



# CATALOG

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VOL XXIII JANUARY 2015 - DECEMBER 2017

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# ABOUT THE SCHOOL

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## MISSION STATEMENT

To be a world-class academic institution striving to provide inspiration to our students in the salon, spa and beauty industry for the purpose of beautification, education and successful occupation.

## INTRODUCTION AND HISTORY

The Coral Springs Schools, Inc. d/b/a Beauty Schools of America® (BSA) opened its first campus in Margate, Florida in 1989. The school has successfully expanded to a total of 5 locations throughout South Florida, making it one of the largest Cosmetology Schools in Florida. All campuses are situated in vastly diverse communities, basking in the rich variety of students and residents in the area. BSA is licensed by the Commission for Independent Education (CIE)/Florida Department of Education (DOE), accredited by the Council on Occupational Education (COE) and has been one of five schools across the country to meet the standards of the International Therapy Examination Council (ITEC), which provides certification in over 38 countries. BSA currently offers an array of beauty and spa related programs and our curriculum continues to grow as the industry evolves.

Beauty Schools of America® follows its values of integrity, respect and excellence in student service and education. One of the Institution's goals is to provide students with high quality training programs covering the limitless areas of the beauty and spa industry. BSA is proud to have professional instructors that have extensive portfolios and have worked for internationally renowned companies. Our licensed, dedicated and experienced instructors will prepare you for an exciting future. They will strive to make the learning experience happy and enjoyable in an educational environment that supports and encourages each student's individual growth. Throughout the years, the school has graduated thousands of students helping them fulfill their dreams.

At Beauty Schools of America® you can expect professional training. The curriculum used is based on the latest acquired theoretical and practical techniques, as well as the latest approaches released to the industry. Uplifting creativity and quality training is provided to students with programs that teach professional haircuts, chemical, styles, makeup trends, facial methods, massage techniques, nail technology and hair removal skills. BSA offers programs that will prepare students to meet the necessary requirements to test for licensure and/or certification. All campuses are equipped with the latest technology creating an atmosphere that is conducive to learning.

Beauty Schools of America® believes in giving back to the community and exposing students to real-life experiences that allows them to express their talents. BSA is proud to have provided complimentary services to many organizations that serve the community at large. Our students have participated in hundreds of events that have earned the school recognition and a respectable reputation in the industry. Among the many recognitions that BSA and its students have received is the winning of the Matrix Mannequin Mania Nationwide Competition as well as the Clairol Professional P & G Salon Professional Student Competition.

Throughout the years Beauty Schools of America® has fostered student creativity and encouraged them to reach their full artistic potential. BSA takes pride in the success of its many graduates and their countless accomplishments. It is our goal to continue making our students' dreams a reality.

## CONTACT INFORMATION

South Beach: 305.824.2500  
Miami: 305.824.2200  
Hialeah (Main Campus): 305.824.2100  
Homestead: 305.824.2400  
North Miami Beach: 305.824.2300

You may also visit our website at: [www.bsa.edu](http://www.bsa.edu)

### Department Directory

#### Accreditation Department

Nelly Rokovich-Alvarez: 305.824.2213 – [nalvarez@bsa.edu](mailto:nalvarez@bsa.edu)  
*Regional Director of Regulatory Reporting & International*

#### Admissions Department

305.824.2645

#### Career Services Department

305.824.2643  
Nora Martin: 305.824.2118 – [nmartin@bsa.edu](mailto:nmartin@bsa.edu)  
*Regional Director of Career Services*

#### Student Accounts Department

305.824.2642  
Daniela Salazar: 305.824.2130 – [dsalazar@bsa.edu](mailto:dsalazar@bsa.edu)  
*Regional Director of Student Accounts*

#### Events Department

305.824.2646

#### Financial Aid Department

South Beach: 305.824.2639  
Miami: 305.824.2636  
Hialeah: 305.824.2635  
Homestead: 305.824.2638  
North Miami Beach: 305.824.2637  
  
Naebelys Gonzalez: 305.824.2129 – [ngonzalez@bsa.edu](mailto:ngonzalez@bsa.edu)  
*Regional Financial Aid Director & VA Certifying Official*

#### International Department

Nelly Rokovich-Alvarez: 305.824.2213 – [nalvarez@bsa.edu](mailto:nalvarez@bsa.edu)  
*Regional Director of Regulatory Reporting & International*

#### Marketing Department

305.824.2648  
John P. Rebstock: 305.824.2239  
Chief Marketing Officer

## **Registrar Department**

South Beach: 305.824.2634

Miami: 305.824.2631

Hialeah: 305.824.2630

Homestead: 305.824.2633

North Miami Beach: 305.824.2632

## **Fiscal Department**

Kim Verga: 305.824.2151 – kverga@bsa.edu

*Fiscal Director*

## **Veterans Affairs Department**

Naebelys Gonzalez: 305.824.2129 – ngonzalet@bsa.edu

*Regional Financial Aid Director & VA Certifying Official*

If you have any questions about Beauty Schools of America® that are not answered by this Catalog, please contact us. We have school representatives available to speak with you over the phone or you can arrange a convenient time for a personal visit at the campus nearest you.

## **ACCREDITATIONS / LICENSES / APPROVALS / MEMBERSHIPS**

### **Licensed by:**

The Commission for Independent Education (CIE) / Florida Department of Education (DOE)

Additional information regarding this institution may be obtained by contacting the Commission:

325 West Gaines Street, Suite # 1414

Tallahassee, Florida 32399-0400

Telephone: 850.245.3200 or 888.224.6684

Fax: 850.245.3233

[www.fldoe.org/cie/](http://www.fldoe.org/cie/)

### **Accredited by:**

The Council on Occupational Education (COE)

Additional information regarding this institution may be obtained by contacting the council:

7840 Roswell Road Building 300 Suite 325

Atlanta, GA 30350

Telephone: 770.396.3898 or 800.917.2081

Fax: 770.396.3790

<http://council.org/>

## Licensed and Regulated by:

The Department and Business and Professional Regulations (DBPR) for professions under Cosmetology and Barber:  
1940 North Monroe Street  
Tallahassee, Florida 32399-2202  
850.487.1395  
[www.myfloridalicense.com/dbpr/index.html](http://www.myfloridalicense.com/dbpr/index.html)

## Approved or Assigned by:

- » The Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS) to accept non-immigrant student applications so that they may apply for the M-1 Student Visa: [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)
- » The Florida State Approving Agency for Veterans Training - BSA is approved for veterans, reservists, and eligible dependents to receive educational benefits under the various educational laws and/or programs approved by the Veterans Administration: [www.va.gov/](http://www.va.gov/)
- » The Office of Student Financial Assistance (OSFA) for the following state programs: Florida Student Assistance Grant, Florida Bright Futures Scholarship and the Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV): [www.floridastudentfinancialaid.org/](http://www.floridastudentfinancialaid.org/)
- » The Florida Pre-Paid College to receive contract benefits: [www.myfloridaprepaid.com/](http://www.myfloridaprepaid.com/)  
\*\*The Florida Pre-Paid College Board does not endorse any particular educational institution.
- » The National Certification Board for Therapeutic Massage & Bodywork (NCBTMB): [www.ncbtmb.org/](http://www.ncbtmb.org/)
- » The Florida Electrolysis Council / Florida Department of Health to teach the Electrolysis program and the Laser and Light Based Hair Removal or Reduction CE course: [www.doh.state.fl.us/mqa/electrolysis/index.html](http://www.doh.state.fl.us/mqa/electrolysis/index.html)
- » The Massage Therapy Board / Florida Department of Health – as a Massage Therapy Approved school to teach the Massage Therapy and Spa Therapy programs: [www.doh.state.fl.us/mqa/massage/](http://www.doh.state.fl.us/mqa/massage/)

The following campuses are accredited, licensed and/or approved for the aforementioned:

South Beach – License #4485

Miami – License #1334

Hialeah – License #1083

Homestead – License #3874

North Miami Beach – License #3232

If you have any accreditation and/or licensing questions that are not answered by this catalog, please contact our Regulatory Reporting and Approvals Department at: 305.824.2213

## BSA is a member of:

- » The American Association of Cosmetology Schools (AACCS) – the source for hair, skin and nail education: [www.beautyschools.org](http://www.beautyschools.org)
- » National Association of Student Financial Aid Administrators (NASFAA) – Provides members with useful content and information for everyday use: <http://www.nasfaa.org/>
- » The Florida Association of Postsecondary Schools and Colleges (FAPSC) – providing leadership, support and advocacy for quality career education: [www.fapsc.org](http://www.fapsc.org)
- » The South Florida Hispanic Chamber of Commerce (SFLHCC) – committed to enhancing the quality of education: [www.sflhcc.com](http://www.sflhcc.com)
- » The Miami Beach Chamber of Commerce – dedicated to promoting local businesses and establishing vital connections within the Miami Beach area: [www.miamibeachchamber.com](http://www.miamibeachchamber.com)
- » The Greater Kendall Business Association (GKBA) – Provides a positive network environment to help build positive & successful relationships: <http://greaterkendall.com/>

## LOCATIONS

### South Beach Campus

The South Beach Campus is located at 1011 Fifth Street, Miami Beach, FL 33139. The school occupies approximately 16,300 square feet of space.

### Miami Campus

The Miami Campus is located in the Trail Shopping Plaza at 1176 S.W. 67th Avenue, Miami, FL 33144. The school occupies approximately 17,852 square feet of space.

### Hialeah Campus

The Hialeah Campus is conveniently located in the Palm Springs Mile Shopping Center at 1060 W. 49th Street, Hialeah, FL 33012. The school occupies approximately 19,650 square feet of space.

### Homestead Campus

The Homestead Campus is located in the Plaza Portofino West at 600 N.E. 22 Terrace #108, Homestead, FL 33030. The school occupies approximately 32,881 square feet of space.

### North Miami Beach Campus

The North Miami Beach Campus is located at 1813 N.E. 163rd Street, North Miami Beach, FL 33162. The school occupies approximately 7,498 square feet of space.

## OFFICE HOURS

Office hours may vary per campus/department.

### General Office Hours

Monday – Thursday: 8:30 am - 8:00 pm

Friday: 8:30 am - 6:00 pm

Saturday: 9:00 am - 4:00 pm

Sunday & Selected Dates: CLOSED

### Financial Aid Office Hours

Monday – Thursday: 8:30am – 8:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 4:00pm

Sunday & Selected Dates: CLOSED

## SCHOOL CALENDAR

All class sessions start weekly.

The school is closed on the following holidays:

- » Martin Luther King Day (third Monday of January)
- » Memorial Day (last Monday of May)
- » Independence Day (July 4th)
- » Labor Day (first Monday of September)
- » Thanksgiving (fourth Thursday of November)
- » Winter Break (TBD)

**NOTE:** When a holiday falls on a Thursday, the school will be closed the following day. Any holiday that falls on a weekend will not be transferred to the next school day. The following Monday after the holiday will be a regular day of class.

In the event of an emergency due to inclement weather or a natural disaster (hurricane, tornado, etc.), the school will close as determined by the Miami-Dade Public School System. For any of these circumstances or other unforeseen events, call our Emergency Hotline at: 305.824. 2030

## INSTITUTIONAL OWNERSHIP / GOVERNING BODY

The Institution is owned, operated and governed by the Coral Springs Schools Inc., which conducts business under the name of Beauty Schools of America®

The Beauty Schools of America®, Inc. is a registered Trademark with the United States Patent and Trademark Office, and is a registered fictitious name with the Florida Department of State Division of Corporations. All Federal Trademark and Florida Fictitious Name rights are owned and maintained by the Coral Spring Schools, Inc.

## PHYSICAL FACILITIES AND EQUIPMENT

All of our campuses are fully air-conditioned and handicap accessible to provide a comfortable training/service environment. Modern classroom labs give each student the opportunity to begin with the basics and work through to a more advanced level. The latest equipment is available on-site to create a hands-on training approach. Our facilities are equipped with:

*Classroom desks and chairs, work stations (cosmetology, barber, manicure & pedicure), product tables, facial beds, massage chairs and beds, stools, styling chairs, hot cabinets, styling carts, shampoo stations/sinks, latest technology in product and styling tools, dry erase boards, computers, overhead projectors, DVD players, televisions, Media Center (computers/Internet, books, headphones, microphones, etc.), educational visual aids and props, magnifying lamps, facial vaporizers, sanitizing dispensers, biohazard containers, air purifiers, extractors, first aid products, high quality security system, and professional technology equipment including but not limited to: High frequency, wax, Galvanic, paraffin, polishing, suction, airbrush, sanitizing, Hydrocollator, Electrolysis, Laser and Autoclave machines.*

**NOTE:** Equipment usage and availability may vary per campus/program.

## CONSUMER INFORMATION

For the complete listing of Beauty Schools of America®'s Consumer Information please visit our website: [www.bsa.edu](http://www.bsa.edu)

# ADMISSIONS

ADMISSIONS POLICY

CREDIT FOR PREVIOUS EDUCATION / TRAINING

RE-ENTRY POLICY

CHANGE OF PROGRAM POLICY

REQUESTING TRANSCRIPTS FROM BSA

SCHEDULE OF CLASSES

## ADMISSIONS POLICY

To be admitted, the prospect must complete an application for admission and have an interview with an Admissions Representative to evaluate the applicant's qualifications and aptitude to pursue a career in any of the programs we offer.

Prospective students must be at least 16 years of age and meet the requirements in at least one of the following areas as per our general admissions policy:

- » The applicant must be a high school graduate
- » Have successfully completed the recognized equivalent of a high school diploma, such as the General Education Development (GED).
- » Have an academic transcript of a successfully completed two-year program that is acceptable for full credit towards a bachelor's degree

### ATB Option for Students

As of July 1st, 2012 first time students no longer have the option to use the Ability to Benefit (ATB) alternative to be eligible for any Federal Student Aid (FSA).

For students who attended an eligible program at another Title IV institution or at Beauty Schools of America® prior to July 1st, 2012, or those students who are attending Non-Title IV approved program at BSA, may establish eligibility at BSA by using any of the ATB alternatives below:

- » Pass the Ability to Benefit Test (ATB)
- » Completing 225 hours to satisfy the academic qualifications for receiving FSA

The ATB test used by Beauty Schools of America® is the Wonderlic. Applicants must score a minimum of verbal 200 and quantitative 210. The minimum passing score for the Spanish test is 15.

Beauty Schools of America® will document that a student qualifies to use one of the ATB alternatives. Such documentation could include documentation from the National Student Loan Data System (NSLDS) that a student previously received Title IV, HEA student assistance or a transcript or other documentation from a previous institution that demonstrates enrollment in a Title IV eligible program.

**NOTE:** Applicants for licensure with the Florida Massage Therapy Board must be 18 years of age or have a high school diploma or GED. Applicants for licensure with the Florida Electrolysis Council must be 18 years of age and have a high school diploma or GED. All other Boards require a minimum age of 16 on license applications.

### Students who completed high school or post-secondary education in a Foreign Country and self-certify:

Effective July 1st, 2014 BSA will require all students who graduated high school or post-secondary education in a foreign Country and who are not able to provide proof, to complete a background check for education via HireRight. The Commission for Independent Education (CIE) requires documented attempts on student who self-certify that they are high school graduates, but are unable to obtain their diploma from foreign Countries. Attempts will be documented and housed in the HireRight system for ALL students. Multiple attempts over 30 days are made via HireRight for confirmation of high school education and are recorded and documented in a file accessible to authorized school official at any time, and as needed for proof.

## CREDIT FOR PREVIOUS EDUCATION / TRAINING

### Transfer of hours, services and grades from a previous institution

If transferring hours, services and exams from another licensed and accredited institution, students must have an official transcript mailed directly to the Registrar department. When bringing the transcripts in person, they must be sealed. The transcript must include the number of hours attempted and completed, services completed, as well as grades obtained from each course. Applicants must meet the minimum requirements stated below to be eligible to transfer coursework, although the minimum standards do not guarantee full or partial credit for your previous education. The final decision resides with the Regional Registrar.

- » Credits/clock hours completed and attempted
- » Practical services completed
- » 75% or higher on exams
- » The student must meet with a Financial Aid Officer to determine the best Financial Aid package available and/or most suitable payment plan.

**NOTE:** Students coming from another school may be required to complete additional hours, services and exams if their previous education does not meet our current program requirements. Students may not transfer more than 75% of the hours from an outside institution for the program they will be attending at BSA.

### Transferring hours, services and grades within our school

To receive credit for courses previously completed within our school, students must follow the same policy stated above. However, submission of an academic transcript is not required. Some of our programs contain educational components that are equivalent to one another. Those components may be transferable partially or in its entirety. The final decision resides with the Regional Registrar. In most cases, there are no prerequisites to the order in which the student takes each phase of the program.

### Transferring hours, services and grades to another institution

Although Florida law requires licensed vocational schools to accept documented hours and services obtained by the student at a licensed Florida vocational school, BSA advises all of its students to check with the receiving school before assuming any or all hours, services and grades will be transferable, especially if the receiving school is located out of state.

### Veteran's Credit for Previous Enrollment or Training

Students must report all previous education and training. The school will then evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, the VA Department, as well as the student, will be notified.

**NOTE:** The required hours for HIV are not transferable between programs, nor will the grade be credited. You must obtain a new HIV certificate for each program taken. The HIV certificate is only valid for a period of two years.

## RE-ENTRY POLICY

### Student Re-Entering Within 180 Days

Students who return to BSA within 180 days from their previous enrollment will be credited all hours and exams that were previously completed in the prior enrollment. This will apply for students who are returning to the same program that they previously attended. For students returning within 180 days but wish to change programs a meeting with the Registrar department will help determine how many hours will be credited to the new program.

## Student Re-Entering After 180 Days

Students who are returning to BSA after being out for more than 180 days will have the timeframe they were absent evaluated by the Registrar department. Once the Registrar department has determined the length of time the student has been absent, hours and exams will be credited based on the BSA "Returning Former Student Policy".

**NOTE:** A copy of this policy can be found in the Registrar department.

## CHANGE OF PROGRAM POLICY

A student who changes educational objectives by entering a new program will have to complete a new Enrollment Agreement, and only the grades/hours/services for applicable programs credited to the new curriculum will, as determined by the Regional Registrar, in the cumulative average.

## REQUESTING TRANSCRIPTS FROM BSA

You may request official Beauty Schools of America® academic transcripts once you have a zero balance, by mail, email or fax. BSA will have 30 days; from the date the request is received to send a student their official academic transcript.

### Mail request to:

1060 West 49th Street  
Hialeah, FL 33012

### Fax request to:

305.362.9346  
Attn: Transcript Request

### Email request to:

[Registrar@bsa.edu](mailto:Registrar@bsa.edu)  
Subject: Transcript Request

You may find the transcript request form online at [www.bsa.edu](http://www.bsa.edu) or you can request in writing by including the following information:

- » Full name
- » Current address
- » Current phone number
- » Date of birth
- » Social Security number (if applicable)
- » Dates of attendance (month and year)
- » Campus attended
- » Signature

## SCHEDULE OF CLASSES

Classes start weekly. All schedules are 25 hours/week. The school is open for classes on the following days and times:

### **DAY SCHEDULE – Available at all campuses**

Monday – Friday: 8:30 am to 1:30 pm

### **AFTERNOON SCHEDULE – Not available at all campuses**

Monday – Friday: 12:00 pm to 5:00 pm

### **EVENING SCHEDULE – Available at all campuses**

Monday – Thursday: 5:45 pm to 10:00 pm

Saturday: 9:00 am to 5:00 pm

\*MASSAGE STUDENTS ONLY:

Monday – Thursday: 5:15 pm to 10:00 pm

Saturday: 9:00 am to 3:00 pm

### **WEEKEND SCHEDULE – Not available at all campuses**

Friday: 1:00 pm to 10:00 pm

Saturday & Sunday: 9:00 am to 5:00 pm

\*NMB NAIL TECHNICIAN STUDENTS ONLY:

Friday: 3:00 pm to 10:00 pm

Saturday & Sunday: 9:00 am to 6:00 pm

**NOTE:** The students in the Massage Therapy program and the Massage Therapy portion of the Spa Therapy program may not attend classes for more than 6 hours a day or 30 hours per week.

Please be advised that not all schedules are available for all programs and/or campuses. Contact the Admissions department for more details

**NOTE:** The following 30 hour schedule will be effective as of 2.2.15.

### **DAY SCHEDULE – Available at all campuses**

**[except for the Spa Therapy (massage portion) and Massage Therapy programs]**

Monday – Friday: 8:30 am to 2:30 pm

### **AFTERNOON SCHEDULE – Not available at all campuses**

Monday – Friday: 11:00 am to 5:00 pm

# **INTERNATIONAL STUDENT ADMISSIONS**

GENERAL ADMISSION REQUIREMENTS

REQUIREMENTS TO APPLY FOR YOUR CERTIFICATE OF ELIGIBILITY (FORM I-20)

ATTENDANCE POLICY

CREDIT FOR PREVIOUS EDUCATION / TRAINING

CERTIFICATION BY THE INTERNATIONAL THERAPY COUNCIL (ITEC)

SCHEDULE OF CLASSES

Thank you for your interest in attending Beauty Schools of America®. This section contains important information regarding admission to the school as an M-1 student. Please read all the information carefully. If you have any questions call your International Admissions Representative; they will be happy to assist you.

