



Cosmetology  *Barbering*  *Nails*  *Electrolysis*  *Esthetics*

**124 East 5770 South
Murray, Utah 84107
1-801-747-5700
1-888-334-1897**

Catalog
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FACILITY DESCRIPTION

Cameo College of Essential Beauty is located in the center of the Salt Lake City metropolitan area, just off the main city boulevard and adjacent to a major medical center. This gives us a central, recognizable location for easy access to students, staff, graduates, professionals and the general public alike. Our 3 storey facility was inspired to provide our students with an unsurpassed educational environment, and our clients with a modern salon experience.

Top Level

The top level is dedicated to education and administration. Here our classrooms are equipped with computers, wireless internet capabilities, TurningPoint audience response system, and digital projection. In our state-of-the-art amphitheater on this same floor, we have hosted some of the best educators, artists, and events in the industry as a vital component of our students' educational experience. We also have an eight station computer lab that allows our students to participate in self-directed learning, online testing, maintain their schedules, and maximize downtime.

Main Level

On our main level is the student salon. We provide an upscale ambiance with a stylish client lobby, 60 high-fashion hair styling stations, 24 professional nail stations, a make-up and brow bar, and our Esthetics & More Beauty Store. Our retail store is stocked with over 30 professional product lines for skin, hair, nails, equipment, and even pet care. We offer a wide price range to meet the budget needs of our full clientele, from Redken to Davines to Kevin Murphy, and Dermalogica to Comfort Zone. We also provide product lines, such as M'lis or Salt of the Earth for our patrons who prefer a more natural and green alternative. We offer equipment from shellac lamps to tint brushes to makeup applicators. We truly are a one-stop shop for the entire beauty community. To top it off, the store is just a short walk down the hallway from the salon, so students can recommend products for their clients while still in house.

Lower Level

Our lowest level is a warm and relaxing Adult Day Spa, a quiet haven tucked away from the exciting salon floor. Throughout the spa we have added the warmth of faux stone texture to maximize an earth-connectedness. The spa includes 10 facial rooms, one couple's room, 4 clinical areas, two in-house laser rooms, spa wax room, skin scanners and an electrolysis area. Each time our medical doctor is present for assistance with treatments, our students have access to a full line of technology so they are familiar with every possible piece of machinery or equipment they will encounter and use in their careers. Our 14 station pedicure room was recently remodeled with energy and water efficient pedicure basins, as well as a fireplace for the cold Utah winters. We have two wet rooms, one with a hydrocapsule with steam option and a vichy shower. Both rooms have adjacent showers for client convenience. All treatment rooms are stocked with a magnifying lamp, infrared light, steamers and hot towel caddies. Clients have a pleasant waiting room with plush leather seating, aromatherapy, and a custom-built soothing saltwater tank with fish and coral, allowing maximum relaxation before treatment. They also have access to a client locker room with changing rooms, and restrooms

NATIONALLY ACCREDITED BY:

National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue, STE 1300
Alexandria, VA 22302
1-703-600-7600

STATE COMMISSION AND LICENSE:

Division of Occupational & Professional Licensing
Heber M. Wells Building, 4th Floor
160 East 300 South
Salt Lake City, Utah 84145
1-801-530-6767

STAFF AND FACULTY

Adair Allen: Product Controller – Adair has been in the industry since 1979. She enjoys learning about people and helping to make the Cameo student's journey a great experience. Adair loves to see the light bulb go on when a student gains knowledge. Shellac is her favorite.

Adriane Baxter: Administrative Director – Adriane has been working with Cameo since 2006. She is a graduate from the Full Esthetics and Permanent Cosmetics programs. Adriane is also the certified laser educator for the Master Esthetics program. Her dedication to her students with her knowledge and passion for skin care makes her a true professional. Also, she holds a position on the Utah State Barbering/Cosmetology, Esthetics, Electrology, and Nail Technology Licensing Board.

Amber Padilla: Chief Operations Officer – Amber has been in the field of Cosmetology since 1997. Her contagious smile brightens everyone's day. She is always willing to help in need. Amber is the Facility Manager and Chief Financial Aid Officer. Her brain is basically a Cameo College encyclopedia.

Antonia Perry: Esthetics Instructor – Antonia has always loved Esthetics and finally decided to pursue my dream and continue my education. I started Cameo in October 2013 and graduated in May 2014 in Master Esthetics. The students and staff at Cameo are all amazing and I can't imagine life without Esthetics!! I am a lucky person to be where I am at today..

Brenda Scharman: President/Owner – Brenda has been exposed to the beauty industry since she was a small child. Her family owned several salons along with Cameo College of Essential Beauty. She has served on the Utah State Board of Cosmetology. She has been the director since 1985 and is one of those individuals who believes "Elvis Lives!"

Cyndle Turnbow: Admissions Advisor – Studied Master Esthetics at Cameo College of Essential Beauty. Shortly after finishing her course (at her graduation ceremony in fact!) she was offered a chance to student instruct! She began teaching and never looked back. Now as an Admissions Advisor Cyndle gets to help new students realize where their passion is and start them on their journey to success!

David Shearer: Accounting/HR Rep - David got his bachelor's degree in accounting from UVU and is the oldest out of 8. He has enjoyed working for Cameo and has learned a lot about the beauty industry since starting here. He is an avid golfer, softball player, and big Star Wars fan.

Elaine Sutter: Store Professional - Elaine is a licensed cosmetology in her home State of Pennsylvania. She loves to share her passion for great hair care and skin care products in our "Esthetics & More Beauty Store".

Jade Faulkner: Cosmetology Instructor – Jade's passion for teaching and her love for Cosmetology makes her a perfect match for inspiring her new students in their exciting new career. With her contagious laugh and patience of a saint, she is always helping everyone around her to strive to be the best they can be!

Joey Durvis-Welty: Front Desk Coordinator -

Justin Olsen: Cosmetology Director – Justin has been a licensed Cosmetologist for over 10 years. He has been involved with every facet of hair. He has managed eleven salons at once and has designed hair for theatrical productions. Justin is very enthusiastic and loves teaching his students.

Kandice Kitchin: Cosmetology Instructor -

Kara Lund: Nail Instructor – Kara grew up in the beauty industry. Following her mother and grandmother she attended Cameo College in 1998 and has been here ever since. She has been a Cosmetology instructor, receptionist for Cosmetology, regular substitute, worked in the Esthetics & More Beauty Store and is currently the Nail Instructor at night. And she loves to laugh!

Karen Bitner: Electrolysis Instructor -

Lisa Madsen: Financial Aid Advisor - Lisa has worked for Cameo College since August 2013. She has been in the beauty industry for over 10 years, starting out as an assistant to managing salons. She has had a passion for the industry ever since she was a child. Now working as the Financial Aid Advisor she enjoys being able to work with the students to help with their tuition needs.

Madison Wood: Cosmetology Instructor -Growing up I loved watching my mom apply her makeup and fix her hair. I started asking my mom if I could do her hair and make her “pretty.” I attended Cameo College of Essential Beauty while in high school and was able to place 3rd in the Vidal Sassoon Cut & Color Competition and in the top ten the following year. I lead my group in placing 2nd in Cameo's annual school competition and had my work published in the cosmetology education magazine *Beauty Link*.

Michelle Jensen: Esthetics Director -Michelle was lucky to grow up in the beauty industry, being my mom was a beautician as well as all my sisters. I have always had a love for the beauty industry. I love the interaction with people and the knowledge of beauty and anything to do with health and beauty.

Rickie Mehl: Permanent Cosmetics Instructor – Rickie has grown up in the beauty industry with her mother, Brenda Scharman. She has a natural talent which she eagerly shares.

