

**STUDENT CONSUMER HANDBOOK & CATALOG**

**1713 Foxbower Road**

**Orlando, Florida 32825**

**Tel. (407) 382-1494**

**Year: 2018- 2019**

**Volume 10**

Contents

[PURPOSE 7](#_Toc520382833)

[HISTORY 7](#_Toc520382834)

[MISSION STATEMENT 7](#_Toc520382835)

[LICENSURE INFORMATION 7](#_Toc520382836)

[VISION STATEMENT 8](#_Toc520382837)

[GOVERNING BODY 8](#_Toc520382838)

[EDUCATIONAL PHILOSOPHY AND OBJECTIVES 9](#_Toc520382839)

[POLICY OF NON-DISCRIMINATORY STATEMENT 9](#_Toc520382840)

[HANDICAP FACILITIES 9](#_Toc520382841)

[IMPORTANT INFORMATION FOR ALL COURSES 9](#_Toc520382842)

[FINANCIAL AID INFORMATION 9](#_Toc520382843)

[Financial Assistance Programs 10](#_Toc520382844)

[Payment of Tuition 10](#_Toc520382845)

[ADMISSIONS INFORMATION 10](#_Toc520382846)

[Disclosure 10](#_Toc520382847)

[TRANSFER POLICIES 10](#_Toc520382848)

[Orientation 11](#_Toc520382849)

[Course Numbering System 11](#_Toc520382850)

[Definition of Clock Hours 11](#_Toc520382851)

[Attendance 11](#_Toc520382852)

[Graduation Requirements 12](#_Toc520382853)

[Incompletes 12](#_Toc520382854)

[Inadequate Grades 12](#_Toc520382855)

[Make-Up Policy 12](#_Toc520382856)

[Tardiness 12](#_Toc520382857)

[Withdrawal 12](#_Toc520382858)

[Suspension/Dismissal 13](#_Toc520382859)

[Readmission 13](#_Toc520382860)

[Leave of Absence 13](#_Toc520382861)

[Complaint Procedure 13](#_Toc520382862)

[Veteran’s Attendance Policy 13](#_Toc520382863)

[Standards of Academic Progress For Veterans Administration Students (VA) 14](#_Toc520382864)

[Veteran’s Refund Policy 14](#_Toc520382865)

[Veteran’s Credit for Previous Education or Training 14](#_Toc520382866)

[CAREER PLANNING 15](#_Toc520382867)

[Employment Assistance 15](#_Toc520382868)

[Reciprocity 15](#_Toc520382869)

[Licensing Requirements 15](#_Toc520382870)

[Licensing Costs 15](#_Toc520382871)

[Career Opportunities 15](#_Toc520382872)

[STUDENT RECORDS/TRANSCRIPTS 16](#_Toc520382873)

[FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY 16](#_Toc520382874)

[ACADEMIC INFORMATION 17](#_Toc520382875)

[Satisfactory Academic & Attendance Progress Evaluation Policy 17](#_Toc520382876)

[Evaluation Periods 18](#_Toc520382877)

[Transfer Students 18](#_Toc520382878)

[Attendance Progress Evaluations 18](#_Toc520382879)

[MAXIMUM TIME FRAME 18](#_Toc520382880)

[Academic Progress Evaluations 19](#_Toc520382881)

[Warning 19](#_Toc520382882)

[Probation 19](#_Toc520382883)

[Appeal Procedure 20](#_Toc520382884)

[Interruptions, Course Incompletes, Withdrawals 20](#_Toc520382885)

[Noncredit, Remedial Courses, Repetitions 20](#_Toc520382886)

[Transfer Hours 20](#_Toc520382887)

[STUDENT POLICIES/STANDARDS 21](#_Toc520382888)

[STATEMENT OF LEGAL CONTROL 23](#_Toc520382889)

[ELECTROLYSIS COURSE SYLLABUS AND COURSE OUTLINE 24](#_Toc520382890)

[Diploma Program 24](#_Toc520382891)

[Program Description 24](#_Toc520382892)

[Program Objective 24](#_Toc520382893)

[Admission Requirements 24](#_Toc520382894)

[Program Outline 24](#_Toc520382895)

[Program Costs: 25](#_Toc520382896)

[Course Descriptions 26](#_Toc520382897)

[COSMETOLOGY COURSE SYLLABUS AND COURSE OUTLINE 29](#_Toc520382898)

[Diploma Program 29](#_Toc520382899)

[Program Description 29](#_Toc520382900)

[Program Objectives 29](#_Toc520382901)

[Admission Requirements 29](#_Toc520382902)

[Program Outline 29](#_Toc520382903)

[Program Costs 30](#_Toc520382904)

[Course Descriptions 30](#_Toc520382905)

[BARBER STYLIST COURSE SYLLABUS AND COURSE OUTLINE 32](#_Toc520382906)

[Diploma Program 32](#_Toc520382907)

[Program Description 32](#_Toc520382908)

[Program Objectives 32](#_Toc520382909)

[Admission Requirements 32](#_Toc520382910)

[Program Outline 32](#_Toc520382911)

[Program Costs 32](#_Toc520382912)

[FULL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE 35](#_Toc520382913)

[Diploma Program 35](#_Toc520382914)

[Program Description 35](#_Toc520382915)

[Program Objectives 35](#_Toc520382916)

[Admission Requirements 35](#_Toc520382917)

[Program Outline 35](#_Toc520382918)

[Program Costs 36](#_Toc520382919)

[Course Descriptions 36](#_Toc520382920)

[FACIAL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE 40](#_Toc520382921)

[Diploma Program 40](#_Toc520382922)

[Program Description 40](#_Toc520382923)

[Program Objectives 40](#_Toc520382924)

[Admission Requirements 40](#_Toc520382925)

[Program Outline 40](#_Toc520382926)

[Program Costs 41](#_Toc520382927)

[Course Descriptions 41](#_Toc520382928)

[NAIL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE 43](#_Toc520382929)

[Diploma Program 43](#_Toc520382930)

[Program Description 43](#_Toc520382931)

[Program Objectives 43](#_Toc520382932)

[Admission Requirements 43](#_Toc520382933)

[Program Outline 43](#_Toc520382934)

[Program Cost 44](#_Toc520382935)

[Course Descriptions 44](#_Toc520382936)

[REFRESHER COURSES 46](#_Toc520382937)

[STUDENT RIGHTS & RESPONSIBILITIES 46](#_Toc520382938)

[REFUND PROCESSING 47](#_Toc520382939)

[PLACEMENT INFORMATION 48](#_Toc520382940)

[POLICIES 48](#_Toc520382941)

[INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE 49](#_Toc520382942)

[PRE-ENROLLMENT INFORMATION 50](#_Toc520382943)

[BUILDING INFORMATION 50](#_Toc520382944)

[EMERGENCY 52](#_Toc520382945)

[IMPORTANT PHONE NUMBERS 60](#_Toc520382946)

[Substance Abuse Services 60](#_Toc520382947)

[Suggestions to Reduce Risk 61](#_Toc520382948)

[Response to Reports of Sexual Assault 61](#_Toc520382949)

[Drug and Alcohol Counseling 62](#_Toc520382950)

[Biennial Review of the Drug and Alcohol Abuse Prevention Program 62](#_Toc520382951)

[GEOGRAPHICAL AREA 64](#_Toc520382952)

[ACADEMIC CALENDER 65](#_Toc520382953)

# PURPOSE

This Student Consumer Catalog & Handbook is a publication of Electrolysis, Laser & Beauty Institute. Its purpose is to describe the services available to students through the School, as well as, provide important information about policies and procedures that may not be covered in the student catalog. In the case of conflicting information between this publication and the student catalog, the student catalog supersedes.

Although this handbook will answer most of your questions relating to financial aid, it is important that students are aware that federal regulations are subject to change which may impact policies and procedures stated in this publication. Students are encouraged to visit the Admissions or Financial Aid Office for the most current information. General questions can usually be answered on a walk-in basis, but more specific questions may require an appointment.

# HISTORY

Electrolysis, Laser & Beauty Institute is a small and informal school located in Orange County. The School was established to teach all methods of hair removal through electrolysis and various methods of the Barber Stylist and Cosmetology Industry. The school was approved for state licensure in October 29, 2007 by the Commission for Independent Education.

# MISSION STATEMENT

The Mission and Objectives of Electrolysis, Laser & Beauty Institute is to develop students into highly skilled, productive and knowledgeable technicians in the fields of: Electrolysis, Cosmetology, Barber Stylist, Full Specialist, Facial Specialist and Nail Specialist. The institution provides its students with the theory and practical experience and knowledge to enter and re-enter our workforce and become a professional in the industry of arts and sciences.

# LICENSURE INFORMATION

The Electrolysis, Laser & Beauty Institute is licensed by the Commission for Independent Education; Florida Department of Education licensed **# 3682**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free number **1-800-224-6684**

**Ownership/Officer/Governing Board**

Dulce Canaveral, President and Chief Administrator

(407)-382-1494

**Administration and Faculty**

**Dulce Canaveral**- Licensed Electrolysis – Orlando Institute of Electrolysis, Orlando FL

Diploma- Full Time Administrator, President and Instructor.

Electrolysis Instructor- EO0852 Orlando Institute of Electrolysis, Orlando FL. Diploma

Cosmetology Instructor – CL 0228196 Amelia Vocational, Orlando FL. Diploma.

**Angel Medina**- School Director – Strayer University, Orlando Florida

Strayer University, Orlando, Florida, MBA, Universidad del Turabo,

Caguas, Puerto Rico M. Ed, BBA.

Puerto Rico Barber College – Diploma.

**Teddy Raswell Rosario**- Licensed Barber

Barber Instructor –BB8890424 Career Training Institute – Diploma.

**Mari Rivera**- Licensed Nail Technician

Nail Specialist Instructor –FV9532156 - ADA Academy – Diploma.

**Nilsa Canaveral Lapeyrouse**- Licensed Electrologist

Electrolysis Instructor- EO1669 Electrolysis & Laser School of Central Florida – Diploma.

**Julie Rivera** - Licensed Barber

Barber Instructor - BB53411 Omni Barber School - Diploma

Wilfred Academy, New York Cosmetology - CL0203600 –

Electrolysis, Laser & Beauty Institute - Diploma –EO3168

# VISION STATEMENT

Electrolysis, Laser & Beauty Institute has maintained a long-standing vision of education excellence. The institution is committed to identifying and meeting the educational, training, and employment needs of both the students and the employers in the Orlando, Florida and Central Florida region. Electrolysis, Laser & Beauty Institute maintains core values of excellence, integrity, accountability, and value.

We envision an institution...

* where instruction and all other activities are, student centered
* that offers a comprehensive range of quality programs to prepare students for entry into high demand careers
* where strong relationships are developed with employers enabling training to be responsive to current needs
* that is a diverse community where achievement occurs without boundaries

# GOVERNING BODY

**Staff and Faculty, Dulce Canaveral**

**Administration, President and Instructor, Dulce Canaveral**

**Disclosures**

Electrolysis, Laser & Beauty Institute is owned by Laseit Hair Removal Corp. which holds an annual license with the Commission for Independent Education. Credits earned at another postsecondary institution will be assessed to determine which credits, if any, are applicable to the program in which the student is enrolling.

# EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The school has three main goals:

* To educate students in men and women’s hair cutting, styling, perming and coloring, skin care and various new techniques in the field of hairstyling, barbering and manicuring.
* To educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling, manicuring, and the beauty and barber industries.
* To train students to master the necessary skills and procedures required for students to successfully pass the State Board Examination and obtain their licenses and, ultimately, become a productive part of our society/profession.

# POLICY OF NON-DISCRIMINATORY STATEMENT

The school does not discriminate regarding race, age, sex, origin, color, creed, ethnic, political, religion, financial status. The training and occupational programs are publicly accessible, consistently applied and offered by the school. The program may also be recommended to specific handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

# HANDICAP FACILITIES

The Electrolysis, Laser & Beauty Institute complies with all provisions of section **504, 34 Code of Federal Regulation of Rehabilitation Act of 1973,** in that no qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware of the level of manual dexterity and prolonged periods of practical work in the clinic.