## GENERAL ADMISSION REQUIREMENTS

The International applicant who wishes to study at Beauty Schools of America® (BSA) must:

- » Speak to an Admission Representative regarding the programs offered at the school and the various locations that are available.
- » Be at least 16 years of age.
- » Possess the equivalent of a U.S. high school diploma AND,
- » Provide an official evaluation of the high school diploma; this evaluation must be prepared by a credential evaluation company which is a member of NACES.
- » Choose the program that he/she will study and the location.
- » Complete the International Student Application Form (IN-100) and submit it via e-mail to your Admission Representative.
- » Pay a one-time non-refundable \$100.00 USD application fee. This fee should be paid via wire transfer to the school's account at the same time you submit Form IN-100. The information on the schools account is found on the I-20 package.
- » Have all documents translated into English by a professional certified translator.
- » Submit original documents, which will be returned to the applicant upon review by the International department.
- » Complete all forms in their entirety.
- » Have all forms typed. Handwritten forms will not be accepted.
- » Have a valid passport for at least six months beyond the applicant's intended period of stay in the U.S.

## REQUIREMENTS TO APPLY FOR YOUR CERTIFICATE OF ELIGIBILITY (FORM I-20)

In order to obtain your I-20 signed by Beauty Schools of America®, International Applicants must read and comply with ALL the requirements listed in the International Package (I-20 package). All forms must be typed and mailed to your Admission Representative. The non-refundable application fee and the down payment must be paid via wire transfer to the international school account or in person at the school, if in the U.S.

The I-20 package is the right source of information for you, as it provides you with everything you need to know in order to apply to Beauty Schools of America®. The International Package can be found on our website at [www.bsa.edu](http://www.bsa.edu) in the International Student Admissions tab under Admissions. Please be aware that the Certificate of Eligibility (Form I-20) will be generated once our International Department receives a completed package.

## ATTENDANCE POLICY

International students must maintain a full course of study at all times. This means that students must follow their class schedule as indicated in the enrollment agreement. According to the M1 visa program, international students are not eligible for a Leave of Absence, as this would break the terms of their class schedule. Should an emergency arise that might require for a student to miss school, they should consult with the Primary Designated School Official ONLY in the International Department. There are certain exceptions such as a medical leave, however, in this case, it requires that the student provides sufficient documentation and it must be approved by the PDSO and USCIS.

## CREDIT FOR PREVIOUS EDUCATION / TRAINING

This is only required if the applicant is requesting credit for previous education/training. Please keep in mind that an additional two (2) weeks will be added for processing of your I-20. If you are interested in requesting credit for your previous education/training the following procedure must be completed before processing and issuing applicants a Certificate of Eligibility (I-20).

**Transfer of hours, services and grades from a previous institution** - If requesting a credit, students must provide an official transcript, which should be mailed directly to the International department. When bringing the transcripts in person, they must be sealed. The transcripts must include the number of hours attempted and completed, which services were completed, as well as grades obtained for each course. Applicants must meet the minimum requirements listed below to be eligible to transfer coursework, although the minimum standards do not guarantee full or partial credit for your previous education. The final decision resides with the Registrar department. Please allow up to two weeks for the review process.

- » Credits/clock hours completed
- » Practical services completed
- » 75% or higher on exams

**NOTE:** Applicants transferring may be required to complete additional hours, services and exams if their previous education does not meet our current program requirements, as well as the State of Florida.

**Transferring hours, services and grades within our school** - To receive credit for courses previously completed within our school, applicant must follow the same policy stated above. However, submission of an academic transcript is not required. Some of our programs contain educational components that are equivalent to one another. Those components may be transferable partially or in its entirety. The final decision resides with the Registrar department. In most cases, there are no prerequisites in regards to the order in which the student takes each phase of the program.

**NOTE:** The required hours for HIV are not transferrable, nor will the grade be credited. You must obtain a new HIV certificate for each program taken. If you obtain a certificate from outside (another) institution, which is current, Beauty Schools of America® (BSA) will give a grade of Pass, however you must still complete the hours; BSA is not responsible if it is not accepted by the Board or Council. If the certificate is not accepted then you will be required to take the course at BSA.

## CERTIFICATION BY THE INTERNATIONAL THERAPY EXAMINATION COUNCIL (ITEC)

Beauty Schools of America® has been certified by the International Therapy Examination Council and approved for certification in various categories. If you are interested or would like more information on how to become ITEC certified, please inform your International Admissions Representative upon enrollment. You can also find additional information at [www.itecworld.co.uk](http://www.itecworld.co.uk).

**NOTE:** Inform your admissions representative of your interest in participating in the ITEC program at the time you apply to BSA.

## SCHEDULE OF CLASSES

International students enrolled in a program that is 1000 hours or more must take at least 30 hours per week.

### **DAY SCHEDULE – Available at all campuses**

Monday – Friday: 8:30 am to 1:30 pm

### **AFTERNOON SCHEDULE – Not available at all campuses**

Monday – Friday: 12:00 pm to 5:00 pm

### **EVENING SCHEDULE - Available at all campuses**

Monday – Thursday: 5:45 pm to 10:00 pm

Saturday: 9:00 am to 5:00 pm

\*MASSAGE STUDENTS ONLY:

Monday – Thursday: 5:15 pm to 10:00 pm

Saturday: 9:00 am to 3:00 pm

### **WEEKEND SCHEDULE – Not available at all campuses**

Friday: 1:00 pm to 10:00 pm

Saturday & Sunday: 9:00 am to 5:00 pm

\*NMB NAIL TECHNICIAN Students ONLY:

Friday: 3:00 pm to 10:00 pm

Saturday & Sunday: 9:00 am to 6:00 pm

The following 30 hours/week day schedule is required for **International Students** enrolled in programs that are 1,000 hours or more:

### **DAY SCHEDULE – Available at all campuses**

Monday – Friday: 8:30 am to 2:30 pm

**\*NOTE:** The students in the Massage Therapy program and the Massage Therapy portion of the Spa Therapy program may not attend classes for more than 6 hours a day or 30 hours per week.

Please be advised that not all schedules are available for all programs and/or campuses. Contact your Admissions Representative for more details.

**NOTE:** The following 30 hour schedule will be effective as of 2.2.15.

### **DAY SCHEDULE – Available at all campuses**

**[except for the Spa Therapy (massage portion) and Massage Therapy programs]**

Monday – Friday: 8:30 am to 2:30 pm

### **AFTERNOON SCHEDULE – Not available at all campuses**

Monday – Friday: 11:00 am to 5:00 pm

# STUDENT SERVICES

CAREER SERVICES

EVENTS

TRANSPORTATION

HOUSING

SPECIAL NEEDS

## CAREER SERVICES

Beauty Schools of America®'s Career Services department makes every effort to assist its alumni in obtaining employment that will fully utilize their skills. Career Services assistance and job information is available without charge to all our current and former students. Each campus maintains a placement listing of current job openings in the area. Our Career Services department partners up with salons, spas, hotels, barbershops, health clinics and renowned make-up and product companies in the industry. We take pride building professional relationships in order to benefit our students upon completion. The Career Services department is readily available to offer the following services:

- » Generate employment listings for assistant jobs, part-time, full-time and/or freelance positions
- » Help find the job that best interests the student/alumni
- » Set appointments for phone or in-person interviews
- » Act as a liaison between employer and student/alumni
- » Career advice and guidance
- » Motivation and ethical advice
- » Interview tips
- » Professional appearance suggestions
- » Assistance in writing Cover Letters
- » Résumé writing techniques
- » Mock interview activities
- » Field trips to salons and spas
- » Bring salons and spas to our classrooms - demos
- » Maintain communication with students and employers
- » Placement assistance

Although our Career Services department will provide you with the guidance and tools to succeed, it is essentially the student's responsibility to utilize the information effectively. Career Services is a joint effort between the school and student. The school does not guarantee or promise employment to any student or alumni. Our Career Services Coordinators are in charge of opening position in the Beauty Industry, positions such as:

- » Stylist
- » Assistant Stylist
- » Massage Therapist
- » Medical Assistant Esthetician
- » Nail Technician
- » Electrolysis-Laser
- » Spa Attendant
- » Front Desk
- » Barber
- » Salon Manager
- » Freelance Stylist and Make-Up Artist
- » Wax Specialist
- » Full Specialist
- » Educator

**NOTE:** Completing a course or program in a language other than English may reduce employability where English is required.

## EVENTS

Beauty Schools of America® (BSA) is one of the few vocational schools which partake in over 130 events throughout the year. BSA students will have the privilege of participating in some of these exclusive and prestigious affairs. We work with a wide range of organizations, from high-end fashion shows to charity and community oriented events. Some of these include but are not limited to:

The Miami Beach International Fashion Week, Miami Children's Hospital, The Miami Heart Gallery in conjunction with the Children's Trust Fund, The Miami Style Awards, television hit shows and news programs, Sobol Fashion Productions Humanitarian Awards, galas honoring political figures, local Miami-Dade and Broward schools, the Susan G. Komen Foundation, Relay for Life, The Teen Board, Miss Mundo Latina, and many more.

BSA also participates in regular beauty segments with television networks where our students have the opportunity to serve as models and often perform services that showcase their talent.

The purpose of offering these events is to provide our students with exciting, real-life and hands-on experiences in their field of study. BSA students have had the chance to work backstage with models, famous personalities, top artists and renowned professionals. Our students are extremely active in providing makeup and hairstyling for community grassroots programs, which have included but are not limited to the Children's Trust Fund Miami Heart Gallery photo shoot, Ms. Black Teen USA, the Florida Marlins' Cheerleaders, the Latin Grammy Block Party, as well as famed singers/songwriters.

Participating in these events gives students the opportunity to build their portfolio and experience as they continue to work towards graduation. BSA students have the advantage of networking and building relationships that may be beneficial to their future careers.

## TRANSPORTATION

At Beauty Schools of America® we are aware that transportation can sometimes be an obstacle. Therefore, we offer students bus passes at a discounted rate so that they can get to and from school without any worries. Attendance is very important to ensure the success and completion of our programs. Bus passes are ordered mid-month for the following month. For information of how to obtain a Student Bus Pass, please contact the Financial Aid department at your campus. Please see useful transportation websites below:

- » Miami-Dade County Area: [www.co.miami-dade.fl.us/transit/](http://www.co.miami-dade.fl.us/transit/)
- » Hialeah Transit System: [www.hialeahfl.gov/dep/transit/default.aspx](http://www.hialeahfl.gov/dep/transit/default.aspx)
- » Miami-Dade County Transit System: [www.miamidade.gov/transit/](http://www.miamidade.gov/transit/)
- » City of Homestead Free Trolley: [www.cityofhomestead.com/media/pdf/TrolleyBrochure.pdf](http://www.cityofhomestead.com/media/pdf/TrolleyBrochure.pdf)
- » Florida Department of Transportation: [www.dot.state.fl.us/transit/](http://www.dot.state.fl.us/transit/)
- » Tri-Rail: [www.tri-rail.com/](http://www.tri-rail.com/)
- » City of Coral Gables Trolley: [www.coralgables.com/CGWeb/trolley.aspx](http://www.coralgables.com/CGWeb/trolley.aspx)
- » 95 Express: [www.coralgables.com/CGWeb/trolley.aspx](http://www.coralgables.com/CGWeb/trolley.aspx)
- » South Florida Commuter Services: [www.1800234ride.com/](http://www.1800234ride.com/)
- » Florida Metro Guide: [www.floridametroguide.com/flcommuter.htm](http://www.floridametroguide.com/flcommuter.htm)
- » American Public Transportation Association (APTA):  
[www.apta.com/resources/links/unitedstates/pages/floridatransitlinks.aspx](http://www.apta.com/resources/links/unitedstates/pages/floridatransitlinks.aspx)
- » MapQuest: [www.mapquest.com](http://www.mapquest.com)

## HOUSING

While BSA does not have housing available on campus, we will assist students in locating suitable housing facilities while attending school. Contact your Admissions Representative at the campus in which you are attending for additional information. You may also visit the websites below for current listings:

### Admissions Department

305.824.2645

<http://miami.craigslist.org/>

(Click options under "housing" icon)

[www.condo.com/Miami-Metro-FL/For-Sale](http://www.condo.com/Miami-Metro-FL/For-Sale)

[www.miamivacations.com](http://www.miamivacations.com)

[www.apartmentguide.com](http://www.apartmentguide.com)

[www.rent.com](http://www.rent.com)

[www.zillow.com](http://www.zillow.com)

[www.hotpads.com](http://www.hotpads.com)

[www.rentjungle.com](http://www.rentjungle.com)

[www.forrent.com](http://www.forrent.com)

[www.rentalsonline.com](http://www.rentalsonline.com)

[www.move.com](http://www.move.com)

[www.mynewplace.com](http://www.mynewplace.com)

[www.apartmentlist.com](http://www.apartmentlist.com)

[www.apartmentsearch.com](http://www.apartmentsearch.com)

[www.apartmentfinder.com](http://www.apartmentfinder.com)

[www.webcrawler.com](http://www.webcrawler.com)

[www.freshdeals.com](http://www.freshdeals.com)

[www.apartmentcities.com](http://www.apartmentcities.com)

[www.corporatehousing.com](http://www.corporatehousing.com)

[www.theflyer.com](http://www.theflyer.com)

[www.sublet.com](http://www.sublet.com)

[www.airportvillas.com](http://www.airportvillas.com)

[www.intownsuites.com](http://www.intownsuites.com)

[www.grahamresidential.com](http://www.grahamresidential.com)

[www.sunviewcompanies.com](http://www.sunviewcompanies.com)

[www.fortunahouse.com](http://www.fortunahouse.com)

[www.extendedstayamerica.com](http://www.extendedstayamerica.com)

[www.extendedstayhotels.com](http://www.extendedstayhotels.com)

[www.apartments.com](http://www.apartments.com)

[www.rentsavers.com](http://www.rentsavers.com)

[www.rentals.com](http://www.rentals.com)

[www.miami.apartmenthomeliving.com](http://www.miami.apartmenthomeliving.com)

## SPECIAL NEEDS

From time to time, students may face special needs which affect their ability to comfortably continue their training. A Campus Director is available to assist students individually to address special needs. Our goal is to help develop a solution that facilitates students individually to have the ability to successfully complete their program of study. For specific hardship assistance, you may visit the following website:

Open Arms - [www.openarmscommunitycenter.org](http://www.openarmscommunitycenter.org)

**NOTE:** Websites listed are for your convenience. Beauty Schools of America<sup>®</sup> (BSA) is not responsible for their content, accuracy of information, or functionality; the notions and statements provided do not represent the views or opinions of BSA.

# **REQUIREMENTS FOR THE STATE OF FLORIDA LICENSE AND CERTIFICATION BY THE INTERNATIONAL THERAPY EXAMINATION COUNCIL (ITEC)**

REQUIREMENTS FOR THE STATE OF FLORIDA LICENSE  
CERTIFICATION BY THE ITEC

## REQUIREMENTS FOR THE STATE OF FLORIDA LICENSE

Program of Study	Hour Requirements	Testing Requirements
<b>Cosmetology</b>	1,200 hours	Must be at least 16 years old, or have received a high school diploma or GED. Pass the Florida State Board of Cosmetology exam.
<b>Barber</b>	1,200 hours	Must be at least 16 years old. Passing the Florida Barbers' Board exam.
<b>Spa Therapy</b>	1,054 hours	Massage: Must be at least 18 years old, or have received a high school diploma or GED. Pass the Massage and Bodywork Licensing Examination (MBLEx). Skin Care: Must be certified by the school to receive licensure.
<b>Full Specialist with Salon Management</b>	900 hours	Must be at least 16 years old, or have received a high school diploma or GED. Must be certified by the school to receive licensure.
<b>Comprehensive Facial and Makeup</b>	900 hours	Must be at least 16 years old, or have received a high school diploma, or GED. Must be certified by the school to receive licensure.
<b>Massage Therapy</b>	750 hours	Must be at least 18 years old, or have received a high school diploma or GED. Pass the Massage and Bodywork Licensing Examination (MBLEx).
<b>Electrolysis and Laser Technician</b>	650 hours	Electrolysis & Laser: Must be 18 years old. Must have received a high school diploma or GED. Pass the exams administered by the Florida Council of Electrolysis. Skin Care: Must be certified by the school to receive licensure.
<b>Electrolysis</b>	320 hours	Must be 18 years old. Must have received a high school diploma or GED. Pass the exams administered by the Florida Council of Electrolysis.
<b>Makeup Artist and Skin Care, Makeup Artist Specialist</b>	300 hours	Must be at least 16 years old, or have received a high school diploma, or GED. Must be certified by the school to receive licensure.
<b>Nail Technician</b>	240 hours	Must be at least 16 years old, or have received a high school diploma, or GED. Must be certified by the school to receive licensure.

### Certification Process

Beauty Schools of America® is available to complete the certification process, upon student's completion of all program requirements and financial obligations with the school. Once the student is certified by the school, he/she is able to eligible to take the licensure exam(s) and/or receive their license in the mail. Please contact the Registrar department at your campus to make an appointment or to learn more about the certification process.

## CERTIFICATION BY THE INTERNATIONAL THERAPY COUNCIL (ITEC)

Beauty Schools of America® (BSA) has been certified by the International Therapy Examination Council and approved for certification in various categories.

Founded in 1947, ITEC is an international examination board, operating in over 38 countries worldwide offering a variety of qualifications in the Beauty and Spa industry. ITEC qualifications are accredited by the United Kingdom and many other nations outside the United States. ITEC qualifications are recognized in the Beauty and Spa industries; they are transferrable internationally. ITEC certification as a school demonstrates the high level of quality and commitment to professionalism within BSA. Many BSA instructors are certified by ITEC and willing to assist students in achieving that coveted qualification. ITEC certification prepares students for the high standards and expectations of international employment. BSA is one of only a few beauty schools in the United States chosen by ITEC to award this certification.

ITEC certification is currently available in the following fields:

- » Cosmetology
- » Barber
- » Spa Therapy
- » Full Specialist with Salon Management
- » Comprehensive Facial and Makeup
- » Massage Therapy
- » Makeup Artist and Skin Care
- » Nail Technician
- » Electrolysis
- » Electrolysis and Laser Hair Removal

**NOTE:** BSA offers all exams in English and Spanish for your convenience.

Being ITEC certified will compliment your BSA diploma and can jump start your career. Each certification focuses on the qualifications that cover both theory and practical skills. Some of the requirements students must meet for certification include:

- » Create a professional portfolio
- » Complete a written theory exam
- » Complete a practical, hands-on examination

All the tools and skills necessary will be provided by our Beauty Schools of America® ITEC certified instructors.

**NOTE:** If you are interested or would like more information on how to become ITEC certified, please inform your Admissions Representative with at least 6 weeks prior to your program's completion. If you are an international student, you must notify your Admissions Representative upon enrollment of your interest in becoming ITEC certified.

The Ability and availability of licensing and/or work is subject to individual country requirements. For additional ITEC information, visit: [www.itecworld.co.uk](http://www.itecworld.co.uk)

For more information about Beauty Schools of America®'s accreditations visit: [www.bsa.edu](http://www.bsa.edu).

# FINANCIAL AID AND FISCAL POLICIES

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FEDERAL FINANCIAL AID RESOURCES

Any sections that relate to Title IV funding do not apply to International Students.

## FEDERAL FINANCIAL AID INFORMATION

Financial Aid is available for those who qualify. Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay. This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets and benefits are considered in determining the student's financial needs. Students can receive a copy of Funding Your Education Beyond High School at: <http://studentaid.ed.gov/sites/default/files/2012-13-funding-your-education.pdf>

## FEDERAL FINANCIAL AID PROGRAMS

### Federal Grants

Grants typically do not have to be repaid and are usually need-based. Applying for grants is done by completing the FAFSA application at the Financial Aid department or by visiting, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Two types of grants that may be awarded are the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG):

- » Federal Pell Grant: A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA in order to determine eligibility for the Federal Pell Grant. If the student is eligible for a Pell Grant, the award amount eligibility ranges from a minimum of \$602 to maximum of \$5,730 for the 2014-2105 award year.
- » FAFSA applications for the 2014-2015 award year are accepted beginning January 1, 2014 through June 30, 2015.
- » Corrections to the FAFSA output documents are due by September 28, 2015.
- » Federal Supplemental Educational Opportunity Grant (FSEOG): A limited amount of funds from the FSEOG program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

### Federal Loans

Low interest rate loans may be available to students. A completed FAFSA application must be submitted to determine loan eligibility. Subsidized Loans are need-based, while Unsubsidized Loans are non-need based. The school participates in the William D. Ford Direct (Subsidized/Unsubsidized/PLUS)

#### Loan Program:

- » **William D. Ford Federal Direct Subsidized Loan:** A need-based loan from the federal government from which the government pays for the interest on the loan while the student is enrolled in school. Repayment begins six months after the last day of attendance (LDA). Interest subsidy during the six months grace period is being eliminated for new Stafford Loans made on or after July 1, 2012, and before July 1, 2014. If you receive Subsidized Loan during this timeframe, you will be responsible for the interest that accrues while your loan is in the grace period. The repayment period still begins six months and a day after the student is no longer enrolled at least half-time, but interest that accrues during those six months will be payable by the student rather than subsidized by the federal government. The interest rate disbursed for all student loans on or after October 1, 2014 will be 4.66% with a 1.073% origination fee which will be deducted for each loan disbursement.
- » **William D. Ford Federal Direct Unsubsidized Loan:** A non-need based loan from the federal government where the student is responsible for interest payments on the loan. Students will be responsible for interest payments 30 days from the date of the 1st disbursement. Students have the option to either pay the interest while in school, or have the interest capitalized (deferred) up to six months and a day after the last day of attendance (LDA). The interest rate for all loans disbursed on or after October 1, 2014 will be 4.66% with a 1.073% origination fee which will be deducted for each loan disbursement.

