



## **COURSE CATALOG**

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

**January 2018**

**Volume XII**

## TABLE OF CONTENTS

About Beauty and Health Institute Background and Licensure Administration Campus Facilities Drug-free/Smoke-free Policy Campus Security/Weapons Policy Hate Crime Reporting	Page 3
Vision and Mission	Page 7
Admissions Admissions Policy Transfer Policy Tuition and Fees	Page 8
Leave of Absence Policy	Page 17
Cancellation and Refund Policy	Page 17
Academic/Attendance Policy Grading System Probation/Reinstatement	Page 18
Dress Code	Page 20
Educational Programs Graduation Requirements Program Identification Prefixes and Course Numbering Class Size Program Overviews Full-time/Part-time Status	Page 20
Academic Year Calendar, Observed Holidays and School Hours	Page 26
Faculty	Page 27
Student Services Academic Advising Job Placement Assistance Student Records/Transcripts Library	Page 27

Student Conduct and Responsibilities	Page 28
Sexual Harassment/Hazing Policy	Page 28
Grievance/Complaint Policy	Page 29
Veteran's Refund/Attendance Policy	Page 31

## **About Beauty and Health Institute**

Beauty and Health Institute is the doing business as (DBA) name for Electrolysis Institute of Tampa, Inc., which was incorporated as a post-secondary vocational school on April 14, 2006, by Rita Kruse and Don Kruse. The school accepted its first students on December 16, 2006, and graduated its first class in February 2007.

The school's name was changed to Beauty and Health Institute in 2009 to reflect its broadening array of educational offerings. It operates as a privately held business corporation subject to the educational standards and requirements of the Florida Commission for Independent Education, Florida Department of Education.

The Beauty and Health Institute's three post-secondary occupational education programs: Electrolysis, Facial/Skin Care Specialist, and Medical Aesthetician.

Graduates are awarded certificates and are offered assistance in preparing for applicable state licensing exams. The school also provides continuing education classes that enable professionals to refresh and expand their skills and maintain their licenses.

The school operates on a 12-month calendar system with programs. A full-time student's course load is 30 hours per week.

The Beauty and Health Institute uses a combination of traditional instructional techniques, including classroom lectures, hands-on lab/equipment training, and work-based activities to prepare students for gainful employment in their chosen professions. Continuing education is delivered using the same instructional methods. The school does not currently offer distance education but does make available digital media resources such as DVDs, CDs, and audio files that students can use at home to enhance their skills and knowledge.

Beauty and Health Institute does not discriminate on the basis of race, creed, color, sex, age, disability, or national origin.

### **Licensure**

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

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 Main Line  
(888) 224-6684 Toll Free

## **Administration**

Sunny Moroz	Director
Don Kruse	President
Tali Arviv MD	Vice President
Anna Lukomska	School Administrator
Shannon Drucker	Student Affairs
Destiny Lopez	Student Coordinator

## **Campus Facility**

Beauty and Health Institute is located in Lexington Plaza in the fast-growing Westchase district of Tampa, Florida. The school's 5,000-square-foot facility features modern instructional and training space, including ten classroom/lab/practice treatment rooms, a library, a student lunch/break room, two 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.

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

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

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

## **Campus Security**

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

Crimes that should be reported are as follows: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; all hate crimes involving bodily injury; and all liquor, drug, or weapons

law violations. If you are in doubt as to whether a crime should be reported, please report the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability. It is important that any crime is reported in a timely fashion. Never hesitate to report a crime.

### **Weapons Policy**

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

### **Hate Crime Reporting**

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

## **Vision and Mission**

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

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

### **Mission Statement**

Beauty and Health Institute's mission is to provide training at a level that allows each student to achieve his/her highest occupational potential in the fields of beauty, health, and electrolysis.

Beauty and Health Institute programs meet all standards set forth in the Rules and Statutes of the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology; the Florida Department of Health, Medical Quality Assurance; and the Curriculum Frameworks and Program Standards of the Florida Department of Education. The school's training provides the foundation necessary for students to pass the Florida Department of Health and Florida Electrolysis Council License Exams.

