Beauty and Health
INSTITUTE

The Future of Aesthetics is Here

COURSE CATALOG

Beauty and Health Institute
4704 Kelly Rd.
Tampa, FL 33615
813.749.1800

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Volume XIX

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

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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 12, 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. 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, Florida Department of Business and Professional Regulation, and Department of Health. Beauty and Health Institute is not an accredited school.

Beauty and Health Institute's three post-secondary occupational education programs: Electrolysis and Laser, Facial Skincare 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.

Beauty and Health Institute uses a combination of traditional instructional techniques, including classroom lectures, hands-on lab/equipment training, work-based activities, and approved distance education when applicable, to prepare students for gainful employment in their chosen professions. Continuing education is delivered using the same instructional methods. The school does not offer programs exclusively through distance education. Certain programs may include an approved hybrid delivery format that combines distance education with required on-campus hands-on clinical training. Distance education may include live online instruction, assigned online coursework, timed activities, examinations, and learning platform activity.

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, religion, or national or ethnic 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 their 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 for Beauty & Health Institute			ID No.: 3416		
Educators:	Programs Taught:	Degrees/Diplomas & Institution	License:	License #:	Exp. Date:
Herrero, Brooke	Facial Skincare, Medical Aesthetician	Medical Aesthetician Diploma - Beauty and Health Institute, Tampa, FL	Facial Specialist	FB9762967	10/31/2027
Hunt, Cathy	Facial Skincare, Medical Aesthetician	AA in Social Services - Naugatuck Valley Community College, CT Flagler Technical Institute, Palm Coast, FL	Facial Specialist	FB9737227	10/31/2027
Jackson, Sandra	Medical Aesthetician Electrolysis and Laser	Ocean County College, NJ	Electrologist	EO5843	05/31/2026
Martinez, Rachel	Medical Aesthetician, Facial Skincare	Medical Aesthetician Diploma - Beauty and Health Institute, Tampa, FL	Facial Specialist Electrologist	FB9762966 EO5610	10/31/2027 05/31/2026
Kruse, Rita	Electrolysis & Laser		Electrologist	EO949	05/31/2026
Perret, Thelma	Electrolysis & Laser, Medical Aesthetician	Paramedical Aesthetics - Keiser University Facial Specialists Electrology Diploma- Beauty and Health Institute AA Florida Community College of Jacksonville	Electrologist Facial Specialist	EO2361 FB9733735	05/31/2026 10/31/2026
Administration:					
Don Kruse	CEO				
Tali Arviv	Medical Director	MD, Ross University, Miami, FL	Medical Doctor	ME118886	01/31/2028
Sunny Moroz	President	AA, Hillsborough Community College, Tampa, Fl			
Anna Gobel	School Director	MBA, South University, Savannah, GA			
Sienna Brothers	Student Affairs	BA, University of California Santa Barbara, CA			
Adrianna Radice	Admissions Coordinator	AA, University of South Florida, Tampa, Fl			
Carissa Gargiulo	Student Coordinator				
Yajaira Lugo	Operations Coordinator	Sheridan Technical College, FL			

Faculty

All instructors are licensed in the state of Florida. Any time an instructor is absent from teaching their assigned class, another instructor from their department will be provided as a substitute.

ORGANIZATION

Campus Facility

Beauty and Health Institute is located in the Town N' Country district of Tampa, Florida. The school's 10,000-square-foot facility features modern instructional and training space, including four classrooms, lab hands- on room, student cafeteria, seven student 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/Alcohol/Smoke – Free Policy

Beauty and Health Institute is a drug-free, alcohol-free, and smoke-free environment. Alcohol consumption, smoking, and/or vaping on campus will not be tolerated. 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 and 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, CEO, as the contact person for any issues relating to campus security. Sunny Moroz, President, is designated as the contact person if Mr. Kruse is unavailable. Beauty and Health Institute 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 lots 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 any person 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.
- Ensure that all students graduate from their program and become employed in the aesthetics industry.
- Provide an effective learning environment and create a desire for students to become life-long learners.
- Inspire students and graduates to respond to their community's 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, religion, sex, age, pregnancy, parental status, disability, or ethnic 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 dismissal. Anyone believing they have suffered harassment, or hazing should report the offense immediately to the school administration. Students who are terminated for harassment or hazing will not receive a tuition refund.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act requires that all student records be kept confidential. Beauty and Health Institute maintains all student records in a secure web-based online school management system called Prestige. All student records and information are kept confidential unless the student gives written permission for their information to be released. Each student has access to their own records.

Employment Guarantee Disclaimer

BHI Provides career- related guidance and placement assistance. No guarantee of placement shall be made or implied.

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 16 years old to enroll in our Facial Specialist Program.
- Must be at least 18 years old to enroll in our Electrolysis and Laser Program/ Medical Aesthetician Program.
- Must have attended an in-person tour or viewed the school tour information video.
- 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 effective communication skills and demonstrate basic English proficiency.

- please note: completing a course or program in any language other than English may reduce employability where English is required.
- Must not be impaired by medications, etc. while performing service.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by administration, 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) or while the student is currently enrolled into a program, admission will be denied to the applicant including any future enrollments. If an applicant does not have the required documents, their enrollment is subject to cancellation. It is also recommended that prospective students allow enough time during the enrollment process to properly be informed of all policies, tuition fees, program information, etc.

Students whose native language (first language) is not English must inform the Admissions Coordinator. 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 of 80 on the internet-based test and 550 on the paper TOEFL exam, or 6.0 on the IELTS. All programs will be taught in English.