Rondee Jones: Esthetics Instructor –

Yvette Wesemann: Esthetics Instructor -Yvette has always dreamt of working in the **beauty industry**. When I decided to follow my dreams I realized I was able to accomplish the best of both worlds. Yvette was able to live her dream while helping others feel good about themselves. She loves sharing her passion and teaching students how to follow their dreams

COSMETOLOGY/BARBERING COURSE OUTLINE

COURSE NAME:

Cosmetology/Barbering

COURSE DESCRIPTION:

Arts & Sciences of:
Hair Cutting
Hair Styling
Bleaching/Coloring/Frosting/Weaving
Permanent Waving
Manicuring/Pedicuring/Spa Hand and Foot Treatments
Artificial Nails
Braiding
Make-Up
Hair Extensions
Chemical Relaxing
Ear Piercing
Eyelash Extension
Level 1 Basic Esthetics
Face/Body Waxing
Eyelash/Brow Tinting
Eyelash Perming

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Cosmetology. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

COURSE GOALS:

To instruct students and train in all aspects identified in above course description from beginning to end of each subject.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

COSMETOLOGY/BARBERING COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>	<u>ESTIMATED SERVICES</u>
GENERAL (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)			
Orientation	10	10	
Introduction to Cosmetology			
History			
Curriculum Overview			
Professionalism/Ethics/Reception Skills			
Implements/Equipment			
Bacteriology	5		
Sterilization/Sanitation	5	15	
Infection Control			
First Aid			
Human Immune System			
Skin Composition/Disorders	5		
Cells/Anatomy/Physiology	5		
Electricity & Light Therapy	5		
Developing a practice/Business Management	8		
Developing Clientele			
Professional Image/Ethics			
Professional Associations			
Legal Issues			
Public Relations			
Advertising			
Interview/Resume			
Electives	5	30	
Related Topics			
Stateboard Exam Review/State Rules & Regulations	10		
Practical Final Examination Theory Final Examination			
HAIRSTYLING			
Properties of Scalp/Hair	10		
Structure of the Hair			
Disorders of Hair/Scalp			
Shampooing/Draping	5	40	1000
Scalp/Hair Treatments			
Hair Cutting/Shaping	20	200	400
Cosmetology/Barber Methods			
Shear/Razor/Clipper/Shaving/Mustache/Beard Design			
Wet Hairstyling	5	120	200
Pin/Roller/Barrel Curls			
Fingerwaves			
Braiding			
Thermal Styling	5	75	300
Curling/Straightening/Pressing			
Permanent Waving	10	150	400
Hair			
Haircoloring/Bleaching	25	125	150
Hair/Lash/Brow Coloring			
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25	25
Artistry of Artificial Hair	5	20	
Wigs/Hairpieces/Extension			
Chemistry	5		
NAIL TECHNOLOGY (Total 154 hours plus 46 from general category = 200)			
Manicuring/Pedicuring	10	139	45
Artificial Nail Techniques (Acrylic)			
Nail Art			
Electric Drill			
Nail Disorders/Diseases	5		
ESTHETICS (Skin Care)(Total 554 hour plus 46 from general category = 600)			
	40	324	100
Facials			
Aromatherapy			
Limited Chemical Exfoliation			
Lash/Brow Tinting/Eyelash Extension			
Lash Perming			
Removing Unwanted Hair	10	15	10
Temporary Hair Removal (Waxing)			
Theory of Massage	5	39	
Arms/Hands/Feet			
Face/Neck Manual Lymphatic Drainage			
Make-Up	5	40	10
Application			
Artificial Lashes			
TOTALS	233	1367	

COSMETOLOGY/BARBERING COURSE

LEARN ALL PHASES OF:

Cosmetology Industry
Hair Cutting (scissors, razor, clipper, shaving)
Hairstyling (curling iron, roller set)
Chemical Relaxing
Bleaching/Coloring/Frosting/Weaving
Make-Up
Extension
Permanent Waving
Braiding
Eyelash Extension
Ear Piercing
Nail Technology Industry
* See specific course
Level 1 Esthetician Industry
* See specific course

National average earnings (excluding tips) for a Cosmetologist is \$38,843 and a Hair Colorist is \$46,402. (2007 NACCAS Job Demand Survey)

PHYSICAL DEMANDS:

The Cosmetology profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Cosmetologist is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Salon Owner, Hairstylist, Platform Artist, Color and Permanent Wave Technician, Cosmetology Educator, Etc.

LENGTH OF COURSE:

1600 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 1600 clock hours, which is a State of Utah requirement. Taking approximately 10-20 months to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation
State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$15,750.00
Kit Fee (books included)	\$ 2,700.00
Utah State Sales Tax (kit)	\$ 184.95

DUE AT REGISTRATION:

\$50.00 non-refundable, non transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full by cash, check, and/or credit card

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

* After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation.

Option #1: Balance will be divided equally into monthly payments with 0% interest until contract graduation date.

Option #2: Balance financed at \$20.00 a month at 12% interest.

In house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri	8:30 am - 1:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri	8:30 am - 3:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur	1:00 pm - 6:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thur	1:00 pm - 9:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Thur	5:30 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm

SUPPLIES NEEDED:**Please bring with you the first day of school:**

You do not need to be in dress code-Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes

Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron (optional) Approved style purchased at Cameo store
Nail Technology Supplies
8 hand towels (any color)
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)
Band-Aids

As advised by your Esthetics instructor during skin care segment:

2 small ½ gallon buckets
2 flat twin sheets
Clipboard

Students will be required to bring models to practice on. Instructor will specify dates and times on first day of attendance.

BARBERING COURSE OUTLINE

<u>COURSE NAME:</u>	Barbering
<u>COURSE DESCRIPTION:</u>	Arts & Sciences of: Hair Cutting Shear Thinning Tapering Razor Shaving Hair Styling
<u>COURSE FORMAT:</u>	Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Professional Barbering. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.
<u>COURSE GOALS:</u>	To instruct students and train in all aspects identified in above course description from beginning to end of each subject.
<u>GRADING PROCEDURES:</u>	Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

BARBERING COURSE CURRICULUM

SUBJECT GENERAL	THEORY	PRACTICAL	EST. SERVICES
Orientation	10	40	
Introduction to Barbering			
History/Science of			
Curriculum Overview			
Professionalism/Ethics/Reception Skill			
First Aid			
Implements /Tools/Equipment			
Bacteriology	5		
Sterilization/Sanitation	5	15	
Human Immune System			
Infection Control			
Implements/Tools/Equipment			
Skin Composition/Disorders	5		
Cells, Anatomy, Physiology	5		
Electricity & Light Therapy	5		
Developing A Practice/Business Management	10		
Developing Clientele			
Professional Image/Ethics			
Professional Associations			
Legal Issues			
Public Relations			
Advertising			
Interview/Resume			
Electives	5	25	
Related Topics			
Stateboard Exam Review State Rules & Regulations	10		
Practical Final Examination Theory Final Examination			
HAIRSTYLING			
Properties of Scalp/Hair	10		
Structure of Hair			
Disorders of Hair/Scalp			
Analysis of Hair/Scalp			
Shampooing/Draping	10	50	500
Scalp/Hair Treatments			
Hair Cutting/Shaping	25	480	200
Barber Methods			
Shear/Razor/Clipper/Shaving/Mustache/Bear Design			
Hairstyling	15	160	100
Wet/Dry Styling			
Thermal Styling	10	95	150
Chemistry	5		
TOTALS	135	865	

BARBERING COURSE**LEARN ALL PHASES OF:**

Barber Industry
 Hair Cutting (scissors, razor, clipper, shaving)
 Hairstyling (curling iron, roller set)

Today the Barber field is unlimited earning up to \$20.00 or more per hour.