## Admissions Policy

### Basic Admission Requirements

Individuals requesting admission to Beauty and Health Institute must meet the following minimum requirements:

- Must be at least 18 years old (16 or older for admission into the facial/skin-care program).
- Must possess a high school diploma, GED, or college degree.
- Must demonstrate good manual dexterity (full use of hands and fingers).
- Must have good communications skills and demonstrate basic English proficiency.

Before being accepted into a program, prospective students are advised of all program and ancillary costs, personally interviewed by administration, and must submit a signed Enrollment Agreement with program fees.



In order to determine student competency in English (or adequacy for the program), the director or his designee may request that the student respond in English, both verbally and in writing, to program-related questions.

\*All high school diplomas/transcripts or GED's must be in English if its contents is another language, translation and verification from an approved organization will be required before admission.

Beauty and Health Institute does not discriminate on the basis of race, creed, color, sex, age, disability, or national origin.

### **Financial Requirements**

Students must submit a completed and signed Enrollment Agreement and pay all base registration fees prior to being accepted into a training program.

### **Denial of Admissions**

The school reserves the right to deny admission to a prospective student if one or more of the admissions requirements above are not met.

If an applicant is denied admission to the school, the school will fully inform the applicant of the nature of the denial. Applicants who are denied admission to the school may appeal that decision in writing to the director. The director will make the final judgment as to the denial based on the school's published policies.

The school will maintain a record of any applicant for at least 12 months.

### **Transfer Policy**

Beauty and Health Institute considers courses for transfer from schools within Florida and the US that have been accredited by their regional or state associations. Transfer credits may also be considered from schools outside the United States that have been chartered or authorized by their governments. Beauty and Health Institute cannot accept more than 75% of previous credits earned at another institute towards a program; the transfer student must attain at least 25% of credits from Beauty and Health Institute.

Generally, Beauty and Health Institute accepts transfer credits from institutions licensed by the Florida Department of Education, Commission for Independent Education. To be eligible for transfer credit, courses must have been completed with a grade of C or better. Occupational course credits earned more than five years prior to the time of request will not be accepted for transfer; certain occupational/technical programs may have more stringent requirements.

To transfer from another institution, students must submit official transcripts to Beauty and Health Institute for review and evaluation by the director and/or appropriate faculty advisor. Beauty and Health Institute decides what credits transfer and whether those classes meet Beauty and Health Institute program requirements. Advisors evaluating the courses to be transferred look at course content and description to see if the class meets specified requirements.

Transferring between Beauty and Health Institute programs is allowed only in special cases where the program content and clock hour requirements are sufficiently similar. Internal program transfers are subject to the discretion and approval of the director.

## **Transferring Credit 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.

## **Tuition and Fees**

### **Electrolysis Program Cost**

Tuition	\$7,000
Registration Fee ( <b>non-refundable</b> )	\$100
Books and Materials ( <b>non-refundable</b> )	\$600
Total Program Cost	<b>\$7,700</b>

### **Facial/Skin Care Specialist Program Cost**

Tuition	\$4,400
Registration Fee ( <b>non-refundable</b> )	\$100
Books and Materials (Text, Supplies, Kit) ( <b>non-refundable</b> )	\$400
Total Program Cost	<b>\$4,900</b>

### **Medical Aesthetician Program Cost**

Tuition	\$11,600
Registration Fee ( <b>non-refundable</b> )	\$100
Books and Materials (Text, Kit, Supplies) ( <b>non-refundable</b> )	\$900
Total Program Cost	<b>\$12,600</b>

## **Financial Aid**

Title IV financial aid is currently not available.