All high school diplomas, transcripts and/or GEDs must be in English. If the document(s) are in another language, translation and verification from a state approved organization will be required before admission. All students enrolling into any of the programs must have high school diplomas and/or transcripts translated and evaluated by a state approved organization if not originally obtained in the United States.

If a student has any condition(s) knowingly or unknowingly that may adversely affect their education or ability to participate in certain modalities, they understand that they are enrolling at their own discretion. Pregnancy will limit the student's ability to participate in certain modalities during lab.

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.

The school does not ask any applicant if they have a criminal history, however, some state departments may prevent the student from obtaining a license due to criminal history, charges, etc. It is the student's responsibility to know what license(s) they can obtain based on their individual background.

Students who withdraw shall have up to one year (12 months) from the date of withdrawal to request reentry into a program of study.

Student Modality Requirements

Students must be able to receive 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 knowledge of the four main different skin types. Students are required to perform and receive 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, be advised to withdraw, or be 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 programs if they are not officially dropped by the deadline.

Ability To Benefit

The school does not accept any students with the status of "Ability to Benefit." All students must have a high school diploma or equivalency that is in English.

Denial of Admissions and/or Enrollment

Beauty and Health Institute reserves the right to deny any potential applicant or cancel enrollment for any student prior to the first day of class. All monies will be refunded to the applicant or student by check and any monies paid by a financing company will be returned as well. The applicant or student will be notified in writing by email if they are denied or if their enrollment has been cancelled. The school will maintain a record of any applicant or student for at least 12 months.

Class Size

The average class size can accommodate up to twenty-four (24) students to one (1) instructor. Instructor availability may change each semester, and students may be assigned to different classrooms and/or instructors depending on class sizes.

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 a class (2 weeks of class for full time schedule and 3 weeks for part time schedule), they may 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 school cannot guarantee that there will be availability in the next semester.

Full Time/Part Time Status

- Full Time Student Schedule: Five (5) classes each week for six (6) clock hours per class = thirty (30) clock hours per week.

- Part Time Student Schedule: Five (5) classes each week for four (4) clock hours per class = twenty (20) clock hours per week.
- (4) clock hours = 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 make a determination on a case by case basis.

Graduation Requirements

Students will receive all certificates, transcripts, and paperwork needed for license application(s) once they have met all graduation requirements, including:

- Completion of all required program clock hours
- Completion of all exams, practicals, assignments, projects, and clinical/hands-on requirements
- Submission and acceptance of all required documents
- No outstanding tuition balance, or all finance payments are current

For the Medical Aesthetician program, certificates, transcripts, and license paperwork will only be issued after the student completes the entire program according to their enrollment agreement.

Students who complete all requirements by their contracted graduation date will receive their certificates, transcripts, and license paperwork on graduation day. Students will not receive these documents before the contracted graduation date, even if they complete their hours early or have paid in full.

Students who cannot attend graduation may submit a written request to Administration for early pickup. Early release is not guaranteed and must be approved by Administration. The student must have met all graduation requirements to be eligible.

Students who have not completed all required hours or graduation requirements by their contracted graduation date will not receive certificates, transcripts, or license paperwork until all requirements are completed. Once completed, students may pick up their documents on the next business day between 10:00 AM and 4:00 PM, or the school may mail them if the student is unable to pick them up.

Students who are short hours may be required to attend additional make-up days, as determined by Administration.

ACADEMIC CALENDAR, OBSERVED HOLIDAYS, AND HOURS OF OPERATION

The academic calendar follows the calendar year (January through December). Each year has different semester start and end dates. Please refer to the website for more information.
Observed Holidays: **Other/Additional holidays may be announced**

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

School Hours of Operation

Administration 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 Class	Monday – Friday	6:00 p.m. to 10:00 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. Only the below hours are accepted. Out of state licenses are not accepted toward the programs. Medical Aesthetician certificates are not given unless the student takes the full program.

- 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 an active Florida Facial Skincare License towards the Medical Aesthetician program. (Potential students will have to take the Electrolysis & Laser)
- Electrologist License: BHI will accept an active Florida Electrologist License towards the Medical Aesthetician program (Potential students must take the Facial Skincare program)
- Full Specialist License: BHI will accept an 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 and Laser– 320 Clock Hours

Tuition	$ 8,400
Registration Fee (non-refundable)	$ 150
e-book and Materials (non-refundable)	$ 450
Total Program Cost	$ 9,000

Facial Skincare Specialist Program – 320 Clock Hours

Tuition	$ 7,600
Registration Fee (non-refundable)	$ 150
e-book and Materials (non-refundable)	$ 800
Total Program Cost	$ 8,550

Medical Aesthetician Program – 640 Clock Hours

Tuition	$ 14,550
Registration Fee (non-refundable)	$ 150
e-book and Materials (non-refundable)	$ 1,250
Total Program Cost	$ 15,950

Replacement Fee for CIMA Online Platform

Milady Standard Foundations eBook & Milady Standard Esthetics Fundamentals eBook	$ 270
Milady's Advanced Services: Electrolysis and Hair Removal eBook	$ 120

Hard Copy / Paper Textbook Fee

Milady Standard Foundations Book & Milady Standard Esthetics Fundamentals Book	$ 200
Milady's Advanced Services: Electrolysis and Hair Removal Book	$ 150
IBEC Study Guide: Electrology + Laser Book	$ 125

Technology Requirements for Hybrid Learning

Students enrolled in Hybrid programs must have access to a reliable internet connection, a laptop or tablet, a working camera and microphone, and the ability to access the school's online learning platform. Students are responsible for maintaining the technology necessary to participate in online instruction and complete assigned distance education coursework. Students must be able to access the school's approved learning management system, complete assigned asynchronous curriculum activities, participate in live online instruction, and use a working camera and microphone when required.

