program.
- Attendance is taken daily.
- At all times, students must maintain 87% attendance on average.
- Students who are absent for legitimate reasons must provide appropriate documentation.
- Students are responsible for keeping track of their own hours.
- Students are only able to miss a certain number of days for each program.
- Students can only make up time on the assigned Saturday make up days.
- Students who miss more days than available make up days, will be dismissed or placed on LOA per Administration's discretion based on the excused/unexcused absences policy.
- Students should not be on campus outside of their scheduled class hours. Exceptions are made based on Administration's discretion. For example, if a student wants to receive a service, they should contact Administration first to receive approval.)

### **Clocking In & Out Policy**

All programs are based on clock hours as opposed to credit hours. One clock hour is 50 minutes in the presence of a qualified instructor. The school uses decimal time to record the minutes.

If any student clocks in early, it will not result in additional time being counted. The hours toward the program will start at the commencement of class. Clocking in early will automatically round your time to the class start time. If any student stays past the end of class, it will not result in additional time being counted and the time will be rounded down. Students are expected to be present from the start of class until the class ends.

### **Tardiness / Truancy / Leaving Class Early**

Students are expected to be in class for the full length of class. Tardiness is considered being over 15 minutes late to class. If a student is tardy five times, they are subject to being dismissed from the school.

Students who leave class before the scheduled class end time will be reported as truant. Anytime a student arrives to class late or leaves class early, it should be approved by the instructor or Administration. The minutes/hours

missed are expected to be made up by signing up for Saturday makeup classes. Unexcused absences will be subject to the makeup hour fee. Students are expected to sign up for the next available makeup class on the website.

The first time a student is tardy, they will receive a warning email from the school. The second tardy and any after, will result in the student receiving formal tardy warning letters. A student can only receive up to three (3) formal tardy warning letters before they will be dismissed from the school. If a student is tardy the fifth time, they will receive a letter of dismissal.

If the tardy is excused, the student will not be written up. Excused tardies should be approved in advance by Administration. Administration has the sole discretion regarding student probation or dismissal. Students who are dismissed for excessive tardiness or excessive absenteeism as defined in this catalog will not receive a refund of tuition monies paid.

All students are given a 15 minute grace period before they are considered tardy. However, the 15 minute grace period does not mean any time is counted toward their program. It only means that the student will not be considered tardy until the clock is 15 minutes or more past the beginning of class. Any missed minutes are expected to be made up and the 15 minute grace period does not allow this time to be waived on the student's time clock.

Example 1:

Time In	Time Out	Total
04:06 PM	09:00 PM	4.90

For example 1, the student is scheduled for class at 4:00 PM. The student clocked in 5 minutes late, so they did not get the full 5 hours for the class. The student is not considered tardy since they are under the 15 minute grace period. However, the minutes they were late will need to be made up as they accumulate. Over time, this can add up to hours missed and will result in not graduating on time.

Example 2:

Time In	Time Out	Total
04:24 PM	09:00 PM	4.60

For example 2, the student is scheduled for class at 4:00 PM. The student clocked in 24 minutes late. They are past the 15 minute grace period and will receive a warning. The student will not be written up unless they are late twice in one week or eight times total. In addition, they did not receive the full 5 hours they were scheduled. Therefore, they will need to makeup this missed time.

**\*\*\*Student must complete 100% of the clock hours of the program they are scheduled in. Any missed minutes or hours will need to be made up in order to graduate from the program.\*\*\***

### Scheduled Breaks

Students are given a 30 minute meal break for both the full time and part time schedule. No other breaks are permitted, and students should be in the classroom at all times. Students are not permitted to leave campus other than for the 30 minute meal break. If any student leaves campus without clocking out, Administration will manually clock them out and they will not receive credit for the time they were off campus.

### Leave of Absence (LOA) & Absent Days

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program when a student is not in academic attendance. Student's may not arbitrarily decide to "take" a leave of absence. A Leave of Absence can be granted in cases of emergency or medical problems

with doctor notification, which causes attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence for a medical reason will only be permitted with a letter from the student's doctor. If a student is called into active duty for the military, the school will grant a leave of absence.