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

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

Satisfactory Academic Progress is measured by:

- The student's cumulative grade point average (CGPA);
- The student's rate of progress toward completion (ROP); and
- The maximum time frame (MTF) allowed to complete the academic program

**Standard Academic Progress (SAP) requirements must be met.  
SAP is calculated at mid-point of the program.**

## **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Program	Total Clock Hours in Program	Evaluation Periods For SAP
Electrolysis	320	160
Facial/Skin-Care Specialist Program	280	140
Medical Aesthetician Program	600	300

**Transfer Students-** Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have at least one evaluation by midpoint in the course. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule, in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, The Beauty and Health Institute will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **ACADEMIC PROGRESS EVALUATIONS**

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

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

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

## Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in weeks and hours.

<b>Maximum Time Frame Chart</b>		
(Based on 150%)		
<b>Program (s)</b>	<b>Maximum Weeks</b>	<b>Maximum Hours</b>
Electrolysis (FT 30 hrs/wk) 320 Hours	23 (22.5)	480
Electrolysis (PT 15 hrs/wk) 320 Hours	48	480
Medical Aesthetics (FT 30 hrs/wk) 600	50	975
Medical Aesthetics (PT 15 hrs/wk) 600	100	975

Students exceeding the maximum time frame will be administratively withdrawn.

## DETERMINATION OF PROGRESS STATUS

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

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period will be placed on probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the SAP Policy standards by the end of

the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP. The student must be eligible to graduate within the maximum time frame.

### **DISMISSAL DUE TO UNSATISFACTORY PROGRESS**

A student, who was dismissed from The Beauty and Health Institute due to unsatisfactory progress, may appeal the dismissal to an owner in writing within 5 business days of the dismissal date. The Director 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 The 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 in order to be eligible and to remain enrolled at The Beauty and Health Institute.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to The Beauty and Health Institute, describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) 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.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

### **INSTITUTIONS ATTENDANCE POLICY**

In order to graduate, a student is required to complete 100% of the total hours in the program. The Beauty and Health Institute strongly encourages good attendance. For students who are absent for legitimate reasons must also provide appropriate documentation. Attendance is taken daily.

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the facility will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. The determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  - Attend class, the next scheduled class after the violation and post positive attendance thereafter
  - File an appeal within five (5) calendar days after the date of violation
  - Have perfect attendance while the appeal is pending
  - May be charged an additional \$10 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.
  - Will be required to meet with the director to discuss corrective action.

If a student is dismissed for poor attendance, he or she has the right to appeal the dismissal.

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

- Death of a relative
- Medical reason(s)
- Financial hardship

Students must provide to The Beauty and Health Institute any applicable documentation in writing for the appeal to be considered. The student may appeal to an owner within five (5) business days of the dismissal date. The owner will make a determination within five (5) business days of receipt of the appeal and will respond to the dismissed student in writing. If the school is closed due to an event beyond the owners' control, such as a hurricane, tornado, or power outage, opportunities for making up for lost time will be provided.

### **Makeup Work**

Students must arrange with their instructors to make up any missed work resulting from absences because 100% of a program's clock hours must be completed in order to graduate. Instructional hours will not count for students who clock in prior to the start of school or clock in after hours. Arrangements must be pre-approved with an instructor to make up missed hours, and cannot exceed your scheduled hours for the week.

## **Tardiness**

Students who are over 15 minutes late to class or leave class before the scheduled class time has been completed will be reported as tardy. Excessive tardiness (two consecutive tardies or a total of eight tardies) may result in the student being placed on probation. If a student receives three (3) tardy reports in one week, the director will require an explanation from the student and he/she will be warned that further excessive tardiness may result in dismissal. The director has 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.

### **Excessive Tardiness/Absenteeism**

Students who are excessively tardy or who have exceeded the maximum absences for their program:

- Will be required to meet with the director to discuss corrective action.
- May be placed on probation for one week (7 days).
- May be charged an additional \$10 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.

### **Probation and Reentry**

- 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 the director), the student will be allowed to continue training.
- If after the probation period has passed the student has not met all of the school's requirements, the student will be dismissed.

### **Dismissal and Reentry**

- A student who has been dismissed due to excessive tardiness and/or excessive absenteeism may request reentry to a program by contacting the director in writing within 90 days of being dismissed.
- Based on published school standards and policies, the director will determine whether the student qualifies for reentry and what, if any, additional financial charges will apply.