- » **William D. Ford Federal Direct Parent Loan for Undergraduate Students (PLUS):** This loan is sponsored by the federal government and is not a need-based loan. This loan allows for one of your parents to apply in order to help with education costs. Generally, parents can borrow up to the total cost of education, minus any aid already being received. This loan requires a credit check. If your parent is denied a PLUS loan, you may be eligible for an additional Federal Direct Stafford Unsubsidized Loan. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, for Direct PLUS Loans with a first disbursement date on or after July 1, 2008, the parent may defer repayment: (1 ) while the student on whose behalf the parent borrowed the loan is enrolled in at least a half-time basis and (2 ) for an additional six months and a day after the student ceases to be enrolled at least half-time. The interest rate is fixed at 7.21%. The interest rate is charged from the date of the first disbursement until the loan is paid in full. The origination fee is at 4.292%, which will be deducted for each loan disbursement.

Federal Assistance is available to help students pay for their education and training. You may receive additional Financial Aid information from the Financial Aid department during office hours.

## FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order to qualify for financial aid, you must meet the following criteria:

- » Demonstrate financial need (except for certain loans and scholarships)
- » Be a U.S. citizen or eligible noncitizen with a valid Social Security Number (SSN)
- » Be working towards a degree or certificate in an eligible program
- » Not currently enrolled in high school
- » Have earned a high school diploma or General Equivalency Diploma (GED)
- » Register with the Selective Service if you are a male between the ages of 18 and 25
- » Maintain Satisfactory Academic Progress (SAP) while attending Beauty Schools of America<sup>®</sup> (BSA)
- » Not be in default of student loans
- » Not owe a repayment on a Federal grant
- » Not have certain drug convictions
- » Use federal and state aid for educational purposes only

## VETERANS AFFAIRS

Veterans are admitted on the same basis and criteria as other applicants. Students seeking veteran s educational benefits must contact the Veterans Administration (VA) Certifying Official and/or Financial Aid Representative at the campus. Certification of enrollment is made by the VA Certifying Official. Funding from the Veterans Administration may be paid directly to the students by the Veterans Administration office. For other VA funds such as Chapter 33, the funds are sent directly to the school. The monthly stipend, when students are eligible, is paid directly to the students via a check that may be picked up at the campus in which they are attending or a check is mailed. Below is a list of eligible programs offered by the school:

- » Chapter 30 (Montgomery GI Bill)
- » Chapter 31 (Vocational Rehabilitation and Employment – VR&E)
- » Chapter 33 (Post 9/11 GI Bill)
- » Chapter 35 (Survivors and Dependents Educational Assistance Program - DEA)
- » Chapter 1606 (Montgomery GI Bill Selected Reserve)
- » Chapter 1607 (Reserve Educational Assistance Program - REAP)
- »

For a list of required documents for students to apply for VA Educational Benefits at Beauty Schools of America<sup>®</sup>, please contact your Financial Aid representative and/or VA Certifying official at the campus.

For additional information regarding VA Educational Assistance and to download related forms go to [www.va.gov](http://www.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov).

## **Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV)**

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV) provides scholarship for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities. CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with consent or authorization of the United States Government during wartime service. CSDDV provides a fixed award amount at an eligible public or private postsecondary institution in Florida.

## **INSTITUTIONAL PAYMENT PLAN OPTIONS**

### **No Interest Payment Plan**

To help meet educational expenses for students and their families, BSA has established a convenient monthly or weekly payment plan. This plan allows for all or a portion of the cost of education to be spread out over a period of time while the student is enrolled, with no interest and finance charges being assessed. This plan is not a loan and therefore no credit check is required. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

#### ***Payment Methods:***

Cash | Credit/Debit Card | Gift Cards | Cashier's Check | U.S Money Order

#### ***Make all checks payable directly to:***

Beauty Schools of America  
ATTN: Student Accounts Department  
1176 SW 67th Avenue  
Miami, FL 33144

Credit/gift cards accepted: Visa, Master Card<sup>®</sup>, American Express<sup>®</sup>, Discover, and gift cards from major credit card companies.

#### ***Returned Check Policy:***

- » All returned checks will incur a minimum of \$35.00 in returned check charges.
- » Students who have been notified by the school that their checks have been returned must pay by cash, money order, cashier's check, debit card, credit card or gift cards (Visa, Master Card<sup>®</sup>, American Express<sup>®</sup>, Discover, and gift cards from major credit card companies).

#### ***Payment Plan Term and Conditions:***

- » Payment plans become effective on the first day of class.
- » Students are responsible for making payments according to the schedule set forth in their payment plan contract.
- » While students may be eligible for various types of Financial Aid, all financial obligations will be theirs.

- » Continued failure to pay past debt due could result in the debt being referred to a collection agency. Collection fees could be applied to your total debt.
- » Failure to pay will result in the following:
  - 1) Transcripts would be withheld
  - 2) Diploma will not be issued
  - 3) Certification will not be completed
- » Refunds from the payment plan will be handled in accordance with the school refund policy. Refunds will be in the form of a check made payable to the student.

### Reduction of Tuition or Fees:

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

### Tuition Reimbursement Program

You may be eligible for Tuition Reimbursement from your employer and/or a government agency such as the Montgomery GI Bill benefit. The student must submit a letter from the employer and/or government agency on company letterhead with the following information:

- » Student's name
- » Student ID number
- » Amount of reimbursement
- » Length of entitlement

**NOTE:** Students participating in tuition reimbursement programs are responsible for making their own payment arrangements and for getting their tuition reimbursed directly from their sponsor agency or organization.

### Education Loan Source (ELS):

If your primary financing option does not fully cover your program cost, The Education Loan Source option can help bridge that financial gap. The ELS payment plan option is convenient, affordable and easy to use.

- » Student must be a US Resident or a US citizen
- » All students must be 18 years or older to qualify
- » The interest rate may be variable based on credit.
- » Student may apply on their own or with a co-signer
- » No application fee
- » Late fee of \$10.00 if delinquent for more than 10 days.
- » Payment due 30 days after approval

### Third Party Sponsor

Beauty Schools of America® (BSA) accepts authorizations from third party sponsors to bill them directly for student charges. Tuition and fees paid by someone other than the student is considered a third party sponsor. Some examples of the types of sponsors may be:

- » An employer
- » An organization
- » A government agency
- » The military
- » Florida Prepaid College

The school must receive written authorization from the sponsoring agency or organization before third party billing can be processed.

Letter of Authorization from the sponsor must include:

- » Student's name
- » Duration of the program
- » Charges/amount they will be responsible for
- » Contact name and telephone number
- » Address where bill should be sent

**NOTE:** The student will be responsible for all amounts owed if the sponsoring agency does not submit payment in full.

All correspondence, contracts, military forms, tuition assistance forms and payment vouchers from the government or companies should be sent directly to the Student Accounts department at:

Beauty Schools of America  
ATTN: Student Accounts Department  
1176 SW 67th Avenue  
Miami, FL 33144

## NATIONAL STUDENT LOAN DATABASE SYSTEM (NSLDS)

The National Student Loan Data System (NSLDS) is our database for federal student financial aid where you can find information about the aid you have received. If you have only just applied for aid, you will not find any information on NSLDS yet. NSLDS receives data from schools, guaranty agencies, and the U.S. Department of Education programs. The NSLDS web site is generally available 24 hours a day, seven days a week. By using your Personal Identification Number (PIN), you can get information on federal loan and Pell Grant amounts, outstanding balances, and the status of your loans and disbursements made. You can access NSLDS at: [www.nsls.ed.gov](http://www.nsls.ed.gov)

## AMOUNT OF FEDERAL AID DETERMINATION

The Cost of Attendance (COA), also known as the Student Budget, minus your Expected Family Contribution (EFC), equals your Financial Need. The EFC is a number that appears on your Student Aid Report (SAR). The student budget includes tuition, fees, room and board, books and supplies, transportation, personal, dependent care, handicap care and miscellaneous expenses for one academic year cost.

Listed below is an example of the cost of attendance for a student attending Cosmetology or Barber program for one academic year. The academic year definition for Cosmetology and Barber program is 900 hours and 30 weeks. All other programs that are one academic year or less have an academic year definition of 900 hours and 26 weeks.

The COA based on full-time enrollment for 2014-2015 for a student living at home with parents is:

<b>COA</b>	<b>AMOUNT</b>
<b>Tuition</b>	\$ 14,473.80
<b>Fees</b>	\$ 100.00
<b>Books and Supplies</b>	\$ 1,537.30
<b>Room and Board</b>	\$ 3,672.00
<b>Transportation</b>	\$ 2,934.00
<b>Personal</b>	\$ 2,574.00
<b>Dependent Care</b>	\$ 0
<b>Handicap Care</b>	\$ 0
<b>Miscellaneous</b>	\$ 0
<b>TOTAL</b>	<b>\$ 25,291.10</b>

The COA based on fulltime enrollment 2014-2015 for a student living away from home is:

<b>COA</b>	<b>AMOUNT</b>
<b>Tuition</b>	\$ 14,473.80
<b>Fees</b>	\$ 100.00
<b>Books and Supplies</b>	\$ 1,537.30
<b>Room and Board</b>	\$ 9,495.00
<b>Transportation</b>	\$ 2,934.00
<b>Personal</b>	\$ 4,833.00
<b>Dependent Care</b>	\$ 0
<b>Handicap Care</b>	\$ 0
<b>Miscellaneous</b>	\$ 0
<b>TOTAL</b>	<b>\$ 33,373.10</b>

**NOTE:** Financial Aid and any other outside resources cannot exceed the student budget.

## VERIFICATION POLICY AND PROCEDURES

Each year the U.S. Department of Education randomly selects financial aid recipients whose documentation will be verified. Only those students who are selected for verification by the U.S. Department of Education will be required to submit supporting documents for claims they have made on their FAFSA application. All students will be notified in writing in a timely manner if they have been selected for verification. Students have 30 calendar days from the date of notification to complete verification and submit documents to the Financial Aid department. Students will have 120 days from their last date of attendance or September, 28 2015 (whichever is earlier) to complete verification and still be eligible for any Title IV funds not yet disbursed. Listed below are documents that could be required for verification purposes:

- » A dependent student is required to provide their 2013 IRS Tax Return Transcripts along with their parent's or use IRS Data Retrieval Tool through FAFSA on the Web (FOTW).
- » An independent student is required to provide their 2013 IRS Tax Return Transcripts and their spouse's if married or use IRS Data Retrieval Tool through FAFSA on the Web (FOTW).
- » If a dependent/independent student received Food Stamps/SNAP (Supplemental Nutrition Assistance Program) for 2013, then a copy of the written documentation or receipt of benefits from the issuing agency will be needed.
- » If a dependent/independent student paid child support, the documentation of child support must include the total amount of child support paid, the name of the person(s) to whom child support was paid to, and the name of the children for whom child support was paid.
- » 2014-2015 Dependent/Independent verification worksheet:
  - » V1- Standard Verification Group, if applicable
  - » V3- Child Support Paid Verification Group, if applicable
  - » V4- Custom Verification Group, if applicable
  - » V5- Aggregate Verification Group, if applicable
  - » V6- Household Resources Verification Group, if applicable
- » Form G-845 Document Verification Request for eligible non-citizen status not being confirmed by Department of Homeland Security (DHS).
- » Copy of U.S. Passport or Certificate of Naturalization for status not being confirmed by Department of Homeland Security (DHS).
- » Selective Service status letter (if applicable).
- » Social Security card for not being confirmed by the Social Security Administration (SSA).

If the verification process results in a change of a student's financial aid eligibility, the Financial Aid department will repackage the student for financial aid based on their new eligibility status and notify the student with a new award letter. Students will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify students of the results of verification and any other documentation that may be needed. If the student supplies inaccurate information on an application and refuses to correct the information after being counseled by the institution, the school must refer the case to the U.S. Department of Education in such circumstances. No financial aid will be disbursed to the student.

## SECONDARY CONFIRMATION PROCEDURES

Beauty Schools of America® has established the following procedures relative to the secondary citizenship confirmation process for Title IV Financial Aid applicants who have indicated that they are Eligible Non-Citizens or U.S. Legal Permanent Residents. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process. All students who indicate an eligible status, but whose eligible status is not confirmed by the tape match as evidenced by the Central Processing System output document, will be given a copy of these procedures:

- » Students have 30 calendar days from the date the institution receives the output document or 30 calendar days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
- » Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for Title IV funds.
- » The institution will not make decisions regarding "eligible non-citizen" status without the student having the opportunity to submit the documentation supporting a claim of eligibility.
- » Students must submit documentation of their current immigration status to the Financial Aid department. The documentation must be official documents from the U.S Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and demonstrate their current status with USCIS.
- » The institution will initiate secondary confirmation within 10 business days of receiving both the output documents and documents verifying the student's immigration status.

## **ENTRANCE COUNSELING**

Federal Direct Loan borrowers must complete Student Loan Entrance Counseling. Borrowing student loans is a serious financial obligation that may have long term consequences if the student is not informed as to how the loan process works. Entrance counseling will provide you with the important information you need to know to be able to make an informed decision about student loan borrowing. Entrance counseling must be completed before the Financial Aid department will accept and process your loan application. Student Loan Entrance Counseling is completed on orientation day.

## **FEDERAL LOAN DISBURSEMENT**

Stafford Loans are disbursed by the Fiscal department in accordance to federal regulations. The following disbursement schedule is an estimated time frame in which you can expect payment of your Stafford Loans.

### **Cosmetology and Barber programs (1,200 clock hours)**

- » First disbursement for first time undergraduate students is 30 days after the start date (1-450 clock hours).
- » Second disbursement after completion of 451 clock hours.
- » Third disbursement after completion of 901 clock hours.

### **Spa Therapy program (1,054 clock hours)**

- » First disbursement for first time undergraduate students is 30 days after the start date (1-450 clock hours).
- » Second disbursement after completion of 451 clock hours.
- » Third disbursement after completion of 901 clock hours.

### **Full Specialist with Salon Management & Comprehensive Facial and Makeup programs (900 clock hours)**

- » First disbursement for first time undergraduate students is 30 days after the start date (1-450 clock hours).
- » Second disbursement after completion of 451 clock hours.

### **Massage Therapy (750 clock hours)**

- » First disbursement for first time undergraduate students is 30 days after the start date (1-375 clock hours).
- » Second disbursement after completion of 376 clock hours.

### **Electrolysis and Laser Technician program (650 hours)**

- » First disbursement for first time undergraduate students is 30 days after the start date (1-325 hours).
- » Second disbursements after completion of 326 hours.

## STUDENT LOAN CODE OF CONDUCT

Beauty Schools of America<sup>®</sup> (BSA) participates in the William D. Ford Federal Direct Loan Program which includes the Direct Subsidized, Direct Unsubsidized and the Direct Parent PLUS Loans. To comply with the Higher Education Opportunity Act of 2008, the institution follows legislated requirements which prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of the school regarding Title IV loans.

The Code of Conduct establishes that:

- » Beauty Schools of America<sup>®</sup> as an institution or any individual officer, employee or agent of BSA shall not enter into any revenue-sharing arrangements with any lender.
- » No officer or employee of Beauty Schools of America<sup>®</sup> who works in the Financial Aid or Student Accounts department who otherwise has responsibilities with respect to educational loans, any agent who has responsibilities with respect to educational loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of educational loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a minimal amount.
- » An officer or employee of Beauty Schools of America<sup>®</sup> who works in the Financial Aid or Student Accounts department who otherwise has responsibilities with respect to educational loans, or agent who has responsibilities with respect to educational loans, shall not accept from any lender or an affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to educational loans.
- » Beauty Schools of America<sup>®</sup> does not have a preferred lender list (PLL) for alternative loans, and therefore, will not use a preferred lender list (PLL) to:
  - 1) Require a prospective borrower to use a lender on a PLL.
  - 2) Deny or otherwise impede a borrower’s choice of lender.
  - 3) Cause unnecessary certification delays for borrowers who use a lender that is not listed on a PPL.
- » Beauty Schools of America<sup>®</sup> shall not request or accept from any lender any offer of funds to be used for private educational loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
  - 1) A specified number of loans made, insured, or guaranteed under Title IV.
  - 2) A specified loan volume of such loans.
  - 3) A preferred lender arrangement for such loans.
- » Beauty Schools of America<sup>®</sup> shall not request or accept from any lender any assistance with call center or Financial Aid or Student Accounts departments staffing.
- » Any employee who works in the Financial Aid or Student Accounts departments, who otherwise has responsibilities with respect to educational loans or other student financial aid, and who serves on an advisory board, commission, group established by a lender, guarantor, group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such an advisory board, commission, or group.

## STUDENT RIGHTS AND RESPONSIBILITIES

### As a Financial Aid recipient, you have the right to:

- » Ask questions and receive accurate answers that will assist in understanding how your aid package was determined and prepared.
- » Explain each type and amount of aid in your Financial Aid package; including how and when you will receive it.
- » Ask to review and reconsider your Financial Aid package if you believe a mistake has been made.
- » Ask what the interest rate is on the loan you have, the total amount you must repay, the length of time in which you have to pay, when you must start repaying, and any cancellation or deferment provisions that apply.
- » Have your Financial Aid information remain confidential and not be released without your written permission.
- » Be treated fairly and with respect.

### All Title IV recipients have certain responsibilities to:

- » Complete and return all forms and documentation requested by the Financial Aid department accurately and in a timely manner.
- » Know and understand the requirements for all types of aid you are eligible for and are using at BSA.
- » Comply with the provisions of any promissory notes and any other agreements you sign.
- » Not to receive Federal Financial Aid from two schools at the same time.
- » Use Financial Aid received solely for educational purposes.
- » Maintain Satisfactory Academic Progress (SAP).
- » Repay all or a portion of aid received if you withdraw or drop out of school.
- » Register with Selective Service if you are a male between the ages of 18 and 25 years old or have already registered between the ages of 18 and 25 years old.
- » Renew their FAFSA application for each award year.
- » Not be in default with any previous student loans.
- » Understand your school's refund policy.
- » Read, understand and keep copies of all forms you are asked to sign.
- » Notify your school of any change in name, home address, and telephone number and attendance status. If you have a loan, you must notify the Direct Loans Services Center of these changes.

### You understand that BSA may:

- » Cancel all or any portion of your Federal Financial Aid if any irregularities are verified.
- » Void awards if and when incorrect information is revealed on your FAFSA application for Federal Financial Aid.

Please see the BSA Financial Aid department for additional information about your rights and responsibilities.

## FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Federal law provides that a student who has been convicted of an offense under any Federal or State law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving Financial Aid shall not be eligible to receive any Federal or Institutional Grants, or loans during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

<b>POSSESSION OF A CONTROLLED SUBSTANCE</b>	<b>INELIGIBILITY PERIOD</b>
First Offense	1 year from date of conviction
Second Offense	2 years from date of conviction
Third Offense	Indefinite
<b>SALE OF A CONTROLLED SUBSTANCE</b>	<b>INELIGIBILITY PERIOD</b>
First Offense	2 years from date of conviction
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- » The student satisfactorily completes a drug rehabilitation program that complies with the criteria prescribed in the federal regulations.
- » The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations.
- » The conviction is reversed, set aside, or otherwise rendered nugatory.

## WITHDRAWAL PROCESS

If the student wishes to withdraw from school, they must contact the Registrar department during normal business hours. Once the student has notified the school verbally or in writing of the intent to withdraw, that date will be used to calculate refunds and return of Title IV funds. The school will determine the rescission of this notice; a later date will be used based on the student's attendance or participation in an academically related activity.

Types of withdrawals:

- » **Official Withdrawal:** The student may provide official notification, in writing, of intent to withdraw to the Registrar's department. The withdrawal date will be the date the student begins the school withdrawal process. An Exit Interview will be completed at the time of notification.
- » **Unofficial Withdrawal:** Students will be withdrawn from the school by the Registrar's department if they fail to attend class for 14 consecutive calendar days. Exit Interview documentation will be mailed to the student.
- » **Administrative Withdrawal:** A student that is suspended from school will be administratively withdrawn. A student could be administratively withdrawn for inappropriate behavior that is detrimental to campus life. Administrative Withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, books and equipment. The Exit Interview can be completed either at the time of notification or mailed correspondence.

**NOTE:** Due to health and sanitation concerns, the student kit may not be returned. The charge for the kit and books will be as per your enrollment agreement. All refunds will be made within 30 days of the date of determination of the students' withdrawal.

## CANCELTION POLICY

In the event that the applicant is not accepted by the school or cancels their enrollment prior to starting class, the following shall apply:

- » An applicant who is not accepted by the school shall be entitled to a full refund of all monies paid.
- » An applicant who cancels their enrollment in writing within 3 business days (Monday through Friday) of signing the Enrollment Agreement, and prior to starting classes, shall be entitled to a full refund of all monies paid.
- » He/she must notify the Registrar department in writing (and signed) of the intent to cancel.
- » For International Students the registration fee is non-refundable.

## REFUND POLICY

### Institutional Refund Calculation Policy

Institutional refund calculations will be calculated by the program length for all students who withdraw from the institution. The student will be obligated to pay for any tuition, fees, books and equipment not covered by Title IV funds or any other payments received to cover institutional costs. Under a pro-rated refund calculation, the institution is entitled to retain only the percentage of charges proportional to the scheduled hours in the program at the time of the student's Last Date of Attendance (LDA). The amount of tuition earned is calculated by taking the total scheduled hours at the point in which the student withdrew, divided by the total number of hours in the student's program. Institutional refunds are completed within 30 days.

After application of the return to Title IV Policy, the following institutional refund policy will apply:

- » Withdrawal from the 1st day of class and during the first 10%: The school shall retain 10% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.
- » Withdrawal after 10% and through 20%: The school shall retain 20% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.
- » Withdrawal after 20% and through 30%: The school shall retain 30% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.
- » Withdrawal after 30% and through 40%: The school shall retain 40% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.
- » Withdrawal after 40% and through 50%: The school shall retain 75% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.
- » Withdrawal after 50%: The school shall retain 100% of the tuition, plus a \$100 registration fee, and the full cost of equipment and books.