A student is required to fill out the Leave of Absence form on the BHI website anytime they will be absent from school. This form is used to notify Administration that a student will not be present for their scheduled class. The student must e-sign the LOA request. No Leave of Absence will be approved without the student's e-signature unless the student is medically unable to provide it. In such cases the student will be required to sign the LOA document upon returning to school. Upon returning to school from an LOA, students may be enrolled into a different schedule based on availability.

- An excused absence is defined as: Medical, Legal/Criminal, Obituary
- An unexcused absence is defined as: Any undocumented time missed (vacations, personal, etc.)

If the absence is excused, students must provide documentation to attend makeup days at no additional cost. Excused documentation must include the student's first and last name and the date. The student's scheduled hours will also stop while the student is on LOA that has been approved by Administration.

If the absence is unexcused, the student will be subject to a \$15 per hour makeup fee for every hour absent. All hours missed that are unexcused will count against the student's attendance and scheduled hours. (Starting January 1, 2021, the makeup fee is increased to \$20 per hour.)

### **Failure to Return from LOA**

Failure to return from an approved LOA will result in the student's withdrawal from the program at any time within a two (2) week period without incurring a financial charge for reentry.

Students must provide Beauty and Health Institute any applicable documentation in writing for the appeal to be considered. The student may appeal to an owner within five (5) business days of the dismissal date. The owner will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

### **Major Medical Reasons / Pregnancy**

If a student has a major documented medical reason or any other extenuating circumstances that has discussed with and approved by school administration, the student may be placed on an extended Leave of Absence. In such circumstances, the school will address each issue on an individual basis. The student will be required to sign an enrollment addendum and may be re-enrolled in another semester. Upon the student's return, the student will resume the same payment period and course work.

### **Program Interruptions / Incompletion**

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

### **No Call/No Show Policy**

When a student is absent from school for three (3) or more consecutive calendar days (excluding holidays and scheduled breaks), the school administration will attempt to contact the student to see if the student plans to return to the program or has withdrawn.

The determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn. They must subsequently send the notice of withdrawal in writing.
- If the school attempts to contact the student, relatives, and /or emergency contact, and the student does not respond within ten (10) business days, the student will be considered as withdrawn.
- All students who state they will return must:
  - Attend the next scheduled class after the violation and post positive attendance thereafter
  - File an appeal within five (5) business days after the date of violation
  - Have perfect attendance while the appeal is pending
  - May be charged an additional \$15 per clock hour for the additional faculty time required to allow the student to makeup the missed hours of training and complete the clock hours required for graduation
  - May be charged a \$150 re-registration fee and enrolled in the next semester based on availability and on how much time was missed
  - Will be required to meet with School Administration to discuss corrective action

### **Makeup Hours Policy**

All Beauty and Health Institute's programs are semester based. Students are provided with a graduation date stated in their signed contract. The date given is the official end of semester/program and is student's last day of attendance. The student must complete 100% of the program's clock hours to graduate. If all required hours are not completed by the given graduation date, students will not be issued a certificate of completion. Students are responsible for keeping track of their own hours. Additional days after the graduation date will not be provided (unless deemed necessary by Administration). Students must complete all necessary hours during their assigned semester.

If any hours are missed (which includes tardiness/leaving early), students must register for makeup hours. BHI provides 2 makeup days on average per month. The makeup days are only on Saturdays. The available makeup dates vary and will be posted on the BHI website for registration. Students are required to submit a request for makeup hours online. Unexcused absences will be subject to a fee of \$15 per hour that is missed. (Starting January 1, 2021, the makeup fee is increased to \$20 per hour.)

The makeup fee is waived if the student submits appropriate documentation when requesting makeup hours. The documentation must include the student's first name, last name, and be dated for the time the student missed school. If the documentation is from the weekend, it must state the day(s) the student is permitted to miss school. It will only be considered excused if the return to school date is during the week. All documentation must have a return to school date.

- An excused absence is defined as: Medical, Legal/Criminal, Obituary
- An unexcused absence is defined as: Any undocumented time missed (vacation, personal, etc.)

If the student is unsure what is considered excused or unexcused time, the student should contact Administration for clarification and to see if makeup fee is applicable.

If a student has under one hour of missed time, they do not need to pay to make it up.