### **Leave of Absence (LOA)**

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. The school will grant a LOA during your enrollment for up to a maximum of 90 days for major documented medical reasons or other extenuating circumstances as approved by the director of the business office. The maximum number of requested LOA must not exceed 2 per calendar month.

Students must request a LOA in online, stating the reason for the leave. The student must e-sign the LOA request and an addendum for the NEW (extended) expected graduation date. No leave will be granted without the student's e-signature, unless the student is medically unable to provide it. In such cases the student will be required to sign the LOA document upon returning to school. The official leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No reentry fee will be charged if the student returns to class on or before the first class date scheduled after termination of the LOA.

Upon the student's return, the student will resume the same payment period and course work. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days.

Failure to return from an approved LOA will result in the student's withdrawal from the program at any time within a six (6) month period without incurring a financial charge for reentry.

### **THE MAXIMUM TIME FRAME (MTF):**

The maximum time frame (MTF) allowed to complete the academic program is 15 program days after the expected graduation date. After that All students will be charged an additional \$10 per clock hour for the additional faculty time required to allow the student to make up the missed hours of training and complete the clock hours required for graduation.

### **Cancellation and Refund Policy**

Refunds, when due to a student, will be made according to the following terms. Students must acknowledge acceptance of these terms when they sign an Enrollment Agreement.

1. Withdrawals must be made in person or by certified mail.
2. All payments will be refunded if the school does not accept the applicant.
3. All monies paid will be refunded if the student withdraws within three (3) working days after signing the Enrollment Agreement.
4. Withdrawals that occur after three (3) working 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 fees for books, supplies, and materials.
5. Withdrawals/Cancellations after classes have commenced through 40% completion of the program will result in a pro rata refund on the number of hours completed to the total program hours..
6. Refund calculations are based on the following formula:  
Total program cost (minus registration fee and fees for books, supplies, and materials) multiplied by percent of program completion, which is derived by dividing total program hours by the number of hours scheduled. That amount is then deducted from

- the total program cost to determine the refund.
7. Withdrawals/cancellations after completing more than 40% of the program will result in no refund.
  8. Refunds, when due, will be made within 30 days of the termination date.
  9. Program/course cancellations and refunds:  
 If the school cancels a program or course, or changes its curriculum, while the student has a signed Enrollment Agreement with the school, then the school will do one of the following:
    - a. Complete the training of the student at no additional cost
    - b. Attempt to make other arrangements for the student (i.e., transfer the student to another program offered by the school)

## ACADEMIC POLICY

### Grading System

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

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

### General Grounds for Dismissal

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

- Failure to maintain satisfactory academic progress after being placed on academic probation
- Excessive absenteeism/tardiness as defined in this catalog under Attendance Policy
- Unprofessional conduct as defined in this catalog under Student Conduct, including failure to observe the school's drug and smoking policy
- Failure to pay tuition or fees as set forth in the enrollment Agreement Students

terminated for any of these reasons will not receive a tuition refund. **Withdrawals**

- Students who withdraw with passing grades will be considered to be withdrawing with satisfactory progress. These students shall have up to one year (12 months) from the date of withdrawal to request reentry into a program of study.
- Students who withdraw with failing grades and wish to return to the school will be placed on a reentry probationary period of one month (30 days), after which time the student must have attained a grade average of a C or at least 70% to remain in the

program.

### **Suspension**

A student may be suspended for up to 30 days for nonpayment of fees or failure to comply with school rules and policies as stated in the catalog.

## **DRESS CODE**

Students are required to wear medical scrubs, which may be in any solid color. No logo or writing, other than the school logo, will be permitted on apparel. Students should be well-groomed always.

<b>Educational Programs</b>
-----------------------------

Electrolysis	320 Clock Hours
Facial/Skin Care	280 Clock Hours
Medical Aesthetician	600 Clock Hours

### **Graduation Requirements**

To be eligible for graduation, a student must have:

1. Completed all the clock hours required by the program.
2. Maintained satisfactory academic progress.
3. Paid all fees.