# IMPORTANT INFORMATION FOR ALL COURSES

**How to Apply:**

* Schedule a visit and tour to meet our staff and students.
* Learn about curriculum, books, student kit scholarships available & easy payment plans.
* Complete & sign the enrollment application and pay the enrollment fee of ($100).
* Submit a copy of your high school diploma/GED, and high school or post high school transcripts.

**Educational Requirements** – A student must have a high school diploma, G.E.D.A certificate.

# FINANCIAL AID INFORMATION

General information relating to financial aid or financial information specific to an individual student can be obtained by contacting the Financial Aid Administrator. Access to personal student information will be granted in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and paper copies can also be made available upon request. Requests can be made by phone at (407)-382-1494. Financial Aid office hours are Monday-Friday from 9:00 am to 5:00 pm.

## **Financial Assistance Programs**

State Vocational Program

## **Payment of Tuition**

Payment of tuition is paid in full on or before the students first day of class. Contracts are not and will not be sold to third parties. Electrolysis, Laser & Beauty Institute reserves the right to assign any unpaid balances to an outside agency for collections.

# ADMISSIONS INFORMATION

Electrolysis, Laser & Beauty Institute administers open enrollment. Classes for each course begins every first **Monday** of each month. Courses are taught in same language as catalog, English. Further information relating to enrolling can be obtained by contacting the Admissions Director. She can be contacted by phone at (407) 382-1494. Admissions office hours are Monday-Friday from 9:00 am to 5:00 pm.

**Admissions Requirements for U.S. Citizens** – The following criteria are required for admission to all programs at The School.

1. Enrollment application with required enrollment fee ($100).
2. Copy of student’s high school diploma or high school transcripts; G.E.D. certificate
3. Copy of the student’s driver’s license or photo I.D. and social security number.
4. Signed complete enrollment agreement.

**Admissions Requirements for non-U.S. Citizens** – Applicants who are not citizens of the United States have the same requirements as U.S. citizens, except that a valid visa or green card must be provided in place of the documentation that only U.S. citizens can provide, such as a birth certificate and social security number.

## **Disclosure**

Electrolysis, Laser & Beauty Institute, reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Commission for Independent Education rules and regulations. Students will be notified of changes through email, prior to changes taking effect.

## **TRANSFER POLICIES**

**Transfers** – A transfer student may be accepted after careful evaluation of the student’s academic records. All students must provide transcripts including academics and proof of attendance prior to being accepted as a transfer student. Each transfer’s program must be evaluated on an individual basis, 20% of the number of hours in our program can be credited from another institution.

Transfer students are required to pay full tuition and must start at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

**Transfer to other schools** – Every institution has its own policy regarding transferring credits. Electrolysis, Laser & Beauty Institute cannot guarantee the transferability of any courses or hours.

**Transfers from other states** –The school cannot guarantee transferability of credits earned to any other education institute. Any decision on the acceptance of credits at the Electrolysis, Laser & Beauty Institute is the sole discretion of the receiving institution. If a student has an expired license from another state, the student will be treated as a transfer from another state and be required to complete the difference in required hours between the state and the state of Florida.

The length of time the student practiced in the field prior to letting their licensure expire is not relevant, so it may be recommended that it would be in the student’s best interest to regain licensure in the previous state prior to attempting to gain licensure in Florida.

If a student has an expired license or transfers from another state, upon completing the required hours, the student will be required to take the entire Florida state examination to obtain licensure. If a student has a valid license from another state, the student can receive an endorsement from Electrolysis, Laser & Beauty Institute and not be required to take the entire Florida state examination.

**Credit for Previous Education and Training Policy for VA Beneficiaries**

Credit for previous work experience, education and training may be granted. Such a grant of credit is at the discretion of the Electrolysis, Laser & Beauty Institute. This credit will shorten the length and cost of the program proportionately.

The School does not discriminate based on sex, race, age, color, ethnic origin or religion. Financial Aid is available for those who qualify. If you have any questions about the process, please call our Admissions Office at (407)382-1494.

## **Orientation**

All courses have a complete orientation the first day of class, allowing students to ask questions and gain a full understanding of expectations while participating in their educational program.

## **Course Numbering System**

The course numbering system uses a (six) 6 digital alphanumeric identifier. The prefixes represent the subject areas. The suffixes are numbers that represent the sequence taught. The prefixes are as follows: ELE Electrolysis, CLI clinical, BST Barber Stylist, COS Cosmetology, FUS Full Specialist, FS Facial Specialist, NS Nail Specialist.

## **Definition of Clock Hours**

Students are awarded Clock hours for course completion. A Clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Class and break schedules are provided by each instructor on the syllabus.

## **Attendance**

All students are expected to attend classes on a regular basis. Daily attendance is required and is taken by the instructor. In the event of an absence, the student is responsible to decide to complete any make-up work that may be assigned to them within seven (7) days following the student’s return to class. If satisfactory arrangements are not made, incomplete or failing grades may be assigned. Students who are unable to attend class should notify the school promptly.

## **Graduation Requirements**

A grade average of 75% is required for graduation from any program at Electrolysis, Laser & Beauty Institute. Both theory and practical work are important. Students are evaluated on a level system that prepares them for salon performance goals. All course work must be completed to graduate. Students are issued a diploma upon completion of their respective program. The following are required for graduation from all programs:

* Completion of the Florida State required number of hours
* Completion of all assignments and tests with a minimum of 75%
* Payment of all tuition, fees and over-contract charges per your agreement.

**Grades** – Electrolysis, Laser & Beauty Institute Grading Scale:

**A** (100%-95) = 4.0 = Excellent

**B** (94%-85%) = 3.0 = Good

**C** (84%-75%) = 2.0 = Satisfactory

**F** (74%-0%) = 1.0-0 = Failing

## **Incompletes**

Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of the work that must be completed.

## **Inadequate Grades**

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

## **Make-Up Policy**

The school allows students to complete make-up work and hours under certain circumstances. The decision to allow make-up work and make-up days must be made by the instructor or the School Director. Make-up days will be scheduled based on the availability of the instructor and resources.

## **Tardiness**

Students are expected to arrive to class on time and prepared to learn. As tardiness causes the student to miss valuable instruction and disrupts the class, the instructor will counsel any student who is tardy to call three (3) times. Any further tardiness will result in the student being required to make-up hours and work missed hours at a scheduled time agreed upon by the instructor.

## **Withdrawal**

Students have the option to officially withdraw from the school at any time by giving written notifications to the school office. Unofficial withdrawal can take place when the student fails to attend classes and has made no contact with the school administration with three (3) days of absence. Upon withdrawal, official or unofficial, the school’s refund policy will apply, and arrangements must be made to pay any balance due to the school.

Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the withdrawal determination.

## **Suspension/Dismissal**

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The school reserves the right to suspend or dismiss any student who:

1. Fails to maintain satisfactory academic progress as outlined in the standards of satisfactory progress;
2. Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or the school; and
3. Fails to meet agreed upon financial obligations to the school.

## **Readmission**

Students who withdraw from school may apply for readmission. Students must complete a new enrollment contract and will be charged current tuition and fees at the time readmission. Students dismissed for academic or disciplinary reasons must meet with the school director and put in writing why they feel they should be readmitted. Any student with a past due balance will not be readmitted to the school.

## **Leave of Absence**

Students who need to take a leave of absence from the school must submit, in writing, a signed request for leave. Students on a leave of absence are not considered to be withdrawn from school. Students can only be granted one leave of absence per 12-month period and leave cannot exceed 60 days. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from school.

A student on an approved leave of absence who has notified the school that she/he will not be returning will be withdrawn from the program. The determined date of withdrawal will be earlier of the date of expiration of the leave of absence or the date the student notifies the school that she/he will not be returning. The administrator will determine the withdrawal date for the student who does not notify the school that she/he is leaving.

## **Complaint Procedure**

Students with complaints should submit a signed complaint in writing to the School Director. The School Director will review the complaint and notify the student as to how the issue will be resolved. If the student is not satisfied with the proposed resolution, the issue will be forwarded to the Ownership. The Ownership will communicate with the student as to how the issues will be resolved. If the complainant is still not satisfied with the determination, they may pursue the matter further by contacting the school’s licensing agency, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free at (888) 224-6684.

## **Veteran’s Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. Students exceeding 30% (percentage) **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

## **Standards of Academic Progress For Veterans Administration Students (VA)**

Students receiving Veterans Administration (VA) educational benefits must maintain a minimum cumulative grade point average (CGPA) or 70% on each Evaluation Period. A Veterans Administration (VA) student whose CGPA or percentage falls below at the end of any (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment.

If the Veterans Administration (VA) student’s CGPA or percentage is still below 70% at the end of the second consecutive probation period, the student’s VA educational benefits will be terminated. A Veterans Administration (VA) student terminated from Veterans Administration (VA) educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70%.

## **Veteran’s Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course.

The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than $10.00, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies consumed – 38 CFR 21.4255

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

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

**This Addendum becomes a part of the Catalog for all intents and purposes.**

|  |
| --- |
| **CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**  School Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# CAREER PLANNING

## **Employment Assistance**

Electrolysis, Laser, & Beauty Institute has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

## **Reciprocity**

Licensed Electrolysis, Cosmetologists, Barber, Facial Specialist, Full Specialist and Nail Specialist from Florida may apply for licenses in their field of expertise in other states and must comply with each state’s laws and rules to become licensed there.

## **Licensing Requirements**

To become licensed in Electrolysis it is required (320 Clock hours), Cosmetology (1200 Clock hours), Barber Stylist (1200 Clock hours), Facial Specialist (260 Clock hours), Full Specialist (605 Clock hours), or Nail Specialist (240 Clock hours), in the State of Florida, students must be at least 16 years of age, have a high school diploma or GED is beyond the age of compulsory school attendance; must complete the required number of hours in the program, must graduate from an approved school, and pass the state board and state law exams. To become a licensed Instructor in Electrolysis, Cosmetology, Barber Stylist, Facial Specialist, Full Specialist or Nail Specialist in Florida, Individuals must be licensed in the field for at least 2 years. Students must be able to pass a background check if required.

## **Licensing Costs**

The students are responsible to pay the following fees to the DBPR or Department of Health for the licensing fees, American Safety Council for the HIV Exam, Quantum Unit Education for the Electrolysis HIV Exam and to Pearson Vue for the licensing exam.

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSES** | **DBPR** | **AMERICAN SAFETY COUNCIL** | **PEARSON VUE** |
| Cosmetology | $ 64.00 | $ 15.00 | $ 11.00 |
| Barber Stylist | $200.00 - 245.00 | $ 13.00 | $ 11.00 |
| Nail Specialist | $75.00 | $ 15.00 | $ 0.00 |
| Full Specialist | $75.00 | $ 15.00 | $ 0.00 |
| Facial Specialist | $75.00 | $ 15.00 | $ 0.00 |
|  |  |  |  |
| Electrolysis Licensing | **DEPT. OF HEALTH** | **QUANTUM UNIT EDUCATIONAL** |  |
|  | $205.00 | $6.00 |  |

## **Career Opportunities**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation from our Electrolysis, Cosmetology, Barber Stylist, Facial Specialist, Full Specialist and Nail Specialist Programs.

|  |  |
| --- | --- |
| **COSMETOLOGY** | **FULL SPECIALIST** |
| Professional Stylist | Salon Owner or Manager |
| Platform Artist | Facial Specialist |
| Independent Contractor | Makeup Technician |
| Facial Specialist |  |
| Product Representative | **ELECTROLYSIS** |
| Makeup Technician, etc. | Electrolysis Technician |
| **BARBER STYLIST** | **NAIL SPECIALIST** |
| Professional Barber | Nail Technician |
| Owner or Manager | Owner or Manager |
| **FACIAL SPECIALIST** |  |
| Salon Owner or Manager Facial Technician |  |

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an education may be your pathway to a secure income and a solid future.