## Return to Title IV Policy

For any Title IV recipient who withdraws from an eligible program of study after entering the school, the statutory return of the Title IV funds policy will be implemented. The amount of Federal Financial Aid that a student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all Financial Aid assistance is considered to be earned. This policy will calculate the amount of Financial Aid funds earned by the student during their attendance in school. The withdrawal date is defined as the student's last date of an academically related activity whether they are an official withdrawal, an unofficial withdrawal or administrative withdrawal. The school will calculate the amount of Title IV Aid that was earned based on the payment period. The institution will determine:

- » The Title IV Aid disbursed or that could have been disbursed.
- » The percentage of Title IV Aid earned by the student.
- » The amount of Title IV Aid earned by the student.
- » The total Title IV Aid to be returned or disbursed as a post withdrawal disbursement.
- » The amount of unearned Title IV Aid to be returned by the school.
- » The amount of unearned Title IV Aid to be returned by the student.

The school will process all refunds in the following manner:

- » Any refund will be made first to the William D. Ford Federal Direct Unsubsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Direct Subsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Federal Direct PLUS Loan up to the amount disbursed.
- » Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.
- » Any additional refunds will be made to the Federal Supplemental Opportunity Grant Program up to the amount disbursed.

If the student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received as a post-withdrawal disbursement. Post-withdrawal disbursement will be made from Pell grant funds first if eligible. If the cost is still due to the school at the time of withdrawal, a Pell grant post-withdrawal disbursement will be applied to the student's account. Any Pell grant funds in excess of current educational costs will be sent directly to the student. For any federal loan program funds due, a post-withdrawal disbursement must be offered to the student. BSA must receive the student's authorization before crediting the student's account with federal loan funds due from a post-withdrawal disbursement.

**NOTE:** Examples of Return to Title IV calculations and Institution Refund Policy are available in the Fiscal department.

## EXIT COUNSELING

Federal regulations governing the Federal Stafford Loan program specify that loan recipient(s) must complete Exit Loan Counseling upon graduation or withdrawal or falling below half time attendance. Exit Counseling enables students to become informed borrowers by providing valuable information concerning loan repayment options, deferments, loan consolidation, borrower rights and responsibilities, and debt management strategies. The counseling session also gives students an opportunity to update their personal and contact information. Exit Counseling can be completed on either paper format on campus, mailed correspondence or via electronic format at: [www.studentloans.gov](http://www.studentloans.gov).

## **DEFERMENT AND FORBEARANCE FOR EDUCATIONAL LOANS**

Under certain circumstances, students who borrowed Federal Student Aid funds and are unable to meet their repayment obligations may be eligible for a deferment or forbearance, allowing them more time to repay the loan and/or lower monthly payments. Borrowers should consult with the Financial Aid department for more information. Students must contact their loan servicer directly to apply for a deferment or forbearance.

## **FEDERAL FINANCIAL AID RESOURCES**

[www.fafsa.gov](http://www.fafsa.gov)

[www.pin.ed.gov](http://www.pin.ed.gov)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

[www.studentloans.gov](http://www.studentloans.gov)

[www.nsls.ed.gov](http://www.nsls.ed.gov)

[www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov)

[www.direct.ed.gov](http://www.direct.ed.gov)

# ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

ATTENDANCE POLICY

VETERAN'S ATTENDANCE POLICY

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP EVALUATION

GOOD STANDING STATUS

FINANCIAL AID WARNING

FINANCIAL AID PROBATION STATUS

APPEAL PROCEDURE / RE-ESTABLISHING TITLE IV ELIGIBILITY

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) STUDENTS RECEIVING VETERAN'S BENEFITS

ACADEMIC WARNING

LEAVE OF ABSENCE (LOA)

**Although international students and cash pay students are expected to meet SAP, any reference to Financial Aid or Title IV eligibility does not apply.**

## ATTENDANCE POLICY

Beauty Schools of America® (BSA) is aware that occasionally, unforeseen situations may arise where a student would not be able to attend class. It is the responsibility of the student to attend classes regularly following their approved class schedule and be punctual to all of their classes.

### Tardiness

In order to assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. After arriving to class 15 minutes late, time will be deducted in 15 minute increments.

### Excused Absence

For purposes of Title IV funds, a student can have up to 10% of clock hours in each payment period considered as excused absences. These excused absences do not have to be made up.

### Absences

If the student is unable to attend class, it is recommended they contact the school in advance to advise that they will be absent from class. Instructors record attendance daily. A student absent for any reason is responsible for all academic work missed. Any missed hours above the 10% excused absence policy must be made up. The student will need to contact the Registrar department to discuss and schedule make up hours and exam times. Please be advised that if a student misses more than 14 consecutive calendar days, they will be withdrawn from school and upon return would have to reapply for admission. Failure of having too many absences and not making up hours could result in the student not meeting their Rate of Completion of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

**NOTE:** For students receiving Veterans benefits that have been withdrawn due to missing five (5) consecutive days, students will be withdrawn from the VA program and will result in a loss of benefits. In order to be eligible for benefits again students will have to re-apply for admission.

In the case of canceled classes due to inclement weather or other related emergencies, those hours and work assignments will be rescheduled. Students can call 305.824.2030 to check if BSA is open for classes when inclement weather or other related emergencies arise.

In the event that you must miss school, you are required to call your campus and leave a detailed voicemail with your full name, instructor's name / level (if applicable), reason for absence and a number where you can be reached.

South Beach Campus	305.824.2995
Miami Campus	305.824.2992
Hialeah Campus	305.824.2991
Homestead Campus	305.824.2994
North Miami Beach Campus	305.824.2993

## VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences are only those, which are due, but not limited to medical reasons, religious, jury duty, military deployment, death of an immediate family member. Students must provide proof of the circumstances for the excused absence. All excused documented absences will be recorded by the Registrar department.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be deducted accordingly by the instructor. As a reminder, BSA uses a clock hour system.

Students receiving Veterans benefits may not miss more than five (5) consecutive school days. Any student who misses five (5) consecutive days or more will be terminated from the VA program for unsatisfactory attendance and will not be certified for Veterans Educational Benefits until they regain SAP.

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

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that schools monitor the academic progress of each student and that the school certifies they are making SAP towards earning their diploma. Each student's progress is reviewed regularly by the Registrar department. Students must maintain SAP in order to remain eligible to continue as regularly enrolled students of BSA and to remain eligible to continue receiving Federal Financial Assistance.

Satisfactory Academic Progress is measured by:

- » The student's Cumulative Grade Point Average (CGPA) of 75% or above (Qualitative Progress)
- » Rate of Completion above 67% (Quantitative Progress)
- » The Maximum Time Frame (MTF) allowed to complete the academic program (150% for all programs) – see table below

**Qualitative Progress:** is calculated by adding the total amount of test scores and dividing them by the total number of tests taken to date.

**Quantitative Progress:** is calculated by dividing the total number of clock hours attempted by the total number of clock hours completed.

**Maximum Time Frame:** A program of study must be completed within 150% of the number of clock hours required for graduation or certificate completion to maintain Financial Aid eligibility. For instance, if a clock hour program requires 1,200 clock hours for graduation, it must be completed within 1,800 scheduled clock hours (1,200 clock hours x 1.5 = 1,800 scheduled clock hours). Program clock hour requirements may vary; check the Program Catalog for the precise number of clock hours required for a program and then multiply the figure by 1.5. Once a student has reached MTF he/she will be dismissed from the program. This applies to all students regardless if the student received Financial Aid.

**Transfer Credits:** Course work taken at another institution that is accepted and officially transferred will count toward the 150% MTF calculation on both hours earned and hours attempted.

## NORMAL AND MAXIMUM TIME FRAMES FOR COMPLETION OF CLOCK HOUR PROGRAMS FOR FULL-TIME ENROLLMENT

<b>Cosmetology and Barber 1,200 Hour Programs</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	12 months/48 weeks	17 months/72 weeks
<b>Spa Therapy 1,054 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	10 months/43 weeks	15 months/64 weeks
<b>Full Specialist with Salon Management, Comprehensive Facial and Makeup 900 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	9 months/36 weeks	13 months/54 weeks
<b>Massage Therapy 750 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	7 months/31 weeks	11 months/46 weeks
<b>Electrolysis and Laser Technician 650 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	6 months/26 weeks	9 months/39 weeks
<b>Electrolysis 320 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	3 months/13 weeks	5 months/20 weeks
<b>Makeup Artist and Skin Care, Makeup Artist Specialist 300 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	3 months/12 weeks	5 months/18 weeks
<b>Nail Technician 240 Hours Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	2 months/10 weeks	4 months/15 weeks

**NOTE:** ALL students are expected to complete their program within the Normal Time Frame!

The following scale is used for both theory and practical work:

- » 100% to 91% = A
- » 90% to 82% = B
- » 81% to 75% = C
- » 74% and under = F

Maintain a cumulative academic Practical grade of "Satisfactory" at the end of each evaluation period, per the grading scale below:

### **Grade Numeric Value**

Satisfactory 75 – 100

Unsatisfactory 0 – 74

All student progress reports are available upon request for review, explanations and clarification by the Registrar department during regular administrative hours by appointment.

## **SAP EVALUATION**

In order to succeed in your program you must attend classes regularly and in addition you may be required to come to school additional hours to be able to increase your percentage of attendance. Regulations from the U.S. Department of Education state that students must make SAP in order to continue receiving Federal Financial Assistance. However, Beauty Schools of America®'s standards of SAP apply to all students not just those receiving Financial Aid. At the end of each payment period the student will be evaluated for SAP whether or not the student receives Federal Financial Aid. If the student is in a Non-Title IV program, SAP will be evaluated at the mid-way point of the program.

## **GOOD STANDING STATUS**

Financial Aid applicants who meet a Cumulative Grade Point Average (CGPA) of 75% (and above) based on theory exams and the Rate of Completion of 67% (or above) on scheduled clock hours at the time of evaluation, are considered to be in Good Standing Status and are otherwise eligible for aid.

## **FINANCIAL AID WARNING**

If the student has not maintained a CGPA of 75% or above, and has not completed 67% of scheduled clock hours, the school will certify that the student is not making Satisfactory Academic Progress (SAP) and will put the student on a Financial Aid Warning status. A student placed on Warning Status may continue to receive financial assistance. Students will be counseled on potential loss of eligibility. If a student in Warning Status fails to meet the cumulative minimum standards for another payment term, they become ineligible for aid.

## **FINANCIAL AID PROBATION STATUS**

If a student fails to achieve SAP while on Financial Aid Warning Status they will have their Financial Aid terminated for the following payment period. A student may submit an appeal to have their Financial Aid reinstated and be placed on a Financial Aid Probation status.

## **APPEAL PROCEDURE / RE-ESTABLISHING TITLE IV ELIGIBILITY**

A student may appeal the determination of unsatisfactory progress and re-determination of aid eligibility by completing the SAP appeal form. The student must explain in writing the reason why he/she failed to make SAP, provide a statement and documentation as to what has changed in the student's situation that will allow the student to meet SAP before the next term. A student whose Federal Financial Aid has been terminated for failure to meet SAP, may have it reinstated on the basis of:

- A. Mitigating circumstances which may include:
  - I. The death of a relative of the student
  - II. Personal injury or illness of the student or a relative/spouse
  - III. Special circumstances as determined by the institution
- B. A written explanation that must explain why the student failed to make SAP and what has changed in the student's situation that would allow them to meet SAP in the future.
- C. Documentation such as an obituary or funeral notice if due to a family death, and/or doctor's notice if due to injury or illness of the student or relative/spouse.

Appeals must be received and reviewed before or during the payment period for which the student is requesting Federal Financial Aid. The appeal must be submitted to the Registrar's department within 10 business days of the student's Federal Financial Aid being terminated. The Regional Registrar will consult with the Regional Financial Aid Director and will have a final decision and will respond to the student in 10 business days. If a student's appeal is approved, the student will be placed on Financial Aid Probation and may continue to receive Federal Financial Aid for the current payment period and will be required to follow an academic plan for the following payment period based on the following:

- A. If the student failed to meet SAP because he/she did not meet the minimum Cumulative Grade Point Average (CGPA) of 75%.
- B. If student failed to meet SAP because he/she did not meet the minimum Rate of Completion of 67%.
- C. If a student fails to meet SAP due to Maximum Time Frame; all aid will stop and the student will be dismissed. The appeal process will not be available.

During the probationary period, students are given one payment period to satisfactorily either raise their CGPA and/or Rate of Completion. If successfully achieved, the probation is removed. If the student is unable to meet these conditions the student will be ineligible for aid. If appeal is denied, the student can remain in school at their own expense.

**NOTE:** An appeal determination will be between the Regional Registrar and the Regional Financial Aid Director.

## SATISFACTORY ACADEMIC POLICY (SAP) STUDENTS RECEIVING VETERAN'S BENEFITS

The Bureau of State Approving Agency for Veterans Training requires that students receiving Veterans benefits maintain SAP. They must maintain a minimum cumulative grade point average (CGPA) of 75% or above each evaluation period. A VA student, whom CGPA falls below 75% at the end of any evaluation period, will be placed on academic probation for a maximum of two consecutive evaluating periods. However, if the VA student is also receiving Title IV funds the VA student would be subject to follow the same financial aid requirements of Title IV recipients. If his/her CGPA is still below 75% at the end of the second 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 75% or above.

## ACADEMIC WARNING

If the student is not a Financial Aid recipient, and at the time of a SAP evaluation is not meeting the minimum standards of 67% for Rate of Completion and 75% on CGPA, then they will be placed on Academic Warning. The student will be counseled on the risks and consequences of reaching the Maximum Time Frame (MTF) for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Evaluations will be taken during each regular scheduled payment period. Students who are in a Non-Title IV program will be evaluated at the mid-point of the program.

## LEAVE OF ABSENCE (LOA)

There may be occasions when students may need time off and must be absent from school. During these instances, they can request an LOA. The reason for the leave must be extenuating circumstances and cannot exceed 60 calendar days.

**NOTE:** International students are not permitted to take an LOA.

If an LOA is needed beyond 60 calendar days, it can be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave, unless it is not feasible due to an emergency medical reason such as an accident. The school may allow the student to take multiple LOA's as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. The 12-month period begins from the date of the students first approved LOA. All requests are subject to school approval and the decision of the Campus Director is final.

- » Military obligations
- » Jury duty
- » Pregnancy
- » Serious health condition
- » Emergency Family Health

### LOA Extensions:

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested on the original LOA otherwise a new LOA must be requested. Students must appear in person, fax or email a request for an extension of an LOA. Such request must be approved by the Registrar department and the Campus Director provided:

- » The student submits a request on or before the end date of the current approved LOA.
- » The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student's first LOA .
- » There is a reasonable expectation that the student will return.
- » It does not exceed the 60 calendar day LOA unless it falls into one of the categories for leaves longer than 60 calendar days.

If the request is denied, the student will be withdrawn, Return to Title IV and institutional refund policies will be applied using the student's last day of attendance for the calculations.

### An LOA is Approved if:

- » The student has submitted a written, signed and dated request to the Registrar department with the appropriate documentation as required.
- » The Registrar department has determined that there is reasonable expectation the student will return from the LOA.
- » The Campus Director, Financial Aid and Registrar departments have approved and signed the LOA.

The period of time for which a student has been given an approved leave shall be excluded from the Maximum Time Frame in which an individual student will be expected to complete their program of study.

### Returning from an LOA

Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after an LOA. Any official LOA will extend your contract without additional charges.

You must notify the Registrar department upon your return to school. Students will be sent to the Financial Aid department, following their meeting with the Registrar department, so that Direct Loan and the National Student Loan Data System (NSLDS) can be notified.

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

If a student does not return from an approved LOA , the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Return to Title IV calculation and Institutional refunds. For Federal Student Loan borrowers: If you do not return from your LOA, your grace period will be reduced by the amount of the leave.

# **RULES AND REGULATIONS**

SCHOOL RULES AND REGULATIONS

ANTI-DISCRIMINATION AND DIVERSITY POLICY

STUDENT DISABILITY

ANTI-HAZING POLICY

GRIEVANCE POLICY

# SCHOOL RULES AND REGULATIONS

## Personal Conduct and Professional Ethics

The school reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory. All students are required to conduct themselves in a professional manner as would be expected in a salon/barbershop/spa. When a student has a grievance he or she must communicate the concern in a professional manner following the stated Grievance Policy section of this catalog.

## Respect

Students must have respect for Beauty Schools of America® (BSA) employees (faculty & staff), other students', clients, and guests.

## Proper Language

The use of foul language is not permitted at any time anywhere in the school or its surrounding areas.

## Politics & Religion

Politics and religion should not be discussed, outside of the classroom curriculum, with classmates, clients, staff and faculty.

## Dress Code

All students must report to class in the proper uniform. The school reserves the right to send a student home to change if they are not wearing the appropriate clothing. School shirts/uniforms may not be transformed or altered.

### ***Students in the Cosmetology, Barber, Comprehensive Facial and Makeup (makeup section), and Makeup Artist Specialist programs must adhere to the following rules:***

- » BSA shirt / black shirt (no other LOGO on the shirt can be allowed unless it is hidden by the apron jacket).
- » Black jeans / pants are permitted (blue / other color jeans are not permitted, no pants with holes).
- » The use of sleeveless tops, tank tops, spaghetti straps, miniskirts, shorts, leggings, or any garments deemed inappropriate are not permitted
- » Must have closed shoes – sandals (with or without socks), peep toes, house slippers, and similar styled shoes are NOT permitted.
- » May not wear hats or any sort of head gear – except for religious purposes.
- » Nails must be properly groomed and at an acceptable length.
- » Hair must be clean and styled.
- » Makeup must be professional.

### ***Students in the Spa Therapy, Full Specialist with Salon Management, Comprehensive Facial and Makeup (skin care section), Massage Therapy, Electrolysis and Laser Technician, Electrolysis, Makeup Artist and Skin Care, and Nail Technician programs must adhere to the following rules:***

- » Dress in white slacks and top.
- » May use a white BSA t-shirt in lieu of the issued school top.
- » The use of miniskirts, shorts, leggings, or any garments deemed inappropriate are not permitted.
- » Must have closed shoes – sandals (with or without socks), peep toes, house slippers, and similar styled shoes are NOT permitted.
- » May not wear hats or any sort of head gear – except for religious purposes.
  
- » May wear all white headbands only.
- » Nails must be properly groomed and at an acceptable length.

## Program Requirements

All students are required to complete all hours, services, written and practical examinations with satisfactory grades and acceptable attendance prior to reaching Maximum Time Frame (MTF) – please refer to the Attendance and Satisfactory Academic Progress (SAP) Policy section of this catalog for further details.

## Student Kits

Student kits and other personal items are the responsibility of the student. The school, staff, and faculty are not liable for lost or misplaced equipment or for a student's personal property. A student must have the required supplies to perform services and/or to participate in class projects every day. In addition, you must have your own pencils, pens, notebooks, textbooks, etc.

## Outside Products / Equipment

The use of outside products (chemicals) and/or equipment is not permitted to be used on any client, student, or yourself at any time. It is not the school or the instructors' responsibility to demonstrate how or when to use a product or equipment not included in the student kit.

## Use of Chemicals

All students will be working with chemicals and must hold the school free from any claim arising from the use or application of any chemicals.

## Break Times

Daily break times are every day from 10:20am – 10:40am (morning schedule), 3:20pm – 3:40pm (afternoon schedule), 7:50pm – 8:10pm (evening schedule), 10:20am – 10:40am and 3:20pm – 3:40pm (Saturday schedule). If you return late from break, time will be deducted accordingly in 15 minute increments.

## Leaving Class

When leaving the classroom, you should obtain a pass. Students are not permitted to loiter or to congregate in the restrooms, hallways, classrooms, reception area, building entrance, or any other working area of the school; nor are they permitted in the offices or stockroom without being accompanied by a member of the staff/faculty. You must stop at the Reception area to sign-in and wait until you are instructed to go to the office (someone may be ahead of you).

**NOTE:** It is encouraged to make an appointment with the specific department you wish to see to help expedite your questions or concerns.

## Exams

All exams, including make-up exams are given on Mondays, unless it is a holiday or the school is closed; in which case the exam will be rescheduled. Students are required to meet the standards and criteria established to determine progress and competence in both academic study and practical training throughout the entire program. A 75% or above on every exam is required, as well as the Cumulative Grade Point Average at the end of the program.

## Electronics

All electronics must be placed on silent mode or turned off at all times. No personal electronic devices are permitted during any school activity. Electronic devices are items such as cell phones, I-pods, Bluetooth's, laptops, etc. No recording devices or cameras are permitted anywhere in the school without the instructors approval.

## Cleanliness & Sanitation

Cleanliness and sanitation is an extremely important part of your education. Cleanliness and sanitation is a state and school regulation and must be followed at all times. To help each student develop professional work habits, students will be responsible for the cleanliness and sanitation of their work stations and its components at all times. Equipment and work station must be cleaned before and after each use. The condition and cleanliness of any equipment/implement you use is your responsibility. Instructors may examine your kits and work stations at any time

to assure proper sanitation is being conducted. Students should return any product/equipment used back where it belongs so that others can benefit from its use.

## Personal Grooming

Having a professional appearance is very important at BSA and we expect our students to come to class properly dressed with clean uniforms and have good personal hygiene. You will not only be the face of BSA, but you will also be marketing your skills while working closely with clients and it is important that you maintain a professional image at all times. Remember you will be entering the world of Beauty and Spa and you need to represent the industry accordingly.