Other Costs

Students are required to purchase school uniforms, which are solid black scrubs and closed toe shoes. The student may also be required to have miscellaneous supplies, including a laptop or tablet. Other miscellaneous items include a notebook, writing utensils, notecards, etc. These items are not included in the cost of tuition.

PAYMENT OPTIONS

Below is a list of financial loan options for those who qualify. For more details, please refer to the website. Application information is also available on the website.

Monthly Financing (Minimum Credit Score Required) – This option is a loan and is subject to a credit check. Students must fill out the loan application and receive approval prior to enrollment. The downpayment for the program is due at the time of enrollment.

In-House Financing – This option does not require a credit check but is subject to a 12% fixed interest rate. Students are automatically approved with a down payment. All payments are made by either ACH/Debit/or Credit Card.

Monthly Payment (0% Interest / No Credit Check) – Full cost of program is paid by graduation. The down payment is the first monthly payment. All payments are made by either ACH/Debit/or Credit Card.

FINANCIAL AID

Title IV financial aid is currently not available.

ACCOMMODATION / ASSISTANCE PROGRAMS

Vocational Rehabilitation

Beauty and Health Institute accepts Vocational Rehabilitation benefits and may provide reasonable accommodations as long as they are not in conflict with school policies, rules, and regulations. All accommodations must be requested by the counselor prior to the program start date. Additional materials are subject to a fee.

Education Plans – 504

Beauty and Health Institute accepts 504 education plans and may provide reasonable accommodation as long as they are not in conflict with school policies, rules, and regulations. All accommodations must be requested prior to the program start date. Additional materials are subject to a fee.

Veteran's Affairs

As of July 1, 2022, Beauty and Health Institute will no longer accept benefits with Veterans Affairs.

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.

All subjects and modalities taught in the programs are what Beauty & Health Institute deems as appropriate and relevant in the aesthetics field. Beauty & Health Institute has a medical director who oversees all students, instructors, program curriculums, machines, and equipment.

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.

Programs	Prefix	Total Clock Hours
Electrolysis & Laser	EL	320
Facial Skincare	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 Electrolysis, Laser & IPL - Florida Exam from Prometric 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.

Theory: 120 Clock Hours		Hours
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
Clinical: 200 Clock Hours		
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	Sterilization/Autoclave	5
EL-126	Review/ Exam Preparation	10
Total Hours		320

Electrolysis & Laser Standards

If a student should fail the Electrolysis, Laser & IPL - Florida Exam from Prometric, 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 Electrolysis, Laser & IPL - Florida Exam from Prometric to become licensed as a Florida licensed electrologist. The program prepares students 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 a licensed Electrologist and the supervising Medical Doctor licensed by the state of Florida.

ELECTROLYSIS & LASER HYBRID – 320 CLOCK HOURS – DIPLOMA PROGRAM

The Electrolysis & Laser Program is offered in a hybrid delivery format. The program description, objectives, course breakdown, total clock-hour requirements, graduation requirements, and licensing preparation remain the same as the standard Electrolysis & Laser Program.

Hybrid Delivery Teach-Out Notice

The Electrolysis & Laser Hybrid delivery option is being taught out for currently enrolled students only and is not available for new enrollment. Beginning with the next enrollment period, the Electrolysis & Laser program will be offered through the on-campus delivery format only. The hybrid delivery policies in the catalog apply only to students currently enrolled in the hybrid teach-out cohort.

Hybrid Delivery Format

The Electrolysis & Laser Hybrid Program consists of **320 total clock hours**. The **120 clock hours of theory instruction** are delivered through approved distance education, and the remaining **200 clock hours** are completed through required on-campus clinical instruction.

Distance education is not used for clinical instruction in which students perform practical applications on a live model or client. All hands-on clinical training must be completed on campus under the supervision of a qualified instructor.

Hybrid Weekly Schedule

Day(s)	Time	Instructional Format	Instructional Format
Monday	6:00PM-10:00 PM	Synchronous live online instruction	Students attend live online class from 5:30 PM to 9:00 PM with instructor interaction, attendance monitoring, and direct engagement.
Tuesday–Thursday	6:00PM-10:00 PM	On-campus clinical instruction	Students attend on-campus hands-on clinical training from 6:00 PM to 10:00 PM under instructor supervision.
Friday–Sunday		Asynchronous LMS-tracked curriculum activities	Students complete assigned asynchronous distance education activities through the school's approved learning management system. These activities are part of the published curriculum and are not self-study or homework.

All assignments, quizzes, exams, and online learning activities are due by 11:59 PM on Sunday unless otherwise

directed by the instructor.

All students must complete 100% of the required 320 clock hours to graduate.

Asynchronous Distance Education Activities

Assigned asynchronous distance education activities are part of the published curriculum and are not self-study or homework. Clock hours are awarded only for documented academic engagement and actual active participation recorded by the learning management system. The school does not award predetermined clock hours for completion of an assignment, quiz, reading, video, or other online activity.

The learning management system documents student activity, including the date, time, activity completed, and active participation time. Time is not awarded for simply logging into the system. The system must distinguish between login time and active academic engagement. Inactivity, idle time, or time when a student is logged in but not actively engaged is not counted toward clock hours. The system will stop counting active time after no more than 10 minutes of inactivity.

Attendance, Clock Hours, and No Double-Counting

Students may not receive credit for overlapping on-campus, live online, and asynchronous distance education hours. BHI reviews on-campus time clock records, live online attendance records, and learning management system activity logs to ensure hours are not double-counted. If overlapping time is identified, the time will be credited only once.