### **Program Identification and Prefixes**

Each program is identified by an alpha prefix and courses within that program are identified by the same prefix.

Electrolysis	EL
Facial/Skin Care Specialist	FAC
Medical Aesthetician	MA

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.

### **Open Enrollment**

The school does have an open enrollment policy with specific start dates for each program.

### **Class Schedules and Syllabi**

New students receive a class schedule upon enrollment and a program syllabus on the first day of class.

### **Clock Hours**

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

### **Class Size**

The average class size is twenty five (25) students to one (1) instructor, with one student assigned to each workstation.

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

#### **Program Objectives**

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

#### **Program Description**

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 in a clinical and/or simulated laboratory setting under the supervision of a qualified Florida licensed electrolysis instructor. Clinical and simulated laboratory 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 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 Training Programs.

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 & Nervous Systems	6
EL-107	The Endocrine System & 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 & Office Management	5
EL-113	Florida Statutes & Rules For Electrolysis	5
EL-114	Consultations	20
	<b>THEORY COURSES: EL-101 TO EL-114 - 120 CLOCK HRS</b>	
EL-115	Probe Holder & Forceps Skills	5
EL-116	Insertions	15
EL-117	Sanitation/Sterilization Procedures	10
EL-118	Laser And Light-Based Equipment Training	15
EL-119	Thermolysis Equipment Training	10
EL-120	Blend/Galvanic Equipment Training	10
EL-121	Client Pre/Post Treatment	10
EL-122	Client Assessment	15
EL-123	General Treatment Procedures (All Modalities)	80
EL-124	Consultations (Clinical)	15
EL-125	Visuals/Library	5
EL-126	Review/Exam Preparation	10
	<b>CLINICAL APPLICATION COURSES: EL-115 TO EL-126= 200 CLOCK HOURS</b>	
	<b>Total Hours:</b>	320

### Tutorial for the Electrolysis Exam

Should a student fail the State of Florida Electrolysis Exam given by the Florida Electrolysis Council, the student will be permitted to return to the school for ten (10) additional clock hours of tutorial training at no cost to the student.

### Program Standards for Electrolysis

The Beauty and Health Institute offers an electrolysis program that prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-52 and 53, FAC. Upon successful completion of the program, the student is prepared to sit for the Florida Electrolysis Council Exam to become licensed as a Florida licensed electrologist. The program includes 120 clock hours of classroom training (theory), and 200 clock hours of instruction in a clinical setting (lab applications). The classroom and lab training is given under the supervision of an electrologist licensed by the state of Florida.

## **Facial/Skin-Care Specialist – 280 Clock Hours – Diploma Program**

### **Program Objectives**

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

### **Program Description**

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

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

Upon successful completion of 260 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, and the completion of 40 clock hours of facial services, 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 260 clock hours of the Facial/Skin-Care Specialist Program, pay the Florida Board of Cosmetology’s initial registration fee, and will be registered by the Board of Cosmetology to practice as a licensed facial/skin-care specialist.

**Facial/Skin-Care Specialist Program Breakdown by Course:**

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

**Theory/Didactic/Lab/Services Courses**

<b>Course Number</b>	<b>Name</b>	<b>Clock Hours</b>
FAC 101	Introduction to Facial/Skin Care	20
FAC 102	Safe, Sanitary, and Efficient Work Practices	15
FAC 103	Science of Grooming and Salon Services	15
FAC 104	Florida Law and State Board Rules and Statutes	10
FAC 105	Introduction to Performing Facials	60
FAC 106	Facial Manipulation and Related Massage	60
FAC 107	The Art of Makeup	15
FAC 108	Facial Hair Removal	15
FAC 109	The Application of Artificial Lashes	10
FAC 110	Professional Development and Employability	10
FAC 111	Entrepreneurship and Management Skills	10
FAC 112	Required Services/Lab	40
	<b>Total Program Clock Hours</b>	<b>280</b>

**Program Standards for Facial/Skin-Care Specialist**

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

The classes, lab training, and services are under the supervision of a cosmetologist licensed in the state of Florida.