# STUDENT RECORDS/TRANSCRIPTS

Student records are retained at the institution site 1713 Foxbower Road, Orlando, Florida 32825, in a fireproof cabinet and are available to students upon written request. Each student has full access to their records. Transcripts are provided at graduation. Additional copies are available for $10 each.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

Electrolysis, Laser & Beauty Institute strictly adheres to the requirements of FERPA regarding student’s rights and privacy of information. In accordance with **public law 93-380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782,** the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information.

Records won’t be released without the written consent of the student. A student will be notified whenever a court subpoenas the records, in which case, written consent is not required. The parents of a dependent student have the right to inspect records that are maintained by the school on behalf of the student.

It is the policy of Electrolysis, Laser & Beauty Institute to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parent/ Guardian of Student (Dependent Minor) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parent/ Guardian of Student (Dependent Minor) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent/ guardian of dependent minors or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

• School officials with legitimate educational interest;

• Other schools to which a student is transferring;

• Specified officials for audit or evaluation purposes;

• Appropriate parties in connection with financial aid to a student;

• Organizations conducting certain studies for or on behalf of the school;

• Accrediting organizations;

• To comply with a judicial order or lawfully issued subpoena;

• Appropriate officials in cases of health and safety emergencies; and

• State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-8520

# ACADEMIC INFORMATION

## **Satisfactory Academic & Attendance Progress Evaluation Policy**

If the student’s cumulative grade average is 75% or above, and attendance is 66.67% of the hours required, the student will be determined as making satisfactory progress. At the completion of each quarter of training the student must demonstrate the ability to complete all program requirements within the allotted time frame by scheduled attendance/make-up work.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Electrolysis 160 and 320 schedule hours

Cosmetology 450, 900 and 1200 scheduled hours

Barber Stylist 450, 900 and 1200 scheduled hours

Nail Specialist 120 and 240 scheduled hours

Facial Specialist 130 and 260 scheduled hours

Full Specialist 300 and 605 scheduled hours

## **Transfer Students**

Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

If the student’s cumulative grade average is 75% or above, and attendance is 66.67% of the hours required, the student will be determined as making satisfactory progress. At the completion of each quarter of training the student must demonstrate the ability to complete all program requirements within the allotted time frame by scheduled attendance/make-up work.

## **Attendance Progress Evaluations**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Coursework beyond contracted time is charged at $10.00 per hour.

**COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS**

Full-time Hours: Part-time Hours:

Day 9:00 am – 5:00 pm Day 9:00 am – 3:00 pm

Night: 3:00 pm – 9:00 pm Night 5:00 pm – 9:00 pm

Electrolysis (Full time, 40 hrs. /wk.) 320 Hours 12 Weeks

Electrolysis (Part time, 25 hrs. /wk.) 320 Hours 16 Weeks

Cosmetology (Full time, 40 hrs. /wk.) 1200 Hours 40 Weeks

Cosmetology (Part time, 25 hrs. /wk.) 1200 Hours 60 Weeks

Barber Stylist (Full time, 40 hrs. /wk.) 1200 Hours 40 Weeks

Barber Stylist (Part time, 25 hrs. /wk.) 1200 Hours 60 Weeks

Nail Specialist (Full time, 40 hrs. /wk.) 240 Hours 08 Weeks

Nail Specialist (Part time, 25 hrs. /wk.) 240 Hours 12 Weeks

Facial Specialist (Full time, 40 hrs. /wk.) 260 Hours 09 Weeks

Facial Specialist (Part time, 25 hrs. /wk.) 260 Hours 14 Weeks

Full Specialist (Full time, 40 hrs. /wk.) 605 Hours 20 Weeks

Full Specialist (Part time, 25 hrs. /wk.) 605 Hours 30 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

## 

## **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A (100%-95) = 4.0 = Excellent

B (94%-85%) = 3.0 = Good

C (84%-75%) = 2.0 = Satisfactory

F (74%-0%) = 1.0-0 = Failing

## **Warning**

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

## **Probation**

The institute allows for the status of probation for students who are not considered meeting minimum standards:

a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or pervious evaluation period;

b. The student prevails upon appeal of a negative progress determination prior to being places on probation and

c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or

d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe establish for the student.

Students who do not have an average grade of 75% and/or 66.67% of the hours required at 300/450 hours, 900 hours and 1200 hours will be placed on academic/attendance probation. The student on probation will be given a period of 30 school days to improve performance.

If the student during this time improves on their % and is not yet in Satisfactory Progress they may be given an additional 30 days. However, if the student doesn’t meet the minimum of Satisfactory Progress at the end of 60 days they will be terminated from their program. At any time during the probationary period if the student fails to improve they may be terminated from the school at any time. The student may request an appeal.

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

## **Interruptions, Course Incompletes, Withdrawals**

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

## **Noncredit, Remedial Courses, Repetitions**

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

## **Transfer Hours**

Regarding Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted. Sap evaluation periods are based on actual contracted hours at the institution.

Any special requirement or limitations, such as physical capabilities or a criminal record can prohibit practice or profession in the field(s) for which this institution prepares students.

# STUDENT POLICIES/STANDARDS

**Electrolysis, Laser & Beauty Institute Policies**: With the enrollment agreement, each student is issued a copy of and agrees to abide by the policies for students including standards for student conduct, appearance, attendance, and courtesy.

**Standards** – Students at Electrolysis, Laser & Beauty Institute must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at Electrolysis, Laser & Beauty Institute. Lack of basic integrity and honesty will result in termination.

**Student Conduct** – Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around another station where another student is working with a guest. Students will be under the supervision of educators always. Always get an educator’s consultation before you progress with guest services.

**Attendance and Tardiness** – If the student is tardy, the student must report to a salon area educator before entering class or the salon area. Absences due to illness must be reported by 8:30 a.m. the day of the absence. The student must speak to an educator to report an absence and to be excused. Students should not plan to leave Electrolysis, Laser & Beauty Institute except for meal breaks. Special and emergency time off must be granted by an educator. If the student is absent the day of an exam, a zero will automatically be given. Exams can be taken in advance for a planned and excused absence.

*The following attendance policy applies to all students*:

1. When a student misses two or more days unexcused in one month an educator will talk to the student about commitment to the program.
2. When a student is absent two or more unexcused days in a second consecutive month the student will talk with the Director about commitment to the program.
3. When a student is absent two or more unexcused days in a third consecutive month the student will be terminated from the program.

Excused absences include:

1. Illness of student or student’s child with doctor’s excuse.
2. Funeral with program from service.
3. Car accident with police report.
4. Doctor visits for non-illness appointments. (Examples: medical, dental, vision, pregnancy)
5. Maternity leave or complications of pregnancy.

Other absences may be excused if requested at least seven days in advance, and the student has an 75% grade average, 85% attendance, no tardiness, no unexcused absences, no suspensions, no disciplinary actions, and makes up all work missed. Taking time off may put you over your contracted graduation date and result in additional charges.

**Unexplained Absence** – The unexplained absence of a Student from the Academy for more than 14 consecutive days shall constitute notice of cancellation to the Academy. For purposes of cancellation, the cancellation date shall be the last day of attendance.

**Test / Exam Make Up Policy** – Special and emergency absences may be granted by the instructors. Students are responsible for scheduling Test/ Exam make ups. All Test/ Exam make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the students return. After this a zero will be given.

**Over Contract Charges** – If the student does not complete training by the contracted graduation date, an additional fee of $10 per hour will be charged until the required hours are completed.

**Appearance** – Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes, and smile are part of your total look. Your appearance influences the guest. Your hair must be styled, and makeup applied before arriving. You need an educator’s permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy.

**Apparel Code** –Students are required to wear scrubs. All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in the school because of the nature of our work. It is important to maintain a sterile environment. A complete apparel code policy is reviewed during orientation.

**Time Record Policy** – Students record their hours daily. You are responsible for your hours earned. Students risk being expelled from school for falsifying time records in any way. Hand written hours are accepted by an Instructor or the Director.

**Drug Prevention Program & Policy** – Electrolysis, Laser & Beauty Institute upholds standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students both on our property or as part of any of our activities. The School will immediately contact law enforcement officials to report such activities.

Electrolysis, Laser & Beauty Institute believes that the health risks of the use of illicit drugs and alcohol abuse require providing education and referral services for students involved. Electrolysis, Laser & Beauty Institute will provide such education annually and will refer students when necessary. Area drug abuse information, counseling, referral and treatment centers will be provided upon request. Electrolysis, Laser & Beauty Institute may expel students involved in unlawful possession, use or distribution of illicit drugs and/or alcohol. Electrolysis, Laser & Beauty Institute will refer such cases to the proper authorities for prosecution. Students may be reinstated upon completion of an appropriate rehabilitation program. There are serious legal sanctions for illegal use of drugs and/or alcohol. There are also serious health risks associated with such use.

**Phones and Cell Phones** - Ask permission of an educator to use the school phones. Personal phone calls should be limited to emergencies only. Use your credit card for long distance calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Turn your cell phone off when you arrive at school. Cell phones are not allowed in the classrooms or salon area.

**Library** – A library is provided for your use in the class room. You may check out books and other materials during the day and take them home over night. They must be returned the next day. You are required to have a staff member sign when an item is checked out and when it is returned. Failure to do so may result in you being charged replacement fees for lost books and other materials. Library hours are posted outside the conference room. Access to materials in the library outside of posted hours is available with an educator’s approval.

**Hours** – School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. Students may not attend more than eight hours per day. School holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. A student may be sent home for all or part of a day for rule breaking. The time sheets keep your hours. Even one minute late is a tardy!

**Educator in Charge** – When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility of that area.

**Make-Up Policy** – Special and emergency absences may be granted by the educators. Students are responsible for scheduling make ups. All make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the student's return. After this a zero will be given. If a make-up day is scheduled and the student fails to come to school on that day, the student may not be able to make up time again for a month.

**Make-Up days (During Foundations Training)** – During the first 6 weeks of training Electrolysis, Laser & Beauty Institute will allow a student to make up 3 days of missed excused absences. These make-up days must be completed on Saturdays. The student will work with the Director to set up any make-up days. If a make-up day is scheduled and the student fails to come to school on that day, no other make up days will be granted during Foundations.

**Vaccination Policy** – Electrolysis, Laser & Beauty Institute does not require vaccinations for admission into any of our programs. Anyone who is interested in obtaining more information on vaccinations should contact their local public health department or consult with their healthcare provide.

**Disability Policy** – The Director/Owner is hereby responsible for performing the duties of the Disabilities and Compliance Coordinator. In the case of states that they have a disability including an intellectual disability, that person will be immediately referred to the Disability and Compliance Coordinator to continue the discussion. In the case that the Disability and Compliance Coordinator is not available for the interview, employees must schedule a meeting with the Disability and Compliance Coordinator to complete the admissions process/discussion with the student or prospective student. Documentation of a prospective student’s disability will ONLY be accepted after the student has been enrolled and accepted into the program. Documentation should not be accepted by employees and should be taken only by the Disabilities and Compliance Coordinator.

Electrolysis, Laser & Beauty Institute believes that all persons are entitled to equal opportunity and does not discriminate against its students or applicants because of race, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Electrolysis, Laser & Beauty Institute is committed to providing “reasonable accommodations” in keeping with the Americans with Disabilities Act of 1990.

Students must provide an appropriate documentation of the disability which should include appropriate diagnostic testing and a recommendation from prepared by a qualified person outside of the school. “Reasonable accommodations” will be determined by Electrolysis, Laser & Beauty Institute in consultation with the student, faculty and/or staff member. Accommodations are not retroactive.

Students seeking accommodations should contact the Admissions & Aid Office at (407) 382-1494.

# STATEMENT OF LEGAL CONTROL

Laseit Hair Removal Corporation owns the Electrolysis, Laser & Beauty Institute; the Director of the corporation is Mrs. Dulce Canaveral. The corporation’s address is 1713 Foxbower Road, Orlando, Florida 32825.

**PROGRAMS OF STUDY**

# ELECTROLYSIS COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**320 Clock Hours (16 Weeks/4 months PT, 12 Weeks/3 Months FT)**

## **Program Description**

The program is designed to provide the students necessary skills and techniques to perform permanent hair removal using Electrolysis.

