



*Cosmetology ✎ Hair Design ✎ Barbering  
Nails ✎ Electrolysis ✎ Esthetics*

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

Catalog  
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## **TABLE OF CONTENTS**

Facility Description .....	Page 3
Staff & Faculty .....	Page 4
Cosmetology/Barbering .....	Page 5
Hair Design.....	Page
Barbering .....	Page 15
Nail Technology .....	Page 20
Electrology.....	Page 25
Esthetics (Basic - Level 1) .....	Page 30
Master Esthetics (Level 2) .....	Page 36
Master Esthetics (Full) .....	Page 41
General Information .....	Page 47
Admission Requirements .....	Page 47
Student Termination/Transfer and Leave of Absence Policy .....	Page 48
Withdrawal and Settlement Policy.....	Page 49
Transfer Student .....	Page 51
Mission Statement.....	Page 53
Satisfactory Academic Progress Policy .....	Page 53
Campus Security Policy .....	Page 57
Anti-Harassment & Discrimination Policy.....	Page 59
Title IX Notice of Nondiscrimination.....	Page 62
Title IX Resource List .....	Page 69
Complaint & Grievance Procedure .....	Page 70
Application.....	Page 71
Class Start Dates .....	Page 72
School Closures .....	Page 72

## **FACILITY DESCRIPTION**

Cameo College of Essential Beauty of Essential Beauty is located in a suburb of Salt Lake City, 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 story facility was inspired to provide our students with an unsurpassed educational environment, and our clients with a modern salon experience.

### **ADA Policy**

The school has elevators, handicap parking, wide doorways, and handicap bathroom stalls. Students with any mental or physical challenge must see the Director prior to enrollment to ensure they can qualify for the program.

### **Top Level**

The top level is dedicated to education and administration. Here our classrooms are equipped with computers, wireless internet capabilities, Turning Point audience response system, and digital projection. In our 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, 14 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, Matrix, Kevin Murphy, Ruzel, B3, Dermalogica, GlyMed, CND, and Softap. 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 lower level is a warm and relaxing Adult Day Spa, a quiet haven where you can escape from the outside world. 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. Dr. Fryer, as the Medical Director performs demonstrations for our students in Medical Esthetics procedures. Our 14 station pedicure room contains 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 warmer. 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  
3015 Colvin St.  
Alexandria, VA 22314  
1-703-600-7600

#### **STATE COMMISSION AND LICENSE:**

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

## STAFF AND FACULTY

Adriane Baxter: School Director [adriane@cameocollege.com](mailto:adriane@cameocollege.com)  
Adriane Baxter has been licensed as a Master Esthetician instructor (5056330-1110) in the State of Utah since 2010. In 2012 she obtained her Electologist Instructor license (5056330-1106).

Angela Klippel: Esthetics Instructor [angela@cameocollege.com](mailto:angela@cameocollege.com)  
Angela Klippel has been licensed as a Master Esthetician instructor (6399692-1110) in the State of Utah since 2007. In 2008 she obtained her Electrologist

Antonia Perry: Esthetics Instructor [antonia@cameocollege.com](mailto:antonia@cameocollege.com)  
Antonia Perry has been licensed as a Master Esthetician instructor (9070778-1110) in the State of Utah since 2014.

Brenda Scharman: President/Owner [brenda@cameocollege.com](mailto:brenda@cameocollege.com)

Candace Clements: Cosmetology Instructor [candace@cameocollege.com](mailto:candace@cameocollege.com)  
Candace Clements has been licensed as a Cosmetology instructor (9331265-1105) in the State of Utah since 2017.

Carmel Peterson: Store Professional [carmel@cameocollege.com](mailto:carmel@cameocollege.com)

Diana Miranda: Front Desk Coordinator [diana@cameocollege.com](mailto:diana@cameocollege.com)

Emerri Carrillo: Admission's Advisor [emerri@cameocollege.com](mailto:emerri@cameocollege.com)

Halie Quintana: Spa Desk Coordinator [halie@cameocollege.com](mailto:halie@cameocollege.com)

Heather James: Cosmetology Instructor [heather@cameocollege.com](mailto:heather@cameocollege.com)  
Heather James has been licensed as a Cosmetology instructor (9424433-1101) in the State of Utah since 2017.