All distance education hours must meet the school's clock hour, attendance, SAP, and graduation requirements. Students remain responsible for completing 100% of the program clock hours and all required assignments, assessments, practical requirements, and examinations.

Regular and Substantive Interaction

Distance education is validated by regular and substantive interaction between students and instructors. BHI provides scheduled opportunities for instructor interaction, including live online instruction, instructor feedback on coursework, responses to student questions about course content, and/or instructor-facilitated discussions.

Instructors monitor student academic engagement and are responsible for documenting substantive interaction during the distance education portions of the program.

Monthly On-Campus Distance Education Assessment

Students completing distance education must complete an on-campus distance education assessment at least once monthly with a qualified instructor for distance education completed during the preceding month. The assessment may include question and answer, discussion, demonstration, cooperative learning, problem solving, interactive lecture, student presentation, lab activity, student salon activity, written assignment, or another documented evaluation method. The assessment will be listed on the class schedule and documented in the student file.

Final Examination Requirement

Upon completion of all curriculum requirements, students must pass a comprehensive academic and practical final examination administered on campus before graduation.

Transcript and Academic Record Notation

Transcripts and academic records for students enrolled in a hybrid or distance education program will identify the distance education component completed.

Pre-Enrollment Distance Education Disclosure

Prior to enrollment, students enrolled in the hybrid program must acknowledge in writing that academic achievement earned

through distance education may not be accepted for reciprocity or eligible for licensure in other states. Students are responsible for researching licensing requirements in any state where they may seek licensure or employment outside Florida.

FACIAL SKINCARE SPECIALIST – 320 CLOCK HOURS – DIPLOMA PROGRAM

The program's objective is to prepare a student for an entry-level position as a licensed Facial Skincare 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 skincare 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 skincare 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 Skincare 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 skincare specialist.

Facial Skincare 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 Skincare Programs.

Theory Breakdown:		BHI Curriculum: 193 Hours	FL State Req: 149 Hours
FAC-101	Florida Laws and Rules	10	4
FAC-102	HIV / 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

Clinical Breakdown:	BHI Curriculum: 127 Hours	FL State Req.: 71 Hours
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
Total Hours	320	220

Facial Skincare Specialist Standards

Beauty and Health Institute offers a facial skincare 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 licensed in the state of Florida.

Continuing Education for Facial Skincare

Refresher Courses and Advanced Classes

Beauty and Health Institute offers Refresher Courses and Advanced Classes designed to support licensed professionals seeking to enhance their skills, strengthen their techniques, or update their knowledge in specific modalities within the field of facial skincare.

Refresher Courses and Advanced Classes are available throughout the year and may be scheduled during designated instructional periods, including approved makeup weeks, depending on availability.

Program Details:

- Refresher Courses are offered at a cost of $700 for a 3-4 day training session.
- Certain modalities may required the purchase of supplemental kit or additional materials.
- Participants must hold an active Florida Facial Specialist License to enroll.
- A certificate of completion will be awarded upon successful completion of the course.
- All participants are required to complete a Continuing Education Enrollment Agreement prior to training.

These Courses provide licensed professionals with the opportunity to strengthen proficiency, refresh foundational skills, and remain aligned with current industry standards and best practices.

MEDICAL AESTHETICIAN – 640 CLOCK HOURS – DIPLOMA PROGRAM

Program Description & Objectives

The objective of the Medical Aesthetician Program is to prepare students for an entry-level position as a medical aesthetician. 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 skincare, 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 skincare 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 skincare 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 skincare 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

	Theory and Clinical Breakdown:	Hours
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	Sterilization/ Autoclave	5
MA-126	Review/Exam Preparation /Electrolysis	10
MA-127	Florida Laws and Rules	20
MA-128	HIV/AIDS	15
MA-129	Sanitation	15
MA-130	Ethics	10
MA-131	Basics of Electricity	60
MA-132	Facial Techniques and Contraindications	60

MA-133	Product Chemistry	15
MA-134	Hair Removal	15
MA-135	Makeup	10
MA-136	Skin Theory, Diseases and Disorders of the Skin	10
MA-137	Entrepreneurship and Management Skills	10
MA-138	Required Services/Lab (Facial Skincare)	80
Total Hours:		640

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 and facial skincare 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 with 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 Instructors and Administration discretion. Students who violate any school policies listed on the Student Code of Conduct are subject to receiving a formal student disciplinary report. The student will be advised of any violation(s) in writing via a formal warning letter and will receive a copy via e-mail or mail.

- 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, headphones, 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
- Failure to meet the program requirements
- Dangerous or reckless driving behavior on or around school property

Student Responsibilities

- Students are responsible for the care of school equipment and property.
- Students are responsible for professionally representing the Beauty and Health Institute.

Student Materials Responsibility

Students enrolled at the Beauty and Health Institute are expected to take full responsibility for the care and management of the materials and supplies issued to them as part of their program.

**Responsibility for Issued Materials*

Once materials are distributed to the student, the Beauty and Health Institute is not liable for any items that are lost, stolen, or damaged. Students are advised to safeguard their kits and supplies at all times.

**Replacement of Lost or Damaged Items*

In the event that any item is lost, stolen, or damaged, the student will be required to purchase a replacement at their own expense. The school does not provide free replacements for any reason once materials have been issued.

**Product Usage Guidelines*

Each student is issued enough product and supplies to complete all required practical work throughout the Facial Skincare Program. If a student uses products for personal or non-school-related purposes and runs out before the program ends, they will be responsible for purchasing additional supplies on their own.