## **Program Objective**

This program is designed to train students in permanent hair removal by Electrolysis. The courses are designed to give the students a thorough entry-level preparation to work in the field of Electrolysis. The modality of Galvanic, short wave, blend and Laser methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam. A diploma will be awarded upon graduation from the program.

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma and/or GED and a photo ID. All applicants must be above the compulsory age of 18 years of age.

## **Program Outline**

|  |  |  |  |
| --- | --- | --- | --- |
| ELECTROLYSIS 320 Clock Hours | Theory | Clinical | Clock Hours |
| ELE-110 Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend and laser and light-based modalities, history of permanent hair removal, general treatment procedures | 15 |  | 15 |
| ELE-111 Principles of electricity, epilator functions and  adjustments | 5 |  | 5 |
| ELE-112 Laser and light-based hair removal physics. | 5 |  | 5 |
| ELE-113 Laser safety and precautions. | 5 |  | 5 |
| ELE-114 Integumentary System (skin and appendages) | 6 |  | 6 |
| ELE-115 Circulatory (blood and lymph) and nervous system. | 6 |  | 6 |
| ELE-116 Endocrine system, including related diseases | 6 |  | 6 |
| ELE-117 Biology of Hair Growth | 10 |  | 10 |
| ELE-118 Skin assessment, including skin typing, effects of modalities, effects of temporary removal. | 20 |  | 20 |
| ELE -119 Study of blood-borne pathogens with emphasis on  Hepatitis (all types), and HIV/AIDS. | 5 |  | 5 |
| ELE-120 Bacteriology, Sanitation and Sterilization Microbiology of the skin (flora and fauna), sanitation and safety procedures includingdemonstrationsinaccordancewithrule64B8-56.001,  F.A.C. | 7 |  | 7 |
| ELE-121 Clinic and office management, communications,  professional ethics, bookkeeping, and patient management | 5 |  | 5 |
| ELE-122 Study of Title 64B 8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and chapter 456, Part 11, F.S. | 5 |  | 5 |
| ELE-123 Consultations including medical history, contradictions, complications | 20 |  | 20 |
|  | | | |
| CLINICAL APPLICATIONS |  |  |  |
| CLI-220 Coordination Skills with Probe Holder and Forceps |  | 5 | 5 |
| CLI-221 Insertions |  | 15 | 15 |
| CLI-222 Sanitation/Sterilization Procedure |  | 10 | 10 |
| CLI-223 Hands on Equipment Instruction (Laser and Light- Based) |  | 15 | 15 |
| CLI-224 Hands on Equipment Instruction (Thermolysis) |  | 10 | 10 |
| CLI-225 Hands on Equipment Instruction (Blend and Galvanic) |  | 10 | 10 |
| CLI-226 Client Pre/Post Treatment |  | 10 | 10 |
| CLI-227 Client Assessment |  | 15 | 15 |
| CLI-228 General Treatment Procedures for all modalities |  | 80 | 80 |
| CLI-229 Consultations |  | 15 | 15 |
| CLI-230 Visuals/Library |  | 5 | 5 |
| CLI-231 Review/Exam Preparation |  | 10 | 10 |
| TOTAL CLOCK HOURS | 120 | 200 | 320 |

\*Upon minimum service and clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## **Program Costs:**

**Registration Fee:** $ 100.00(non-refundable)

**Kit Fee:** $ 850.00

**Tuition:** $ 7.550.00(non-refundable)

**Total Cost: $ 8,500.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

## **Course Descriptions**

**ELE110 Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend and laser and light- based modalities, history of permanent hair removal, general treatment procedures.**

**15 Clock hours**

This course explores the basic concepts of Electrolysis & Laser including the types of current used, procedures for temporary hair removal and the development of hair techniques.

**ELE 111 Principles of electricity, epilator functions and adjustments 5 Clock hours**

This course introduces students to the sources and types of electricity, the three modalities for Electrolysis & Laser and how they work, the types of Electrolysis & Laser equipment and precautions.

**ELE 112 Laser and light-based hair removal physics. 5 Clock hours**

This course provides you with a fundamental understanding of light-based hair reduction (LBHR) using laser and intense pulsed light (IPL) technology. The 3 units explore skin & hair anatomy and physiology, hair interaction with light-based therapy, hair removal treatment protocols, patient consultation and education.

**ELE113 Laser safety and precautions 5 Clock hours**

The laser safety program shall be ANSI compliant. A current copy of the standard is available for review at the Environmental Health and Safety (EH&S) office.

**ELE114 Integumentary System (skin and appendages) 6 Clock hours**

Student will study the structure and function of hair and skin relating to Electrolysis, and histology of the follicle and associated organs. (Prerequisite: None).

**ELE115 Circulatory (blood and lymph) and nervous System 6 Clock hours**

Students will be instructed in the primary function of the vascular and circulatory systems in the maintenance of good health. (Prerequisite: None)

**ELE116 Endocrine system, including related diseases 6 Clock hours**

Students will study the glands, and which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. (Prerequisite: None).

**ELE117 Biology of Hair Growth 10 Clock hours**

This course details the biological makeup of hair follicles and their development. Students will explore dermatology, skin conditions and disorders. Students will learn to recognize the disorders and apply appropriate treatment techniques. (Prerequisite: None)

**ELE118 Skin assessment, including skin typing, effects of modalities, effects of temporary removal**

**20 Clocks hours/10Services**

Students will learn to analyze skin and distinguish different skin types along with the effects of temporary hair removal to assess correct treatment procedures and machine settings. (Prerequisite: None)

**ELE119 Study of blood-borne pathogens with emphasis on hepatitis (all types), and HIV/AIDS 5 Clock hours**

The study of the law, awareness and precautions for the prevention of HIV/AIDS, transmission and other blood borne pathogens. (Prerequisite: None)

**ELE120 Bacteriology, Sanitation and Sterilization 7 Clock hours**

Microbiology of the skin (flora and fauna), sanitation and safety procedures including demonstrations in accordance with rule 64B8-56. 001, F.A.C

**ELE121 Clinic and office management, communications, professional ethics, bookkeeping, and patient management 5 Clocks hours**

Students will be introduced to the requirements and regulations for starting and/or managing an electro logy clinic. Professional ethics and integrity are discussed and reviewed.

**ELE122 Study of Title 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and chapter 456, Part 11, F.S. 5 Clocks hours**

Students are instructed in the rules and regulations set by the State of Florida and the governing bodies, including Electrolysis standards, training and licensure.

**ELE123 Consultations including medical history, contradictions, complications**

**20 Clock hours/10 Services**

This course teaches students the professional aspects of personal and phone consultations including assessment, appropriate questions to ask, relaxing atmosphere, and the overall comfort of the clients. (Prerequisite: None).

**CLINICAL APPLICATIONS**

**CLI220 Coordination Skills with Probe Holder and Forceps 5 Clock hours**

Students in this course will develop the skills necessary to manipulate and control the probe holder, forceps and ancillary items utilized in the hair removal process.

**CLI221 Insertions 15 Clock hours**

This course is designed to provide the practice for skills development in electrolysis insertions for the removal of unwanted hair.

**CLI222 Sanitation/Sterilization Procedure 10 Clock hours**

Upon completion of this course students will understand and demonstrate proper hand washing, techniques, gloving, universal standards of infection control, as well as the sterilization and sanitation, maintenance and storage of equipment

**CLI223 Hands on Equipment Instruction (Galvanic) 15 Clock hours**

This course emphasizes Galvanic Electrolysis, which is a chemical method that utilizes a direct current to convert normal body salt and water in the follicle into a compound capable of destroying the dermal papilla. Students learn the workings of the probe and the minimized area of effect this method.

**CLI224 Hands on Equipment Instruction (Thermolysis) 10 Clock hours**

Students in this course use the thermolytic epilator which is essentially a radio transmitter, to perform the process of hair removal. Emphasis in this course is placed on technique, process and safety.

**CLI225 Hands on Equipment Instruction (Blend) 10 Clock hours**

This course is design to train students on the advantages of combining the galvanic and Thermolysis methods for effective hair removal. Emphasis is placed on transition, client assessment and application of the blend.

**CLI226 Client Pre/Post Treatment 10 Clock hours**

Students learn the process and procedures for proper pre-and post-treatments. From preparation to completion this course is designed to prepare students for management of the hair removal process in respect to client care.

**CLI227 Client Assessment 15 Clock hours**

This course is designed to help students develop the thinking and evaluative processes for client assessment.

**CLI228 General Treatment Procedures 80 Clock hours**

Students practice their skills utilizing the various methods of electrolysis learned throughout the program.

**CLI229 Consultations 15 Clock hours**

Students in this course perform consultations, providing methods of treatment and discussion on the hair removal process.

**CLI230 Visuals/Library 5 Clock hours**

Students will review material and identify pertinent data utilizing institutional resources to further their knowledge base.

**CLI231 Review/Exam Preparation 10 Clock hours**

Students in this course will review and prepare for the state licensure examination.

# COSMETOLOGY COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**1200 Clock Hours (60 Weeks/15 Months PT, 40 Weeks/10.5 Months FT)**

## **Program Description**

The program gives the student instruction in the following areas, Manicure, Pedicure, Chemical Waving & Relaxing, Hair Shaping, Hair & Scalp Treatment, Hair Coloring, Shampoo & Rinse, Hair Setting, Facial Make-up, and Hair Removal. Upon successful completion of the program hours, clinical service, and final examination, the student will receive a certificate of completion and will be registered with the State Board of Exam.

## **Program Objectives**

The primary objective of the Cosmetology curriculum is to prepare the student for the state licensing examination to become a licensed cosmetologist. A licensed Cosmetologist’s has many opportunities available to them, such examples include, working in a Beauty Salon, Resort Hotels or even owning their own salon.

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma or transcripts and/or GED and a photo ID. A basic entrance exam is required and must pass the exam to be accepted. All applicants must be above the compulsory age of 16 years of age.

## **Program Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COSMETOLOGY 1200 Clock Hours** | **Lecture** | **Minimum Lab** | **Services** | **Clock Hours** |
| COS-401 Manicuring & Pedicuring | **45** | **75** | **25** | **120** |
| COS-402 Florida Law | **40** |  |  | **40** |
| COS-403 Chemical Waving & Relaxing | **50** | **100** | **65** | **150** |
| COS-404 Hair Shaping | **75** | **75** | **75** | **150** |
| COS-405 Hair & Scalp Treatment | **15** | **45** | **45** | **60** |
| COS-406 Hair Coloring | **20** | **130** | **45** | **150** |
| COS-407 Shampoo & Rinse | **30** | **50** | **50** | **80** |
| COS-408 Hair Setting | **50** | **200** | **300** | **250** |
| COS-409 Facials & Make-up | **20** | **30** | **20** | **50** |
| COS-410 Sanitation & Sterilization, HIV/AIDS | **40** | **0** |  | **40** |
| COS-411 Hair Removal | **5** | **5** | **20** | **10** |
| COS-412 Salon Management Career | **50** | **50** | **100** | **100** |
| **Total Clock Hours** | **440** | **760** | **745** | **1200** |

\*Upon minimum service and clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## 

## **Program Costs**

**Registration Fee:**  $ 100.00 (non-refundable)

**Kit Fee:**    $ 850.00 (non-refundable)

**Tuition:**    $ 5,050.00

**Total Cost:   $ 6,000.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

## **Course Descriptions**

**COS 401        Manicuring & Pedicuring             120 Clock hours/25 Services**

Students learn to use the tools and techniques involved in the various manicure styles provided in the modern salon. Students will be required to perform services in this course specific to manicure. Students learn to use the tools and techniques involved in the various pedicure styles provided in the modern salon, including massage techniques and foot care. Students will be required to perform services in this course specific to pedicure.

**COS 402  Florida Law                                  40 Clock hours/0 Services**

This course is designed to provide a foundational understanding of the laws that apply to beauty professionals in the state of Florida.

**COS 403 Chemical Waving & Relaxing                          150 Clock hours/ 65 services**

Permanent restructuring history of permanent waving, chemistry of solutions, pre-perm analysis, rod selection, perming techniques, custom perm design and wrapping.