Jade Faulkner: Cosmetology Instructor [jade@cameocollege.com](mailto:jade@cameocollege.com)  
Jade Faulkner has been licensed as a Cosmetology instructor (8464817-1105) in the State of Utah since 2013.

Judy Paloukis: Accounting/HR [judy@cameocollege.com](mailto:judy@cameocollege.com)

Kara Lund: Cosmetology Director [kara@cameocollege.com](mailto:kara@cameocollege.com)  
Kara Lund has been licensed as a Master Esthetician instructor (4765396-1109) in the State of Utah since 2001. In 2000 she obtained her Cosmetology Instructor license (4765396-1105). In 2016 she obtained her Electrologist Instructor license (4765396-1106).

Kathy Martell: Esthetics Instructor [kathy@cameocollege.com](mailto:kathy@cameocollege.com)  
Kathy Martell has been licensed as a Master Esthetician instructor (161080-1110) in the State of Utah since 2012.

Laura DeRosier: Nail Instructor [laurad@cameocollege.com](mailto:laurad@cameocollege.com)  
Laura DeRosier has been licensed as a Nail Technician instructor (5834668-1113) in the State of Utah since 2010. In 2016 she obtained her Esthetician instructor license (5834668-1110).

Laura Perry: Store Professional [laura@cameocollege.com](mailto:laura@cameocollege.com)

Laura Troyer: Cosmetology Instructor [lorel@cameocollege.com](mailto:lorel@cameocollege.com)  
Laura Troyer has been licensed as a Cosmetologist/Barber instructor (9229250-1105) in the State of Utah since 2017.

Leslie Tippets: Financial Aid Advisor [leslie@cameocollege.com](mailto:leslie@cameocollege.com)

Mackenzie Vantielen: Cosmetology Desk Coordinator [mackenie@cameocollege.com](mailto:mackenie@cameocollege.com)

Nanette Seamon: Esthetics Instructor [nanette@cameocollege.com](mailto:nanette@cameocollege.com)  
Nanette Seamon has been licensed as a Esthetician instructor () in the State of Utah since.

Reilly Hackett: Product Controller [reilly@cameocollege.com](mailto:reilly@cameocollege.com)

Rickie Mehl: Education Director [rickie@cameocollege.com](mailto:rickie@cameocollege.com)

Reyna Ilada: Esthetics Instructor [reyna@cameocollege.com](mailto:reyna@cameocollege.com)  
Reyna Ilada has been licensed as a Esthetician instructor (10343410-1110) in the State of Utah since 2017.

Ryan Ebert: Marketing Director [ryan@cameocollege.com](mailto:ryan@cameocollege.com)

Shanna Gilchrist: Electrolysis Instructor [shanna@cameocollege.com](mailto:shanna@cameocollege.com)  
Shanna Gilchrist has been licensed as a Master Esthetician instructor (8735005-1110) in the State of Utah since 2015. In 2017 she obtained her Electologist Instructor license (8735005-1106).

Suzanne Kroon: Student Services [suzanne@cameocollege.com](mailto:suzanne@cameocollege.com)

Valerie Barber: Store Professional [Valerie@cameocollege.com](mailto:Valerie@cameocollege.com)

## 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  
Chemical Relaxing  
Eyelash Extension  
Level 1 Basic Esthetics  
Waxing  
Eyelash/Brow Tinting  
Lash Lift

**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, and computer lab with internet access and audio/visual materials.

**EDUCATIONAL OBJECTIVES**

To provide educational training in the cosmetology profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-cosmetology/Gedt.html>