PHYSICAL DEMANDS:

The Barber profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Barber is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Barber Shop Owner, Barber, Platform Artist, Barber Instructor, Educator, Etc.

LENGTH OF COURSE:

1000 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 1000 clock hours, which is a State of Utah requirement. Taking approximately 6-12 months to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 6,880.00
Kit Fee (books included)	\$ 1,070.00
Utah State Sales Tax (kit)	\$ 73.29

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
 \$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial Aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 9:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thur Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron (optional) Approved style purchased at Cameo store
Band-Aids

Students will be required to bring models to practice on. Instructor will specify dates and times on the first day of attendance.

NAIL TECHNOLOGY COURSE OUTLINE

<u>COURSE NAME:</u>	Nail Technology
<u>COURSE DESCRIPTION:</u>	Arts & Sciences of: Acrylic Nails Gel Nails Fiberglass Nails Nail Art Manicuring Pedicuring Spa Manicuring Spa Pedicuring Paraffin Bath Electric Drill
<u>COURSE FORMAT:</u>	Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Nail Technology. Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.
<u>COURSE GOALS:</u>	To instruct students and train in all aspects identified in above course description from beginning to end of each subject.
<u>GRADING PROCEDURES:</u>	Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

NAIL TECHNOLOGY COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation	4	
Introduction to Nail Technology		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
Bacteriology/Sterilization/Sanitation	3	
Infection Control		
Human Immune System		
Product Chemistry	3	
Anatomy, Physiology	2	
Nail And It's Disorders	3	
Skin And It's Disorders	2	
Client Consultation And Preparation	1	
Pre/Post		
Spa Manicuring/Pedicuring	6	70
Sea Salts		
Mineral Salts		
Masques/Packs		
Paraffin		
Artificial Nail Techniques	3	150
Tips	3	
Wraps	3	
Acrylic	3	
Gel	3	
Massage Techniques	2	10
Hands/Arms		
Feet/Reflexology		
Electric Drill	2	10
Nail Art	1	10
Developing A Practice		
Developing Clientele		
Professional Associations		
Interview/Resume		
Legal Issues		
Public Relations		
Advertising		
Electives	4	
Related Topics		
Stateboard Exam Review State Rules & Regulations	2	
Practical Final Examination Theory Final Examination		
TOTALS	50	250

NAIL TECHNOLOGY COURSE**LEARN ALL PHASES OF:**

Nail Industry
 Acrylic Nails
 Gel Nails
 Fiberglass Nails
 Nail Art
 Manicuring/Pedicuring
 Spa Manicuring/Pedicuring
 Paraffin Bath

National average earnings (excluding tips) for a Nail Technician is \$33,148. (2007 NACCAS Job Demand Survey)

PHYSICAL DEMANDS:

The Nail Technology profession is a safe profession. The physical demands consist of having the ability to sit for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Nail Technician is to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Salon Owner, Manicurist, Pedicurist, Nail Technician, and Etc.

LENGTH OF COURSE:

300 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 300 clock hours, which is a State of Utah requirement. Taking approximately 9-15 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 1,550.00
Kit Fee (books included)	\$ 700.00
Utah State Sales Tax (kit)	\$ 47.95

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee

\$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

In-House monthly payment plans through TFC Credit Corporation.

Option #1: Balance financed for 12 months at 12% interest.

Option #2: Balance financed for 6 months at 6% interest.

Option #3: Balance financed for 3 months at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Fri	10:30 am - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri	10:30 pm - 1:30 pm
	Sat	8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri	10:30 pm - 3:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues-Thur	1:00 pm - 6:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues-Thur	1:00 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Thur	5:30 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Large ziploc bags for storing your kit supplies
Catalog that you received at enrollment
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Arrive in dress code-Meet at timeclock to receive time card
Apron (optional) Approved style purchased at Cameo store
Nail Technology Supplies
8 hand towels (any color)
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

Student will be required to bring models to practice on. Instructor will specify dates and times on the first day of attendance.

ELECTROLOGY COURSE OUTLINE

<u>COURSE NAME:</u>	Electrology
<u>COURSE DESCRIPTION:</u>	All Aspects Of Permanent Hair Removal Galvanic Multiple Needle Thermolysis Manual Flash Blend
<u>COURSE FORMAT:</u>	Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Hair Removal Techniques and Hinkel's Electrolysis, Thermolysis, and The Blend . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.
<u>COURSE GOALS:</u>	To instruct students and train in all aspects identified in above course description from beginning to end of each subject.
<u>GRADING PROCEDURES:</u>	Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

ELECTROLOGY COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
General		
Orientation	4	
History		
Curriculum Overview		
First Aid		
Professionalism	4	
Ethics		
Reception Skill		
Histology	10	
Excess Hair	10	
Causes		
Characteristics of Hair Growth		
Trichology	8	
Evaluation of Treatments/Regrowth		
Medical Conditions/Diagnosis/Definition		
Prescription Drugs		
Body Systems/Anatomy	15	
Angiology		
Neurology		
Endocrinology		
Dermatology (Skin Characteristics)		
Sterilization/Sanitation/Bacteriology	30	
Infection Control/Aseptic Techniques		
Cause of Disease		
Human Immune System		
Sensitivity Solutions	8	
Stress/Relaxation Techniques		
Topical Anesthetics/OTC/Prescription Drugs		
Principles of Electricity		
Methods of Hair Removal		
Electrolysis	8	22
Thermolysis	50	145
Flash/Manual	4	
Blend	4	225
Progressive Epilation	4	
Specific Areas (Face/Body)		
Ingrown Hairs		
Facial Category		
Epilation Techniques (Insertions, One/Two Hand)		
Temporary (Waxing)		
Psychological (Esthetics, Cosmetic/Gender Dysphoric)		
Laser Hair Removal	8	
Laser Physics		
Skin Typing		
Pre & Post Treatment Protocols		
Needle Types/Selection	8	
Equipment Operation/Maintenance and Care	8	
Instruments		
FDA Classifications (I-IV including laser)		
Client	10	
Professional Associations		
Professionalism		
Legal Issues (Malpractice Liabilities)		
Public Relations/Advertising		
Interview/Resume		
Regulatory Agencies		
Tax Laws		
Electives	5	
Stateboard Exam Review State Rules & Regulations	10	
Practical Final Examination		
Theory Final Examination		
TOTALS	208	392

ELECTROLOGY COURSE**LEARN ALL PHASES OF:**

Permanent Hair Removal
 Galvanic
 Multiple Needle Electrolysis
 Thermolysis/Flash/High Frequency/Diathermy/Radio Wave/Radio Frequency
 The Blend
 Waxing
 Theory Instruction In Laser Hair Removal Including
 Laser Physics
 Skin Typing
 Laser Tissue Interaction
 Pre & Post Treatment Protocols

An established Electrologist who works full time earns an estimated salary (excluding tips) of \$25,000 to \$50,000. (www.eHow.com)

PHYSICAL DEMANDS:

The Electrolysis profession is a safe profession. The physical demands consist of good eye vision and the ability to work in a sitting position.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Electrologist are to consistently be aware of electrical hazards and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Electrologist, Instructor, Educator, and Etc.