**COS 404  Hair Shaping                                                     150 Clock hours/ 75 Services**

Students learn the techniques, products and instruments used in various hair shaping styles and techniques. Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, and client consultation.

**COS 405  Hair & Scalp Treatment                                      60 Clock hours/45 Services**

Students will learn product analysis, client hair analysis, application technique, equipment, implements, and materials.

**COS 406 Hair Coloring                                        150 Clock hours/45 Services**

Students will learn color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional multidimensional, foils, bleach and toner.

**COS 407 Shampoo & Rinse                                    80Clock hours/50 Services**

Students learn to analyze hair type and perform product analysis, procedures and techniques, draping for wet and dry chemical services, selecting correct shampoo and conditioners.

**COS 408 Hair Setting                                    250 Clock hours/ 300 Services**

Students learn the techniques and art of hair styling, wet styling, finger waving, pin curl techniques, roller curls, comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, electric thermal irons, blow-dry styling.

**COS 409 Facials & Makeup                            50 Clock hours/20 Services**

This course is designed to cover histology, disorders, facials, cleansing, moisturizing makeup color theory, contoured and classic makeup applications, dramatic and subtle look, and lash application.

**COS 410 Sanitation & Sterilization, HIV/AID               40 Clock hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission. In addition, students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**COS 411 Hair Removal                                  10 Clock hours/10 Services**

Hair removal is a process that is performed using various methods. Students learn the different hair removal methods, area prep and care, safety and manipulations involved in the hair removal process.

**COS 412 Salon Management Career                 100 Services**

Students will learn the business aspect of salon management in this course. Designed to promote marketing, professionalism and basic cash management skills, this course prepares students for the business of beauty.

# BARBER STYLIST COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**1200 Clock Hours (60 Weeks/15 Months PT, 40 Weeks/10.5 Months FT)**

## **Program Description**

This program is designed for extensive training in Barber Stylist. Students will learn techniques through intensive study and hands on practice. They will also submit to the highest standards of sanitation and cleanliness. Upon successful completion of the program hours, clinical service, and final examination, the student will receive a certificate of completion and will be registered with the State Board of Exam.

## **Program Objectives**

The objective of the Barber Stylist program is to prepare the student for the State Board licensing exam. A licensed Barber Stylist will be able to find work in Salons, spas, resorts and private practice.

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma or transcripts and/or GED and a photo ID. A basic entrance exam is required and must pass the exam to be accepted. All applicants must be above the compulsory age of 16 years of age.

## **Program Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BARBER STYLIST 1200 Clock Hours** | **Lecture** | **Minimum Lab** | **Services** | **Clock Hours** |
| BST-601 Hair Cutting | **100** | **200** | **300** | **300** |
| BST-602 Hair Styling cut included | **100** | **200** | **300** | **300** |
| BST-603 Permanent Waving & Relaxing | **80** | **200** | **50** | **280** |
| BST-604 AIDS/Blood Pathogens | **25** | **15** |  | **40** |
| BST-605 Florida Law | **10** | **0** |  | **10** |
| BST-606 Scalp & Hair | **10** | **70** | **45** | **80** |
| BST-607 Hair Coloring & Bleaching | **5** | **70** | **75** | **75** |
| BST-608 Beards, Mustaches and Sterilization | **10** | **40** | **25** | **50** |
| BST-609 Sanitation & Sterilization | **10** | **30** |  | **40** |
| BST-610 Shampooing | **5** | **20** | **50** | **25** |
| **Total Clock Hours** | **355** | **845** | **845** | **1200** |

\*Upon minimum service and Clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## **Program Costs**

**Registration Fee:** $ 100.00 (non-refundable)

**Kit Fee:** $ 850.00 (non-refundable)

**Tuition:** $ 5,050.00

**Total Cost:   $ 6,000.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

**Course Descriptions**

**BST 601 Hair Cutting                         300 Clock hours/300 Services**

Students learn hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation.

**BST 602 Hair Styling/Cut Included                   300 Clock hours/300 Services**

Students continue study and practice in hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. In addition, students will learn and practice the techniques and art of wet styling, finger waving, comb-out techniques, artistry in hair styling, thermal styling, conventional thermal (Marcel) irons, electric thermal irons, and blow-dry styling.

**BST 603 Permanent Waving & Relaxing                       280 Clock hours/ 50 Services**

Permanent restructuring history of permanent waving, chemistry of solutions, pre-perm analysis, rod selection, perming techniques, custom perm design and wrapping.

**BST 604 AIDS/ Blood Pathogens                                40 Clock hours/0 Services**

Students will learn about AIDS, its common transmissions and the realistic precautions that must be observed to prevent transmission of this and other blood borne pathogens in the workplace.

**BST 605 Florida Law                               10 Clock hours/0 Services**

This course is designed to provide a foundational understanding of the laws that apply to beauty professionals in the state of Florida.

**BST 606 Scalp & Hair                            80 Clock hours/ 45 Services**

Students will learn product analysis, client hair analysis, application technique, equipment, implements, and materials.

**BST 607 Hair Coloring & Bleaching                           75 Clock hours/75 Services**

Students will learn color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional multidimensional, foils, bleach and tone.

**BST 608 Beards, Mustaches & Shaves                       50 Clock hours/ 25 Services**

This course is designed to teach students the skills involved in shaping beards, mustache, and perform shaves, their techniques, skin care and design.

**BST 609 Sanitation / Sterilization                               40 Clock hours/ 0 Services**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**BST 610 Shampooing                                         25 Clock hours/ 50 Services**

Students learn to analyze hair type and perform product analysis, procedures and techniques, draping for wet and dry chemical services, selecting correct shampoo and conditioners.



# FULL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**605 Clock Hours (20 Weeks/5.5 Months FT, 30 Weeks/7.5 Months PT)**

## **Program Description**

This program combines the knowledge for two disciplines, Facial and Nail Technology.  The student will develop skills in European facial techniques, hair removal, make-up applications, manicuring, pedicuring, nail art and artificial nail work. Upon successful completion of the program hours, clinic services and final exam, the student will receive a certificate of completion and will be registered with the state for licensing.

## **Program Objectives**

The student will be prepared for the final exam and certification to be registered as a licensed Facial specialist and Nail Technician.

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma or transcripts and/or GED and a photo ID. A basic entrance exam is required and must pass the exam to be accepted. All applicants must be above the compulsory age of 16 years of age.

## **Program Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL SPECIALIST 605 Clock Hours** | **Lecture** | **Min Lab** | **Services** | **Clock Hours** |
| FUS-301 Introduction to skin care | **10** | **0** |  | **10** |
| FUS-302 Life Science | **20** | **0** |  | **20** |
| FUS-303 Histology, Analysis, Disorders | **60** | **0** |  | **60** |
| FUS-304 Facial Procedures | **10** | **30** |  | **40** |
| FUS-305 Massage Techniques | **5** | **35** |  | **40** |
| FUS-306 Product Knowledge/ Skin | **20** | **0** |  | **20** |
| FUS-307 Nutrition | **10** | **0** |  | **10** |
| FUS-308 Electricity & Facial Toning | **5** | **10** |  | **15** |
| FUS-309 Glycolic Products & Facials | **5** | **10** |  | **15** |
| FUS-310 Hair Removal | **5** | **15** |  | **20** |
| FUS-311 Make-up Artistry | **10** | **20** |  | **30** |
| FUS-312 Clinical Services | **0** | **60** | **60** | **60** |
| FUS-313 Salon Management | **20** | **0** |  | **20** |
| FUS-314 Florida Law | **10** | **0** |  | **10** |
| FUS-315 HIV/AIDS Awareness | **4** | **0** |  | **4** |
| FUS-316 Sanitation/ Sterilization | **1** | **3** |  | **4** |
| FUS-317 Professional Ethics | **1** | **1** | **0** | **2** |
| FUS-318 Nail Theory, Practice, Related subjects | **20** | **65** |  | **85** |
| FUS-319 Manicures | **5** | **15** | **20** | **20** |
| FUS-320 Pedicures | **5** | **5** | **10** | **10** |
| FUS-321 Tips | **7.5** | **30** | **15** | **37.5** |
| FUS-322 Sculptured Nails | **7.5** | **30** | **15** | **37.5** |
| FUS-323 Nail Wraps | **5** | **10** | **10** | **15** |
| FUS-324 Nail Capping | **2** | **8** | **5** | **10** |
| FUS-325 Artificial Removal | **1** | **4** | **10** | **5** |
| FUS-326 Polishing Nail Art | **1** | **4** | **10** | **5** |
| **Total Clock Hours** | **250** | **355** | **155** | **605** |

\*Upon minimum service and Clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## **Program Costs**

**Registration Fee:** $ 100.00 (non-refundable)

**Kit Fee:**     $ 850.00 (non-refundable)

**Tuition:**    $ 2,550.00

**Total Cost:**   **$ 3,500.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

## **Course Descriptions**

**FUS 301  Introduction to Skin Care                     10 Clock hours**

This course is designed to provide the basic principles of skin care and its necessity. The biology of skin is reviewed as well as adverse reactions to free radicals, excess sun exposure and consequences of improper care. Students will learn techniques and product knowledge involved in proper basic skin care.

**FUS 302 Life Science                         20 Clock hours**

This basic course in skin biology, the human body and environmental affects is important in understanding the degenerating properties of the skin over time. Students will learn about skin and the environment and the stages of life and how the skin is affected.

**FUS 303 Histology, Analysis, Disorders                                  60 Clock hours**

Histology is the study of tissue sectioned as a thin slice, using a microscope. It can be described as microscopic anatomy. Histology is an essential tool of biology, and an important component of skin biology studies. Students will analyze skin disorders and identify them, their pathology and treatment.

**FUS 304  Facial Procedures                                    40 Clock hours**

In this course students learn how to perform facials and the different types of facials offered in the beauty industry. Students will demonstrate knowledge and skill with tools and instruments and techniques involved in facial procedures.

**FUS 305  Massage Techniques                                  40 Clock hours**

Students will learn the various facial massage techniques used in facial procedures. Students will learn how to apply appropriate pressure and products used in the massage process.

**FUS 306 Product Knowledge/Skin                                     20 Clock hours**

Students will learn about the many skin care products, the chemical properties, and appropriate use on different skin types and ages.

**FUS 307 Nutrition                                     10 Clock hours**

Nutrition plays a vital role in skin radiance and youthfulness. Students will learn appropriate dietary care and foods that help keep skin healthy.

**FUS 308  Electricity & Facial Toning                                   15 Clock hours**

In this course students learn about the various electrical implements & instruments used in the facial procedure. Students will learn use, care, safety and maintenance of all equipment. In addition, students learn about the chemical processes and products and their application regarding facial toning.

**FUS 309 Glycolic Products & Facials                                        15 Clock hours**

In this course students learn about Glycolic products and how they are used in facials. Students learn how to identify skin types for glycolic product use and safety precautions in product use.

**FUS 310 Hair Removal                                                    20 Clock hours**

Hair removal is a process that is performed using various methods. Students learn the different hair removal methods, area prep and care, safety and manipulations involved in the hair removal process.

**FUS 311 Makeup Artistry                                                   30 Clock hours**

Students will learn color theory, skin tones, makeup texture and artistry in the process of becoming makeup artists.

**FUS 312 Clinical Services                                     60 Clock hours/60 Services**

Under the supervision of a professional full specialist, students will perform all the techniques and services learned in the full specialist program on actual clients. Students will develop the experience needed to perform the duties of a full specialist.

**FUS 313 Salon Management                                                20 Clock hours**

Students will learn the business aspect of salon management in this course. Designed to promote marketing, professionalism and basic cash management skills, this course prepares students for the business of beauty.

**FUS 314 Florida Law                                      10 Clock hours**

This course is designed to provide a foundational understanding of the laws that apply to beauty professionals in the state of Florida.

**FUS 315 HIV/AIDS Awareness                                             4Clock hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission.

**FUS 316  Sanitation/Sterilization                              4 Clock hours**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**FUS 317 Professional Ethics                                               2 Clock hours**

This course is designed to develop the student into a professional whose ethical business practices set them apart as industry and business professionals.