## Smoking

According to Florida Law, smoking is prohibited in all school buildings and outdoor campus areas including parking lot, entrance and exit ways to the school. Smoking is permitted in designated areas. Electronic cigarettes are not permitted inside classrooms, salon areas, restrooms, administrative offices, laundry room or any other room inside the school building. Electronic cigarettes must be used outside in the designated smoking area.

## Chewing Gum

Chewing gum is not permitted in school, classroom, at events, nor with a client.

## Food

No food or drinks are permitted in the classroom, salon, barbershop, or spa areas while classes are in session. Only bottles with caps are permitted in areas where services are not being performed. All meals must be eaten in designated areas and only during break times. Individuals using these areas are responsible for leaving them in a clean and tidy condition.

## Drugs and Alcohol

No drug or alcohol use is permitted on school grounds, its surrounding areas and at BSA related events. Any student using, bringing, dispensing or selling drugs or alcohol will be dismissed immediately without prior warning and may be turned over to the local police.

## Soliciting

Solicitation and selling of any kind by students or visitors is not permitted on the school premises or in the vicinity of any campus or any BSA related events.

## Parking

Parking is only permitted in designated areas. Some campuses may require a parking permit to be displayed in student's vehicle. Please check with your campus regarding their parking policy.

## Constitution Day

Students who are currently attending BSA on or around September 17th will be required to participate in an event for Constitution Day. An event will be held at each campus with special activities.

## Voter Registration

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available during the student's orientation.

**The above rules must be strictly adhered to and are provided for your benefit.**

## ANTI-DISCRIMINATION AND DIVERSITY POLICY

Beauty Schools of America® (BSA) is committed to a policy of non-discrimination and equal opportunity for all individuals regardless of race, color, gender, religion, sexual orientation, national origin, ethnic background, genetic information, or any other protected status. This policy is included but not limited to the admissions process, instruction of students, graduation policies and job placement. BSA encourages cultural and ethnic diversity in its student body, faculty and staff. Congruent with the requirements of Title IX of the Education Amendments of 1972 to The Civil Rights Act of 1972.

## STUDENT DISABILITY

Beauty Schools of America® complies with all provisions under Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of their handicap will be excluded from enrolling. However, any handicapped person seeking admission should be aware that all programs require a high level of visual and manual dexterity and coordination. An individual evaluation will be necessary to determine employability in the beauty industry.

Accommodations are determined on a case-by-case basis considering the limitations caused by the disability in relationship to the academic demands and responsibilities of student life at Beauty Schools of America®. Common academic accommodations made by BSA include:

- » Extended time allowed for examinations
- » Distraction-reduced testing locations
- » Additional time for written assignments
- » Classroom note takers
- » Sign language interpreters (Students must provide interpreter however, BSA will cover the cost)

## ANTI-HAZING POLICY

Hazing is defined as any action taken or situation created, with or without the consent of the other person, which produces mental or physical discomfort, embarrassment, harassment, ridicule or places that person at a substantial risk of bodily injury. In the State of Florida, hazing is criminal offense and is considered a third degree felony. Additionally, any activity that sets an individual apart without constructive purpose shall be considered hazing. Actions considered as hazing may include, but are not limited to:

- » Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student
- » Requiring or encouraging a student to perform any dangerous, painful, offensive, demeaning physical or verbal act, including the ingestion of any substance, inappropriate exposure to the elements, deprivation of sleep or rest, or extensive isolation
- » Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or other forced activity that could adversely affect the mental health of the student.
- » Kidnapping, including restricting a person to move about freely
- » Performing personal chores or errands

Any student who believes he/she has been a victim of hazing by another student should immediately report any alleged acts to school officials.

## GRIEVANCE POLICY

If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Beauty Schools of America® maintains an open communication policy designed to address such matters in a confidential and effective manner. Beauty Schools of America® managers and staff are committed to listening carefully and responding promptly, escalating the discussion to whatever level appropriate to achieve a satisfactory and lasting solution.

In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel.

At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation.

If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director at each location. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency described on page 5 of the school catalog.

## **PROCESS OF CORRECTIVE ACTION**

STUDENT CODE OF CONDUCT

DISCIPLINARY PROCEDURE

ZERO TOLERANCE POLICY

CAMPUS SAFETY

## STUDENT CODE OF CONDUCT

Any student who willfully violates or fails to follow school rules and regulations, and/or performs any act that materially interferes with or is detrimental to the orderly operation of a classroom or campus, school activity, or any other aspect of the educational process at Beauty Schools of America<sup>®</sup>, shall be subject to discipline, up to and including suspension or dismissal.

BSA has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus and at any off-campus functions sponsored or supervised by the school. These include but are not limited to:

- » Cheating, plagiarism, forgery, alteration or any other misuse of school document records of identification.
- » Use or possession of alcoholic beverages or any controlled substance including and without limitation: any narcotic drug, hallucinogenic substance or marijuana.
- » Physical or verbal abuse of any person or group, or any conduct which intimidates, threatens, or endangers the health or safety of another.
- » Assault, battery, or any threat of force or violence upon the school staff members, students, or visitors.
- » Harassment, including, but not limited to, the intimidation of another student or a school official or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
- » Possession of any weapons including, but not limited to: firearms or any props that resemble a firearm, handguns, rifles, shotguns, ammunition, fireworks, major or minor explosives, electric weapons or destructive device, sword/sword cane, razor blade, box cutter, common pocket knife, mace or any lethal weapon is forbidden.
- » Unauthorized possession or use of explosives, dangerous chemicals, or other materials.
- » Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures.
- » Destruction or defacing of school property.
- » Intimidation or bullying of any instructor, administrator, student, or others by threat of force or violence.
- » Extortion.
- » Theft of, or damage to, the property of the school, school officials, students or visitors. Such actions may result in the imposition of fees for the loss, damage, or defacement of books and equipment.
- » Fighting.
- » Disruptive behavior, willful disobedience, profanity or vulgarity aimed towards defiance or abuse of school officials.
- » Committing a criminal act as defined by law.
- » Dressing in an inappropriate or disruptive manner.
- » Disruptive behavior
- » Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
- » Gambling.
- » Arson.
- » Unauthorized entry to the school or facilities.

Students who violate the Student Code of Conduct are subject to disciplinary procedures. Violations of the Student Code of Conduct will be adjudicated by the Campus Director. Students may appeal to the Campus Director when accused of any violation.

## DISCIPLINARY PROCEDURE

Beauty Schools of America<sup>®</sup> uses a four-tiered disciplinary procedure designed maintain a safe and effective learning environment for all students. Students who violate the Student Code of Conduct or whose behavior falls short of expectations described in the School Catalog may face any or all of the following steps:

## Warning

A written statement will be given to the student describing his or her unacceptable behavior or violation of the Student Code of Conduct. It will also include a warning that further misconduct may result in more severe disciplinary action.

## Probation

Probation will last for a period of time specified in a written statement and until any imposed conditions are met by the student. Any violation of rules or conditions during the probationary period will subject the student to further disciplinary action.

## Suspension

Suspension consists of a temporary separation of the student from class attendance and of participation in any class or school events for a specified period and subject to specified conditions. Prior to suspension being lifted, the student must meet with the Campus Director to ensure clear understanding of expectations and conditions for reinstatement.

## Dismissal

Should student misconduct continue despite warning, probation, and suspension, or in cases when the Campus Director feels it is in the best interest of the campus, BSA students, or the student in question, for issues of safety and order, the school will terminate the enrollment of that student. Upon termination, the student may not attend classes or participate in any events at BSA. Students who are dismissed are not eligible for re-enrollment at any BSA campus except upon appeal to the Executive Director of Beauty Schools of America®.

## ZERO TOLERANCE POLICY

By accepting enrollment into BSA, and becoming part of its academic community, students accept the obligation and duty to abide by the Student Code of Conduct, either on or off campus. Any behavior that is considered to interfere with, impair, obstruct or limit the ability of other students to learn, or disrupt the overall goals and mission of BSA will be considered misconduct in violation of the Student Code of Conduct, and the student will be subject to dismissal.

**NOTE:** As stated in our Zero Tolerance Policy, certain acts of misconduct may lead to immediate dismissal and/or other disciplinary actions by the school.

## CAMPUS SAFETY

Beauty Schools of America® (BSA) strives to ensure the safety of all students, faculty, staff, and clients of our institution. For complete information on Campus Safety please refer to the Consumer Information packet that is available at [www.bsa.edu](http://www.bsa.edu). This can be printed at the request of the student by your Admissions Representative.

# PROGRAMS

COSMETOLOGY

BARBER

SPA THERAPY

FULL SPECIALIST WITH SALON MANAGEMENT

COMPREHENSIVE FACIAL AND MAKEUP

MASSAGE THERAPY

ELECTROLYSIS AND LASER TECHNICIAN

ELECTROLYSIS

MAKEUP ARTIST AND SKIN CARE

MAKEUP ARTIST SPECIALIST

NAIL TECHNICIAN

# **COSMETOLOGY**

## **(Offered at all campuses)**

### **PROGRAM OBJECTIVE**

To prepare students for the Florida State Board of Cosmetology Examination in order to become licensed Cosmetologists with a professional demeanor and a successful track record of knowledge, salon business, and employability. By demonstrating these key factors, we will be able to provide a well-rounded graduate. To help students build their confidence and prepare them for the real world.

**CLOCK HOURS: 1,200**

### **PROGRAM DESCRIPTION**

The Cosmetology program prepares students with knowledge in all facets of the beauty industry. Students acquire proficiency in hair, skin, makeup, and nails. Foundational skills grow while learning on mannequins, classmates, and volunteer models. Gradual program skills advance to working with customers in a controlled salon setting under the supervision of licensed professionals. Techniques include runway fashion, wedding styles, special hair effects, up-dos and all facets of hair care and styling. The curriculum satisfies state requirements for professional licensing, equipping graduates to work in salons, barbershops, and spas.

### **PROGRAM REQUIREMENTS**

- » HIV104 HIV/AIDS (4 Hours)
- » BMU102 FACIAL MAKEUP (21 Hours)
- » COS101 LIFE SKILLS AND ETHICS (25 Hours)
- » COS102 PROPERTIES OF HAIR & SCALP (25 Hours)
- » COS103 SCALP CARE, SHAMPOOING & CONDITIONING (30 Hours)
- » COS104 SANITATION (20 Hours)
- » COS105 BASICS OF CHEMISTRY & ELECTRICITY (20 Hours)
- » COS106 ANATOMY & PHYSIOLOGY (20 Hours)
- » COS107 PRINCIPLES OF HAIR DESIGN (10 Hours)
- » COS108 HAIRSTYLING (195 Hours)
- » COS109 WIGS, EXTENSION, & BRAIDING (10 Hours)
- » COS110 HAIRCUTTING (50 Hours)
- » COS111 CHEMICAL TEXTURE SERVICES & PERMANENT WAVING (95 Hours)
- » COS112 HAIRCOLORING (75 Hours)
- » COS113 SEEKING EMPLOYMENT (10 Hours)
- » COS114 ON THE JOB (10 Hours)
- » COS115 SALON BUSINESS (10 Hours)
- » COS116 FLORIDA LAWS FOR COSMETOLOGY (6 Hours)
- » COS117 STATE BOARD REVIEW (350 Hours)
- » NT113 THE NAILS (60 Hours)
- » SKI115 SKIN STRUCTURE & GROWTH (87.5 Hours)
- » SKI116 FACIALS & FACIAL TECHNIQUES (66.5 Hours)

## SERVICES REQUIRED

- » FACIAL MAKEUP (10 SERVICES)
- » SCALP/HAIR CARE (45 Services)
- » SHAMPOO (50 Services)
- » SANITATION (640 Services)
- » HAIRSTYLING (300 Services)
- » HAIRCUTTING (75 SERVICES)
- » CHEMICAL WAVING, RELAXING & STRAIGHTENING (65 Services)
- » HAIR COLORING (45 Services)
- » NAILS (40 SERVICES)
- » FACIALS (5 SERVICES)
- » HAIR REMOVAL (5 SERVICES)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Workbook for Theory and Milady's Standard Cosmetology Workbook for Practical.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and a hair, makeup and nail kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 1,200 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 11 months

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Cosmetology. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement, and median loan debt incurred.

**CIP Code:** 12.0401

**CIP Description:** Cosmetology/Cosmetologist, General

Cosmetology includes occupations such as Hairdressers, Hairstylists and Cosmetologists, Vocational and Postsecondary Education Teachers, First-Line Supervisor/Managers of Personal Service Workers and Shampooers.

**SOC Code:** 39-5012

**SOC Description:** Hairdressers, Hairstylists and Cosmetologists <http://www.onetonline.org/link/summary/39-5012.00>

**SOC Code:** 25-1194

**SOC Description:** Vocational Education Teachers, Postsecondary <http://www.onetonline.org/link/summary/25-1194.00>

**SOC Code:** 39-1021

**SOC Description:** First-Line Supervisors/Managers of Personal Service Workers

<http://www.onetonline.org/link/summary/39-1021.00>

**SOC Code:** 39-5093

**SOC Description:** Shampooers

<http://www.onetonline.org/link/summary/39-5093.00>

### Cost of Attendance for the entire program:

Tuition	\$ 14,473.80
Fees	\$ 100.00
Books & Supplies	\$ 1,537.30
<b>TOTAL</b>	<b>\$ 16,111.10</b>
Room & Board	\$ 12,732.00
Total with Room & Board	\$ 28,843.10

Overall Placement Rate	88.38%
On-time Graduation Rate	61%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Cosmetology program have a median loan total indebtedness of \$9454.00 after graduation. Monthly payments for the Direct Loan program must start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

## **BARBER**

### **(Offered at all campuses)**

#### **PROGRAM OBJECTIVE**

To prepare students for the State of Florida Barber's Board Examination to become a licensed Barber. To help students build their confidence and prepare them for the real world.

**CLOCK HOURS: 1,200**

#### **PROGRAM DESCRIPTION**

The Barber program will prepare you to obtain the knowledge and expertise necessary to work in a high-end traditional or modern barbershop/salon. This comprehensive program will provide you with the proper training in a variety of areas such as the following: cutting with shears, styling hair, modern fades, shaving techniques as well as chemicals (perms/relaxers) in order to offer clients an array of services including artistic designs using color combinations to name a few. After the completion of this exciting program, you will have the skills necessary to be a platform artist, become a celebrity barber, or work with the most competitive companies in the industry.

#### **PROGRAM REQUIREMENTS**

- » HIV102 HIV/AIDS (2 Hours)
- » BA101 LIFE & STUDY SKILLS (15 Hours)
- » BA102 THE HISTORY OF BARBERING (30 Hours)
- » BA103 PROFESSIONAL IMAGE (40 Hours)
- » BA104 MICROBIOLOGY (40 Hours)
- » BA105 INFECTION CONTROL & SAFE WORK PRACTICES (60 Hours)
- » BA106 IMPLEMENTS, TOOLS & EQUIPMENT (60 Hours)
- » BA107 ANATOMY & PHYSIOLOGY (50 Hours)
- » BA108 CHEMISTRY (50 Hours)
- » BA109 ELECTRICITY & LIGHT THERAPY (35 Hours)
- » BA110 PROPERTIES & DISORDERS OF THE SKIN (50 Hours)
- » BA111 PROPERTIES & DISORDERS OF THE HAIR & SCALP (50 Hours)
- » BA112 TREATMENTS OF THE HAIR & SCALP (40 Hours)
- » BA113 SHAVING & FACIAL HAIR DESIGN (60 Hours)
- » BA114 MEN'S HAIRCUTTING & STYLING (75 Hours)
- » BA115 MEN'S HAIR REPLACEMENT (50 Hours)
- » BA116 WOMEN'S HAIRCUTTING & STYLING (60 Hours)
- » BA117 CHEMICAL TEXTURE SERVICES (120 Hours)
- » BA118 HAIR COLORING & LIGHTENING (120 Hours)
- » BA119 NAILS & MANICURING (53 Hours)
- » BA120 STATE BOARD PREPARATION & LICENSING LAWS (60 Hours)
- » BA121 THE JOB SEARCH (35 Hours)
- » BA122 BARBERSHOP MANAGEMENT (45 Hours)

## SERVICES REQUIRED

- » CHEMICAL TEXTURES (50 Services)
- » COLOR & HIGHLIGHTS (50 Services)
- » MEN'S HAIR CUTTING & STYLING (150 Services)
- » SANITATION (150 Services)
- » SHAMPOOING/TREATMENT OF THE HAIR & SCALP (35 Services)
- » SHAVING & FACIAL HAIR DESIGN (50 Services)
- » WOMEN'S HAIR CUTTING & STYLING (150 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Professional Barbering Textbook, Milady's Standard Professional Barbering Workbook, and Milady's Standard Professional Barbering Review Book.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag and a hair kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 1,200 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 11 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Barbering. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 12.0402

**CIP description:** Barbering/Barber

The Barber program includes occupations such as Barber and First-Line Supervisors/Managers of Personal Service Workers.

**SOC Code:** 39-5011

**SOC Description:** Barbers

<http://www.onetonline.org/link/summary/39-5011.00>

**SOC Code:** 39-1021

**SOC Description:** First-Line Supervisors/Managers of Personal Service Workers

<http://www.onetonline.org/link/summary/39-1021.00>

### Cost of Attendance for the entire program:

Tuition	\$ 14,473.80
Fees	\$ 100.00
Books & Supplies	\$ 1,537.30
<b>TOTAL</b>	<b>\$ 16,111.10</b>
Room & Board	\$ 12,732.00
Total with Room & Board	\$ 28,843.10

Overall Placement Rate	85.2%
On-time Graduation Rate	55%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Barber program have a median loan total indebtedness of \$9454.00 after graduation. Monthly payments for the Direct Loan program must start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

**NOTE:** The State of Florida Barber's Board which is responsible for licensing Barbers, has varied restrictions which may affect an individual with a history of a felony conviction. Prospective students are responsible for contacting the Florida Department of Business and Professional Regulation and/or Florida Barber's Board concerning any questions regarding their eligibility for licensure prior to enrolling. After completion of the program, the student/ candidate is required to list all background information along with the application, given that it is required to become approved for licensure. Afterward, the State Board is responsible for approving or denying any candidate upon completion of the program.

## SPA THERAPY

**(Offered at the Hialeah, Miami, Homestead & South Beach campuses)**

### PROGRAM OBJECTIVE

To prepare students for the Florida Board of Massage Therapy Examination to become a licensed Massage Therapist and for the Florida State Board of Cosmetology mandated requirements to become a licensed Facial Specialist. To help students build their confidence and prepare them for the real world.

**CLOCK HOURS: 1,054**

### PROGRAM DESCRIPTION

The Spa Therapy program prepares students for employment as licensed professionals in the growing and competitive luxury spa industry. Students gain proficiency in all aspects of massage, including anatomy and physiology, therapeutic applications, diagnosis, and modalities. A focus on skin care ensures students are able to diagnosis and treat skin conditions and rejuvenate according to client expectations. Students continue training in makeup technique, client counseling, and spa business management.

### PROGRAM REQUIREMENTS

- » HIV103 HIV/AIDS (3 Hours)
- » HIV104 HIV/AIDS (4 Hours)
- » BMU101 MAKEUP (36 Hours)
- » MA101 BASIC MASSAGE THEORY & HISTORY (100 Hours)
- » MA102 CLINICAL PRACTICUM (125 Hours)
- » MA103 ALLIED MODALITIES (100 HOURS)
- » MA104 PROFESSIONAL ETHICS FOR MASSAGE PRACTITIONERS (21 Hours)
- » MA105 MEDICAL ERRORS (5 Hours)
- » MA106 FLORIDA LAWS & RULES (25 Hours)
- » MA107 BUSINESS (25 Hours)
- » MA108 MASSAGE IN THE SPA SETTING (25 Hours)
- » MA109 THOERY & PRACTICE OF HYDROTHERAPY (25 Hours)
- » MA110 ANATOMY/PHYSIOLOGY/KINESIOLOGY (260 Hours)
- » MA111 PATHOLOGY (40 Hours)
- » SKI101 ETHICS (2 Hours)
- » SKI102 PRODUCT CHEMISTRY (10 Hours)
- » SKI103 HAIR REMOVAL (8 Hours)
- » SKI104 BASICS OF ELECTRICITY (10 Hours)
- » SKI105 SANITATION (10 Hours)
- » SKI106 FLORIDA LAWS FOR SKIN (5 Hours)
- » SKI107 SKIN THEORY, DISEASES & DISORDERS OF THE SKIN (85 Hours)
- » SKI108 FACIAL TECHNIQUES & CONTRAINDICATIONS (130 Hours)

## SERVICES REQUIRED

- » ALLIED MODALITIES – BREATHING EXERCISES (5 Services)
- » ALLIED MODALITIES – NECK/BACK/SHOULDER (5 Services)
- » ALLIED MODALITIES – RANGE OF MOTION (5 Services)
- » ALLIED MODALITIES – STRETCHING (5 Services)
- » CHAIR MASSAGE (50 Services)
- » EYELASH APPLICATION (10 Services)
- » FACIALS (40 Services)
- » FULL BODY MASSAGE (50 Services)
- » HAIR REMOVAL (20 Services)
- » HYDROTHERAPY – HOT TOWEL TREATMENT (5 Services)
- » HYDROTHERAPY – HYDROCOLLATOR (5 Services)
- » HYDROTHERAPY – WARM STONE MASSAGE (5 Services)
- » LASH AND BROW TINTING (10 Services)
- » MAKEUP APPLICATION (10 Services)
- » MANUAL EXTRACTIONS (5 Services)
- » SANITATION (250 Services)
- » SCALP/FACE/FEET MASSAGE (5 Services)
- » SET/USE/MAINTAIN ELECTRICAL DEVICES (5 Services)
- » TREATMENT PLAN (10 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR) and the Florida Department of Health (DOH).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Theory & Practice of Therapeutic Massage Textbook, Milady's Theory & Practice of Therapeutic Massage Workbook, Illustrated Essentials of Musculoskeletal Anatomy Book and Milady's Standard Esthetics Fundamentals Textbook.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag and a makeup, skincare and massage kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 1,050 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 10 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Spa Therapy. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 51.3501

**CIP Description:** Massage Therapy/Therapeutic Massage

Spa Therapy includes occupations such as Massage Therapists, Skin Care Specialists, First-Line Supervisor/Managers of Personal Service Workers, Spa Managers, Physical Therapist Aides, Physical Therapist Assistants, Occupational Therapist Assistants, Occupational Therapist Aides, and Vocational Educational Teachers/Postsecondary.