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)
 Extended hour programs available

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 13-19 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation
 State License - issued upon passing National and State Exams and paying fees for such

PCE:

National Testing for the Professional Certification of Electrologist is available by appointment only through our facility

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 5,700.00
Kit Fee (books included)	\$ 350.00
Utah State Sales Tax (kit)	\$ 23.98

\$500.00 applied to in house epilator purchase upon completion if all tuition and fees are paid in full.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee
\$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this balance will be financed through TFC Credit Corporation. These payments will be \$25.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Fri	9:30 am - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time	Tues - Fri	9:30 pm - 1:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Extended	Tues - Fri	9:30 pm - 3:00 pm
	Sat	8:30 am - 5:00 pm

Brush up classes are given at \$150.00 per day or \$500.00 per week

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code - Professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Highlighter, pens, pencils, for taking notes
Large 3" 3 ring binder, divider sheets and paper for notes

Catalog that you received at enrollment

Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

Approved scrubs from "The Freedom Company"
5049 S. State Street 1-801-266-5858
Band-Aids
Small pair of sewing scissors
1-10oz square or rectangle sealed container (rubbermaid or tupperware)
1 pocket portfolio with 3 prong fastener

MISCELLANEOUS:

Please do not shave your legs, underarms, eyebrows, bikini line, and any other areas you may have hair as orientation consists of students practicing on each other and themselves; therefore, excess hair is necessary.

If you have friends and relatives interested in permanent hair removal, orientation students are able to have them come in as models at no charge.

ESTHETICS (BASIC - LEVEL 1) COURSE OUTLINE

COURSE NAME:

Esthetics (Basic - Level 1)

COURSE DESCRIPTION:

All Aspects Of Skin Care
Relaxation Skin Treatments
Specific Skin Treatments
Extractions
Massage Techniques
Manual/Machine Techniques
Eyelash/Eyebrow Tinting/Eyelash Extension
Eyelash Perming
Face/Body Waxing
Aromatherapy
Masque Therapy
Spa Manicuring/Pedicuring

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

COURSE GOALS:

To instruct students and train in all aspects identified in above course description from beginning to end of each subject.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

ESTHETICS (BASIC - LEVEL 1) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation	10	
Professionalism		
Reception Duties		
Ethics		
History/Science of Skin Care		
First Aid/CPR		
Bacteriology/Sterilization/Sanitation	15	
Infection Control		
Anatomy, Physiology	10	
Physiology/Nutrition/Aging Factors Of The Skin	10	
Analysis		
Chemistry as Applied to Cosmetics & Product Analysis	15	
Client Consultation And Preparation	10	
Pre/Post		
Cleansing	5	20
Exfoliation		
Extraction		
Massage Techniques	10	50
(Includes Manual Lymphatic Drainage of Face/Neck)		
Face		
Body		
Reflexology		
Facial Treatments	10	40
Types		
Masques/Packs		
Chemical Exfoliation		
Facial Treatments Without Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electricity & Machines	10	
Facial Treatments With Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electrical Brushes		
Vacuum/Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care/Medical Devices		
Spa Manicuring/Pedicuring	15	60
Treatments and Temporary Removal of Superfluous Hair	10	20
Waxing Face/Body		
Skin Care Procedures for Men	10	20
Aromatherapy and Advances Esthetics	10	
Color Theory and Make Up Techniques	10	40
Lash/Brow Tinting		
Lash Perming		
Eyelash Extension		
Developing a Practice/Business Management	10	
Professional Associations		
Interview/Resume		
Legal Issues		
Public Relations		
Advertising		
Electives/Stateboard Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTAL	200	400

ESTHETICS (BASIC - LEVEL 1) COURSE

LEARN ALL PHASES OF:

European Skin Care Techniques
 Skin Analysis
 Cleansing
 Moisturizing
 Massage
 Moisturizing Masks
 Cleansing Masks
 Skin Exfoliating Techniques
 Acne Treatments
 Extractions
 Galvanic/High Frequency Skin Treatments
 Make-Up
 Eyelash/Eyebrow Coloring/Perming
 Eyelash Extension
 Face & Body Waxing
 Aromatherapy/Essential Oils, Concentrates, Serums
 Manual Techniques
 Machine Techniques
 Specialty Treatments
 Collagen Masque
 Paraffin Masque
 Mud Masque
 Contouring Masque
 Ultimate 4 Layer Facial
 Non Surgical Facial
 Manicuring/Pedicuring
 Spa Manicure
 Spa Pedicure
 Nail Art
 Paraffin Bath
 Specialty Hand and Foot Treatment

National average salary (not including tips) for a Skin Care/Esthetician is \$40,126 per 2007 NACCAS job demand survey.

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturers directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Esthetician, Instructor, Educator, and Etc.

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-50 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 6,950.00
Kit Fee (books included)	\$ 1,500.00
Utah State Sales Tax (Kit)	\$ 102.75

\$300.00 applied to steamer purchase upon completion if all tuition and fees are paid in full. (Must get within 30 days from graduation)

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee

\$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loan www.macu.com (801)325-6130

Financial Aid available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext	Tues - Thu	1:00 pm - 9:30 pm

(Orientation must be complete)	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Fri	5:30 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-professional attire for orientation
 A padlock with 2 locking keys for your locker
 Permanent marker for marking your supplies
 Large 3" 3 ring binder, divider sheets and paper for notes
 Highlighter, pens, pencils, for taking notes
 Catalog that you received at enrollments
 Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

Meet at timeclock to receive timecard
 Approved scrubs from "The Freedom Company"
 5049 S. State Street 1-801-266-5858
 8 Hand towels (Any Color)
 2-24-28oz square or rectangle sealed containers (tupperware, rubbermaid)
 Band-aids

As advised by your instructor:

2 Twin flat sheets
 2 small ½ gallon buckets
 Clip board

MASTER ESTHETICS (LEVEL 2) COURSE OUTLINE

COURSE NAME:

Master Esthetics (Level 2)

COURSE DESCRIPTION:

All Phases of Advanced Skin Care
Level 1 Esthetician Course Overview
Chemical Acid Peeling
Microdermabrasion
Nourishing Seaweed Back Treatment
Mud Full Body Compress
Salt Glows
Mandarin Orange Body Polish
Body Wraps/Cellulite Treatment
Manual Lymphatic Drainage
Body Bronzing
Spa Manicuring/Pedicuring
Paraffin Bath

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

COURSE GOALS:

To instruct students and train in all aspects identified in above course description from beginning to end of each subject.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

MASTER ESTHETICS (LEVEL 2) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Level 1 Esthetics Course Technique	40	100
Orientation/Overview/Skill Perfection		
Waxing		
Facial Treatments With The Use of Machines		
Implements/Tools/Equipment		
Manual Lymphatic Drainage (Face/Neck)		
Color Theory/Make-Up Techniques		
Lash/Brow Tinting		
Lash Perming		
Eyelash Extension		
Specialty Spa Hand and Foot Treatments	10	
Client Consultation/Preparation	10	
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy Treatments		
Body Bronzing		
Bacteriology/Sterilization/Sanitation	10	
Infection Control		
Advanced Physiology Of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers		
Acne		
Aging		
Fitzpatrick Types		
Lymphatic		
Advanced Anatomy	15	
Endocrine		
Bones		
Muscles		
Nerves		
Lymphatic		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner		
Microdermabrasion		
Medical Devices/Advanced Machines		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		(70)
Hydrotherapy		
Advanced Pedicures		
Chemistry	10	
Advanced Cosmetic Ingredients		
Advanced Aromatherapy	10	
Developing a Practice/Business Management	5	
Professional Associations		
Interview/Resume		
Legal Issues		
Public Relations		
Advertising		
Electives	10	
Stateboard Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTAL	200	400

MASTER ESTHETICS (LEVEL 2) COURSE

Must be a licensed Cosmetologist, Basic Esthetician, or have a transcript of 600 hours of basic esthetics training from a recognized school.