**FUS 318  Nail Theory, Practice, Related Subjects               85 Clock hours**

Students learn the basic biology of the nail, its care and identification of symptoms of nail diseases. Students will learn proper techniques for nail care and practice care.

**FUS 319 Manicures                            20Clock hours/ 20 Services**

Students learn to use the tools and techniques involved in the various manicure styles provided in the modern salon. Students will be required to perform services in this course specific to manicure.

**FUS 320  Pedicures                                10 Clock hours/ 10 Services**

Students learn to use the tools and techniques involved in the various pedicure styles provided in the modern salon, including massage techniques and foot care. Students will be required to perform services in this course specific to pedicure.

**FUS 321 Tips                 37.5 Clock hours/ 15 Services**

This course is designed to teach students the art of artificial nail application and formation. Students will practice and perform services related to Tips applications.

**FUS 322 Sculpture Nail                                  37.5 Clock hours/ 15 services**

Students learn art forms, color theory and design of nail art to create sculptured nails for clients. Students are required to perform services in sculptured nails for this course.

**FUS 323  Nail Wraps                            15 Clock hours/ 10 services**

Upon completion of this course students will understand and will have developed skills in nail wrapping, its purposes in strengthening nails and techniques involved in professional application of nail wraps. Students will perform services in nail wrapping.

**FUS 324  Nail Capping                                         10 Clock hours/ 10 services**

Students learn the art of nail capping and products used in the process.  Services in nail capping are required for completion of this course.

**FUS 325 Artificial Removal                               5 Clock hours/ 5 services**

Upon completion of this course students will understand and develop skills in artificial nail removal, the chemicals and instruments used, and the care required in the process. Services are required in artificial nail removal for completion of this course.

**FUS 326 Polishing Nail Art             5 Clock hours/ 10 services**

Students will learn color theory, application techniques, product types and textures and design in the process of polishing nails and developing nail art. Services in polish and nail art are required for the completion of this course.

# FACIAL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**260 Clock Hours (9 Weeks/3.5 Months FT, 14 Weeks/2.25 Months PT)**

## **Program Description**

This program provides the knowledge for Facial Technology.  The student will develop skills in European facial techniques, hair removal, make-up applications. Upon successful completion of the program hours, clinic services and final exam, the student will receive a certificate of completion and will be registered with the state.

## **Program Objectives**

This program provides training for individuals interested in employment as a facial specialist in fine salons and spas. The student will be prepared for the final exam and certification to be registered as a licensed Facial specialist. To be admitted one must have or acquire a high school diploma, or GED.

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma or transcripts and/or GED and a photo ID. A basic entrance exam is required and must pass the exam to be accepted. All applicants must be above the compulsory age of 16 years of age.

## **Program Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACIAL SPECIALIST 260Clock Hours** | **Lecture** | **Min Lab** | **Services** | **Clock Hours** |
| FS-201 Florida Law | **5** | **0** |  | **5** |
| FS-202 Sanitation/Sterilization | **4** | **0** |  | **4** |
| FS-203 Introduction to Skin Care | **10** | **0** |  | **10** |
| FS-204 Life Science | **15** | **5** |  | **20** |
| FS-205 Histology, Analysis, Disorders | **20** | **0** |  | **20** |
| FS-206 Facial Procedures | **5** | **25** |  | **30** |
| FS-207 Massage Techniques | **5** | **25** |  | **30** |
| FS-208 Product Knowledge/Skin | **15** | **5** |  | **20** |
| FS-209 Nutrition | **7** | **0** |  | **7** |
| FS-210 Electricity& Facial Toning | **2** | **8** |  | **10** |
| FS-211 Glycolic Products & Facials | **10** | **5** |  | **15** |
| FS-212 Hair Removal | **5** | **10** |  | **15** |
| FS-213 Make-up Artistry | **10** | **0** |  | **10** |
| FS-214 Clinical Service | **20** | **40** | **60** | **60** |
| FS-215 HIV/AIDS Awareness | **4** | **0** |  | **4** |
| **Total Clock Hours** | **137** | **123** | **60** | **260** |

\*Upon minimum service and Clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## **Program Costs**

**Registration Fee:**  $ 100.00 (non-refundable)

**Kit Fee:**    $ 850.00 (non-refundable)

**Tuition:**    $ 1,850.00

**Total Cost:**   **$ 2,800.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wishes to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

## **Course Descriptions**

**FS 201  Florida Law                                                    5 Clock hours**

This course is designed to provide a foundational understanding of the laws that apply to Facial Specialists in the state of Florida.

**FS 202  Sanitation/Sterilization                                          4 Clock hours**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**FS 203  Introduction to Skin Care                                   10 Clock hours**

This course is designed to provide the basic principles of skin care and its necessity. The biology of skin is reviewed as well as adverse reactions to free radicals, excess sun exposure and consequences of improper care. Students will learn techniques and product knowledge involved in proper basic skin care.

**FS 204  Life Science                                                20 Clock hours**

This basic course in skin biology, the human body and environmental affects is important in understanding the degenerating properties of the skin over time.

**FS 205  Histology, Analysis, Disorders                                             20 Clock hours**

Histology is the study of tissue sectioned as a thin slice, using a microscope. It can be described as microscopic anatomy. Students will analyze skin disorders and identify them, their pathology and treatment.

**FS 206  Facial Procedures                                           30 Clock hours**

In this course students learn how to perform facials and the different types of facials offered in the beauty industry. Students will demonstrate knowledge and skill with tools and instruments and techniques involved in facial procedures.

**FS 207 Massage Techniques                                                     30 Clock hours**

Students will learn the various facial massage techniques used in facial procedures. Students will learn how to apply appropriate pressure and products used in the massage process.

**FS 208  Product Knowledge/Skin                                                       20 Clock hours**

Students will learn about the many skin care products, the chemical properties, and appropriate use on different skin types and ages.

**FS 209  Nutrition                                                     7 Clock hours**

Nutrition plays a vital role in skin radiance and youthfulness. Students will learn appropriate dietary care and foods that help keep skin healthy.

**FS 210  Electricity& Facial Toning                                             10 Clock hours**

In this course students learn about the various electrical implements & instruments used in the facial procedure. Students will learn use, care, safety and maintenance of all equipment. In addition, students learn about the chemical processes and products and their application regarding facial toning.

**FS 211  Glycolic Products & Facials                                           15 Clock hours**

In this course students learn about Glycolic products and how they are used in facials. Students learn how to identify skin types for glycolic product use and safety precautions in product use.

**FS 212  Hair Removal                                                        15 Clock hours**

Hair removal is a process that is performed using various methods. Students learn the different hair removal methods, area prep and care, safety and manipulations involved in the hair removal process.

**FS 213  Make-up Artistry                                         10 Clock hours**

Students will learn color theory, skin tones, makeup texture and artistry in the process of becoming makeup artists.

**FS 214  Clinical Service                                        60 Clock hours/ 60 Services**

Under the supervision of a professional facial specialist, students will perform all the techniques and services learned in the face specialist program on actual clients. Students will develop the experience needed to perform the duties of a face specialist.

**FS 215  HIV/AIDS Awareness                                                      4 Clock hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission.

# NAIL SPECIALIST COURSE SYLLABUS AND COURSE OUTLINE

## **Diploma Program**

**240 Clock Hours (12 Weeks/3 Months PT, 8 Weeks/2 Months FT)**

## **Program Description**

This program provides the knowledge in all aspects related to the Nail Technology industry. The student will develop skills in manicuring, pedicuring, nail art and artificial nail work. Upon successful completion of the program hours, clinical service, and final examination, the student will receive a certificate of completion and will be registered with the State Board of Exam.

## **Program Objectives**

This program provides training for individuals interested in employment as a nail Specialist in fine salons and spas. The student will be prepared for the final exam and certification to be registered as a licensed Nail Technician for admission.

## 

## **Admission Requirements**

To be admitted the applicant must complete and sign the enrollment agreement, have or a high school diploma or transcripts and/or GED and a photo ID. A basic entrance exam is required and must pass the exam to be accepted. All applicants must be above the compulsory age of 16 years of age.

## **Program Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAIL SPECIALIST 240 Clock Hours** | **Lecture** | **Min Lab** | **Services** | **Clock Hours** |
| NS-101 Florida Law | **5** | **0** |  | **5** |
| NS-102 HIV/AIDS Awareness | **4** | **0** |  | **4** |
| NS-103 Sanitation/Sterilization | **4** | **0** |  | **4** |
| NS-104 Professional Ethics | **2** | **0** |  | **2** |
| NS-105 Nail Theory, Practice and Related Subjects | **20** | **65** |  | **85** |
| NS-106 Manicures | **5** | **15** |  | **20** |
| NS-107 Pedicures | **5** | **5** |  | **10** |
| NS-108 Tips | **7.5** | **30** |  | **37.5** |
| NS-109 Sculptured Nails | **7.5** | **30** |  | **37.5** |
| NS-110 Nail Wraps | **5** | **10** |  | **15** |
| NS-111 Nail Capping | **5** | **5** |  | **10** |
| NS-112 Artificial Nail Remover | **2** | **3** |  | **5** |
| NS-113 Polishing and Nail Art | **2** | **3** |  | **5** |
| **TOTAL CLOCK HOURS** | **74** | **166** |  | **240** |

\*Upon minimum service and Clock hour completion, instructor evaluation forms will be given to all students by the school director to maintain and improve institutional effectiveness. \*

## **Program Cost**

**Registration Fee:** $ 100.00 (non-refundable)

**Kit Fee:** $ 350.00 (non-refundable)

**Tuition:**  $ 1,050.00

**Total Cost: $ 1,500.00**

All prices for programs areas printed herein. There are no additional costs or supplies necessary for the program completion. A student who needs additional practice or wished to create additional projects can purchase additional supplies. Extra tools may be purchased from school. Tools and supplies are not to be borrowed from another student or the school.

## **Course Descriptions**

**NS 101 Florida Law 5 Clock Hours**

This course is designed to provide a foundational understanding of the laws that apply to Nail Specialists in the state of Florida.

**NS 102 HIV/AIDS Awareness 4 Clock Hours**

Upon completion of this course, students will have the necessary background on HIV/AIDS, and the standard safety techniques required in the workplace to avoid transmission.

**NS 103 Sanitation/Sterilization 4 Clock Hours**

Students will learn and demonstrate techniques required in the sanitation of instruments and tools used to provide beauty services.

**NS 104 Professional Ethics 2 Clock hours**

This course is designed to develop the student into a professional whose ethical business practices set them apart as industry and business professionals.

**NS 105 Nail Theory, Practice & Related Subjects 85 Clock hours**

Students learn the basic biology of the nail, its care and identification of symptoms of nail diseases. Students will learn proper techniques for nail care and practice care.

**NS 106 Manicuring 20 Clock Hours/ 20 Services**

Students learn to use the tools and techniques involved in the various manicure styles provided in the modern salon. Students will be required to perform services in this course specific to manicure.

**NS 107 Pedicures 10 Clock hours/ 10 services**

Students learn to use the tools and techniques involved in the various pedicure styles provided in the modern salon, including massage techniques and foot care. Students will be required to perform services in this course specific to pedicure.

**NS 108 Tips 37.5 Clock hours/ 15 Services**

This course is designed to teach students the art of artificial nail application and formation. Students will practice and perform services related to Tips applications.

**NS 109 Sculptured Nails 37.5 Clock Hours/ 15 Services**

Students learn art forms, color theory and design of nail art to create sculptured nails for clients. Students are required to perform services in sculptured nails for this course.

**NS 110 Nail Wraps 15 Clock Hours/ 10 Services**

Upon completion of this course students will understand and will have developed skills in nail wrapping, its purposes in strengthening nails and techniques involved in professional application of nail wraps. Students will perform services in nail wrapping.

**NS 111 Nail Capping 10 Clock hours/ 10 Services**

Students learn the art of nail capping and products used in the process. Services in nail capping are required for completion of this course.