This policy is in place to ensure that all students are prepared and equipped to successfully complete their hands-on training while maintaining accountability for issued resources.

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. Any type of nail extensions (press-on, acrylic, etc.) are prohibited. Hair should be worn up or back from the face while students are performing services.

Students must wear the appropriate uniform during class. If any students are not in proper uniform, they will be sent home. The required uniform is medical scrubs and closed toe shoes.

The guidelines for the uniform are:

- Scrubs should only be solid black in color.
- No logos, writing, or animation is permitted on the scrubs.
- No pullover sweatshirts, hoodies, ponchos, hats, beanies, etc. are permitted.
- Students are permitted to wear long sleeves under their scrub top. It must be a solid color. (black, white, gray or beige).
- Students may only wear a solid color black zip-up sweater or a black scrub jacket over their scrubs.
- Shoes must be either closed toe sneakers or tennis shoes only. (No boots, slippers, flats, heels, clogs, Crocs, etc.)

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

Privacy Rights

All outside audio and video recording of the school premises, including classrooms, lobby, products, etc. or of any educators, clients, students, etc. is strictly prohibited unless explicit consent is provided. Beauty & Health Institute reserves the sole right to record all media with consent from students as stated in their enrollment agreement. Students may not record any program lectures, discussion, or general content from educators without BHI's written and/or explicit permission. Any student or guest violating the privacy rights may be asked to leave the school premises.

Third- Party Education Verification & References

Beauty & Health Institute ("BHI") will disclose limited education information for the sole purpose of confirming enrollment or completion status to third parties that are designated in writing by the student, subject to these limits:

- What may be released (with students' written designation): my name; program; enrollment status; start/end or graduation dates; credential licensure eligibility or completion status; and, if requested, attendance hours/percentage.
- What will not be released without my additional, specific consent: grades, test scores, evaluations, disciplinary, financial, disability/health record, or other non-directory education records.
- How requests are handled: I understand that verifications are issued in writing only after the requester provides organization/ contact details and BHI received a signed authorization naming the requester and specifying the information requested (email requests to: studentaffairs@bhi.edu)
- Revocation & safeguards: Students' may revoke this authorization prospectively by written notice to Student Affairs. BHI may require identity verification and may decline incomplete or unauthorized requests.
- Legal Compliance: BHI may disclose records without my consent only as required or permitted by law.

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 number of makeup days available. If a student has planned time off, they should sign up for makeup hours immediately. 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 the next scheduled makeup days in the following semester 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. Any other absent days will be counted against the student's scheduled hours. Students are expected to utilize all designated make-up classes prior to their contract being extended.

Full Time Schedule			
Program	**Program Length**	**Maximum Days Absent**	**Maximum Hours Absent**
Electrolysis & Laser	11 weeks	7.5 days	45 hours
Facial Skincare	11 weeks	7.5 days	45 hours
Medical Aesthetician	22 weeks	15 days	90 hours

Part Time Schedule

Program	Program Length	Maximum Days Absent	Maximum Hours Absent
Electrolysis & Laser	17 weeks	11 days	44 hours
Facial Skincare	17 weeks	11 days	44 hours
Medical Aesthetician	34 weeks	22 days	88 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 (semester) before starting the next half of the program (semester).
- 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 make up days.
- Students who miss more days than available make up days will be dismissed or placed on Leave of Absence.
- Attendance for distance education classes may be measured through participation in live online instruction, completion of online assignments, timed activities, examinations, and learning platform activity.

Clocking In & Out Policy

All Programs are based on clock hours as opposed to credit hours. One clock hour is 50 minutes of instruction. For on-campus instruction, students must use their fingerprint to clock in and out. Students are required to be in the classroom or treatment room during scheduled class time to receive their on-campus clock hours.

For Hybrid or distance study instruction, clock hours may be recorded through attendance in live online classes, completion of assigned online coursework, and/or activity tracked through the school's approved learning platform.

All clock hours are recorded per semester for each program. Students are responsible for completing 100% of the required clock hours for their program.

If any student clocks in early, it will not result in additional time being counted. The hours toward the program will start at the scheduled commencement of class. Clocking in early will automatically round the student's 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 to the scheduled class end time. Students are expected to be present and participating from the start of class until the class ends, whether instruction is delivered on campus or through approved distance study.

Tardiness / Leaving Class Early

Students are expected to be in class on time and for the full length of class. Tardiness is considered being over 5 minutes late to class. After three (3) times a student is tardy, they will receive a warning letter from the school. Every three (3) tardies thereafter will result in additional 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 ten times, they are subject to being dismissed from the school.

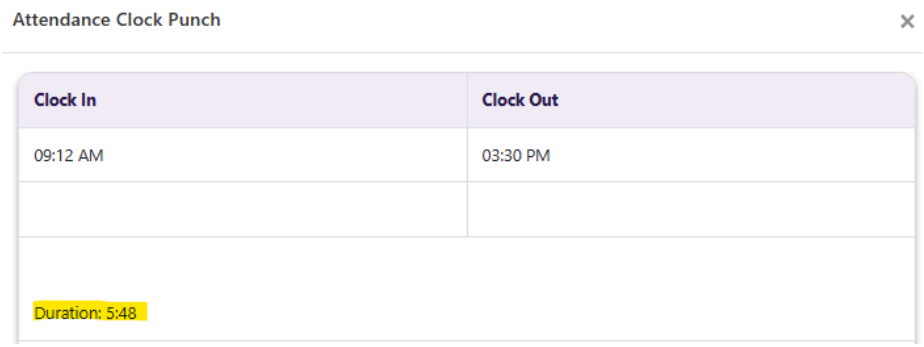
If the tardy is excused, the student will not be written up. Excused tardies should be approved in advance by Administration. The student is responsible for providing the excused documentation. Administration has the sole discretion regarding student probation or dismissal. Students who are dismissed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

Students who leave class before the scheduled class end time will be in violation of the attendance policy. Anytime a student arrives to class late or leaves class early, it should be approved in advance by the instructor or Administration. The minutes/hours missed are expected to be made up by signing up for makeup classes at the end of the semester. 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. If a student does not promptly register for the next available make-up day, they may be subject to receiving a

warning letter based on the Student Code of Conduct.