LEARN ALL PHASES OF:

Level 1 Esthetician Course Technique Overview/Skill Perfection
Professional Exfoliation Techniques
 Chemical Acid Peeling - AHA/BHA/Jessner
 Microdermabrasion
Spa Body Treatments Using Wet Treatment Room With Vichy Shower
 Nourishing Seaweed Back Treatment
 Mud Full Body Compress
 Salt Glows
 Mandarin Orange Body Polish
Body Treatments
 Body Wraps/Cellulite Treatment
 Stone Therapy Treatments
 Manual Lymphatic Drainage
 Body Bronzing (Tanning)
Advanced Esthetics
 LED
 Ultrasonic
 Microcurrent
 Teeth Whitening
Medical Esthetics
 Laser/IPL
 Medical Grade Chemical Peel
 Medical Grade Microdermabrasion
 VelaShape
Manicuring/Pedicuring
 Advanced Spa Manicures
 Advanced Spa Pedicures (Chemical Acids, Credo Blades)
 Paraffin Bath

National average salary (not including tips) for a Master/Medical Esthetician is \$52,340 (www.eHow.com)

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturers directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Master Esthetician, Instructor, Educator, Physicians Assistant and Etc.

LENGTH OF COURSE:

600 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-50 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$ 7,650.00
Kit Fee (books included)	\$ 1,800.00
Utah State Sales Tax (Kit)	\$ 123.30

\$1,000.00 applied toward in house microdermabrasion machine purchase upon completion if all tuition and fees are paid in full.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee

\$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If a tuition balance still exists, this tuition balance will be financed through TFC Credit Corporation. These payments will be \$100.00 a month at 0% interest until graduation. If a balance still exists upon graduation, student can refinance for \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract graduation date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm

Part Time Afternoon Ext	Tues - Thu	1:00 pm - 9:30 pm
(Orientation must be complete)	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Fri	5:30 pm - 9:30 pm
	Sat	8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-professional attire for orientation
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies
Large 3" 3 ring binder, divider sheets and paper for notes
Highlighter, pens, pencils, for taking notes
Catalog that you received at enrollments
Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

Meet at timeclock to receive timecard
Approved scrubs from "The Freedom Company"
5049 S. State Street 1-801-266-5858
8 Hand towels (Any Color)
2-24-28oz square or rectangle sealed containers (tupperware, rubbermaid)
Band-aids

As advised by your instructor:

2 Twin flat sheets
2 small ½ gallon buckets
Clip board

MASTER ESTHETICS (FULL) COURSE OUTLINE

COURSE NAME:

Master Esthetics (Full)

COURSE DESCRIPTION:

All Phases of Advanced Skin Care
Relaxation Skin Treatments
Specific Skin Treatments
Extraction
Massage Techniques
Manual/Machine Techniques
Eyelash/Eyebrow Tinting
Eyelash Perming
Eyelash Extension
Face/Body Waxing
Aromatherapy
Masque Therapy
Chemical Acid Peeling
Microdermabrasion
Nourishing Seaweed Back Treatment
Mud Full Body Compress
Salt Glows
Mandarin Orange Body Polish
Body Wraps/Cellulite Treatment
Manual Lymphatic Drainage
Body Bronzing
Spa Manicuring/Pedicuring
Paraffin Bath

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians . Methods such as lecture, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.

COURSE GOALS:

To instruct students and train in all aspects identified in above course description from beginning to end of each subject.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required.

MASTER ESTHETICS (FULL) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation	5	
Introduction to Esthetics		
History		
Curriculum Overview		
Professionalism	10	10
Reception Duties		
Ethics		
Client Care	10	
CPR		
Health Conditions		
Bacteriology/Sterilization/Sanitation	20	
Infection Control		
Anatomy and Physiology	10	
Physiology/Nutrition/Aging Factors of the Skin	10	
Analysis		
Advanced Physiology Of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers/Acne/Aging/Fitzpatrick Types		
Advanced Anatomy	15	
Endocrine/Bones/Muscles/Nerves		
Chemistry as Applied to Cosmetics and Product Analysis	10	
Advanced Cosmetic Ingredients		
Client Consultation/Preparation	20	
Pre/Post		
Cleansing	15	20
Exfoliation/Extractions		
Massage Techniques	15	70
Includes Manual Lymphatic Drainage of Face/Neck		
Face/Body		
Facial Treatments	10	40
Types		
Masques/Packs		
Facial Treatments Without Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electricity and Machines	10	
Facial Treatments With Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electrical Brushes/Vacuum Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care		
Spa Manicuring/Pedicuring	20	80
Callous Removal		
Treatments and Temporary Removal of Superfluous Hair	10	20
Advanced Waxing (Face/Body)		
Skin Care Procedures for Men	15	30
Advanced Aromatherapy	20	
Color Theory and Make-Up Techniques	15	50
Lash/Brow Tinting		
Lash Perming		
Eyelash Extension		
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy/Body Bronzing/Vasculyse		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner/TCA		
Microdermabrasion		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		
Hydrotherapy		
Developing a Practice/Business Management	20	
Professional Associations		
Interview/Resume		
Legal Issues		
Public Relations		
Advertising		
Electives	20	
Stateboard Exam Review State Rules & Regulations	20	
Practical Final Examination Theory Final Examination		
TOTAL	400	800

MASTER ESTHETICS (FULL) COURSE

LEARN ALL PHASES OF:

- Level 1 and Level 2 Master Esthetics
- European Skin Care Treatments
- Aromatherapy/Essential Oils, Concentrates, Serums
- Galvanic and High Frequency Skin Treatments
- Eyelash/Eyebrow Coloring/Perming
- Eyelash Extension
- Manual/Machine Techniques
- Face/Body Waxing
- Skin Analysis
- Cleansing/Moisturizing
- Cleansing/Moisturizing Masques
- Massage
- Extractions
- Acne Treatments
- Make-Up
- Professional Exfoliation Techniques
 - Chemical Acid Peeling - AHA/BHA/Jessner/TCA
 - Microdermabrasion
- Spa Body Treatments
 - Using Wet Treatment Room With Vichy Shower
 - Nourishing Seaweed Back Treatment
 - Mud Full Body Compress
 - Mandarin Orange Body Polish/Salt Glows
 - Body Wraps/Cellulite Treatment
 - Stone Therapy Treatments
 - Manual Lymphatic Drainage
 - Body Bronzing/Spray Tan
- Manicuring/Pedicuring
 - Specialty Hand/Foot Treatments
 - Advanced Spa Manicures
 - Advanced Spa Pedicures (Chemical Acids, Credo Blades)
 - Paraffin Bath
- Advanced Esthetics
 - LED
 - Demasound Ultrasonic
 - Microcurrent
 - Teeth Whitening
- Medical Esthetics
 - Laser/IPL
 - Medical Grade Chemical Peel
 - Medical Grade Microdermabrasion
 - VelaShape
- Specialty Treatments
 - Collagen Masque
 - Paraffin Masque
 - Mud Masque
 - Vitamin Therapy Masque
 - Contouring Masque

The national average salary for a Master/Medical Esthetician (not including tips) is \$52,340. (www.eHow.com)

PHYSICAL DEMANDS:

The Esthetics profession is a safe profession. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturers directions and skin dangers in the profession which occur if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Master Esthetician, Instructor, Educator, Physicians Assistant, Sales, and Etc.

LENGTH OF COURSE:

1200 clock hours (Utah State Requirement)

Overtime is a direct result of absences/tardies regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 1200 clock hours, which is a State of Utah requirement. Taking approximately 30-75 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 95% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such

TUITION AND FEES:

Application Fee (non-refundable)	\$ 50.00
Tuition	\$14,150.00
Kit Fee (books included)	\$ 1,800.00
Utah State Sales Tax (Kit)	\$ 123.30

\$300.00 applied towards steamer purchase upon completion of program if all tuition and fee are paid in full.