### **Makeup Hour Rules**

- Students are only required to stay for the number of hours that they missed.
- Students must clock in and out on Saturday.
- Saturdays are the only available makeup day.

- Students must participate in the class they are making up hours in.
- Students must follow all normal school policies and procedures.
- Students are not allowed to be in the cafeteria for an extended period of time.
- Student must pay again for makeup hours if they do not show up on scheduled day.
- Any students not abiding by the rules will be sent home.

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame. All Beauty and Health Institute's Programs are semester based. Students are provided with an official start date and graduation date stated in their signed contract. The date given is the official end of semester/program and is the last attendance date allowed. This time frame also includes all available Saturday make up days.

Students who have not completed their hours or required coursework by their graduation date, will not be issued a certificate of completion. Additional days after the graduation date will not be provided unless approved by Administration. Students must complete all necessary hours during their assigned semester. If a student misses more time than maximum time frame, they will be withdrawn and reenrolled in another upcoming semester.

### **School Closed**

If the school is closed due to an event beyond the school's control, such as a hurricane, tornado, power outage, etc., opportunities for making up for lost time will be provided at no additional cost. The school will first attempt to provide alternative accommodations (if applicable), and if no substitutions can be made, then students may be sent home without penalty against their hours.

### **Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress policy is consistently applied to all students enrolled at Beauty & Health Institute. It is printed in the catalog to ensure that all students have access online to a copy prior to enrollment.

Satisfactory Academic Progress is measured by:

- The student's cumulative grade point average (CGPA).
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program. Standard Academic Progress (SAP) requirements must be met. SAP is calculated at mid-point of the program.

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period, will 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 SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP, will be placed on warning unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## Evaluation Period

Students are evaluated for Satisfactory Academic Progress as follows:

Program	Total Program Clock Hours	Evaluation Periods for SAP
Electrolysis & Laser	320	160
Facial/Skincare Specialist	320	160
Medical Aesthetician	640	320

## Attendance Progress Evaluations

Students are required to attend a minimum of 87% of the hours possible based on the applicable attendance schedule, 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 Beauty and Health Institute will determine if the student has maintained at least 87% 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.

## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by The Beauty & Health Institute. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must makeup missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

## Grading System

A	100 to 90	Excellent
B	89 to 80	Very Good
C	79 to 70	Good/Acceptable
F	69 or below	Failing
I	Incomplete	F if not made up within 30 days

A student is permitted to retake any failed exam once with the second grade substituting for the first, even if the second grade is lower. An Incomplete will convert to an F if the student does not make-up their work within 30 days.

## Noncredit, Remedial Courses, Repetitions

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

## **Disciplinary Policies**

### **Warning Letters & Probation**

Students who fail to meet minimum requirements for attendance, academic progress, or any other violation listed on the Student Code of Conduct are subject to receiving warning letters. The student will be advised in writing of the violation(s) resulting in the warning letter.

Once a student has received the first warning letter, they begin a period of probation. During the probationary period, the student has five (5) scheduled school days to resolve the issue. If the violation is not resolved within a 5 day probationary period and if any other rules are violated, the student will receive a second warning letter. A student is only able to receive up to three (3) warning letters total per program before they are subject to being dismissed from the school.

If a student is placed on probation due to excessive tardiness or absenteeism and, after the probation period has passed, has met all of the school's requirements (as determined by Administration), the student will be allowed to continue training. If after the probation period has passed the student has not met all the school's requirements, the student will receive another warning letter.

A student can only have three (3) warning letters total for the entire program before they are subject to being dismissed from the school.

### **Dismissal Policy**

Any student, who is dismissed from Beauty and Health Institute due to unsatisfactory progress, may appeal the dismissal to Administration in writing within five (5) business days of the dismissal date. Administration will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted to Beauty and Health Institute; however, the student will follow the same Warning and Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint to be eligible and to remain enrolled at The Beauty and Health Institute.

### **General Grounds for Dismissal**

A student may be dismissed for any one or more of the following reasons:

- Failure to maintain satisfactory academic progress after being placed on academic probation.
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy.
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug/smoking policy, violence, cheating, theft, etc.
- Failure to pay tuition or fees as set forth in the enrollment Agreement Students terminated for any of these reasons will not receive a tuition refund.