All students are given a 5 minute grace period before they are considered tardy. However, the 5 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 5 minutes or more past the beginning of class. Any missed minutes are expected to be made up and the 5 minute grace period does not allow this time to be waived on the student's time clock.

Example:



For this example, the student is scheduled for class at 9:00 AM. The student clocked in 12 minutes past the start of class and therefore, did not receive the full 6 hours for the class. The student is considered tardy since they are past the 5 minute grace period. All of the minutes missed 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.

***Students 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

- Full Time: 30-minute meal break - not included in clock hours
- Part Time: 20-minute scheduled break

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 their 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. In addition, leaving campus while on the clock may result in a warning letter.

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.

A Leave of Absence can be granted in cases of emergency or medical problems which causes attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. If a student is called into active duty for the military, the school will grant a leave of absence.

A student is required to request a Leave of Absence along with the explanation and supporting documentation by submitting the request in writing via email to School Administration. 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 school will document the reason, and the student will be required to sign the LOA document upon returning to school. Leave of Absences may not exceed 180 days (6 months) in a 12 month period. Upon returning to school from an LOA, students may be enrolled into a different schedule based on availability. Students returning from LOA may either return in the same status or start the class or program over. Students on Leave of Absences are not granted a refund and are not considered withdrawn. The number of days granted in the Leave of Absence will be added to the student's contract period. Students taking a Leave of Absence will not be assessed any additional charges as a result of a requested LOA. Students remain responsible for any

regular tuition payments due under their existing enrollment agreement or payment plan while on an approved Leave of Absence. These payments are not considered additional charges related to the Leave of Absence. No LOA fee, re-entry fee, penalty, or other additional charge will be assessed as a result of the approved Leave of Absence. Students who take a Leave of Absence will be required to sign a new enrollment agreement addendum upon returning to school.

Missed online instructional activities or assignments may be required to be completed as make-up work in accordance with school policy

While a student is on LOA, their scheduled hours will stop once the LOA has been approved by Administration. If the absence is unexcused, the student will be subject to a $25 per hour makeup fee for every hour absent. All hours missed that are unexcused will count against the students' attendance and scheduled hours.

Failure to Return from LOA

Students who do not return from a Leave of Absence by the expiration date or who take an unapproved Leave of Absence will be withdrawn. The student's withdrawal date for purposes of calculating a refund will be the last date of attendance. Students must provide Beauty and Health Institute with any applicable documentation in writing for the appeal to be considered. The student may appeal within five (5) business days of the dismissal date. The school 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 been 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. . Tuition payments will continue unless the student requests a suspension in payments. BHI cannot guarantee that a suspension in tuition payments will be approved as tuition is not directly paid to the school.

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 on 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.

Missed online instruction activities or assignments may be required to be completed as make-up work in accordance with school policy.

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 $25 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 / EXTRA INSTRUCTIONAL CHARGES

All Beauty and Health Institute's programs are semester based. Students are provided with an official start date and end date on their signed contract. The date given is the official end of semester and is the last day of regular attendance. Students must complete 100% of the program's clock hours to graduate. All hours missed will count against the student's attendance and scheduled hours. All absent time that was accumulated during the semester must be made up during the make up time period, which is at the end of the semester. If all required hours are not completed by the end of the make up time period/ graduation date, students will not be issued a certificate of completion. Students must complete all required hours during their assigned semester or end of the semester make up days. Students are responsible for keeping track of their own hours. If any hours are missed (which includes tardiness/leaving early), students must register for makeup hours. BHI will provide the days after the semester end date to complete all hours.

The available makeup dates after graduation will vary and will be posted for students each semester. Unexcused absences will be subject to a fee of $25 per hour that is missed.

The makeup fee is waived if the student submits appropriate documentation within 72 hours of the absence. The documentation must be from a physician's office, hospital, legal or government agency and 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. All documentation must have a return to school date. All documentation must be submitted within 72 hours of the missed date.

- An excused absence is defined as: Medical, Legal Obligation, Obituary, Military
- An unexcused absence is defined as: Any undocumented time missed (vacation, 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 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.

**Unexcused Absence Allowance

To provide limited flexibility, students are granted a small number of unexcused makeup days at no charge, based on their schedule:

- Full Time Programs: Up to 3 unexcused days may be made up at no cost
- Part Time Programs: Up to 5 unexcused days may be made up at no cost.

Once this allowance is exhausted, all additional unexcused missed hours will be charged $25 per hour.

All missed hours- excused or unexcused- still count against attendance requirements and scheduled hours and must be made up in order to graduate.

Makeup Hour Rules

- Students are only required to stay for the number of hours that they missed.
- Students must clock in and out on makeup days.
- The only available makeup days are at the end of the semester.
- 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.

- Any students not abiding by the rules will be sent home.

School Closed

If the school is closed due to an event beyond the school's control, such as a hurricane, floods, fire, earthquake, tornado, power outage, etc., students will be provided with dates for make-up hours without additional fees.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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.