\$1,000.00 applied toward in house microdermabrasion machine purchase upon completion if all tuition and fees are paid in full.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee

\$350.00 down payment

PAYMENT OPTIONS:

Payment in full

Mountain America Credit Union Educational Loans www.macu.com (801)325-6130

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at www.fafsa.ed.gov (school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

* If student has a tuition balance beyond 1st Award year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

* After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation.

Option #1: Balance will be divided equally into monthly payments with 0% interest until contract graduation date.

Option #2: Balance financed at \$200.00 a month at 12% interest.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 3% interest.

Tuition assistance through Workforce Services, Veterans Affairs, and Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULES:

Classes begin the first Tuesday of every month providing openings are available

Full Time	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thur Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete)	Tues - Thu Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Fri Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-professional attire for orientation
 A padlock with 2 locking keys for your locker
 Permanent marker for marking your supplies
 Large 3" 3 ring binder, divider sheets and paper for notes
 Highlighter, pens, pencils, for taking notes
 Catalog that you received at enrollments
 Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school (Nail segment):

Meet at timeclock to receive timecard
 Approved scrubs from "The Freedom Company"
 5049 S. State Street 1-801-266-5858
 8 Hand towels (Any Color)
 2-24-28oz square or rectangle sealed containers (tupperware, rubbermaid)
 Band-aids

As advised by your instructor:

2 Twin flat sheets
 2 small ½ gallon buckets
 Clip board

GENERAL INFORMATION

DISCOUNTS

Some discounts will apply for students who complete a course and enroll into another. Please refer to Registration Application Contract Agreement.

COURSE OUTLINE/CURRICULUM

For each course attached herein.

GOALS & OBJECTIVES

Attached herein.

Student must maintain a minimum average monthly of a "C" or 75%. Upon completion of the required clock hours, student will receive a Certificate of Completion, Verification of Graduation, and Diploma which enables them to take the Utah State Board Exam.

Revenues from services performed by students contribute to the cost of training, thereby reducing the amount students would otherwise pay for training. If an applicant is not accepted by the school, they shall be entitled to a full refund of all monies paid to the school.

ADMISSION REQUIREMENTS:

Must be at least 16 years of age

Must submit application with \$50.00 non-refundable, non-transferrable application fee

Must have highschool diploma, equivalent, or pass ATB entrance exam

Photocopy (not original) of Drivers License or Birth Certificate and a photograph of yourself

Photocopy (not original) of Highschool Diploma, Transcript or Equivalent

* Foreign Diplomas & Transcripts - If you have academic credential from non-U.S. institution, Cameo College of Essential Beauty will need to submit the document to an outside institution for evaluation and translation prior to admittance. A non-refundable \$85.00 will be due to Cameo College of Essential Beauty at the time for the translation fee. The process could take approximately 12 - 30 business days. The foreign diploma and/ or transcript must be equivalent to a U.S. High School diploma.

HOUSING

The school has no available housing; however will submit area newspaper of apartments for rent upon request.

STATE EXAMINATION

Upon course completion and financial obligations are met by the student, student will receive a Certificate of Completion and Verification of Graduation which enables them to take the Utah State Board Exam.

EMPLOYMENT ASSISTANCE

The school does not guarantee any employment; however will assist in placement by providing assistance in resume completion, letter writing, professional appearance guidelines, job referral and follow-up, assisting students in making contacts with salons, and by posting job bulletins on website.

HIGHSCHOOL STUDENTS

Highschool students are considered cash-pay and will not be enrolled under a training agreement. Highschool students are accepted providing successful passing of the ATB Exam (pre-enrollment evaluation). Written permission from the secondary school will also be required prior to enrollment.

FIELD TRIPS/OUT OF SCHOOL ACTIVITIES

On occasion students participate in field trips/out of school activities. The said school, its proprietors, officers, agents or any of its operators are not responsible for any accidents or damages that arise from such activities.

NO COMPETE CLAUSE

Said student agrees and understands that any and all educational instruction and written information obtained in course is for professional use as a technician only. Student agrees and understands that under no circumstances is instructing or employment in any facility considered competition including apprenticing, other than said school permitted within the state of Utah for a minimum of three (3) years beyond graduation/training date.

FINANCIAL

Payments made beyond start date will be serviced by TFC Credit Corporation. Please note this is not a loan.

Tuition payments that are past due 60 days or more will be immediately turned over to collections. If this account is turned over to an agency for collection, in addition to the account balance you will also be responsible for: Attorney fees; Court Costs; and Collection Agency fees, commissions and charges up to 50% of the account balance. Which will result in destruction of your credit.

Students can carry a balance beyond graduation @ 12% interest. Payments must be kept current, if an account falls 60 days or more past due, the account will be turned over to collections.

Financial Aid is available to those who qualify.

STUDENT TERMINATING/TRANSFER AND LEAVE OF ABSENCE POLICY

If any student (or in the case a student is under legal age his/her parent or guardian) cancels their enrollment in writing, within three (3) business days of signing school contract prior to starting classes, all monies collected by the school will be refunded. If any person cancels their enrollment after three (3) business days after signing school contract or after starting school all monies collected by the school will be refunded to the scale below less the enrollment fee of \$50.00

If student transfers/terminates, tuition charges, supply kit and book fees and any miscellaneous fees will be due at time of termination, and all financial obligations met. If fees are not paid, account will be turned over to collections and any supplies left will not be available to you.

Student kit is students property and students responsibility, however must remain in school until course completion or termination. The school is not responsible for any items left by student upon course completion or termination. Transcript of student hours/credits will be released upon written authorization and payment in full.

Refunds/Charges according to Withdrawal and Settlement Policy.

RE-ENTRANCE

If student is eligible and decides to return 30 days after termination, a re-entrance fee ranging from \$100.00 to \$500.00 will be charged.

WITHDRAWAL AND SETTLEMENT POLICY

This policy applies to all terminations for any reason, by either party, including student decision, expulsion, course or program cancellation, or school closure.

All refund calculations are performed and made timely.

Applicants not accepted by Cameo College of Essential Beauty will be refunded all monies except the \$50.00 non-refundable application fee.

If a student (or in the case a student is under legal age his/her parent or guardian) cancels his/her enrollment and demands monies paid in writing within three business days of signing enrollment agreement all monies paid by student will be refunded except the \$50.00 non-refundable application fee. Date will be determined by postmark of written notification or date received by school administrator in person. This policy applies whether student has actually started training or not.

If student cancels his/her enrollment within three business days after signing enrollment agreement, but prior to entering classes he/she is entitled to all monies paid except the \$50.00 non-refundable application fee.

Refunds or charges are incurred once a student begins classes at the schedule below.

% ATTENDANCE V.S. % COURSE LENGTH			TOTAL TUITION DUE
0.1%	-	4.9%	20%
5 %	-	9.9%	30%
10 %	-	14.9%	40%
15 %	-	24.9%	45%
25 %	-	49.9%	70%
50 %	-	and over	100%

Enrollment time is defined by students actual start date and date of last physical attendance in school (scheduled hours) regardless of actual total hours attended. Course length is defined by student start date and expected completion dated as specified herein. Any monies owed to student (parent/guardian) shall be refunded within 45 days of termination or 30 days from last day of attendance. In

the case of a leave of absence, refunds will be given according to date of return. Student will be terminated within 14 days of last physical date of attendance unless prior written arrangements have been made and approved or the student notifies the school in writing. Any refunds due will be received by student (parent/guardian) within 45 days of formal termination date. Students who are terminated may be eligible for re-entry after 30 days. A \$100.00 re-entrance will be charged.

Formal date of termination is indicated by postmark on written notification or date said information is delivered to school administrator/owner in person.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Refunds will be sent to student 45 days after formal termination. REFUNDS ARE CALCULATED ACCORDING TO STUDENTS LAST DAY OF PHYSICAL ATTENDANCE, NOT DAY OF FORMAL TERMINATION. CHARGES ARE ALSO CALCULATED ACCORDING TO LAST DATE OF PHYSICAL ATTENDANCE, NOT DATE OF FORMAL TERMINATION.