**NS 112 Artificial Nail Removal 5 Clock hours/ 5 Services**

Upon completion of this course students will understand and develop skills in artificial nail removal, the chemicals and instruments used, and the care required in the process. Services are required in artificial nail removal for completion of this course.

**NS 113 Polishing & Nail Art 5 Clock hours/ 10 Services**

Students will learn color theory, application techniques, product types and textures and design in the process of polishing nails and developing nail art. Services in polish and nail art are required for the completion of this course.

We accept cash, check or credit card for any payment. We have NO INTEREST in-house payment plans and other financial assistance programs available for those who qualify. \* See page of the catalog for grading methods.

# REFRESHER COURSES

**Enrollment Fee**: $100.00 **Tuition**: $10.00 PER HOUR

Tuition: As outlined in the enrollment agreement and as included in the addendum at the end of this catalog.

Electrolysis, Laser & Beauty Institute offers various refresher programs for re-instating licensure that meets Florida State standards.

Methods: Instruction in at Electrolysis, Laser & Beauty Institute uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

We accept cash, check or credit card for any payment. In-house payment plans are available for these courses. If payments are made on time, payments DO NOT accumulate interest. These types of payment methods are also suitable for payments that are owed to the institution. Terms of monies owed to the institution can/will be discussed between student who owes the institution and Ms. Dulce Canaveral (Executive, Administrative Director). Financial Aid is also available for those who qualify. \* See catalog

# STUDENT RIGHTS & RESPONSIBILITIES

It is expected that students are actively involved in their education. This begins with understanding the Admissions process, determining the best option to pay for school, and striving to always maintain satisfactory progress. We are here to assist students in all aspects of this process, but in the end each student is responsible for his/her own education.

Students are expected to pay for their tuition by one of the methods outlined in the enrollment agreement, signed prior to beginning classes. Failure to make these payments could result in termination from the school. Electrolysis, Laser & Beauty Institute will not penalize students for delays in aid due to regulations, timing of financial aid awards, or other circumstances which are out of the student’s control. However, if a student fails to act on items required for aid to be processed, the student will be responsible, and it may jeopardize that student’s ability to continue in the program. It is essential that students watch for correspondence from the school or other agencies which may send notices about financial aid.

Verification is a common item which may lead to delays or cancellation in financial aid. If a student is selected for verification, it is essential that student provide the information requested or the student's financial aid package cannot be processed. For more information on verification, see the Verification Policy located in this handbook.

Students must maintain satisfactory progress to remain enrolled at Electrolysis, Laser & Beauty Institute. This is important not only to ensure academic success, but also may impact eligibility for financial aid. Students who are not progressing according to the requirements of this policy may not be able to receive financial aid funds until satisfactory progress is reestablished. For more information on satisfactory progress, please refer to the Satisfactory Academic Progress (SAP) Policy, which can be found in the school catalog or under the policies section of this handbook.

# REFUND PROCESSING

**Withdrawal/Termination Paperwork**

Once it is determined that a student will be withdrawal or terminated from the program, the Director will attempt to contact the student to meet with him/her to complete the withdrawal/termination paperwork. The following processes are all a part of the refund processing portion of the withdrawal/termination paperwork.

**INSTITUTION REFUND POLICY – NOTICE OF CANCELLATION:**

**CANCELLATION AND REFUND POLICY**

Should a student’s enrollment be terminated or cancelled for any reason. This policy applies to all terminations; all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee (not to exceed $100.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 45 days of termination of students’ enrollment or receipt of Cancellation Notice to student.

**State Refund Worksheet**

This form is used to determine the amount of tuition is owed for the portion of the program that the student completed. This will determine if the student receives a refund for overpayment or an invoice for the total due.

**Collection Policy**

Tuition accounts are submitted to a privately contracted collection agency 30 days after a student has dropped/terminated from the program. If the student re-enrolls, the account will be removed from the collections process.

**Returning funds to the student**

If it is determined that the student has overpaid for the portion of the program completed, the student will be issued a refund check. The refund will be mailed to the student’s current address, unless other arrangements have been made with the Financial Aid Office.

**Default Management**

Default Management is required by the Department of Education for institutions who participate in the Direct Loan program. This is used as a tool to promote student success, and to reduce student loan defaults in this program. There are nine activities which make 21 this successful, which are: Entrance Counseling, Financial Literacy for Borrowers, Communication across Campus, Exit Counseling, Timely and Accurate Enrollment Reporting, NSLDS Date Entered Repayment (DER) Report, Late State Delinquency Assistance (LSDA), Loan Record Detail Report (LRDR) Data Review and Analyzing Defaulted Loan Data to Identify Defaulter Characteristics. Electrolysis, Laser & Beauty Institute has adopted the Department of Education’s Default Management Plan. We work with Wright International Student Services (WISS) to successfully follow this plan to reduce student loan default rates in the Direct Loan program.

# PLACEMENT INFORMATION

Electrolysis, Laser & Beauty Institute provides each student with graduation and placement information prior to enrollment. The graduation rates are based on the requirements set forth by the Department of Education, whereas the placement rates are based on the information that we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the timeframe used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of Electrolysis, Laser & Beauty Institute can be obtained at any time by contacting the Admissions Office.

# POLICIES

**Admission Policy**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in Electrolysis, Laser & Beauty Institute based on age, race, gender, disability, or national origin. (Applicant Must Be 16 Years of Age or Older). Our objective is to prepare students to become eligible to take the Florida State Board exam and ultimately receive a license. To prepare students to meet the public with personal poise and assurance and to make a significant contribution to the profession. Students are required to have either a valid high school diploma, transcripts with graduation date or a G.E.D. to be accepted into the programs at Electrolysis, Laser & Beauty Institute. This information must be provided prior to acceptance at the school.

**High School Diploma Review**

Students are required to have either a valid high school diploma, transcripts with graduation date or a G.E.D. to be accepted into the programs at Electrolysis, Laser & Beauty Institute. This information must be provided prior to acceptance at the school.

If we have a reason to believe that a diploma provided by a student is not valid, the administration will take measures to verify the validity. Electrolysis, Laser & Beauty Institute maintains a list of schools which have been identified as not providing valid high school diplomas. To verify the validity, the administration will first check this list to see if the diploma in question is from one of these schools. If the high school which issued the diploma is not on the list, the administration will research information on the school through the best measures available (internet, phone, contacting other schools that may have dealt with the school in question, etc.). After further information has been gathered, the administration will meet and decide as to the validity of the diploma. If no further information can be obtained or if the validity is questionable, the administration will deny admission to the student. The student will be informed by mail that they could not be accepted because the administration could not verify the validity of the diploma.

**Employment Assistance Policy**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

**Non-Discrimination Policy**

The school in its admission, instruction and graduation policies does not discriminate based on age, sex, race, ethnic origin, color, religion, financial status, or based on handicap as required by Section 504, 34 Code of Federal Regulations. The school owner/administration is designated to coordinate the school compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

**Student Services**

Scholarships and Housing

The institution does not offer housing currently. Scholarship information can be found in the “Financial Assistance Program” section of the catalog. The institution provides one on one career counseling between student & executive director, Dulce Canaveral.

**Timely Warning**

Electrolysis, Laser & Beauty Institute will issue a warning when an incident that represents a serious or ongoing threat to the safety of the campus is brought to the attention of the administration or law enforcement or other offices. The administration will make every effort to inform the campus that a warning has been put in place within 24 hours of the determination being made. The decision to issue this alert will be based on the specific incident and the factors surrounding it.

The decision to issue a warning will be made by the Director or the Instructor and will contain as much of the following information as possible and if available:

• Date and time the warning was issued

• Connections to previous incidents

• Composite drawing of the suspect

• Description of the suspect

• Any other information that may be relevant

• Any information relating to tips to remain safe

Depending on the circumstances surrounding the warning, Electrolysis, Laser & Beauty Institute will inform the campus through means such as Facebook, signage in or around the building, or possibly notifying local television and radio stations.

# INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE

The school is dedicated to the success and well-being of each student, staff member and teacher. If dissatisfaction arises interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint. Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the school Director, a staff member, and an independent third party.

This committee will meet within 14 calendar days of receipt of the complaint. All discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complaint is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation was not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the:

**Commission for Independent Education**

**Florida Department of Education**

**325 West Gaines Street, Suite 1414**

**Tallahassee, Florida 32399**

**Toll Free Telephone: (888) 224-6684**

# PRE-ENROLLMENT INFORMATION

The following information is calculated and reported annually, December of each year. The 2017/2018 aggregate rates for all programs are:

Graduation: 100%

Licensure: 79.2%\*

Placement: 79.2%\*

\* These rates include graduated students who have not taken the Florida state examinations. All graduated students who have taken the exam have passed and are currently working.

# BUILDING INFORMATION

The Electrolysis, Laser & Beauty Institute is located at 1713 Foxbower Road, Orlando, Florida 32825. The Orlando location is easily accessible to major highways. The location consists of 5,000sq/feet of classroom and practical areas with real-world equipment and resource areas.

The modern facility houses classrooms, practical clinical and treatment rooms that allow the most up-to-date teaching methods. The school is proud of its small and specialized classes where students can receive personalized instruction.

The facilities are open Monday through Friday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators, administrators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

Electrolysis, Laser & Beauty Institute has no off-campus locations of student organizations which are officially recognized (examples include: sororities, fraternities, etc.).

**Emergency Information**

• Orlando Police Department, emergency, dial 911

• Orlando Police Department, non-emergency dispatch (321) 235-5300

• Dulce Canaveral, Owner/Director (407)382-1494

**Campus Safety**

All reported incidents are reviewed, and applicable information is collected and presented to the proper authority. To ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.

Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it. Electrolysis, Laser & Beauty Institute does not have specific policies or procedures for confidential crime reporting, but crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made anonymously.

**Emergency Response and Evacuation Procedures**

In the event and confirmation of a dangerous or emergency which could pose an immediate threat to the health or safety of students, employees or guests on campus, Electrolysis, Laser & Beauty Institute administration and staff will immediately notify everyone on campus. Individuals will be notified of what the danger is and what actions should (or should not) be taken to best protect themselves from the danger.

In addition to notifying individuals, the Orlando Police Department and/or Sherriff’s Department will be contacted and will consult with the administration to maintain order and isolate the situation until the danger is contained. Additionally, Electrolysis, Laser & Beauty Institute will post timely written notices and warnings explaining the danger and instructions on how to ensure the safety and health of individuals by avoiding the affected area.

**On Campus Notification**

Upon confirmation of an emergency or dangerous situation, Electrolysis, Laser & Beauty Institute will:

• Immediately notify all staff in the building. Staff members will then be responsible for notifying all students and guests and ensuring the proper procedure for the specific danger (example: Fire Exit Procedure) is followed.

• Contact the local authorities (if necessary to assist in the containment of the emergency or dangerous situation.

• Contact the Director/Owner (if they are not presently in the building) to inform them of the situation and consult with them to maintain order and isolate the situation until the danger is contained.

• If danger is contained to a small area of the building, the administration will post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm and an estimated duration of the danger. (If the danger consumes the entire building, the administration will post these notices, as possible, avoiding areas that could pose a threat of possible harm to staff members.)

**On Campus Notification of a Potential Danger (Example: heavy storms or tornados)**

If there is anticipation of a danger which causes the campus to close for a period, the administration at Electrolysis, Laser & Beauty Institute will:

* + Notify local television and radio stations of the closure.
  + Post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger.
  + If the campus is open prior to the danger, the administration will notify all staff of the possible danger and what actions can be taken to avoid such danger. The staff will then notify all students and guests on campus who may be affected by the danger. If time permits, all guests who have scheduled appointments will be notified of the closure and possible rescheduling options.

**Notifying the Local Authorities**

Depending on the nature of the problem the proper authorities will be notified by the staff (or administration, if possible) of Electrolysis, Laser & Beauty Institute. Chosen authorities will be dependent on the nature of the danger and could include any or all the following: the Orlando Police Department and the Orlando Fire Department, Ambulance services or Emergency Services (911), at least.