**Medical Aesthetician – 600 Clock Hours – Diploma Program**

**Program Objectives**

The objective of the Medical Aesthetician Program is to prepare students for entry-level

positions as licensed medical aestheticians. Upon completion of the program, students will have the knowledge required for success on the credentialing examination of their choice as well as skill competencies sought after in the field of medical aesthetics.

### **Program Description**

The Medical Aesthetician Program is focused on teaching broad, transferable skills and stresses understanding and demonstration of the elements of skin care, including hair removal through electrolysis and laser techniques as well as facial services including makeup techniques. The program follows the curriculum concepts listed in the Florida Department of Health, Electrolysis Council Rule, Chapter 64B8-53 and the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology. The program blends theory with skills in a simulated laboratory setting under the supervision of qualified instructors licensed by the state of Florida. Clinical and simulated laboratory learning is correlated with didactic instruction.

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

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

### **Medical Aesthetician Program Breakdown by Course**

<b>Course Number</b>	<b>Name</b>	<b>Clock Hours</b>
MA 101	Introduction To Electrolysis	15
MA 102	Use Of Electricity In Hair Removal	5
MA 103	Laser And Light-Based Hair Removal Physics	5
MA 104	Laser Safety And Precautions	5
MA 105	The Integumentary System	6
MA 106	The Circulatory & Nervous Systems	6
MA 107	The Endocrine System & Diseases	6
MA 108	The Biology Of Hair Growth	10
MA 109	Skin Assessment	20
MA 110	Blood Borne Pathogens (Hiv/Aids, Hepatitis)	5
MA 111	Microbiology Of The Skin	7
MA 112	Clinic & Office Management	5
MA 113	Florida Statutes & Rules For Electrolysis	5



MA 114	Consultations	20
MA 115	Probe Holder & Forceps Skills	5
MA 116	Insertions	15
MA 117	Sanitation/Sterilization Procedures	10
MA 118	Laser And Light-Based Equipment Training	15
MA 119	Thermolysis Equipment Training	10
MA 120	Blend/Galvanic Equipment Training	10
MA 121	Client Pre/Post Treatment	10
MA 122	Client Assessment	15
MA 123	General Treatment Procedures (All Modalities)	80
MA 124	Consultations (Clinical)	15
MA 125	Visuals/Library	5
MA 126	Review/Exam Preparation /Electrolysis	10
MA 127	Introduction to Facial/Skin Care	20
MA 128	Safe, Sanitary, and Efficient Work Practices	15
MA 129	Science of Grooming and Salon Services	15
MA 130	Florida Law and State Board Rules and Statutes	10
MA 131	Introduction to Performing Facials	60
MA 132	Facial Manipulation and Related Massage	60
MA 133	The Art of Makeup	15
MA 134	Facial Hair Removal	15
MA 135	The Application of Artificial Lashes	10
MA 136	Professional Development and Employability	10
MA 137	Entrepreneurship and Management Skills	10
MA 138	Required Services/Lab (Facial/Skin Care)	40
	Total Hours Medical Aesthetician:	600

### **Program Standards for Medical Aesthetics**

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 is under the supervision of an electrologist/facial/skin-care specialist licensed by the state of Florida.

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

#### **Full-Time Students**

Five (5) classes each week for six (6) clock hours per class = thirty (30) clock hours per week.

#### **Part-Time Students**

Five (3) classes each week for five (5) clock hours per class = fifteen (15) clock hours per week.

<b>Academic Calendar, Observed Holidays, and Hours of Operation</b>
---

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

**Observed Holidays:**

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day and the day after
Presidents Day	Thanksgiving
Memorial Day	Christmas Day
Fourth of July	

\*\*\*\*\* The director may announce other holidays.