**SOC Code:** 31-9011

**SOC Description:** Massage Therapist

<http://www.onetonline.org/link/summary/31-9011.00>

**SOC Code:** 39-5094

**SOC Description:** Skin Care Specialist

<http://www.onetonline.org/link/summary/39-5094.00>

**SOC Code:** 39-1021

**SOC Description:** First-Line Supervisor/Managers of Personal Service Workers

<http://www.onetonline.org/link/summary/39-1021.00>

**SOC Code:** 39-1021

**SOC Description:** Spa Managers

<http://www.onetonline.org/link/summary/39-1021.01>

**SOC Code:** 31-2021

**SOC Description:** Physical Therapist Assistants

<http://www.onetonline.org/link/summary/31-2021.00>

**SOC Code:** 31-2022

**SOC Description:** Physical Therapist Aides

<http://www.onetonline.org/link/summary/31-2022.00>

**SOC Code:** 31-2011

**SOC Description:** Occupational Therapist Assistants

<http://www.onetonline.org/link/summary/31-2011.00>

**SOC Code:** 31-2012

**SOC Description:** Occupational Therapist Aides

<http://www.onetonline.org/link/summary/31-2012.00>

**SOC Code:** 25-1194

**SOC Description:** Vocational Educational Teachers/Postsecondary

<http://www.onetonline.org/link/summary/25-1194.00>

**Cost of Attendance for the entire program:**

Tuition	\$ 12,072.60
Fees	\$ 100.00
Books & Supplies	\$ 914.33
<b>TOTAL</b>	<b>\$ 13,086.93</b>
Room & Board	\$ 10,610.00
Total with Room & Board	\$ 23,696.93

Overall Placement Rate	89.25%
On-time Graduation Rate	48%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Spa Therapy program have a median loan total indebtedness of \$8263.00 after graduation. Monthly payments for the Direct Loan program must start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

# FULL SPECIALIST WITH SALON MANAGEMENT

**(Offered at the Hialeah, Miami, Homestead & South Beach campuses)**

## PROGRAM OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Full Specialist.

**CLOCK HOURS: 900**

## PROGRAM DESCRIPTION

The Full Specialist with Salon Management program combines two disciplines to equip students with the knowledge, skills, and attitude to work in a wide range of capacities throughout the beauty and health industry. Students develop proficiencies in skin care, makeup, nail technology, and client consultation. Further training includes facets of career and business management.

## PROGRAM REQUIREMENTS

- » HIV104 HIV/AIDS (4 Hours)
- » BMU101 MAKEUP (36 Hours)
- » NT101 PROFESSIONAL IMAGE (25 Hours)
- » NT102 NAIL TIPS & WRAPS (25 Hours)
- » NT103 UV GELS (25 Hours)
- » NT104 ARTIFICIAL NAIL REMOVAL (10 Hours)
- » NT105 MONOMER LIQUIDS & POLYMER POWDER (25 Hours)
- » NT106 NAIL FILL-INS (10 Hours)
- » NT107 NAIL DISEASES & DISORDERS (25 Hours)
- » NT108 INFECTIOUS CONTROL: PRINCIPLES & PRACTICES (25 Hours)
- » NT109 FLORIDA LAW FOR NAILS (5 Hours)
- » NT110 POLISH & NAIL ART (11 Hours)
- » NT111 MANICURING (25 Hours)
- » NT112 PEDICURING (25 Hours)
- » SKI101 ETHICS (2 Hours)
- » SKI102 PRODUCT CHEMISTRY (10 Hours)
- » SKI103 HAIR REMOVAL (8 Hours)
- » SKI104 BASICS OF ELECTRICITY (10 Hours)
- » SKI105 SANITATION (14 Hours)
- » SKI106 FLORIDA LAWS FOR SKIN (5 Hours)
- » SKI107 SKIN THEORY, DISEASES & DISORDERS OF THE SKIN (85 Hours)
- » SKI108 FACIAL TECHNIQUES & CONTRAINDICATIONS (130 Hours)
- » SKI109 ADVANCED FACIAL TECHNIQUES (30 Hours)
- » SKI110 ADVANCED FACIAL DEVICES (30 Hours)
- » SKI111 ALTERNATIVE THERAPIES (30 Hours)
- » SKI112 AYURVEDA THEORY & TREATMENTS (30 Hours)
- » SKI113 BOTANICALS & AROMATHERAPY (30 Hours)
- » SKI114 ADVANCED SKINCARE MASSAGE(30 Hours)
- » SKI115 SPA TREATMENTS (30 HOURS)
- » SKI116 SALON & SPA MANAGEMENT (150 HOURS)

## SERVICES REQUIRED

- » EYELASH APPLICATION (10 Services)
- » FACIALS (40 Services)
- » HAIR REMOVAL (20 Services)
- » LASH & BROW TINTING (10 Services)
- » MAKEUP APPLICATION (10 Services)
- » MANUAL EXTRACTIONS (5 Services)
- » SET/USE/MAINTAIN ELECTRICAL DEVICES (5 Services)
- » ADVANCED HAIR DEVICES (10 Services)
- » ADVANCED HAIR REMOVAL (10 Services)
- » ARTIFICIAL NAIL REMOVAL (5 Services)
- » EVENTS (3 Services)
- » MANICURE (20 Services)
- » NAIL FILL-INS (10 Services)
- » NAIL WRAPS AND/OR MENDING (10 Services)
- » PEDICURE (10 Services)
- » POLISHING & NAIL ART (10 Services)
- » SCULPTING USING A FORM (15 Services)
- » TIPS WITH OVERLAY (15 Services)
- » SANITATION (215 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Esthetics Fundamentals and Milady's Standard Nail Technology Textbooks.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and a skincare, nail and makeup kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 900 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 8 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Full Specialist with Salon Management. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 12.0409

**CIP Description:** Aesthetician/Esthetician and Skin Care Specialist

Full Specialist with Salon Management includes occupations such as Skin Care Specialists, Manicurists, Pedicurists and First-Line supervisors/Managers of Personal Service Workers.

**SOC Code:** 39-5094

**SOC Description:** Skin Care Specialists

<http://www.onetonline.org/link/summary/39-5094.00>

**SOC Code:** 39-5092

**SOC Description:** Manicurists and Pedicurists

<http://www.onetonline.org/link/summary/39-5092.00>

**SOC Code:** 39-1021

**SOC Description:** First-Line Supervisors/Managers of Personal Service Workers

<http://www.onetonline.org/link/summary/39-1021.00>

### Cost of Attendance for the entire program:

Tuition	\$ 12,042.17
Fees	\$ 100.00
Books & Supplies	\$ 849.50
<b>TOTAL</b>	<b>\$ 12,991.67</b>
Room & Board	\$ 9,549.00
Total with Room & Board	\$ 22,540.67

Overall Placement Rate	84.25%
On-time Graduation Rate	63%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Full Specialist with Salon Management program have a median loan total indebtedness of \$9318.50. Monthly payments for the Direct Loan program must start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

# COMPREHENSIVE FACIAL AND MAKEUP

## (Offered at the Hialeah, Miami, Homestead & South Beach campuses)

### PROGRAM OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Facial Specialist, as well as a professional Makeup Artist. To help students build their confidence and prepare them for the real world.

**CLOCK HOURS: 900**

### PROGRAM DESCRIPTION

The Comprehensive Facial and Makeup program is designed for students to achieve the highest quality skills in the field of Skin Care and the creative techniques that are demanded of today's Makeup Artists. This course combines two disciplines to equip students with the knowledge, skills and attitude to work in a wide range of capacities throughout the beauty and health industry. Students will develop proficiencies in skin care, makeup beauty secrets that all professional Makeup Artists and Skin Care Specialists should know. Students undergo extensive classroom and practical training and will have the opportunity to use their skin care skills in a real life spa setting; ensuring they are fully prepared to enter the job market with the skill and confidence of a professional. They will also have the chance to build a portfolio in order to showcase their work and have an advantage when looking for work in this competitive field.

### PROGRAM REQUIREMENTS

- » HIV104 HIV/AIDS (4 Hours)
- » BMU101 MAKEUP (36 Hours)
- » CMU101 FACIAL MAKEUP (15 Hours)
- » CMU102 COMPLETE MAKEUP (20 Hours)
- » CMU103 INDUSTRY MAKEUP (40 Hours)
- » CMU104 VINTAGE MAKEUP (25 Hours)
- » CMU105 AIRBRUSH MAKEUP (25 Hours)
- » CMU106 AVANT-GARDE MAKEUP (15 Hours)
- » CMU107 FACE & BODY ART (36 Hours)
- » CMU108 SPECIAL EFFECTS (55 Hours)
- » CMU109 CAREERS AS A MAKEUP ARTIST (5 Hours)
- » SKI101 ETHICS (2 Hours)
- » SKI102 PRODUCT CHEMISTRY (10 Hours)
- » SKI103 HAIR REMOVAL (8 Hours)
- » SKI104 BASICS OF ELECTRICITY (10 Hours)
- » SKI105 SANITATION (14 Hours)
- » SKI106 FLORIDA LAWS FOR SKIN (5 Hours)
- » SKI107 SKIN THEORY, DISEASES & DISORDERS OF THE SKIN (85 Hours)
- » SKI108 FACIAL TECHNIQUES & CONTRAINDICATIONS (130 Hours)
- » SKI109 ADVANCED FACIAL TECHNIQUES (30 Hours)
- » SKI110 ADVANCED FACIAL DEVICES (30 Hours)
- » SKI111 ALTERNATIVE THERAPIES (30 Hours)
- » SKI112 AYURVEDA THEORY & TREATMENTS (30 Hours)
- » SKI113 BOTANICALS & AROMATHERAPY (30 Hours)
- » SKI114 ADVANCED SKINCARE MASSAGE(30 Hours)
- » SKI115 SPA TREATMENTS (30 HOURS)
- » SKI116 SALON & SPA MANAGEMENT (150 HOURS)

## SERVICES REQUIRED

- » AIRBRUSH MAKEUP (5 Services)
- » AVANT-GARDE MAKEUP (3 Services)
- » CAREER AS A MAKEUP ARTIST (1 Service)
- » COMPLETE MAKEUP (4 Services)
- » FACE & BODY ART (7 Services)
- » FACIAL MAKEUP (3 Services)
- » INDUSTRY MAKEUP (8 Services)
- » SPECIAL EFFECTS MAKEUP (11 Services)
- » VINTAGE MAKEUP (5 Services)
- » EYELASH APPLICATION (10 Services)
- » FACIALS (40 Services)
- » HAIR REMOVAL (20 Services)
- » LASH & BROW TINTING (10 Services)
- » MAKEUP APPLICATION (10 Services)
- » MANUAL EXTRACTIONS (5 Services)
- » SET/USE/MAINTAIN ELECTRICAL DEVICES (5 Services)
- » ADVANCED HAIR DEVICES (10 Services)
- » ADVANCED HAIR REMOVAL (10 Services)
- » SANITATION (120 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Esthetics Fundamentals Textbook and the BSA Comprehensive Makeup book.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, a facial and makeup kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 900 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 8 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Comprehensive Facial and Makeup. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 12.0406

**CIP Description:** Makeup Artist Specialist

Comprehensive Facial and Makeup includes occupations such as Skin Care Specialists and Makeup Artists.

**SOC Code:** 39-5094

**SOC Description:** Skin Care Specialists

<http://www.onetonline.org/link/summary/39-5094.00>

**SOC Code:** 39-5091

**SOC Description:** Makeup Artists, Theatrical and Performance

<http://www.onetonline.org/link/summary/39-5091.00>

### Cost of Attendance for the entire program:

Tuition	\$ 12,272.00
Fees	\$ 100.00
Books & Supplies	\$ 574.50
<b>TOTAL</b>	<b>\$ 12,946.50</b>
Room & Board	\$ 9,549.00
Total with Room & Board	\$ 22,495.50

Overall Placement Rate	84.88%
On-time Graduation Rate	70%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Comprehensive Facial and Make-Up program have a median loan total indebtedness of \$8576.00. Monthly payments for the Direct Loan program can start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

## MASSAGE THERAPY

(Offered at the Hialeah, Miami, Homestead & South Beach campuses)

### PROGRAM OBJECTIVE

To prepare students for the Florida Board of Massage Therapy Examination to become a licensed Massage Therapist.

**CLOCK HOURS: 750**

### PROGRAM DESCRIPTION

The Massage Therapy program is designed to fully prepare students to contribute to the health industry and the well-being of clients. The program offers a comprehensive curriculum that exceeds the current state and national average of hours required. It also provides the basic knowledge, tools, ethics and behaviors one needs to successfully practice as a Massage Therapist in any number of health care and wellness settings. No matter how the economy appears today, people are always seeking Massage Therapists to manage stress and relieve pain; these services will always be in demand. Career positions exist in spas, salons, medical practices, resorts, and cruise ships.

### PROGRAM REQUIREMENTS

- » HIV103 HIV/AIDS (3 Hours)
- » MA101 BASIC MASSAGE THEORY & HISTORY (100 Hours)
- » MA102 CLINICAL PRACTICUM (125 Hours)
- » MA103 ALLIED MODALITIES (100 Hours)
- » MA104 PROFESSIONAL ETHICS FOR MASSAGE PRACTITIONERS (21 Hours)
- » MA105 MEDICAL ERRORS (4 Hours)
- » MA106 FLORIDA LAWS & RULES FOR MASSAGE (25 Hours)
- » MA107 BUSINESS PRACTICES (25 Hours)
- » MA108 MASSAGE IN THE SPA SETTING (22 Hours)
- » MA109 HYDROTHERAPY (25 Hours)
- » MA110 ANATOMY/PHYSIOLOGY/KINESIOLOGY (260 Hours)
- » MA111 PATHOLOGY (40 Hours)

### SERVICES REQUIRED

- » ALLIED MODALITIES – BREATHING EXERCISES (5 Services)
- » ALLIED MODALITIES – NECK/BACK/SHOULDER (5 Services)
- » ALLIED MODALITIES – RANGE OF MOTION (5 Services)
- » ALLIED MODALITIES – STRETCHING (5 Services)
- » CHAIR MASSAGE (50 Services)
- » FULL BODY MASSAGE (50 Services)
- » HYDROTHERAPY – HOT TOWEL TREATMENT (5 Services)
- » HYDROTHERAPY – HYDROCOLLATOR (5 Services)
- » HYDROTHERAPY – WARM STONE MASSAGE (5 Services)
- » SANITATION (150 Services)
- » SCALP/FACE/FEET MASSAGE (5 Services)
- » TREATMENT PLAN (10 Services)

All hours and services are those required by the Florida Department of Health (DOH).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Theory & Practice of Therapeutic Massage Textbook, Milady's Theory & Practice of Therapeutic Massage Workbook and Illustrated Essentials of Musculoskeletal Anatomy Book.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag and a massage kit with all the necessary instruments and materials needed to perform the required services.

## GRADUATION

After a student completes 750 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 7 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter. Federal Financial Aid is available for those who qualify.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Massage Therapy. The web link will provide information for tasks, knowledge, skills, abilities, work activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 51.3501

**CIP Description:** Massage Therapy/Therapeutic Massage

Massage Therapy includes occupations such as Massage Therapists.

**SOC Code:** 31-9011

**SOC Description:** Massage Therapists

<http://www.onetonline.org/link/summary/31-9011.00>

### Cost of Attendance for the entire program:

Tuition	\$ 9,144.12
Fees	\$ 100.00
Books & Supplies	\$ 339.83
<b>TOTAL</b>	<b>\$ 9,583.95</b>
Room & Board	\$ 8,488.00
Total with Room & Board	\$ 18,071.95

Overall Placement Rate	81.21%
On-time Graduation Rate	81%

**NOTE:** The placement rate was calculated using the accrediting agency formula.

Students borrowing for the Massage Therapy program have a median loan total indebtedness of \$6534.00 after graduation. Monthly payments for the Direct Loan program must start at \$50.00. To calculate your monthly repayment amount for your total student loan borrowed you can access [www.finaid.org/calculators](http://www.finaid.org/calculators).

Median Loan Debt for Private Educational Loans after graduation: N/A

Median Loan Debt for Institutional Loan debt after graduation: N/A

# **ELECTROLYSIS AND LASER TECHNICIAN**

## **(Offered at the Hialeah & Homestead campuses)**

### **PROGRAM OBJECTIVE**

To prepare students to meet the State of Florida mandated requirements and for the Florida Electrolysis Council Examination so they can become licensed Facial Specialist and Electrologist, as well as to prepare them for the Society for Clinical and Medical Hair removal, Inc. to become a Laser Technician.

**CLOCK HOURS: 650**

### **PROGRAM DESCRIPTION**

The Electrolysis and Laser Technician program gives the student multiple licenses so he/she can become a highly marketable employee. Students will learn basic facials, makeup artistry, and various methods of hair removal, whether it be temporary or to permanently remove hair from the face and body using specialized equipment and techniques. This program will prepare you with the knowledge to work in clinics, day spas, health spas and spa resorts or salons among other settings.

### **PROGRAM REQUIREMENTS**

- » HIV104 HIV/AIDS (4 Hours)
- » HIV110 HIV/AIDS (10 Hours)
- » BMU101 MAKEUP (36 Hours)
- » EL101 INTRODUCTION TO ELECTROLYSIS TECHNIQUES & MODALITIES (15 Hours)
- » EL102 COORDINATION SKILLS WITH PROBE HOLDER & FORCEPS (5 Hours)
- » EL103 INSERTIONS (15 Hours)
- » EL104 BACTERIOLOGY (10 Hours)
- » EL105 SANITATION/STERILIZATION PROCEDURES (10 Hours)
- » EL106 BASICS OF ELECTRICITY (5 Hours)
- » EL107 HANDS ON EQUIPMENT GALVANIC, THERMOLYSIS, & BLEND (15 Hours)
- » EL108 BIOLOGY OF HAIR GROWTH (10 Hours)
- » EL109 INTEGUMENTARY SYSTEM (10 Hours)
- » EL110 SKIN ASSESSMENT (15 Hours)
- » EL111 ENDOCRINE SYSTEM (10 Hours)
- » EL112 CIRCULATORY & NERVOUS SYSTEM (10 Hours)
- » EL113 CLIENT ASSESSMENT (10 Hours)
- » EL114 CONSULTATION (20 Hours)
- » EL115 BUSINESS MANAGEMENT (10 Hours)
- » EL116 FLORIDA LAW FOR ELECTROLYSIS (10 Hours)
- » EL117 VISUALS/LIBRARY (10 Hours)
- » EL118 CLIENT PRE/POST TREATMENT (5 Hours)
- » EL119 GENERAL TREATMENT PROCEDURE (105 Hours)
- » EL120 EXAM PREPARATION (10 Hours)
- » LA101 LASER (30 Hours)
- » SKI101 ETHICS (2 Hours)
- » SKI102 PRODUCT CHEMISTRY (10 hours)
- » SKI103 HAIR REMOVAL (8 Hours)
- » SKI104 BASICS OF ELECTRICITY (10 Hours)
- » SKI105 SANITATION (10 Hours)
- » SKI106 FLORIDA LAWS FOR SKIN (5 Hours)
- » SKI107 SKIN THEORY, DISEASES & DISORDERS OF THE SKIN (85 Hours)
- » SKI108 FACIAL TECHNIQUES & CONTRAINDICATIONS (130 Hours)

## SERVICES REQUIRED

- » EYELASH APPLICATION (10 Services)
- » FACIALS (40 Services)
- » HAIR REMOVAL (20 Services)
- » LASH & BROW TINTING (10 Services)
- » MAKEUP APPLICATION (10 Services)
- » MANUAL EXTRACTIONS (5 Services)
- » SET/USE/MAINTAIN ELECTRICAL DEVICES (5 Services)
- » SANITATION (100 Services)
- » COORDINATION SKILLS (20 Services)
- » HANDLING EQUIPMENT, MODALITIES OF ELECTRICITY (15 Services)
- » CLIENT/SKIN ASSESSMENT; PRE/POST TREATMENT (15 Services)
- » VISUALS/LIBRARY (10 Services)
- » REVIEW/EXAM PREPARATION (10 Services)
- » CONSULTATION/GENERAL TREATMENT (120 Services)
- » LASER - LEG/UNDERARM/BIKINI/FACE (5 Services)
- » SANITATION/STERILIZATION (195 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR) & Florida Department of Health (DOH).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Esthetician Fundamental; Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal; and Electrolysis Exam Review: An Excellent Guide for Students or Practitioners Preparing for Regulatory or National Certification Exam books.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and kits with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 650 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 6 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

## GAINFUL EMPLOYMENT

The Higher Education Act of 1965 requires proprietary and vocational colleges to provide an eligible program of training to prepare students for Gainful Employment. Below you will find information for related occupations listed for Full Specialist with Salon Management. The web link will provide information for tasks, knowledge, skills, abilities, work

activities, work context, job zone, education, interests, work styles, work values, related occupations, wages and employment trends, other sources and additional information. Also included is the on-time graduation rate, tuition, fees, room and board, books and supplies, job placement rate, and median loan debt incurred.