Any discount or scholarship applied to tuition will be forfeited if student terminates failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.

If the school is permanently closed, no longer offering instruction after the student has enrolled, the student shall be entitled to a pro-rated refund of tuition. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund will be submitted to the accrediting agency.

If the course is canceled subsequent to a students' enrollment, and before instruction in the course has begun, the school shall at its option either;

- A. Provide full refund of all monies paid or
- B. Provide a completion of the course.

Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made.

In the event account is not paid as agreed, student agrees to pay a collection agency and attorneys fees. The collection agency representing the institution acknowledges the existence of the Withdrawal and Settlement Policy.

If school is closed unexpectedly due to extenuating circumstances, all students will be notified by telephone.

COURSE INCOMPLETES

Course incompletes, repetitions and non-credit remedial courses have no effect upon the satisfactory progress standards.

TRANSFER STUDENT

Students transferring into said school - charges are as follows:

Non-Refundable Application Fee:	\$ 50.00
Supplies/Books	Can either purchase a student kit (see specific course kit cost) or provide their own
Tuition	\$ 8.00 per hour enrolled (Cosmetology/Barbering)
	\$14.00 per hour enrolled (Esthetics)
	\$10.00 per hour enrolled (Nails)
	\$10.00 per hour enrolled (Electrolysis)

Transfer students are evaluated to determine credit to be given upon receipt of transcript from former school. Tuition charges are calculated according to students agreed contract regardless of students actual attendance. Refer to scale in refund policy herein.

For any student who withdraws or is terminated, the school will follow its policies for termination or withdraw as outlined in the school contract with the student.

MISCELLANEOUS

The school does not discriminate on the basis of age, sex, race, color, religion or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Upon completion, special circumstances may apply to individuals who have been convicted of a crime. Ask for details.

Standards of conduct, Progress and attendance for VA Benefits- See attached addendum if required The school abides by all state and local laws.

The student must maintain required grades. See grading procedures.

Students are evaluated and counseled at minimum 50% of course completion

NACCAS 2014 COMPLETION/EMPLOYMENT/LICENSURE RATES

Completion Rate 51%

Employment Rate 57%

Licensure Rate: 100%

ABILITY TO BENEFIT

In order to ensure a student has the ability to benefit from our program a Highschool Diploma, Equivalent, or successful passing of ACT Ability to Benefit test is required.

GOALS AND OBJECTIVES

EDUCATIONAL GOALS:

To provide a facility for those interested in our training programs which will give quality training in all related areas in the fields of your choice. We ensure each student receives individual training according to his/her personal needs. We strive to teach the latest techniques available. We aim to train without limits in order to prepare our students for the professional field using state of the art equipment.

OBJECTIVE:

To have available at all times, adequate instructors to assist when needed.

To provide a strong variety of clientele for practical experience.

To bring in special guest speakers as often as possible to familiarize students with new products and techniques in the related field.

LICENSURE REQUIREMENTS

For a complete list of licensure requirements through the Utah Division of Occupational & Professional Licensing, please visit www.dopl.utah.gov or 801-530-6628

ADA POLICY

Cameo does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the school director. You may request academic adjustments or auxiliary aids at any time. The director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the school director in writing of the type of accommodation needed, date needed, documentation of the nature and extend of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

The school director will respond within two weeks of receiving the request.

If you would like to request reconsideration of the decision regarding your request, please contact the school director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial aid records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The schools administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed, and specify purpose of change. The school will make a determination and notify the student in writing.

FERPA authorizes disclosure without consent to:

- School official who has legitimate education interest
- Contracted party with the school (Attorney, auditor, etc)
- Parents of dependent minors
- Government agencies
- Certain court orders or subpoenas
- NACCAS (accrediting agency)

The school does not release any information to parties seeking directory information.

The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202

MISSION STATEMENT

To provide superior standards of education, shaping the beauty and wellness industry by empowering confident and innovative future professionals for successful careers in the beauty industry.

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students enrolled in NACCAS approved programs Cameo College of Essential Beauty. This policy is consistently applied to all students regardless of full-time or part-time status and is given to student prior to enrollment.

Federal regulations require the school to monitor the academic progress of all students receiving financial aid toward the completion of their program. This process is called Satisfactory Academic Progress. (SAP) The SAP policy is enforced in conjunction with all other school policies and procedures.

SAP is monitored each using two factors:

1. Cumulative Grade Point Average (CGPA)

Written: Tests, Assignments, notes, homework, make-up, and etc.

Practical: Services performed, demonstrations, workshops, and sanitation

2. Cumulative Attendance Rate (CAR)

DEFINITIONS:

Successful completion of a course of study requires a grade of A, B, or C. (75% or higher) See grading scale:

90% - 100%	(A)	Excellent
80% - 89%	(B)	Good - Improving
75% - 79%	(C)	Fair - Needs Improvement
70% - 74%	(D)	Poor
0% - 69%	(F)	Unsatisfactory

MONITORING:

SAP is monitored at each evaluation period based by actual clock hours completed. In order to maintain financial aid eligibility, students must meet the following minimum requirements at the end of each month:

1. Maintain a CGPA of 75% or higher
2. Maintain a CAR of 75% or higher

EVALUATION PERIODS:

Each student will be evaluated at the periods listed below:

Cosmetology/Barbering (1600 Clock Hours) - 520 hours/1040 hours/1320 hours/1560 hours/1600 hours

Master Esthetics (Full) (1200 Clock Hours) - 520 hours/1040 hours/1200 hours

Barbering (1000 Clock Hours) - 500 hours/1000 hours

Electrology (600 Clock Hours) - 300 hours/600 hours

Esthetics (Basic - Level 1) (600 Clock Hours) - 300 hours/600 hours

Master Esthetics (Level 2) (600 Clock Hours) - 300 hours/600 hours

Nail Technology (300 Clock Hours) - 75 hours/300 hours

WARNING:

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation period. Students will be notified in writing that they are meeting the minimum requirements. In addition, students will receive a monthly progress report. Students failing to meet either the CGPA or CAR minimum requirements will be placed on warning until the next evaluation period is reached. Students will be notified in writing that they have been placed on warning. Students will be able to receive financial aid for the warning period. However, for financial aid eligibility to continue, students must meet both the minimum CGPA and CAR requirements by the end of the next evaluation period.

PROBATION:

Students who fail to meet minimum requirements for CAR or CGPA after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both CAR and CGPA requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to received Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting attendance and academic requirements by the end of the probationary period.

FINANCIAL AID INELIGIBILITY:

If a student fails to meet the minimum CGPA or CAR requirements for two evaluation periods, the student will no longer be eligible for financial aid. Students will be notified in writing that they have been placed on suspension.

MAXIMUM TIME FRAME:

The maximum time a student has to complete is 133% of the program length. All students must maintain at least a 75% CGPA and CAR average in order to be considered making satisfactory academic progress and to complete the program within the maximum time frame. (A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence.) Students will also be suspended from Financial Aid once they have reached the following scheduled hours:

Cosmetology/Barbering	2128 Clock Hours
Master Esthetics (Full)	1596 Clock Hours
Barbering	1330 Clock Hours
Electrology	798 Clock Hours
Esthetics (Basic - Level 1)	798 Clock Hours
Master Esthetics (Level 2)	798 Clock Hours
Nail Technology	399 Clock Hours (Not eligible for Title IV funds)

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. Students who withdraw prior to completion of the course and wish to re-enroll, will re-enter in the same progress status as when they left.