**School Hours of Operation**

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

**Note:** The school reserves the right to alter class schedules, change instructors, change the sequence of instruction, change class hours, graduation requirements, fees, or to make other changes deemed necessary or desirable, giving a notice of change when possible

<b>Faculty/Instructors</b>
----------------------------

Cathy Hunt Facial/Skin Care Instructor FB9737227 Diploma- FTI	Jennifer Pysz Electrolysis, Facial Skincare, and Medical Aesthetician Instructor EO2733/FB9746040 Diploma- Beauty and Health Institute
Rita Kruse Electrolysis and Facial/Skincare Instructor EO949/FB9739746 Diploma - Electrolysis Institute of Orlando Certificate-Manhattan Cosmetology School of Philadelphia	Damelza Torres Facial/Skin Care, Electrolysis, and Medical Aesthetician Instructor EO2674/FS885117 Diploma- FL Natural Health
Olga Stetkso Electrolysis, Facial Skincare, and Medical Aesthetician Instructor EO1286/FB9742243 Diploma- Beauty and Health Institute	

## Student Services

### Academic Advising

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

### Job Placement Advising

The school provides job placement assistance to students in the form of employment leads and referrals generated through ongoing contact with area employers and beauty and health service providers. Students and graduates are able to access job openings through the portal. However, the school does not guarantee employment.

### Student Records/Transcripts

- Student records are maintained on site at the school in a fireproof cabinet and digitally stored off campus as part of nightly back-up procedures.
- Records are available to students upon written request.
- Student records will be provided to potential employers only after a written release has been submitted by the student.
- Transcripts are provided free of charge at graduation. Additional/Replacement copies of transcripts are available at a cost of \$25 each. Additional charges will apply for mailing outside of the U.S.
- Any certificate replacements will be a cost of \$30 each

All student records are held in the strictest confidence. The school complies with the Family Educational Rights and Privacy Act of 1974, Buckley Amendment, Public Law 93-380, Section 438.

\*\*\* Students are financially responsible for all courses not officially dropped by the deadline. 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.

\*\*\* Any Books or Booklets that are lost or need to be replaced will be at the student's expense and have a cost.

### Library

The school's library is located in the east side of the building. The library features a computer; instructional videos; journals related to beauty, health, and electrolysis occupations; beauty and health texts and technical manuals; reference books; magazines; and beauty- and health-related audio tapes. Students may use the library and its materials while on campus or make special arrangements through the director or office administrator

to check out certain materials. The library is an important resource for our students and faculty and remains open during all school hours.

For a current inventory of library publications and resources on hand, or to suggest additional resources, please contact the office Administrator or the director.

### **Transportation**

Public transportation is available to and from the school site.

### **Child Care**

While the school does not offer child care, it does maintain a list of child care facilities near the school.

### **Housing**

Housing is available near the school. If housing is needed, the school will assist students in locating community agencies that can assist in meeting student housing needs.

## **STUDENT CODE OF CONDUCT**

Students engaging in unprofessional conduct that may discredit the school are subject to termination. Unprofessional conduct includes the following:

- Noncompliance or failure to abide by school rules
- Harassment of any kind (intimidation/discrimination)
- Unbecoming conduct
- Use of abusive language or profanity
- Excessive absence or tardiness
- Unprofessional conduct which might discredit the school
- Failure to pay school tuition or fees
- Cheating or stealing
- Bringing a firearm to school
- Sexual harassment
- Discrimination or intimidation of any kind
- Willful destruction of school property or another student's property
- Smoking inside the school
- Personal use of school telephones, unless authorized by the staff.
- Stealing, Borrowing is not permitted. Possession of other's materials, of any kind is considered theft.
- Verbal, physical, or mental abuse causing tension among students
- 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 or employee's
- Possession, use, or sale, of any illegal substance or alcohol in, or on school

property

- Failure to comply with dress code outlined in contract
- Lack of knowledge or ability to be taught minimum requirements
- Failure to comply with student regulations
- Failure to comply with decision or action of management regarding the enforcement and regulation of rules of conduct

### **Student Responsibilities**

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

### **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, 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 director or office administrator.
- Students who are terminated for harassment or hazing will not receive a tuition refund.