**CIP Code:** 12.0404

**CIP Description:** Electrolysis and Laser Technician

A program that prepares individuals to permanently remove hair from the human scalp, face, and body using specialized charged solid needle probes, and to function as licensed electrologists and electrolysis technicians. Includes instruction in direct current electrolysis, alternating current/high frequency thermolysis, blend/dual modality treatments, equipment theory and operation, safety and sanitation, client evaluation and care, laws and regulations, and business practices.

**SOC Code:** 39-5094

**SOC Description:** Skin Care Specialist

<http://www.onetonline.org/link/summary/39-5094.00>

**SOC Code:** 39-1021

**SOC Description:** First-Line Supervisors/Managers of Personal Service Workers

<http://www.onetonline.org/link/summary/39-1021.00>

**SOC Code:** 39-1021

**SOC Description:** Spa Managers

<http://www.onetonline.org/link/summary/39-1021.01>

**SOC Code:** 25-1194

**SOC Description:** Vocational Educational Teachers/Postsecondary

<http://www.onetonline.org/link/summary/25-1194.00>

### Cost of Attendance for the entire program:

Tuition	\$7,587.32
Fees	\$ 100.00
Books & Supplies	\$994.50
<b>TOTAL</b>	<b>\$8,681.82</b>
Room & Board	\$7,427.00
Total with Room & Board	\$16,108.82

Overall Placement Rate	N/A - NEW
On-time Graduation Rate	N/A - NEW

**NOTE:** This is a new program. Placement and on-time graduation rates have not been calculated.

# **ELECTROLYSIS**

## **(Offered at the Hialeah & Homestead campuses)**

### **PROGRAM OBJECTIVE**

To prepare students for the Florida Electrolysis Council Examination to become a licensed Electrologist.

**CLOCK HOURS: 320**

### **PROGRAM DESCRIPTION**

This Electrolysis program will prepare students to be able to work alongside doctors in the growing industry of permanent hair removal. The demand in this field has been steadily increasing since it was developed in 1875. While there are more advanced forms of hair removal, Electrolysis is still a very important method because it does not only treat all hair types with permanent results, but it is also the prerequisite to obtaining a Laser Hair Removal license. Students receive the necessary training to remove hair from the face and body using specialized equipment and techniques.

### **PROGRAM REQUIREMENTS**

- » HIV110 HIV/AIDS (10 Hours)
- » EL101 INTRODUCTION TO ELECTROLYSIS TECHNIQUES & MODALITIES (15 Hours)
- » EL102 COORDINATION SKILLS WITH PROBE HOLDER & FORCEPS (5 Hours)
- » EL103 INSERTIONS (15 Hours)
- » EL104 BACTERIOLOGY (10 Hours)
- » EL105 SANITATION/STERILIZATION PROCEDURES (10 Hours)
- » EL106 BASICS OF ELECTRICITY (5 Hours)
- » EL107 HANDS ON EQUIPMENT GALVANIC, THERMOLYSIS, & BLEND (15 Hours)
- » EL108 BIOLOGY OF HAIR GROWTH (10 Hours)
- » EL109 INTEGUMENTARY SYSTEM (10 Hours)
- » EL110 SKIN ASSESSMENT (15 Hours)
- » EL111 ENDOCRINE SYSTEM (10 Hours)
- » EL112 CIRCULATORY & NERVOUS SYSTEM (10 Hours)
- » EL113 CLIENT ASSESSMENT (10 Hours)
- » EL114 CONSULTATION (20 Hours)
- » EL115 BUSINESS MANAGEMENT (10 Hours)
- » EL116 FLORIDA LAW FOR ELECTROLYSIS (10 Hours)
- » EL117 VISUALS/LIBRARY (10 Hours)
- » EL118 CLIENT PRE/POST TREATMENT (5 Hours)
- » EL119 GENERAL TREATMENT PROCEDURE (105 Hours)
- » EL120 EXAM PREPARATION (10 Hours)

### **SERVICES REQUIRED**

- » CLIENT/SKIN ASSESSMENT; PRE/POST TREATMENT (15 Services)
- » CONSULTATION/GENERAL TREATMENT (120 Services)
- » COORDINATION SKILLS (20 Services)
- » HANDLING EQUIPMENT, MODALITIES OF ELECTRICITY (15 Services)
- » REVIEW/EXAM PREPARATION (10 Services)
- » SANITATION/STERILIZATION (190 Services)
- » VISUALS/LIBRARY (10 Services)

All hours and services are those required by the Florida Department of Health (DOH).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Electrolysis, Thermolysis and the Blend: The Principles and Practice of Permanent Hair Removal Book, Electrolysis Exam Review: An Excellent Guide for Students of Practitioners Preparing for Regulatory or National Certification Book, and The Blend Method Book.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag and an electrolysis kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 320 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 3 months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

## Cost of Attendance for the entire program:

Tuition	\$2,500.00
Fees	\$ 100.00
Books & Supplies	\$420.00
<b>TOTAL</b>	<b>\$3,020.00</b>

Overall Placement Rate	90.91%
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**NOTE:** The placement rate was calculated using the accrediting agency formula.

## **MAKEUP ARTIST AND SKIN CARE**

**(Offered at the Hialeah, Miami, Homestead & South Beach campuses)**

### **PROGRAM OBJECTIVE**

To prepare students to meet the State of Florida mandated requirements to become a licensed Facial Specialist, as well as learn the basics of Makeup Artistry.

**CLOCK HOURS: 300**

### **PROGRAM DESCRIPTION**

The Makeup Artist and Skin Care program is designed to teach the skills and knowledge required of makeup technicians in spas, salons, and as representatives of major makeup companies. Students learn to perform complete facials and skin treatments, as well as the basics of traditional and artistic makeup. The course teaches techniques and resources to use in order to meet client needs for specific care. Students receive practical, hands-on experience and learn professional business skills needed to succeed in a growing and competitive industry. Graduates possess the basic knowledge to become makeup artists, retail sales specialists, and skin care consultants.

### **PROGRAM REQUIREMENTS**

- » HIV104 HIV/AIDS (4 Hours)
- » BMU101 MAKEUP (36 Hours)
- » SKI101 ETHICS (2 Hours)
- » SKI102 PRODUCT CHEMISTRY (10 Hours)
- » SKI103 HAIR REMOVAL (8 Hours)
- » SKI104 BASICS OF ELECTRICITY (10 Hours)
- » SKI105 SANITATION (10 Hours)
- » SKI106 FLORIDA LAWS FOR SKIN (5 Hours)
- » SKI107 SKIN THEORY, DISEASES & DISORDERS OF THE SKIN (85 Hours)
- » SKI108 FACIAL TECHNIQUES & CONTRAINDICATIONS (130 Hours)

### **SERVICES REQUIRED**

- » EYELASH APPLICATION (10 Services)
- » FACIALS (40 Services)
- » HAIR REMOVAL (20 Services)
- » LASH & BROW TINTING (10 Services)
- » MAKEUP APPLICATION (10 Services)
- » MANUAL EXTRACTIONS (5 Services)
- » SET/USE/MAINTAIN ELECTRICAL DEVICES (5 Services)
- » SANITATION (100 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Esthetics Fundamentals Textbook.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and a facial and makeup kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 300 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 2¾ months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

### Cost of Attendance for the entire program:

Tuition	\$2,793.00
Fees	\$ 100.00
Books & Supplies	\$574.50
<b>TOTAL</b>	<b>\$3,467.50</b>

Overall Placement Rate	89.17%
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**NOTE:** The placement rate was calculated using the accrediting agency formula.

# MAKEUP ARTIST SPECIALIST

(Offered at the Hialeah, Miami, Homestead & South Beach campuses)

## PROGRAM OBJECTIVE

To prepare the student become a professional Makeup Artist Specialist.

**CLOCK HOURS: 300**

## PROGRAM DESCRIPTION

The Makeup Artist Specialist program is designed to fully prepare the students with the skills and knowledge needed to work in salons, spas and major makeup companies. This course will teach a strong foundation in the world of makeup artistry. Students will learn techniques to work in array of different venues, marketing skills to be successful in the makeup artistry specialist career. If you are looking for a complete course and makeup is your passion this is the right choice for you follow your dream today!

## PROGRAM REQUIREMENTS

- » MAS101 MAKEUP FUNDAMENTALS (75 HOURS)
- » MAS102 MAKEUP FOUNDATION (75 HOURS)
- » MAS103 SPECIALTY MAKEUP (100 HOURS)
- » MAS104 BUSINESS SKILLS IN THE MAKEUP INDUSTRY (50 HOURS)

## SERVICES REQUIRED

- » MAKEUP FUNDAMENTALS (15 Services)
- » MAKEUP FOUNDATION (15 Services)
- » SPECIALTY MAKEUP (50 Services)
- » BUSINESS SKILLS (10 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## GRADUATION

After a student completes 300 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 2¾ months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

**Cost of Attendance for the entire program:**

Tuition	\$6,000.00
Fees	\$ 100.00
Books & Supplies	\$400.00
<b>TOTAL</b>	<b>\$6,500.00</b>

Overall Placement Rate	N/A
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**NOTE:** This is a new program and placement and on-time graduation rates have not been calculated.

# NAIL TECHNICIAN

## (Offered at all campuses)

### PROGRAM OBJECTIVE

To prepare students to meet the Florida State Board of Cosmetology mandated requirements to become a licensed Nail Technician.

**CLOCK HOURS: 240**

### PROGRAM DESCRIPTION

The Nail Technician program prepares students to become trained professionals in a growing industry. Students participate in a hands-on program of instruction in all areas of nail care, including practical application, related theory, infectious control, and customer service. The program is designed to provide comprehensive knowledge to provide basic manicures. Students may exercise their artistic talents with creative projects in nail design. Students will gain expertise that will equip them to work in nail salons, hotel spas, cruise ships, and at other nail service providers.

### PROGRAM REQUIREMENTS

- » HIV104 HIV/AIDS (4 Hours)
- » NT101 PROFESSIONAL IMAGE (25 Hours)
- » NT102 NAIL TIPS & WRAPS (25 Hours)
- » NT103 UV GELS (25 Hours)
- » NT104 ARTIFICIAL NAIL REMOVAL (10 Hours)
- » NT105 MONOMER LIQUIDS & POLYMER POWDER (25 Hours)
- » NT106 NAIL FILL-INS (10 Hours)
- » NT107 NAIL DISEASES & DISORDERS (25 Hours)
- » NT108 INFECTION CONTROL: PRINCIPLES & PRACTICES (25 Hours)
- » NT109 FLORIDA LAW FOR NAILS (5 Hours)
- » NT110 POLISH & NAIL ART (11 Hours)
- » NT111 MANICURING (25 Hours)
- » NT112 PEDICURING (25 Hours)

### SERVICES REQUIRED

- » ARTIFICIAL NAIL REMOVAL (5 Services)
- » EVENTS (3 Services)
- » MANICURE (20 Services)
- » NAIL FILL-INS (10 Services)
- » NAIL WRAPS AND/OR MENDING (10 Services)
- » PEDICURE (10 Services)
- » POLISHING & NAIL ART (10 Services)
- » SANITATION (95 Services)
- » SCULPTING USING A FORM (15 Services)
- » TIPS WITH OVERLAY (15 Services)

All hours and services are those required by the Florida Department of Business and Professional Regulation (DBPR).

**NOTE:** All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

## BOOKS

Milady's Standard Nail Technology Textbook.

## EQUIPMENT / MATERIALS

Students will receive a uniform, an equipment bag, and a nail kit with all the necessary instruments and materials to perform the required services.

## GRADUATION

After a student completes 240 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

## COMPLETION TIME

Completion time depends on the number of hours the student attends weekly. Based on a 25 hour per week schedule, the normal time frame of completion would be 2¼ months.

## METHOD OF PAYMENT

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

### Cost of Attendance for the entire program:

Tuition	\$2,438.00
Fees	\$ 100.00
Books & Supplies	\$462.00
<b>TOTAL</b>	<b>\$3,000.00</b>

Overall Placement Rate	90.62%
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**NOTE:** The placement rate was calculated using the accrediting agency formula.

# COURSE DESCRIPTIONS FOR ALL PROGRAMS

## COURSE DESCRIPTIONS

Courses at Beauty Schools of America® are offered in both English and Spanish. (Some exceptions will apply).

**NOTE: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

### **BA101 - Life and Study Skills**

Students will learn study skills and different types of learning styles (Interactive, reader/listener, Systematic and Intuitive learners).

### **BA102 - The History of Barbering**

Students will learn origin of the Barber, customs and traditions and meaning of Barber pole. Additionally, rise of barber surgeons and state barber boards.

### **BA103 - Professional Image**

Students will learn professional image, life skills and posture as well as human relations and the psychology of success.

### **BA104 - Microbiology**

Students will learn study of Microbiology and bacteria, its classifications and reproductive stages; furthermore, viruses, Hepatitis, HIV/ AIDS, parasites and immunity.

### **BA105 - Infection Control & Safe Work Practices**

Students will learn study of agencies that regulate safety and health and levels of decontamination (Sterilization, disinfection and sanitation); also, chemical substances that kill bacteria on various surfaces including safe work practices.

### **BA106 - Implements, Tools & Equipment**

Students will learn study of tools (machines, blow dryers, irons), implements (combs, shears, razors) and equipment (stations, shampoo bowls) as well as its use, care and maintenance.

### **BA107 - Anatomy and Physiology**

Students will learn study of anatomy, physiology and histology as well as cells, tissues, organs and systems.

### **BA108 - Chemistry**

Students will learn the basics of chemistry including matter (elements, atoms and molecules) in addition to the chemistry of water and different types of cosmetics such as shampoos, conditioners, tonics and rinses.

### **BA109 - Electricity & Light Therapy**

Students will learn study of electricity, currents and measurements as well as safety devices. Moreover, introduction to modalities (Galvanic, High frequency, Sinusoidal and Faradic) in addition to light rays.

### **BA110 - Properties & Disorders of the Skin**

Students will learn histology of the skin and its divisions (Dermis and epidermis) including disorders and lesions.

### **BA111 - Properties and Disorders of the Hair & Scalp**

Students will learn structure of the hair and its composition including growth cycles/patterns, texture, density, elasticity and porosity. Additionally, it includes disorders, infections and infestations of the scalp and hair.

### **BA112 - Treatments of the Hair & Scalp**

Treatments of the hair and scalp with the use of different shampoos, conditioners, tonics, steam and massages.

**BA113 - Shaving & Facial Hair Design**

Students will learn fundamentals of shaving, safety and precautions using the proper strokes and techniques. Also, how to line up beards, goatees and perform neck shaves.

**BA114 - Men's Haircutting & Styling**

Students will learn principles of haircutting and styling through by analyzing facial shapes, reference points, angles and guidelines; includes techniques like finger and shears, clipper over comb and shears over comb. Styles include layers, solid haircuts, fades, etc. with the use of razors, shears and machines.

**BA115 - Men's Hair Replacement**

Hair replacement systems, types of hair used including construction, bases, measuring bald area for placement and cleaning of hairpiece.

**BA116 - Women's Haircutting & Styling**

Four main types of haircuts used for women's haircutting and styling: 0o, 45o, 90o, 180o, razor cutting and texturizing techniques including styling with blow dryer, irons and rollers.

**BA117 - Chemical Texture Services**

Chemical texturizing services: Permanent waving, relaxer and re-formation curl. Also includes chemistry, consultation and analysis, placement, care and precautions.

**BA118 - Hair Coloring & Lightening**

Students will learn structure of hair and how it relates to color. Begins with color theory (primary, secondary and tertiary colors), types of hair dye classifications (Temporary, semi-permanent, demi-permanent and permanent). Also includes hydrogen peroxide, hair lighteners, application and post-care.

**BA119 - Nails & Manicuring**

Students will learn structure of nail unit, disorders and diseases including implements, equipment, material and cosmetics.

**BA120 - State Board Preparation & Licensing Laws**

State board preparation and two types of exams: Written and practical including state board rules and regulations.

**BA121 - The Job Search**

Students will learn preparation for employment, employment classifications, resume and portfolio creation including interview.

**BA122 - Barbershop Management**

Students will learn steps to barbershop ownership, buying an established barbershop, advertisement, location, handling complaints and selling products.

**BMU101 - Makeup**

Students will learn all aspects of makeup, makeup services overview, makeup products, brushes, color theory, client consultation, special occasion makeup, artificial lash application, eyebrow and lash tinting techniques, and procedures.

**BMU102 - Facial Makeup for Cosmetology**

Students will learn about makeup color theory, application, as well as corrective makeup and artificial eyelashes. The course also includes special occasion makeup and proper sanitation.

**CMU101 - Facial Makeup**

Students will have an introduction to makeup and sanitation. They will learn color theory, uses of primer, base, concealer, corrector and facial geometry. They will also learn how to do eye makeup and its corrective techniques as well as the perfect eyebrow.

**CMU102 - Complete Makeup**

In this course students will learn how to create the perfect lip and apply false eyelashes. Glamour makeup, makeup for the mature face and bridal makeup will also be taught.

**CMU103 - Industry Makeup**

High fashion runway makeup and tattoo coverage will be taught in this course.

**CMU104 - Vintage Makeup**

Students will learn the way makeup was done in the eras of the 20s, 50s, 70s and 80s.

**CMU105 - Airbrush Makeup**

In this course students will learn how to do a complete makeup look from the foundation to the lips and everything in between with airbrush makeup.

**CMU106 - Avant-Garde Makeup**

Avant-garde makeup is known for being bizarre and dramatic. Students will get to express their creativity through makeup in this course.

**CMU107 - Face and Body Art**

Students will learn how to do face painting and body painting in this course.

**CMU108 - Special Effects**

Throughout this course students will learn the wonders of movie magic. They will learn to create realistic injuries such as bruises, cuts, entry and exit bullet wounds, burns, frozen ice fx and zombie makeup. They will also learn how to sculpt and apply small appliances.

**CMU109 - Careers as a Makeup Artist**

This portion will explain on how to become a professional makeup artist and become successful in the industry.

**COS101 - Life Skills and Ethics**

Students will learn how to successfully prepare and demonstrate professionalism, study skills, ethics, communication, human relations, and personal image.

**COS102 - Properties of the Hair & Scalp**

Students will be able to effectively learn the different structures and disorders of the hair and scalp as well as how to properly complete a hair and scalp analysis.

**COS103 - Scalp Care, Shampooing, & Conditioning**

Students will learn the proper techniques for shampooing and conditioning the clients scalp and hair.

**COS104 - Sanitation**

Students will learn all aspects of infection control and sanitation, as well as the Universal Precautions within the salon environment in order to maintain safety practices.

**COS105 - Basics of Chemistry & Electricity**

Students will learn about Electrotherapy and Light Therapy as well as Equipment Safety within the salon environment.

**COS106 - Anatomy and Physiology**

Students will engage in understanding the systems of the body and their operating functions.

**COS107 - Principles of Hair Design**

Students will learn about facial structure and its influence on hairstyles for both men and women.

**COS108 - Hairstyling**

Students will practice the art of hairstyling which includes but is not limited to finger waves, blow drying, pin curls, hair wrapping, and updos.

**COS109 - Wigs, Extensions, & Braiding**

Students will gain an understanding of wigs, hairpieces and extensions. They will also learn the difference between human versus synthetic hair and the benefits of both.

**COS110 - Haircutting**

This course explains the principles of haircutting which include but are not limited to safety and body positioning, client consultation, cutting techniques, and different procedures for cutting. Students will also learn about different tools and when to utilize them.

**COS111 - Chemical Texture Services & Permanent Waving**

This course will prepare the student for understanding all aspects of relaxers, perms, and chemical straightening as they pertain to the structure of the hair.

**COS112 - Haircoloring**

Students will learn how to identify different tonal values and levels within the hair as well as how to formulate, apply, and correct color applications. This course will provide all aspects of hair color theory and its safety precautions to the students.

**COS113 - Seeking Employment**

Students will learn how to prep for licensure, interviews, and employment.

**COS114 - On The Job**

Students will learn how to market themselves and demonstrate professional working ability within the industry.

**COS115 - Salon Business**

Students will learn the ins and outs of owning and operating a salon as well as how to profitably build a business.

**COS116 - Florida Law for Cosmetology**

Students will gain knowledge on all Laws and Regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed in order to pass the State Board Exam.

**COS117 - State Board Review**

This course is given once all requirements have been met. It is a review course that covers the following: Life Skills, Properties of the Hair and Scalp, Shampooing/Conditioning, Infection Control, Chemistry/Electricity, Anatomy/Physiology, Skin Structure and Growth, Hair Design, Facials, Makeup, Nails, Wigs/Braiding, Haircutting, Chemical Services, Hair color, Florida Law/HIV, and Salon Business modules.

**EL101 - Introduction to Electrolysis Techniques and Modalities**

History of hair removal techniques and the development of Electrolysis since the starting point until present moment. Basics of electrolysis; modalities and the proper electricity current to use on each. Techniques to use in body and face. Introduction to equipment.

**EL102 - Coordination Skills with Probe Holder and Forceps**

Didactic course in the practice of initial process to perform electrolysis including proper holding of tools while using a loupe and a pedal.

**EL103 - Insertions**

Didactic course acquiring skills in insertions including proper choice of probe, and angle of hair shaft, and follicle measurement depth. Epilation techniques (Progressive and one hand).