TRANSFER STUDENTS:

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

NONCREDIT AND REMEDIAL COURSES:

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

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) will not involve any additional charges by the institution.

Each student must request a LOA from the school in writing and it must be approved by a school official. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA. In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied.

If a student fails to return on their scheduled return date, the student will be withdrawn from their program and termination will begin that day. ***WARNING FOR FINANCIAL AID STUDENTS: If you fail to return to school on your scheduled return date, your 6 month grace period for your Direct Stafford Loans will start retroactively on the day the LOA began and repayment will begin sooner than expected.***

In rare cases of emergency that would prevent a student from providing a prior written request the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days the student will be withdrawn from the program and as stated previously, the grace period for loan payments (Financial aid students only) will start retroactively on the day the LOA began and repayment will begin sooner than expected.

A student's total number of days for all LOA's combined cannot exceed 180 days in any given 12 month period.(The 12 month period will begin on the first day of your first LOA.) A leave of absence may extend contract period and maximum time frame by the same number of days.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE POLICY

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment.

This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the Murray City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

Everyone should remember that personal safety begins with you. The following should be considered:

When walking on campus, be aware of who and what is around you. Try not to walk alone.

Do not carry large amounts of cash.

Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.

Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year 2013 and the 2 previous years.

(Campus is defined as “any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.” There are no buildings or properties owned or controlled by the school’s student organizations which are recognized by this institution.)

ON CAMPUS

TYPE OF CRIMINAL OFFENSE	# OF OCCURRENCES			# OF ARRESTS		
	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non Forcible - Incest	0	0	0	0	0	0
Sex Offenses - Non Forcible - Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	4	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of crime during the orientation process. In addition, periodically, local law enforcement official and guest speakers are invited to the staff and students about crime prevention methods.

Drug and Alcohol is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol.

A copy of the Drug and Alcohol-Free School & Workplace Program Policy is provided to all individuals during enrollment or employment orientation.

Off-campus services regarding Drug and Alcohol abuse information and treatment, counseling, and mental health include:

- University of Utah Neuropsychiatric Institute: 1-800-446-2673
- The National Institute on Drug Abuse Hotline: 1-800-662-HELP

- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
- Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region): 1-405-325-1454

In the event a sex offense should occur on campus, the accuser has the option to and should take the following steps:

- 1) Report the offense to school administration in the administration office.
- 2) Preserve any evidence as may be necessary to prove criminal sexual assault.
- 3) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- 4) Report the crime to local law enforcement agencies.
- 5) Request a change in the academic situation if desired.
- 6) Contact an appropriate agency in the community for counseling or other services that may be needed.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:

- a) the accuser and the accused may have others present during the campus disciplinary proceedings;
- b) both the accuser and the accused shall be informed of the outcome of such disciplinary proceedings.

Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or nonforcible sex offense vary depending upon the final determination and could include termination.

To find a list of registered sex offenders who might be present on campus visit www.RegisteredOffendersList.org.

APPLICATION FORM

Date Application Form Received _____ Date Confirmation Sent _____

(above to be completed by College)

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ SOCIAL SEC.#: _____

TELEPHONE (Home) (_____) _____ (Work) (_____) _____

MALE _____ FEMALE _____ SINGLE _____ MARRIED _____ DIV _____

ARE YOU A HIGHSCHOOL GRADUATE OR EQUIVALENT? YES _____ NO _____

If no, an ATB entrance exam is required. Exams are \$50.00 and are given prior to enrollment, please call if exam is needed.

IF YES, WHAT YEAR DID YOU GRADUATE? _____

NAME OF HIGHSCHOOL: _____

LIST ANY PREVIOUS COLLEGE/PROPRIETARY SCHOOLING ATTENDED AFTER

HIGHSCHOOL _____

COURSE OF INTEREST: (Check One)

-COSMETOLOGY _____

-ELECTROLYSIS _____ (PCE National Exam \$245.00) _____ (optional)

-NAILS _____

-LEVEL 1 ESTHETICIAN _____

-MASTER ESTHETICIAN _____

-PERMANENT COSMETICS _____ (CPCT National Exam \$245.00) _____ (optional)

DATE OF CLASS YOU WISH TO BEGIN: _____

INDICATE SCHEDULE _____

WERE YOU REFERRED BY ANYONE? _____

I would like to enroll in Cameo College of Essential Beauty. I have enclosed required fees, and a recent photo. I have read and understand the refund policy of all monies paid.

Please note: If you are taking a course exceeding 149 hours of training, **photo copy** of your drivers license or birth certificate, **photo copy** of Highschool Diploma, Transcripts or Equivalent, along with your fees, and recent photo are required at time of registration. If you do not have a Highschool Diploma or equivalent an entrance exam (ATB) will be given.

Students Signature

Date

MAIL OR DELIVER IN PERSON TO :

CAMEO COLLEGE OF ESSENTIAL BEAUTY

124 East 5770 South

Murray, Utah 84107

Expect a confirmation by mail within 7 days of receipt of application.

2015 CLASS START DATES

<u>COSMETOLOGY</u>	<u>ESTHETICS</u>	<u>NAILS</u>	<u>ELECTROLYSIS</u>	<u>PERMANENT COSMETICS</u>
January 6 th	January 6 th	January 6 th	January 6 th	January 20 th
February 3 th (Day Only)	February 3 th (Day Only)	February 3 th	February 3 th	February 17 th
March 3 rd	March 3 rd	March 3 rd	March 3 rd	March 17 th
April 7 th (Day Only)	April 7 th (Day Only)	April 7 th	April 7 th	April 21 st
May 12 th	May 12 th	May 12 th	May 12 th	May 19 th
June 2 nd (Day Only)	June 2 nd (Day Only)	June 2 nd	June 2 nd	June 16 th
July 7 th	July 7 th	July 7 th	July 7 th	July 14 th
August 4 th (Day Only)	August 4 th (Day Only)	August 4 th	August 4 th	August 18 th
September 1 st	September 1 st	September 1 st	September 1 st	September 15 th
October 6 th (Day Only)	October 6 th (Day Only)	October 6 th	October 6 th	October 20 th
November 3 rd	November 3 rd	November 3 rd	November 3 rd	November 17 th
December 1 st (Day Only)	December 1 st (Day Only)	December 1 st	December 1 st	

2016 CLASS START DATES

<u>COSMETOLOGY</u>	<u>ESTHETICS</u>	<u>NAILS</u>	<u>ELECTROLYSIS</u>	<u>PERMANENT COSMETICS</u>
January 5 th	January 5 th	January 5 th	January 5 th	January 19 th
February 2 nd (Day Only)	February 2 nd (Day Only)	February 2 nd	February 2 nd	February 16 th
March 1 st	March 1 st	March 1 st	March 1 st	March 15 th
April 5 th (Day Only)	April 5 th (Day Only)	April 5 th	April 5 th	April 19 th
May 10 th	May 10 th	May 10 th	May 10 th	May 17 th
June 7 th (Day Only)	June 7 th (Day Only)	June 7 th	June 7 th	June 21 st
July 5 th	July 5 th	July 5 th	July 5 th	July 19 th
August 2 nd (Day Only)	August 2 nd (Day Only)	August 2 nd	August 2 nd	August 16 th
September 6 th	September 6 th	September 6 th	September 6 th	September 20 th
October 4 th (Day Only)	October 4 th (Day Only)	October 4 th	October 4 th	October 18 th
November 1 st	November 1 st	November 1 st	November 1 st	November 15 th
December 6 st (Day Only)	December 6 th (Day Only)	December 6 th	December 6 th	

SCHEDULED SCHOOL HOLIDAYS

January 1, New Years Day

July 4, Independence Day

July 24, Pioneer Day

Thanksgiving Day

December 25, Christmas Day