## **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**

A student with grievances or complaints shall first attempt to resolve minor issues with the instructor or individual(s) involved. If the student is not satisfied with the outcome, or if the student is uncomfortable talking with the staff member or party involved, s/he is encouraged to contact the office administrator. The student shall initiate action to address the issue within 30 calendar days of the matter giving rise to the complaint.

The office administrator will investigate the complaint, counsel the student and parties involved, and attempt to resolve the matter. The office administrator shall provide a written report of his or her recommendations to all parties involved within 10 work days of receiving the student complaint. Every effort will be made to resolve the issue without moving beyond step one.

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 office administrator and parties involved in the complaint. The director shall provide a written report of her recommendations to all parties involved within 10 working 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 by The Beauty & Health Institute's board of directors after submitting a written letter with a request for a hearing to the director. This request must include a specific statement of the student's complaint, 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.

4. 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

(888) 224-6684 Toll Free

(850)245-3200

## **VETERANS ATTENDANCE POLICY**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as an unexcused absence.

Students exceeding 20% **total** absences in a **calendar month will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (defined as 80%) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## **STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period. Evaluation periods are defined by program.

A VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on

academic probation for a maximum of one (1) month. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

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

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

### **VETERAN'S TIME FRAME TO COMPLETE PROGRAMS**

Veteran students are expected to attend classes according to their assigned schedule and complete their program within State Approving Agency (SAA) approved number of program hours. Full time Veteran students are scheduled to attend 30/34 hours weekly and part-time Veteran students are scheduled to attend 20 hours weekly.

Veteran students may not make up any hours missed. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (defined as 80%) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

### **VETERAN'S LEAVE OF ABSENCE POLICY**

Veteran student may not take a Leave of Absence (LOA). Veteran student will be terminated on the last date of attendance.

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

An applicant not accepted by the school shall be entitled to a full refund. Cancellation or withdrawal date in each situation below is determined by the earlier of the postmark on written notification or the date said information is personally delivered to the school.

1. If a student cancels his/her enrollment and requests his/her money back in writing within three (3) business days after signing the enrollment agreement, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training. Unofficial withdrawals are determined by the school through monitoring attendance at least every 30 days.
2. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering class, he/she shall be entitled to a refund of all monies paid to the school less the registration fee (maximum \$100) listed on the contract, and any books & equipment which are not returned or are not returnable due to use.
3. Refunds are computed on the basis of scheduled hours. They apply to all terminations for any reason, by either party. Refund policy applies to percentage of the program the student has been scheduled to complete as of the student's last day of attendance. This is based on the percentage of

the program the student has been scheduled to complete as of the student's last day of attendance. This is based on the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. For students who enroll in and begin classes, the following schedule of tuition is authorized:

Withdrawal after attendance has begun, but prior to 20% completion of the billing period will result in a pro-rata charge for tuition, computed on number of hours scheduled compared to total billing period hours. After 20% completion, billing period is considered to be 100% earned. Periods are 140 hours in a 280-hour program, 160 hours in a 320-hour program, 290 hours in a 580-hour program and 300 hours in a 600-hour program. For transfer students, equitable billing periods will be developed on an individual basis. At or after 20% completion of the period, the tuition for that period is 100%. Billing periods not yet started will not be charged. Used equipment is not considered returnable for credit.

4. Refunds to the student and/or other federal account will be made within 30 days of the date of determination of student's enrollment or receipt of Cancellation Notice from student.
5. Mitigating circumstances: When situations of mitigating circumstances are in evidence, a settlement shall be made that will be reasonable and fair to both the student and the school.
6. If a program is cancelled after a student's enrollment but before the program begins, the school shall either provide a full refund of all monies paid, or provide completion of the program. If school cancels a program after student enrolls and instruction has begun, the school shall, at its option: Provide a pro rata refund for transfer to another school based on the hours accepted by receiving school, provide completion of the program, participate in a Teach-Out Agreement or provide a full refund of monies paid. If school closes permanently and ceased to offer instruction after instruction begins, the school shall provide pro-rata refund; or participate in a Teach-Out Agreement.