Satisfactory Academic Progress (SAP) requirements must be met. SAP is calculated twice during the scheduled semester. Students who fail to meet minimum requirements for attendance or academic progress at the first evaluation period will receive a warning letter and will be placed on warning until the next evaluation period. Students who do not improve after the warning period, will be placed on probation at the next evaluation period and will receive a second warning letter.

All students placed on warning and/or probation will be given an academic plan to follow so they will be able to be in satisfactory academic progress by 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 through the school's SIS of the actions required to attain SAP by the next evaluation. Some examples of action plans include: Coming to class on time; not missing any more days; retaking assignments; performing clinical hands-on services, etc. 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, they will be determined as NOT making SAP and will be subject to dismissal.

Students enrolled in hybrid programs are required to complete all online assignments, coursework, and distance education requirements in accordance with the school's SAP policy.

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 an electronic copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP, will be given a warning and then if SAP is not improved, they will be placed on probation.

Evaluation Period

Each student is provided an evaluation based on their scheduled hours. All reports are provided within seven school business days following the evaluation. Students enrolled into the Medical Aesthetician program are evaluated each semester. Students are evaluated for Satisfactory Academic Progress as follows:

Program	Schedule	Total Program Clock Hours	Academic Year	Evaluation Period 1 for SAP	Evaluation Period 2 for SAP
Electrolysis & Laser	Full Time	320	320	160 (6 weeks)	320 (12 weeks)

Electrolysis & Laser Hybrid	Part Time	320	320	160 (8 weeks)	320 (16 weeks)
Facial Skincare Specialist	Full Time	320	320	160 (6 weeks)	320 (12 weeks)
Facial Skincare Specialist	Part Time	320	320	160 (8 weeks)	320 (16 weeks)
Medical Aesthetician	Full Time	640	640	320 (12 weeks in first semester)	640 (12 weeks in second semester)
Medical Aesthetician	Part Time	640	640	320 (16 weeks in first semester)	640 (16 weeks in second semester)

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, and the results are provided to the student within seven school business days. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled. At the end of each evaluation period, Beauty and Health Institute will determine if the student has maintained at least 87% cumulative attendance since the beginning of the semester, which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed. Students who submit excused documentation are not exempt from meeting the minimum 87% attendance requirement. Excused documentation only applies to the make up hour fee or extra instructional charges.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 114% of the total program length. This allows the student to only miss 45 hours per semester. If a student misses more time than maximum time frame, they will be withdrawn or placed on a Leave of Absence and reenrolled in another upcoming semester.

Full Time Schedule			
Program	**Program Length**	**Maximum Days Absent**	**Maximum Hours Absent**
Electrolysis & Laser	11 weeks	7.5 days	45 hours
Facial Skincare	11 weeks	7.5 days	45 hours
Medical Aesthetician	22 weeks	15 days	90 hours

Part Time Schedule			
Program	**Program Length**	**Maximum Days Absent**	**Maximum Hours Absent**
Electrolysis & Laser	16 weeks	11 days	44 hours
Facial Skincare	16 weeks	11 days	44 hours
Medical Aesthetician	32 weeks	22 days	88 hours

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. Practical skills are evaluated according to text procedures and set forth in practical

skills evaluation criteria adopted by 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 make up 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

Students are graded on tests, quizzes, participation, clinical services, midterm, final exam, and a final project. A student is permitted to retake any failed chapter test once, with the second grade substituting for the first (even if lower). All students must maintain a minimum overall grade of 70% or higher to be considered as passing the program.

An Incomplete will convert to an F if the student does not complete the required work within their assigned semester.

A	100 to 92	Excellent
B	91 to 83	Good
C	82 to 70	Satisfactory (*Minimum Passing Grade*)
F	69 or below	Failing

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

Disciplinary Forms, 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 a formal disciplinary report and/or a warning letter. The student will be advised of any violation(s) in writing and will receive a copy via e-mail or mail.

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 / TERMINATION POLICY

Any student or client, who is dismissed from Beauty and Health Institute for any reason, is not permitted to return to school property including the parking lot for any reason. Once a student or client is dismissed, they will not be permitted to receive any services, purchase products or supplies, have equipment serviced, or attend continuing education classes.

General Grounds for Dismissal

Students terminated for any of these reasons will not receive a tuition refund. A student or client 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, bullying/harassment, etc. (Any of these listed are considered

serious violations of school policies.)
- Failure to pay tuition or fees as set forth in the enrollment agreement.
- Disputing charges after already making a purchase at BHI.

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. School Administration will report any violence to local law enforcement agencies. 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 who are dismissed will be able to receive their transcripts with the status of 'Incomplete' providing they pay their outstanding financial balance. 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.

Dismissal for Unsatisfactory Progress

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.

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 Heath Institute will consider serious mitigating circumstances such as:
- Death of a relative
- Medical reason(s)
- Criminal/Legal/Jury Duty
- Dismissal for Violence / Fighting

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. Students who withdraw in satisfactory progress will be able to receive their transcripts with the status of 'Incomplete' once they pay their outstanding financial balance. Students who withdraw 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 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. 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 minimum grade average of at least 70% to remain in the program.

Withdrawals/Cancellations 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/Cancellations after completing more than 40% of the program will result in no refund. As a courtesy, the school will provide any and all paperwork to the student once the cost of the program is paid in full. The student may request their student records by submitting their request in writing.