### **Dismissal for Poor Attendance**

If a student is dismissed for poor attendance, they have the right to appeal the dismissal in writing. Students must provide any applicable documentation in writing for the appeal to be considered. The student may appeal to school administration within five (5) business days of the dismissal date. School Administration will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

Beauty and Health Institute will consider serious mitigating circumstances such as:

- Death of a relative
- Medical reason(s)
- Criminal/Legal/Jury Duty



## **Dismissal for Violence / Fighting**

If any students are involved in violence of any kind, they will be immediately dismissed from the school and will not be able to continue with their program. Students will be financially responsible and required to pay for all their scheduled hours up until the dismissal date. The dismissal date is automatically calculated as the next business day. Students will be able to receive their transcripts with the status of 'Incomplete' providing they pay their outstanding financial balance. School Administration will report any violence to local law enforcement agencies. Students have the right to appeal the dismissal in writing. Students must provide any applicable documentation in writing for the appeal to be considered. The student may appeal to school administration within five (5) business days of the dismissal date. School Administration will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing.

## **Suspension**

A student may be suspended for up to 30 days for nonpayment of fees or failure to abide by the rules as stated in the Student Code of Conduct. The Student Code of Conduct can be found in the Catalog.

## **Withdrawal Policy**

Students who withdraw must submit the notice in writing. All monies paid will be refunded if the student withdraws within three (3) business days after signing the Enrollment Agreement. Withdrawals that occur after three (3) business days of signing the enrollment agreement, but before the first day of class, will result in a full refund of all monies paid, minus the registration fee and any fees for books, supplies, and materials.

Students that withdraw in good academic standing and attendance will be withdrawing with satisfactory progress. These students shall have up to one year (12 months) from the date of withdrawal to request reentry into a program of study.

Students who withdraw with failing grades and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must have attained a grade average of a C or at least 70% to remain in the program.

Students who withdraw with poor attendance and want to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must maintain 87% attendance to remain in the program.

Withdrawals/Cancelations before classes have commenced through 40% completion of the program will result in a prorated refund on the number of scheduled hours to the total program hours.

Withdrawals/Cancelations after being scheduled or completing more than 40% of the program will result in no refund.

## **Reentry Policies**

### **Dismissal and Reentry**

A student who has been dismissed due to violation of school policies may request reentry to a program by contacting the school administration in writing. The school administration will determine whether the student qualifies for reentry. If a student qualifies for reentry, they must adhere to the Student Code of Conduct upon returning to school and they may apply for part time only. If there are any other Attendance policy violations or Student Code of Conduct violations, the student will be dismissed again without being able to reenter. Furthermore, all the outstanding financial charges will apply and will have to be paid in full upfront together with re-registration fees. Books and material fees may re-apply.

## **Withdrawal and Reentry**

A student who was withdrawn due to personal request in the event of special circumstances qualifies for the reentry within a year of the withdrawal date. A student must contact the school administration to find out the outstanding financial charges and remaining program hours. If a student re-enrolls and their original program has changed, the new enrollment agreement must be signed. The student must also agree to any change in tuition, attendance policies, etc. Students should be aware that only the part time schedule will be offered upon reentry. Registration fees will re-apply. Books/materials fees may re-apply.

## **Refund and/or Cancellation Policy**

### **General Refund Policy**

BHI will issue refunds based on the amount paid to the school. Refunds will be made within 30 days of the termination date. Any balance owed to the school is due immediately. Additionally, any remaining unpaid balance from the student will be considered due immediately, and the student will be held contractually responsible for paying that amount to Beauty and Health Institute regardless of initial payment method.