## COSMETOLOGY/BARBERING COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
<b>GENERAL</b> (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
<b>Orientation</b>	10	10
Introduction to Cosmetology		
History		
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
<b>Bacteriology</b>	5	
<b>Sterilization/Sanitation</b>	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
<b>Skin Composition/Disorders</b>	5	
<b>Cells/Anatomy/Physiology</b>	5	
<b>Electricity &amp; Light Therapy</b>	5	
<b>Developing a practice/Business Management</b>	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/Job Search Skill		
<b>Electives</b>	5	30
Related Topics		
<b>Stateboard Exam Review/State Rules &amp; Regulations</b>	10	
<b>Practical Final Examination Theory Final Examination</b>		
<b>HAIRSTYLING</b>		
<b>Properties of Scalp/Hair</b>	10	
Structure of the Hair		
Disorders of Hair/Scalp		
<b>Shampooing/Draping</b>	5	40
Scalp/Hair Treatments		
<b>Hair Cutting/Shaping</b>	20	200
Cosmetology/Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
<b>Wet Hairstyling</b>	5	120
Pin/Roller/Barrel Curls		
Fingerwaves		
Braiding		
<b>Thermal Styling</b>	5	75
Curling/Straightening/Pressing		
<b>Permanent Waving</b>	10	150
Hair		
<b>Haircoloring/Bleaching</b>	25	125
Hair/Lash/Brow Coloring		
<b>Chemical Hair Relaxing/Straightening/Soft Curl Perm</b>	10	25
<b>Artistry of Artificial Hair</b>	5	
Wigs/Hairpieces/Extension		
<b>Chemistry</b>	5	
<b>NAIL TECHNOLOGY</b> (Total 154 hours plus 46 from general category = 200)		
<b>Manicuring/Pedicuring</b>	10	139
Artificial Nail Techniques (Acrylic)		
Nail Art		
Electric Drill		
<b>Nail Disorders/Diseases</b>	5	
<b>ESTHETICS</b> (Skin Care)(Total 554 hour plus 46 from general category = 600)	40	324
Facials		
Aromatherapy		
Limited Chemical Exfoliation		
Lash/Brow Tinting/Eyelash Extension		
Lash lift		
<b>Removing Unwanted Hair</b>	10	15
Temporary Hair Removal (Waxing)		
<b>Theory of Massage</b>	5	39
Arms/Hands/Feet		
Face/Neck Manual Lymphatic Drainage		
<b>Make-Up</b>	5	60
Application		
Artificial Lashes		
<b>TOTALS</b>	<b>233</b>	<b>1367</b>
<b>Grand Total</b>	<b>1600</b>	

## 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  
Permanent Waving  
Braiding  
Eyelash Extension  
Nail Technology Industry  
\* See specific course  
Level 1 Esthetician Industry  
\* See specific course

The average Cosmetologist in Salt Lake City, Utah makes \$42,824. This is 13% lower than the Cosmetologist national average of \$49,179.00 (2017 Information reported from comparably.com)

### 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, and Product Representative.

### LENGTH OF COURSE:

1600 clock hours (Utah State Requirement)

### 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 and 75% CAR 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)	\$ 190.35
Grand Total	\$18,690.35

**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](http://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](http://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 1<sup>st</sup> Award Year and enrollment extends into 2<sup>nd</sup> Award Year (July 1<sup>st</sup>) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

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

\* If a tuition balance still exists after 2<sup>nd</sup> 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. First payment due at the time of registration.

Tuition assistance through 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 Ext	Tues – Fri	8:30 am - 3:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs	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 - Thurs	1:00 pm - 9:30 pm
	Fri	1:00 pm - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs	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 provided in your student kit  
Nail Technology Supplies  
8 hand towels (any color)  
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

**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.

## HAIR DESIGN COURSE OUTLINE

**COURSE NAME:**

Hair Design

**COURSE DESCRIPTION:**

Arts & Sciences of:  
Hair Cutting  
Hair Styling  
Bleaching/Coloring/Frosting/Weaving  
Permanent Waving  
Braiding  
Chemical Relaxing

**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, and computer lab with internet access and audio/visual materials.

**EDUCATIONAL OBJECTIVES**

To provide educational training in the hair design profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

## HAIR DESIGN COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
<b>GENERAL</b> (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
<b>Orientation</b>	10	10
Introduction to Hair Design		
History		
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
<b>Bacteriology</b>	5	
<b>Sterilization/Sanitation</b>	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
<b>Skin Composition/Disorders</b>	5	
<b>Cells/Anatomy/Physiology</b>	5	
<b>Electricity &amp; Light Therapy</b>	5	
<b>Developing a practice/Business Management</b>	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/Job Search Skill		
<b>Electives</b>	5	30
Related Topics		
<b>Stateboard Exam Review/State Rules &amp; Regulations</b>	10	
<b>Practical Final Examination Theory Final Examination</b>		
<b>HAIRSTYLING</b>		
<b>Properties of Scalp/Hair</b>	10	
Structure of the Hair		
Disorders of Hair/Scalp		
<b>Shampooing/Draping</b>	5	60
Scalp/Hair Treatments		
<b>Hair Cutting/Shaping</b>	20	300
Hair Design/Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
<b>Wet Hairstyling</b>	5	120
Pin/Roller/Barrel Curls		
Fingerwaves		
Braiding		
<b>Thermal Styling</b>	5	125
Curling/Straightening/Pressing		
<b>Permanent Waving</b>	10	150
Hair		
<b>Haircoloring/Bleaching</b>	25	207
Hair		
<b>Chemical Hair Relaxing/Straightening/Soft Curl Perm</b>	10	25
<b>Artistry of Artificial Hair</b>	5	
Wigs/Hairpieces/Extension		
<b>Chemistry</b>	5	
<b>TOTALS</b>	<b>158</b>	<b>1042</b>
<b>Grand Total</b>	<b>1200</b>	