**EL104 - Bacteriology**

Different groups of bacteria; Bacteria and viral infections including diseases, viruses, fungi, and parasites. Immunology, rules of sanitation and standards. Universal precautions, sterilization process, and FDA approved sterilizers.

**EL105 - Sanitation/Sterilization Procedures**

Didactic Course in the practice of proper hand hygiene, including proper handling of critical, semi critical and non-critical items. Standard Operating Procedures (SOP) of Autoclave; Record keeping and data management as per Florida Law.

**EL106 - Basics of Electricity**

Source of electricity and the modalities used in electrolysis. Electrical measurements and proper handling of equipment for safety precautions. Electricity laws, magnetism, and circuits.

**EL107 - Hands on Equipment Galvanic, Thermolysis, and Blend**

Different electric modalities of electrolysis (Galvanic, Thermolysis, Blend) and proper electricity used for each; effects on follicle and on skin. How to avoid overtreatment.

**EL108 - Biology of Hair Growth**

Histology of pilosebaceous unit. Hair follicle and stages of development. Types of hair and structure, cellular activity. Dynamics of hair overgrowth and its diseases. Stages of development, and hair layers.

**EL109 - Integumentary System**

The study of skin, its appendages, structures, and glands. Anatomy and physiology of skin and its functions.

**EL110 - Skin Assessment**

The analysis of skin and proper assessment in relation to Electrolysis treatment. Skin type and lesions, common diseases and its treatment. Healing treated follicles and possible complications.

**EL111 - Endocrine System**

How the endocrine system and glands works. Its disorders, normal and abnormal hair growth patterns. Systemic changes and metabolic conditions. Diabetes and other disorders. Controlling hormone secretion.

**EL112 - Abnormalities of Hair Growth**

Recognizing disorders and understanding diseases that cause excess hair growth along with other symptoms, and conditions that will determine a hormonal imbalance. Ferriman Gallwey Score for hirsutism and hypertrichosis.

**EL113 - Circulatory and Nervous System**

The functions of the vascular system, blood circulation, lymphatic system, types of cells. The nervous system, neurons, synapse and chemical transmitters, the nerve ending corpuscles of the skin, and pain threshold.

**EL114 - Client Assessment**

Didactic course practicing proper lightening, skin analysis, and evaluation of treatment and proper technique to use. Accurate use of draping and home care follow up.

**EL115 - Consultation**

Professional telephone consultation, interviewing and proper scheduling appointment. Medical record tracking and accurate information to give to patient.

**EL116 - Business Management**

Preparing to manage an Electrolysis clinic using marketing tools, budgeting, and proper office procedures.

**EL117 - Florida Law for Electrolysis**

Standards of practice under rules and regulations stated by the State of Florida and the other governing bodies including legal documents, licenses requirements and confidentiality maintaining Electrolysis standards.

**EL118 - Visuals/Library**

Videos booklets and handouts concerning Electrolysis in its practice, and to add to training knowledge.

**EL119 - Client Pre/Post Treatment**

Proper evaluation and assessment of client including explanation of procedure, and risks; treatment plan. Properly filling out of Informed Consent. Proper record history upon evaluation and treatment. Antiseptic and home care.

**EL120 - General Treatment Procedures**

Implementing all procedures studied in treatment.

**EL121 - Exam Preparation**

Student will review all areas to prepare for the Electrolysis examination.

**HIV102 - HIV/AIDS**

Students will receive a 2 hours of education on the transmission, control, treatment and prevention of HIV and AIDS; discussion of attitudes and behavior in dealing with individuals who may have the virus or syndrome; explanation of Board requirements regarding license renewal and completion of the Board approved education course on HIV and AIDS.

**HIV103 - HIV/AIDS**

This chapter describes how massage therapists play a role in the lives of those infected with HIV and AIDS by complementing the patient's medical team. Massage therapy plays a vital role in helping patients cope with the various symptoms of HIV/AIDS and indirectly boosts the immune system at the same time. The factors that seemed to contribute to immune enhancement were pressure strokes, dosage and period of massage therapy.

**HIV104 - HIV/AIDS**

Students will receive a 4 hour lecture which is a State Board Requirement in order to receive certifiable status to become a licensed professional. This course covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade.

**HIV110 - HIV/AIDS**

The study of blood borne pathogens including the study of hepatitis; HAV, HBV & HCV, HIV & AIDS transmission and precautions to take to avoid contamination. Procedures to follow, under Florida Law, in the event of a possible contamination. Available vaccinations. OSHA Standards to follow.

**LA101 - Laser**

Student will learn the methods, techniques, and safety of how to properly remove hair using advanced fluorescent technology (class 3 laser); how to treat various areas in a professional manner.

### **MA101 - Basic Massage Theories & History**

The importance of knowing the history is that it will help guide students into where the massage started and where we are headed as a profession. A rich knowledge of history lends credibility and will help them understand the reasoning behind different techniques. Massage movements are the staple in which most other massage modalities are built. By understanding the effects and theory behind each type of massage stroke, therapists can build better routines and better treatment plans. Mastering the flow of the entire session from greeting your client, performing the consultation, the massage itself, and closing with your client is also integral to making the entire experience flow nicely. It is also important to master the skills of proper sanitation, cleaning equipment's and hand washing to prevent the spread of disease.

### **MA102 - Clinical Practicum**

This chapter describes the effects, benefits of massage, which is one of the main reasons to practice massage therapy. Understanding these will help therapists market themselves and recruit clients, help educate clients about the health benefits of massage. One of the most important skills massage therapists need to understand is how to recognize and determine if massage is contraindicated. The consultation and documentation are essential to the successful practice of massage therapy. Consultations will ultimately help the therapist tailor the massage session to fit the needs of the clients. It is also important to see where massage fits in with complementary or alternative medicine. Knowing how to navigate the medical industry is imperative in facilitating forward and positive progress of health care. Also, many common injuries are explained and described in this chapter; with better understanding about these common injuries, better treatment plans can be designed. In addition to body mechanics and posture, learning how to ground and shield is important so that the transference of physical and emotional pain between the therapist and the client is reduced.

### **MA103 - Allied Modalities**

In addition to the relaxing effects of massage, students will review different therapeutic techniques to treat areas of tension, limited range of motion, pain and stiffness, and minor injuries in chronic or sub-acute stages. The massage practitioner will assess techniques to increase harmony in the client's life through Asian medicine. It is important to tailor the massage to fit the abilities of clients who have different disabilities. Many people who are ill often feel isolated and alone and touch starved. Massage can help them reconnect with people. Learning how to work with all of these individuals and discomfort will grant more career opportunities.

### **MA104 - Professional Ethics for Massage Practitioners**

This chapter describes the ethical massage therapy. Following good ethics will better ensure success as a massage therapist. One of the most important aspects discussed in this chapter is that of maintaining professional boundaries to protect the therapist and the client. Due to the caring and nurturing nature of massage, care must be taken in preventing improper relationships. It is important to practice good ethics right now as a student so that better ethical behavior is learned prior to entering the field. Ethical behavior is of even more importance in the field of medicine because patients/clients put the trust of their health in their medical practitioner's hands.

### **MA105 - Medical Errors**

As a part of the health care industry, massage therapist have the responsibility to be aware of the risks of medical errors as well learn strategies to minimize that potential risks. Medical errors can occurs at any point in massage therapy treatment. Student will be learning some common behaviors and situations that create such risks. Also, students will learn their responsibilities in regard to the law for reporting medical errors.

### **MA106 - Florida Laws and Rules for Massage**

Therapeutic massage is a personal health service that can provide a great deal of benefit to others and to oneself. Understanding the law and scope of practice is essential to the ethical and safe practice of massage therapy. Legislation and regulation help increase the credibility of the practitioner and the field of massage in general. Students will review all rules as set forth by the Florida Department of Health, { Chapter 456 and 480, F.S. and Chapter 64B7, F.A.C } Massage Therapist Licensures and Operations.

### **MA107 - Business Practices**

Massage therapy is a business and massage therapists are business people. Having good massage skills is simply not enough to succeed as a massage therapist. Finding employment is the first goal, and the information in this chapter helps a little in finding a good job in your new career as a massage therapist. In addition, there are important aspects of business that are important in running your own business such as marketing and bookkeeping. Even if you may not want to run your own business now, being introduced to the concepts of business management will open the door. Much of what you do as a therapist is marketing yourself, regardless of where you work or what kind of practice you may want.

### **MA108 - Massage in the Spa Setting**

Massage in the spa setting is one of the fastest growing fields in massage therapy! There are numerous spas opening to accommodate the popularity with the public. More people are enlisting the care from spas to be included in their regular health care regimen and no longer only for the rich and those seeking self-spoiling ultra-luxuries. Spa treatments are an excellent way for therapists to boost income by adding services to their repertoire and by making and selling product Spas are also becoming the most common place of employment for massage therapists; so understanding the basics of certain spa treatments will give massage therapists a competitive edge for getting and staying employed.

### **MA109 - Theory and Practice of Hydrotherapy**

Hydrotherapy is an excellent addition to massage therapy and is one of the most valuable tools we have to treat injuries. Knowing how heat and cold applications affect the body gives us an infinite number of combinations toward the therapeutic effects of massage. Hydrotherapy is also a term that has been adopted to cover other spa treatments. Essentially, other than touch, the application of heat and cold is one of the most valuable adjunctive care modalities we can learn. These treatments are designed to encourage circulation, improve the body's efficiency in eliminating toxins, promote relaxation, and can be synergistic when combined with traditional massage therapy.

### **MA110 - Anatomy/Physiology/Kinesiology**

A basic knowledge of anatomy, physiology, kinesiology, is necessary in mastering the theory and practice of therapeutic massage. The massage practitioner should study the structures and functions of the human body to know when, where, and how to apply massage movements for the most beneficial results. Through a clear understanding of Kinesiology and the structure involved in the body movement, the student will identify which specific structure is involved in the areas of pain. This knowledge enables the practitioner to adjust the massage treatment to the needs of the individual client and to anticipate results. The more understanding that therapists have of the human body and how it functions; the better they can direct their treatment to produce desired effects.

### **MA111 - Pathology**

This chapter discusses disorders and injuries concerning the human body systems. Students will discover how the human bodies work when it is healthy and how a disease or condition changes that process. Practitioners will determine how they can use their skills to create a session to get benefits while avoiding the risks. The reparative capacity of the human body is awe-inspiring, and the study of pathology illuminates that process. It is a deep and important privilege for practitioners to be invited into that process.

### **MAS101 - Makeup Fundamentals**

Students will learn about the evolution of makeup artistry, tools of the trade, principles of color theory, and the importance of client consultation to provide exceptional customer service. Students will also learn about the evolution of makeup, facial anatomy and physiology, tools of the trade, color theory and client consultation.

### **MAS102 - Makeup Foundation**

Students will learn how to create natural, classic and glamour looks focusing on specific facial features taking into consideration every shape as an independent attribute to the face. Students will learn creating the canvas, facial features and the everyday application.

**MAS103 - Specialty Makeup**

Students will learn and understand the allure of makeup beyond the ordinary entering the exciting world of special events, high fashion and high definition, makeup for men, makeup for teens and makeup for aging skin.

**MAS104 - Business Skills in the Makeup Industry**

Students will learn the importance of business management skills, business plans and resources to build your presence and reputation as a makeup artist. Students will learn the professional image and the business of makeup

**NT101 - Your Professional Image**

How to have a professional image and have an understanding of the ergonomic principles with how to have correct posture and movements. Become knowledgeable in ethical procedures; learn how to seek employment and how to have the knowledge of salon product safety.

**NT102 - Nail Tips & Wraps**

Identify the supplies needed for nail tips and explain why they are needed. Identify the types of fabrics used in nail wraps and how they are used. Explain the benefits of using each type of fabric nail wrap. Learning the two weeks and four weeks fabric wraps Maintenance procedures.

**NT103 - UV Gels**

Identify the supplies needed for UV Gel and explain why they are needed. Identify the chemistry and main ingredients of UV gels. Learn when to use the one-color and two color methods for applying UV gel. Identify which type of UV gel is best suited for service. Learn how to maintain UV gel nail enhancements, and how to correctly remove hard and soft UV gels.

**NT104 - Artificial Nail Remover**

Identify the supplies needed for removal. Proper steps to remove the different types of nail products.

**NT105 - Monomer Liquid & Polymer Powder**

Identify the supplies needed for monomer liquid and polymer powders nail enhancement chemistry and how it works. Learn the proper procedures for applying one-color or two -color monomer liquid and polymer powder nail enhancement using forms, over nail tips and on natural nails. Learn how to perform crack repair procedures and the proper procedure for removing monomer liquid and polymer powder nail enhancements.

**NT106 - Nail Fill-Ins**

Identify the supplies needed for maintenance on each type of artificial nails products.

**NT107 - Nail Diseases & Disorders**

Identify and recognize the various disorders and diseases of the nail in order to determine if the client should be treated in the salon.

**NT108 - Infection Control Principles & Practices**

Learning good hygiene, sanitation, sterilization, safety measures and bacteriology; have knowledge of the important factors of maintaining proper sanitation.

**NT109 - Florida Laws for Nail Technician**

All rules set forth by the Florida Department of Professional Regulation, Chapter 477, Cosmetologist Licensures and Operations.

**NT110 - Polish & Nail Art**

Introduction to the vast variety of the nail art form which includes nail design and polish free hand.

**NT111 - Manicuring**

Will become familiar with the equipment, cosmetics and materials to be able to provide manicures; will learn the procedures and safety of properly providing a manicure, including a spa manicure.

**NT112 - Pedicuring**

Will become familiar with the equipment, cosmetics and materials to be able to provide pedicures; will learn the procedures and safety of properly providing a pedicure, including a spa pedicure.

**NT113 - The Nails**

Students will learn how to demonstrate manicures, pedicures, and nail extensions as well as sanitation procedures and nail composition.

**SKI101 - Ethics**

Students will learn about the beauty and wellness industry. They will learn about personal hygiene, and professional image, communicating for success, human relations and how to develop good networking skills.

**SKI102 - Product Chemistry**

Students will understand basic chemistry and learn about the ingredients for formulating products. They will learn about cosmetic ingredients and their functions, FDA regulations regarding cosmetics claims and product safety. They will understand the PH scale and how acids and alkalis affect the skin.

**SKI103 - Hair Removal**

Students will learn the morphology of the hair; growth cycles, growth stages, methods of hair removal, waxing techniques and the contraindications, client consultation, room preparation and supplies needed, post wax treatments, and how to schedule services.

**SKI104 - Basics of Electricity**

Students will learn about the nature of electricity, electrical equipment safety, electrotherapy, phototherapy and their contraindications.

**SKI105 - Sanitation**

Students will learn about universal precaution, infection and disease control concerns. They will learn about the methods of equipment sterilization, sanitation procedures, health and safety in practical use as per the Occupational Safety and Health Administration (OSHA).

**SKI106 - Florida Laws for Skin**

Students will be informed of all Rules and Regulations set forth by the Florida Department of Business and Professional regulations.

**SKI107 - Skin Theory, Diseases & Disorders of the Skin**

Students will learn how to analyze skin disorders and diseases, identify the different types of skin lesions and inflammations; recognize pigmentation disorders and contagious conditions. They will learn about the potential damage of sun exposure and which conditions are to be referred to a physician.

**SKI108 - Facial Techniques & Contradictions**

Students will learn how to perform mechanical facials and manual facials including extractions. They will learn how to utilize masks, and how to choose the appropriate treatment for different skin types. They will also learn about contradictions for all of the basic facials.

**SKI109 - Advanced Facial Techniques**

The student will learn about customizing facials utilizing advanced exfoliates and masks. They will also learn about advanced facial massage, and holistic treatments.

**SKI110 - Advanced Facial Devices**

Students will learn about facial devices and how to purchase them. They will learn about LED's, PDT's, microdermabrasion, ultrasonic technologies, micro current, and electrodesiccation devices.

**SKI111 - Alternative Therapies**

Students will learn the history of alternative medicine. They will learn about energy management, the chakra system, reiki and crystal/gemstone therapies.

**SKI112 - Ayurveda Theory & Treatments**

Students will learn the five vedic principles. They will learn about ayurvedic doshas; vatta-pitta-kapha.

**SKI113 - Botanicals & Aromatherapy**

Students will learn about aromatherapy and essential oils. They will learn to perform a holistic consultation and the legal considerations.

**SKI114 - Advanced Skin Care Massage**

Students will learn advanced facial massage movements for the neck, decollete and back. They will learn advanced massages such as shiatsu, reflexology for the face and ear, stone massage, lymphatic massage for the face and neck, and machine aided lymphatic treatments.

**SKI115 - Spa Treatments**

Students will learn client preparation, treatment suitability, and confidentiality and privacy issues in the spa. They will perform body wraps and be eligible for a body wrapper license.

**SKI116 - Salon & Spa Management**

Students will learn the 'ins' and 'outs' of salon and spa management; including financial business skills, marketing and career planning.

## COURSES

LASER AND LIGHT-BASED HAIR REMOVAL\*

BODY WRAPPING\*\*

HAIR WRAPPING\*\*

HAIR BRAIDING\*\*

\*Laser and Light-Based Hair Removal is offered at the Hialeah and Homestead campuses.

\*\*Body Wrapping, Hair Wrapping, and Hair Braiding are offered at all campuses.

**NOTE:** The courses in this section are not approved by the Commission for Independent Education. The Laser and Light-Based Hair Removal CE course is approved by the Department of Health/Electrolysis Council. The Specialty Courses: Body Wrapping, Hair Wrapping and Hair Braiding are approved by the Florida Department of Business and Professional Regulation (DBPR).

**SEMINARS:** Beauty Schools of America® offers a wide variety of seminars in the different areas of the beauty industry. For a list of all the seminars currently being offered, schedule and prices please contact one of our five locations or visit <http://www.bsa.edu/>

# LASER AND LIGHT-BASED HAIR REMOVAL

## OBJECTIVE

To prepare the student to achieve the highest quality skills in the field of Laser and Light Based Hair Removal to become a Laser Specialist.

**CLOCK HOURS: 30**

## PROGRAM DESCRIPTION

The Laser and Light Based Hair removal course has an overview of laser history, and its parameters, a detailed discussion about the laser and light-based systems on the market. This course will ensure that the student delivers optimal results. From laser safety, preventative measures, pre-and post-treatment instructions, contraindications, side effects and the management of client education, legal issues, treatment records, and documentation requirements, the student will learn how to effectively develop the best protocols and procedures. The theory will also provide skin analysis and skin typing insight and hands-on knowledge in laser and light based hair removal. The student will learn the proper techniques that are demanded of today's market.

## PROGRAM OUTLINE

- » The history of laser and light based device development
- » Laser Biophysics
- » Anatomy of Skin and Hair
- » Disorders of the skin
- » Endocrine System
- » Laser Interaction with Tissue
- » Most common methods for hair removal
- » Safety
- » Sanitation
- » Consultation

## BOOKS

Laser Therapy 1 & 2 by David Goloberg, Dermatologia Estetica

## METHOD OF PAYMENT

The first payment is due prior to or on the first day of class.

## GRADUATION

Upon completion of 30 hours of the Laser and Light Based Hair Removal course and once all financial obligations to the school have been met, a diploma will be awarded.

**NOTE:** The Electrolysis program is a pre-requisite for the Light Based Hair Removal course. Once students complete the 320 hours of the Electrolysis program and receive the State License, they may enroll in this course.

# BODY WRAPPING

## OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Body Wrapper.

**CLOCK HOURS: 12**

## PROGRAM DESCRIPTION

This program is designed to teach students how to analyze skin, exfoliate and apply a variety of wraps specifically appropriate for detox treatments.

The course includes coverage of the following key elements of the arts:

- » HIV/AIDS and other communicable disease
- » Sanitation and sterilization
- » Disorders and diseases of the scalp
- » Laws and rules affecting Body Wrapping

## METHOD OF PAYMENT

The first payment is due prior to or on the first day of class.

## GRADUATION

Upon completion of 12 hours of the Body Wrapping course and once all financial obligations to the school have been met, a diploma will be awarded.

# HAIR WRAPPING

## OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Hair Wrapper in just one day.

**CLOCK HOURS: 6**

## PROGRAM DESCRIPTION

This program is designed to teach students the various techniques of hair wraps for different hair types and hair styles.

The course includes coverage of the following key elements of the arts:

- » HIV/AIDS and other communicable disease
- » Sanitation and sterilization
- » Disorders and diseases of the scalp
- » Laws and rules affecting Hair Wrapping

## METHOD OF PAYMENT

The first payment is due prior to or on the first day of class.

## GRADUATION

Upon completion of 6 hours of the Hair Wrapping course and once all financial obligations to the school have been met, a diploma will be awarded.

# HAIR BRAIDING

## OBJECTIVE

To prepare students to meet the State of Florida mandated requirements to become a licensed Hair Braider in just two days. Prerequisite required.

**CLOCK HOURS: 16**

## PROGRAM DESCRIPTION

This program is designed to teach students the latest braiding techniques and styles.

The course includes coverage of the following key elements of the arts:

- » HIV/AIDS and other communicable disease
- » Sanitation and sterilization
- » Disorders and diseases of the scalp
- » Laws and rules affecting Hair Braiding

## METHOD OF PAYMENT

The first payment is due prior to or on the first day of class.

## GRADUATION

Upon completion of 16 hours of the Hair Braiding course and once all financial obligations to the school have been met, a diploma will be awarded.

**NOTE:** Pre-requisite hours for the Hair Wrapping and Hair Braiding courses may be required.

## ADDENDUMS

Addendums to the BSA catalog will be provided by your Admissions Representative or you may obtain a copy by visiting our website <http://www.bsa.edu/>

- » Executive & Regional Listing
- » Administrative Listing
- » Faculty Listing
- » Tuition and Fees



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