Students acknowledge and accept the refund policy and terms when they sign an enrollment agreement. When a student requests a cancellation or refund, it will be made according to the following terms:

- Withdrawals / Cancellations must be made in person, by electronic mail, by Certified Mail or by termination.
- All monies will be refunded if the school does not accept the applicant.
- All monies that have been paid will be refunded if the student cancels or withdraws within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee and any fees for books, supplies, and materials.
- Withdrawals / Cancellations after attendance has begun and up to 40% completion of the program, will result in a prorated refund based on the number of hours scheduled to the total program hours.
- Withdrawals / Cancellations after being scheduled or completing more than 40% of the program will result in no refund.
- Termination Date: In calculating the refund due to a student, the termination date is the last date of actual attendance by the student, the last day of attendance if written notification is provided to the school by the student, or the date the school determines withdrawal by a student, or the date the school terminates a student
- Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

### **Scheduled vs. Attended Hours**

Withdrawals / Cancellations after attendance has begun and up to 40% completion of the program, will result in a prorated refund based on the number of hours scheduled to the total program hours.

- MA – 40% of the scheduled hours is 256 hours (8 weeks for full time & 12 weeks for part time)
- EL & FAC - 40% of the scheduled hours is 128 hours (4 weeks for full time & 6 weeks for part time)

Withdrawals / Cancellations after being scheduled or completing more than 40% of the program will result in no refund. Additionally, any remaining unpaid balance from the student will be considered due immediately, and the student will be held contractually responsible for paying that amount to Beauty and Health Institute regardless of initial payment method.

- Scheduled Hours: Hours a student is scheduled from the start of the semester until the day of withdrawal/cancelation excluding any leave of absence time that was properly submitted/documented.

- **Attended Hours:** Hours a student is clocked in and actually present at Beauty and Health Institute. This differs from scheduled hours. The refund calculations are based on scheduled hours.

## **Refund Calculation**

The termination date used for calculating refunds is the last date of actual attendance by the student, the last day of attendance if written notification is provided to the school by the student, or the date the school determines withdrawal by a student, or the date the school terminates a student.

Refund calculations are based on the hourly amount of class hours multiplied by the number of scheduled hours.

The refund calculation is:

Cost of tuition (not total program cost)

Divided by the number of the program hours

Multiplied by the number of scheduled hours

That amount is the “hourly amount” and is then deducted from the cost of tuition to determine the refund.

*Example:*

Tuition:	\$13,000
Books, supplies, materials:	\$800
Registration fee:	\$150
<b>Program cost:</b>	<b>\$13,950</b>

Total program hours: 640

Scheduled hours: 150

$$\$13,000 / 640 \text{ hours} = \$20.31$$

$$\$20.31 \times 150 = \$3,046.50$$

$$\$13,000 - \$3,046.50 = \$9,953.50$$

$$\$9,953.50 \text{ (refund amount)}$$

$$(\text{Payments to BHI}) - (\text{Refund amount}) = \text{Refund given to student}$$

## **Program & Course Cancellations**

**Program Postponements & Cancellations:** (Program is defined as a long training resulting in a license.)

If the school cancels or postpones a program, while the student has a signed enrollment agreement with the school, then the school will do one of the below:

1. Attempt to make other arrangements for the student by offering another program start date and credit amount paid toward that program.
2. Refund all monies paid by the student.

**Course Postponements & Cancellations:** (Course is defined as a short training resulting in a certificate.)

If the school cancels or postpones a course, after payment has been accepted, then the school will do one of the below:

1. Offer to enroll in the same course at a different available date.
2. Refund all monies paid by the student.

If a student decides to cancel a program, the program refund policy will apply according to the terms. If a student cancels a course, they will not be refunded.

## **Grievance/Complaint Policy**

### **Appeal Procedure**

Students have the right to appeal a negative progress determination within five (5) business days of receipt. Students must submit their appeal in writing to Beauty and Health Institute and state reasons why the determination should be reversed. They should also include any supporting documentation such as death of a relative, an injury or illness of the student, or any other mitigating circumstance.

The appeal should also state 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 five (5) business 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.

Beauty and Health Institute utilizes a progressive three-step approach to address and resolve complaints and grievances, focusing first on early resolution.

### **Early Resolution**

Beauty and Health Institute utilizes a progressive three-step approach to address and resolve complaints and grievances, focusing first on early resolution. A student with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, they are encouraged to contact the school administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The school administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The school administrator shall provide a written report of their recommendations to all parties involved within ten (10) business days of receiving the student complaint. Every effort will be made to resolve the issue without moving beyond early resolution.