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 their individual circumstance may qualify for the reentry within a year of the withdrawal date. The student should submit their request for reentry in writing to the school. The student must also contact the school administration to find out the outstanding financial charges and remaining program hours. If a student applies for reentry, they must sign a new enrollment agreement. The student must also agree to any change in tuition, attendance policies, etc. Students should be aware that only the part time schedule may be offered upon reentry. Registration fees will re-apply. Books/materials fees may re- apply.

REFUND POLICY

General Refund Policy

Beauty and Health Institute's refund policy is based on the Commission for Independent Education's rule 6E- 1.0032(6)(i), F.A.C.. Beauty and Health Institute 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 the 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 must be made in writing by regular or electronic mail.
- 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 an initial payment.
- Withdrawals that occur after three 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.
- 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 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 the student's notice of withdrawal or termination of the student's enrollment.
- All refunds will be mailed by check via certified mail. It will include a letter and refund policy details according to the catalog and enrollment agreement.

Scheduled / Completed 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 completed hours is 256 hours (8 weeks for full time & 12 weeks for part time)
- EL & FAC - 40% of the completed hours is 128 hours (4 weeks for full time & 6 weeks for part time)

Withdrawals / Cancellations after 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 the initial payment method.

- Scheduled Hours: This is the total number of hours that a student is scheduled for at any given time during the length of the program/semester, including on-campus instruction and, when applicable, approved distance education hours. The minimum attendance requirement is calculated from the scheduled hours. The refund calculations are based on scheduled hours.
- Total Program Hours: The total number of hours in the program in which a student is enrolled.

Refund Calculation

The termination date used for calculating refunds will be the last date of attendance by the student, the last day of attendance if written notification is provided to the school by the student, 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 school will not refund any non- refundable fees.

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:	$14,550
Books, supplies, materials:	$1250
Registration fee:	$150
Program cost:	$15,950

Total program hours: 640
Completed hours: 150

$14,550 / 640 hours = $22.73
$22.73 x 150 = $3,409.5
$14,550 - $3,409.5 = $11,140.5
$11,140.5 (refund amount)

(Payments to BHI) – (Refund amount) = 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:

- Attempt to make other arrangements for the student by offering another program start date and credit amount paid toward that program.
- 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:

- Offer to enroll in the same course at a different available date.
- 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

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

1. 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, student affairs, and/or any 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 administration. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint. The student must submit a formal grievance form in the school's SIS prior to the meeting with the school administration.

The school director will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The school administration 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.

2. Involving the Director

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

3. Hearing Request

In rare circumstances where the director's recommendation does not satisfy the complainant, the student may request a hearing with Beauty & Health Institute's board of directors after submitting a written letter with a request for a hearing. 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.

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/Attendance 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.

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

New Student Information and Class Syllabus

New students will receive a program syllabus on the first day of class, which is available through Milady's CIMA online platform.

General Student Advising

All students are welcomed to meet with Student Affairs, who is available for students by phone, email, or scheduled meetings Monday through Thursday from 9:00 AM until 5:00 PM and Friday from 9:00 AM until 4:00 PM. Student Affairs also has open office hours on Thursdays from 2:00 PM - 4:00 PM to address any student questions or concerns.

Academic & Attendance Advising

Student advising is available throughout a student's enrollment. Student Advising is required of any students who have a grade average below 70% or have unsatisfactory attendance that is below 87%.

Job Placement Advising

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with employers in the aesthetics 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 secure location and digitally stored 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 transcripts may be requested in either digital or printed format for a fee of $25 per copy. Additional charges will apply for international mailing. All student records are held in the strictest confidence and in a secure location on school property. 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.

For students enrolled in a hybrid or distance education program, transcripts and/or academic records will identify the distance education component completed.

Program Certificates

At graduation, students will receive certificates and transcripts for the program they have completed. Program completion means all services, theory requirements, 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.

BHI graduates may purchase individual modality certificates without attending a refresher course at a cost of $150 per certificate, provided the modality was included in their original program at BHI (certificate will reflect their original graduation date).

Replacement Certificates

Any certificate replacements will cost $75 each.

Other School Awarded Certificates

Beauty and Health Institute no longer recognizes Dean's List.

Applications for License

Beauty and Health Institute will provide eligible graduates with the certificates, transcripts, and paperwork needed for license application(s) once all graduation requirements have been met. Students are responsible for paying any state board exam, license, or miscellaneous fees directly to the state, board, or testing organization.

Please refer to the **Graduation Requirements** section of this catalog for full eligibility and document release requirements.

State Board Exams and Misc. Fees

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

Library Resources

The school has library resources available upon request. Materials include instructional videos, journals related to beauty, health, and electrolysis occupations; beauty and health texts, technical manuals, reference books, magazines, and beauty and health related audio tapes. The library is an important resource for our students and faculty. For a current inventory of library publications and resources on hand, or to suggest additional resources, please contact the school administration. If a student wishes to checkout any resources or materials, they are to sign and date a checkout form provided by student affairs. Materials are usually loaned out for a 2 week time period. If loaned materials are not returned

within the specific amount of time, students will be charged the cost to replace the items.

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 80%) 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.

Transportation

Public transportation is available to and from the surrounding area(s) near the school.

Parking

The school offers free parking for all students. 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 apartment rentals near the school.

Children & Pets

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

Medical Services

Students who experience any medical injury while on school property should report it to Administration and their instructor within 24 hours. An injury is considered, but not limited to: cuts, lacerations, scrapes, burns, allergic reactions, etc. Arviv Medical Aesthetics is the school's affiliated spa and provides free care for any superficial, school-related injury that occurs on school property. Arviv Medical Aesthetics is located in the Westchase area of Tampa, FL.

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.