Once annually, the administration at Electrolysis, Laser & Beauty Institute will provide the Orlando Fire Department and the Orlando Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Orlando Police Department, Orlando Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

**Testing of Emergency Response Evacuation Procedures**

At regular intervals during training, staff and students will be reminded of security and safety procedures including crime prevention, personal safety on and off campus, fire safety, dangerous weather procedures, etc. Local police speakers will be scheduled at least once annually for all students and staff. In addition, Electrolysis, Laser & Beauty Institute conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

**Safety Procedures**

***First Aid***: A first aid kit is in the main building.

• Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators’ office.

• Cuts requiring stitches: If possible, a staff member should take the student to the doctor.

**Fainting** – Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

**Fire Exit Procedure** – If you smell smoke or see fire, report it immediately to an educator. DO NOT PANIC!!! Proceed as follows:

* Students in the salon area, exit single file out the front doors. If you have a client at the time, the client is your responsibility. After exiting from the school, proceed into the parking lot away from the building.
* Receptionists at the front desk will help clients in the reception area out the main doors. Proceed into the parking lot.
* Students in the classrooms exit through the rear door in single file. Proceed to the front by going around the end of the building.

**Tornado Warning Procedure** – Stay away from all windows. Remain there until instructed to go back to your previous activity. Proceed as follows:

* Students and clients in the styling area will walk to the classrooms or restrooms. Be seated on the floor making space available for others.
* Students in classrooms- remain there.

**Staff and Faculty Emergency Responses**

**\*\*\* In case of emergency: dial 911 \*\*\***

There are several different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

• Emergency evacuation for a fire incident

• Emergency evacuation for bomb threat or other non-fire situation

• Emergency lockdown

• External lockdown

• Shelter in place

## **EMERGENCY**

**Emergency Evacuation for a Fire Incident**

**Definition**

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single building affected by the fire incident, rather than the entire campus.

**Objective**: All building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

**Staff Response**

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated. Fire evacuation procedures:

• Evacuation is mandatory when a fire alarm is activated.

• Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.

• Do not use the elevators.

• Assist people with disabilities if possible.

• Ensure all doors and windows are closed as a room and building are evacuated.

• Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.

• Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

**Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

**Definition**

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

**Objective**: Move all campus occupants to a remote, predefined and controlled location.

**Staff Response**

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

**Note**: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

**Other staff:**

• Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.

• Ensure that all special needs persons are aided by their designees as per the site evacuation plan.

• Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.

• Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.

• On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.

• Supervise students under your care.

• Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

**Emergency Lockdown**

**Definition**

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students. Note – locking doors should not eliminate immediate egress possibilities from the facility.

**Objective**: Create as many physical layers of separation between you and the potential aggression.

**Staff Response**:

• Make sure entrance points to the building near your location are locked immediately.

• If you are in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.

• Improvise additional door blocking if possible.

• Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.

• Turn off lights in the room.

• If possible, report your status to the lead administrator or designee by telephone or intercom.

• Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

**Department of Homeland Security**:

* “Active shooter awareness - options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

**External Lockdown**

**Definition**

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person near the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

**Objective**: Create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

**Staff Response**:

• Make sure the designated entrance points to the building near your location are locked immediately.

• If you are in an external classroom to the main building move students to alternative internal classrooms.

• If possible, report your status to the lead administrator or designee by telephone or intercom.

• Continue with normal activities as much as the situation allows.

• If students or staffs have a need to move about in the building, obtain permission first from the lead administrator or designee.

• Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

**Shelter in Place**

**Definition**

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.

2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

**Objective**: Seek immediate shelter away from doors and windows and remain there during an emergency.

**Staff and Faculty Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, our campus has a School Response Team that implements and oversees the campus response to a crisis. The WCART receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis until the arrival of law enforcement and emergency response personnel.

To make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

**Staff Response**:

• All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.

• Close all windows and doors.

• In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.

• Listen to local radio or television news for instructions from emergency management and public safety officials.

• Review emergency evacuation protocols.

**Substance Abuse Policy**

Electrolysis, Laser & Beauty Institute publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

**Drug and Alcohol Abuse Prevention**

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

**Standards of Conduct**

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Electrolysis, Laser & Beauty Institute School. If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

**Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

**Federal Financial Aid Penalties for Drug Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: “Have you ever been convicted of possessing or selling illegal drugs?” If you answer “yes,” the Electrolysis, Laser & Beauty Institute will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to $20,000, imprisonment or both.

**Penalties for Drug Convictions**

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

**Possession of Illegal Drugs**

• For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.

• For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.

• For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

**Sale of Illegal Drugs**

• For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.

• For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction. Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844

1st conviction: Up to one (1) year imprisonment and fined at least $1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to $10,000

21 U. S. C. 847 Additional Penalties Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than $50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.

b. Drug Possessors – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.

c. Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

**How to Regain Federal Student Aid Eligibility**

* A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
* A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
* Include the student passing at least two unannounced drug tests; AND
* Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
* Be administered by a federal, state, or local government agency or court, or
* Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
* Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
* A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

**Convictions during Enrollment**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Electrolysis, Laser & Beauty Institute immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

**Crime Definitions**

The definitions listed below are taken from the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook and are used to classify the criminal offenses listed in the statistics.

* Criminal homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
* Criminal homicide—negligent manslaughter: The killing of another person through gross negligence.
* Forcible sex offenses: Any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
* Non-forcible sex offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.
* Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.
* Aggravated assault/battery: An unlawful attack by one person upon another for inflicting severe or substantial bodily injury. This type of assault may be accompanied using a weapon or other means likely to produce death or great bodily harm.
* Simple assault/battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.
* Burglary: The unlawful entry of a structure to commit a felony or theft.
* Motor vehicle theft: The theft or attempted theft of a motor vehicle.
* Destruction, damage or vandalism to property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
* Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.
* Liquor law violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the.
* Drug law violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.
* Weapon law violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the.
* Hate crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.
* Larceny-theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.
* Intimidation: Coercing or inhibiting using fear.

**Drug and Alcohol Abuse Information**

A conviction related to a drug offence could cause a student to lose Title IV Financial Aid eligibility.

**Non-Harassment Policy (Includes sexual harassment)**

Our School does not tolerate and expressly condemns any harassment of our employees, students or guests by any employee, student or non-employee. Any form of harassment relating to any person’s race, color, gender, religion, national origin, age, sexual orientation, or disability is a violation of our policy, and will be treated as a disciplinary matter. For our purposes, the term “harassment” includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, sexual orientation or disability.

“Harassment” also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. “Harassment” also includes all forms of sexual violence, including but not limited to rape, sexual assault, sexual battery and sexual coercion.

Proven violation of this policy by a student shall subject that student to disciplinary action up to and including termination from the program and if deemed appropriate, providing information on the act to the local authorities. Proven violation of this policy by an employee shall subject that employee to disciplinary action up to and including termination and providing information on the act to the local authorities.

If you feel you are being harassed by any other student, employee, supervisory or non-supervisory, because of your race, color, gender, religion, national origin, age, sexual orientation or disability or are subjected to sexual harassment, you should at once make your feeling known to the Owner or a Director.

We will give top priority to any such matter. We will see that the matter is investigated and, where appropriate, that disciplinary action is taken. During the investigation of a harassment complaint, both the accused and the accuser will be entitled to the same opportunities including having others present during disciplinary proceedings and being notified of the outcome of the disciplinary proceeding.

Victims will be aided in notifying local authorities and identifying off-campus services including but not limited to victim services, educational programs, and support groups. If necessary, the victim will also be given options which will allow changes to be made to the victim's academic schedule.

Harassment of our students in connection with their learning by non-employees may also be a violation of this policy. Any student who becomes aware of any harassment of any student by a non-employee should report such harassment to the Owner or a Director. Appropriate action will be taken against violation of this policy by any non-employee.

Additional community information for victims of sexual or any other form of harassment can be obtained by contacting the Director. The State of Florida maintains a Department of Corrections Sexual Offender Registry which can be used to identify registered sex offenders as well as provide information on the Florida’s Sex Offender Registration website [www.floridasexoffender.net](http://www.floridasexoffender.net).

**If you are sexually assaulted**

• Get to a safe place.

• Call the police as soon as it is safe to do so by dialing 911.

**Reporting the Assault**

Students who believe that they are victims of a sexual assault should contact at least one of the following school officials:

• School Instructor

• Director

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:

• Director

• School Instructor

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from Electrolysis, Laser & Beauty Institute immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

## **IMPORTANT PHONE NUMBERS**

Poison Control (800)222-1222

Rape Crisis Control (775)221-7600

Spouse Abuse (Refuge House) (407) 886-2856

Orlando Police Department (321) 235-5300

## **Substance Abuse Services**

Apalachee Center 24-hour Detox & Crisis (850) 523-3333

Disc Village Prevention (850) 561-0717

Disc Village Adult Sobriety (850) 922-2360

AA Alcoholic Anonymous (850) 224-1818

TASC (Evaluation Location) (850) 487-0432

Animal Safe House Hotline (Temporary housing for pets of domestic violence victims) (555) 123-4567

Hospitals providing Sexual Assault Services (555) 123-4567

Battered Women's Legal Service ((555) 123-4567

Victim/Witness Assistance (555) 123-4567

Legal Services of North FL (850) 385-0029

North Florida Legal Services (850)385-9007

Legal Aid Foundation (850) 222-3004

*\*Provides rape crisis counseling and follow-up services for victims of sexual assault*

## **Suggestions to Reduce Risk**

• There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.

• Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.

• No substance abuses.

• Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.

• Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.

• Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

• Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You oversee your body and you can say "NO".

• End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

## **Response to Reports of Sexual Assault**

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The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to the following:

* The survivor has the right to have their claims treated seriously and to be treated with dignity.
* The survivor has the right to be informed of their options about notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual’s body but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to act against the accused rests solely with the survivor.
* There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must act to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
* The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
* Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Dulce Canaveral (Director).

## **Drug and Alcohol Counseling**

Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support for individuals who need drug and alcohol counseling.

Institutional Sanctions for Alcohol and Drug Violations Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

* Discipline will be based on the seriousness of the situation.
* A case may result in dismissal from the School.
* In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
* Additional state penalties and sanctions may also apply.
* The School has adopted a zero-tolerance policy regarding underage drinking.
* Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who have since sought admission or readmission to the school will be considered on a case-by-case basis.

## **Biennial Review of the Drug and Alcohol Abuse Prevention Program**

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution because of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term “campus” is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of Electrolysis, Laser & Beauty Institute prevention program is, in part, also measured by tracking the number of drug and alcohol-related:

* Disciplinary actions,
* Treatment referrals, and
* Incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of Electrolysis, Laser & Beauty Institute prevention program, the school considers, when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. Electrolysis, Laser & Beauty Institute conducts its biennial review every other year (odd). The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

**A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION**

Electrolysis, Laser & Beauty Institute has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

**Campus Security Act Disclosure Information**

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires reporting on the following offenses:

* murder
* manslaughter (non-negligent)
* sex offenses, forcible and non-forcible
* robbery
* aggravated assault
* burglary
* motor vehicle theft
* arson
* arrests, or persons referred for campus disciplinary action for liquor law violations
* arrests, or persons referred for campus disciplinary action for drug-related violations
* arrests, or persons referred for campus disciplinary action for weapons possession; and
* hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

\*\*On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2015.

## **GEOGRAPHICAL AREA**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably.

Information about our campus:

* All criminal actions must be reported to an Educator, Director, or Owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
* The facilities are open Monday-Friday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the Director or Owner. Only educators and owners have keys to the building.
* A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.
* This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures include crime prevention, personal safety off-campus, fire and tornado procedures, etc.
* Local police speakers will be scheduled at least once annually for all staff and students.

If the student has completed 50% of the course hours, no refund is due, and all tuition is due.

**SUBJECT TO CHANGE**: The policies and content herein included in Electrolysis, Laser & Beauty Institute catalog is subject to change without notice.

# ACADEMIC CALENDER

The school operates on a continuous basis, 12 months per year. New classes begin the first Monday of each month.



**Holidays**

The school observes the following Holidays and will be closed on these dates:

* **New Year’s Day**
* **Labor Day**
* **Memorial Day**
* **Thanksgiving Day**
* **Independence Day**
* **Christmas Day**