### **Involving the Director and/or President**

If a complaint cannot be resolved through early resolution, it shall be presented to the director and/or president, who will attempt to resolve the matter after talking with the school manager and parties involved in the complaint. The director and/president shall provide a written report of their recommendations to all parties involved within ten (10) business days of initial notification.

### **Hearing Request**

In rare circumstances where the director and/or president's recommendation does not satisfy the complainant, the student may request a hearing by The Beauty & Health Institute's board of directors after submitting a written letter with a request for a hearing to the director. This request must include a specific statement of the student's action, an explanation of the remedy sought, and a copy of the director's recommended resolution. A special meeting of the board will be convened within 30 working days to address the grievance.

### **Unresolved Disputes**

If a dispute cannot be resolved utilizing the means outlined above, the student may contact the Commission for Independent Education.

Executive Director  
Commission for Independent Education  
325 West Gaines Street, Ste 1414  
Tallahassee, Florida 32399-0400  
(850)245-3200  
Toll Free (888) 224-6684

## **Student Services**

### **Student Folder and Class Syllabus**

New students receive a student folder with pertinent information and a program syllabus on the first day of class or at orientation.

### **Academic Advising**

Academic advising is available throughout a student's enrollment and required of any student who has a grade average of C (70%) or less.

### **Job Placement Advising**

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers in the beauty and health industry. Students and graduates can access job openings through the student portal. Please note that Beauty and Health Institute does not guarantee employment.

### **Student Records/Transcripts**

Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures. Records are available to students upon written request. Student records will be provided to potential employers only after a written release has been submitted by the student. Transcripts are provided free of charge at graduation. Additional or replacement copies of transcripts are available at a cost of \$25 each. Additional charges will apply for mailing outside of the country. All student records are held in the strictest confidence. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438. Beauty and Health Institute reserves the right to withhold transcripts and certificates, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

### **Program Certificates**

At graduation, students will receive certificates for the program they have completed. Program completion means all services and hour requirements have been satisfied. The program certificates of completion are included in the cost of tuition. Beauty and Health Institute reserves the right to withhold transcripts and certificates, and refuse enrollment for future terms, if any tuition or other fees or charges owed to the school are not paid when due.

### **Additional Certifications**

Students have the option to purchase additional training certificates for a fee of \$150 each. Additional certificates are used for advertising purposes only. Students will receive the same training regardless of their decision to purchase additional certificates or not. The price for certificates is the same for students and for alumni.

This excludes special courses offered over the weekend and/or that are not a part of the curriculum. (For example: Eyelash Extensions, Microblading, Advanced HydraFacial, Permanent Makeup, etc.) Please be aware that extra weekend classes and extra certificates are non-refundable after purchase.

### **Replacement Certificates**

Any certificate replacements will be a cost of \$30 each.

### **Other School Awarded Certificates**

Beauty and Health Institute no longer recognizes Dean's List or Perfect Attendance effective April 26, 2021.

### **Applications for License / Graduation Requirements**

Students will be provided with all certificates and paperwork needed for license application(s) upon the completion of the program in which they are enrolled in, according to the following criterion:

- All hours are completed for the program the student enrolled in (For the MA program, students will receive their certificates upon completion of the entire program according to their contract)
- There is no outstanding tuition balance and/or all tuition payments are made on time or are current for those who finance
- All required documents have been submitted to the school
- All assignments such as: final exams, practicals, projects, theory (written) assignments, clinical (hands on) requirements, etc. have been completed for the program during the semester in which they were assigned
- If hours are completed before the contracted graduation date, all certificates and paperwork needed for license application(s) will only be given to students on the contracted graduation date as listed on their enrollment agreement.

### **State Board Exams and Misc. Fees**

Some programs require a State Board Exam and/or Licensure Fees. These fees are not included in tuition or fees that are paid to the school. These fees are to be paid directly to the state, board, or testing organization.

### **Library/Conference Room**

The school conference room/library is located in the east side of the building. The conference room/ library features a computer, instructional videos, and journals related to beauty, health, and electrolysis occupations. The school also makes available beauty and health texts and technical manuals, reference books, magazines, and beauty and health related audio tapes. The conference room/library is an important resource for our students and faculty and remains open during all school hours. The school conference room/library is also used for administration purposes. Before using the library, students should check with administration first. Students may use the library materials while on campus or make special arrangements through school administration to check out certain materials. For a current inventory of library publications and resources on hand, or to suggest additional resources, please contact the school administration.

### **Media Services**

The students may use the Beauty and Health Institute library while on campus. If a student wishes to checkout a book, they are to sign and date the "Book Checkout List." Books must be re-turned in 10 days. > If the book is not returned on time the student will be charged \$10.00 late fee and \$5.00 per day after it is 10 days past due until the book is turned in or have paid the cost of the book.

## **Student Printing on Campus**

Students may use the school copier to print for \$0.15 per page. Student can pay at the front desk for how many pages they want to copy.

## **Recommendation Letter**

Recommendation letters are solely based on the instructor's discretion and will only be considered for students who have met the following criteria:

- No absences (excused or unexcused), tardiness, or leaving early.
- Maintain SAP (above 70%) on both theory and practical training (if applicable).
- Have not violated the code of conduct at any time during their enrollment period.
- Have completed all the necessary requirements for graduation.

## **Student Scanning**

Students may fill out a request to have any class material scanned to their email at no charge. Students can leave the material and fill out a request at the front desk to have the material scanned within 24-48 hours and sent to their personal email.

## **Transportation**

Public transportation is available to and from the school site.

## **Parking**

The school offers free parking for all students. The school provides an exclusive parking lot for the students at an offsite location with free transportation to the school. If parking on campus, students must provide medical documentation, and/or have written approval from Administration and should only park in spaces assigned to the school. The school is not responsible for any vehicles that are damaged or towed.

## **Child Care**

The school does not offer childcare, but it does maintain a list of childcare facilities near the school.

## **Housing**

The school does not offer housing, but housing is available near the school. If housing is needed, the school does maintain a list of apartments near the school.

## **Children & Pets**

Students should not bring children or animals inside the school. No children under 16 years of age are allowed to receive Facial Services. No one under 18 should receive Electrolysis and Laser services.

## **Medical Services**

Students who experience any superficial medical injury while on school property should report it to Administration and their instructor within 24 hours. A superficial injury is considered, but not limited to: cuts, lacerations, scrapes, burns, allergic reactions, etc. Students are provided free medical care by Arviv Medical

Aesthetics for any superficial, school-related injury that occurred on school property. Arviv Medical Aesthetics located within the same plaza.

If the student suffers any major injury, they should report to the local emergency room or their primary care doctor. A major injury is considered, but not limited to: sprains, dislocations, broken bones, severe burns, bloodborne pathogens, internal injuries, etc.

## **Veteran's School Policies**

### **Veteran's Attendance Policy**

Early departures, tardiness, and absences for any portion of a class period will be counted toward the student's attendance. Students who are under the 87% minimum attendance percentage in a calendar month will be placed on probation for unsatisfactory attendance.

Veteran students are scheduled to attend 30 hours per week for full time and 20 hours per week for part-time. Veteran students must make up all hours missed whether the absences are excused or unexcused.

To show that attendance requirement has been rectified, students must show good attendance (defined as 87%) for one calendar month after being on probation for unsatisfactory attendance. If a student does meet the minimum attendance requirement after one calendar month on probation, the student may be subject to termination.

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period. Evaluation periods are defined by program. Any VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of one (1) month. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from the VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

### **Veteran's Credit for Previous Education or Training**

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

### **Standards of Satisfactory Attendance and Termination Policy**

Veteran students are expected to attend classes according to their assigned schedule and complete their program within the State Approving Agency (SAA) and the approved number of program hours. Veteran students are scheduled to attend 30 hours per week for full time and 20 hours per week for part-time. Veteran students must make up all hours missed. To show that attendance requirement has been rectified, students must show good attendance (defined as 87%) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

### **Veteran's Leave of Absence Policy**

A veteran student may take a Leave of Absence (LOA) only if it is related to an injury. The veteran student is advised to contact school administration on an individual basis.

### **Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to begin a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceeds the



approximate pro-rata of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rated portion will be determined on the ratio of the number of scheduled to the total number of instructional days or hours in the course.

### **VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), BHI adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

BHI will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.