## HAIR DESIGN 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  
Permanent Waving  
Braiding

The average Cosmetologist in Salt Lake City, Utah makes \$42,824. This is 13% lower than the Cosmetologist national average of \$49,179.00 (2017 Information reported from comparably.com)

### PHYSICAL DEMANDS:

The Hair Design 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 Hair Design 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, Hair Design Educator, and Product Representative.

### LENGTH OF COURSE:

1200 clock hours (Utah State Requirement)

### 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 and 75% CAR 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	\$10,500.00
Kit Fee (books included)	\$ 1,599.00
Utah State Sales Tax (kit)	\$ 112.73
Grand Total	\$12,261.73

**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](http://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](http://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 1<sup>st</sup> Award Year and enrollment extends into 2<sup>nd</sup> Award Year (July 1<sup>st</sup>) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

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

\* If a tuition balance still exists after 2<sup>nd</sup> 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. First payment due at the time of registration.

Tuition assistance through 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 Ext	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues - Thurs 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 - Thurs Fri Sat	1:00 pm - 9:30 pm 1:00 pm - 5:00 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs 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 provided in your student kit  
8 hand towels (any color)  
2 -24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

Students will be required to bring models to practice on. Instructor will specify dates and times.

## BARBERING COURSE OUTLINE

**COURSE NAME:**

Barbering

**COURSE DESCRIPTION:**

Arts & Sciences of:  
Hair Cutting  
Shear  
Thinning  
Tapering  
Razor  
Shaving  
Hair Styling

**COURSE FORMAT:**

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, and computer lab with internet access and audio/visual materials.

**EDUCATIONAL OBJECTIVES**

To provide educational training in the Barbering profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

**BARBERING COURSE CURRICULUM**

<b>SUBJECT</b>	<b>THEORY</b>	<b>PRACTICAL</b>
<b>GENERAL</b>		
<b>Orientation</b>	10	40
Introduction to Barbering		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
<b>Bacteriology</b>	5	
<b>Sterilization/Sanitation</b>	5	15
Human Immune System		
Infection Control		
Implements/Tools/Equipment		
<b>Skin Composition/Disorders</b>	5	
<b>Cells, Anatomy, Physiology</b>	5	
<b>Electricity &amp; Light Therapy</b>	5	
<b>Developing A Practice/Business Management</b>	10	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues		
Public Relations		
Advertising		
Interview/Resume/job Search Skill		
<b>Electives</b>	5	25
Related Topics		
<b>Stateboard Exam Review State Rules &amp; Regulations</b>	10	
<b>Practical Final Examination Theory Final Examination</b>		
<b>HAIRSTYLING</b>		
<b>Properties of Scalp/Hair</b>	10	
Structure of Hair		
Disorders of Hair/Scalp		
Analysis of Hair/Scalp		
<b>Shampooing/Draping</b>	10	50
Scalp/Hair Treatments		
<b>Hair Cutting/Shaping</b>	25	480
Barber Methods		
Shear/Razor/Clipper/Shaving/Mustache/Beard Design		
<b>Hairstyling</b>	15	160
Wet/Dry Styling		
<b>Thermal Styling</b>	10	95
<b>Chemistry</b>	5	
<b>TOTALS</b>	<b>135</b>	<b>865</b>
<b>Grand Total</b>	<b>1,000</b>	



## BARBERING COURSE

### LEARN ALL PHASES OF:

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

The average Barber in Salt Lake City, Utah makes \$33,357. This is 12% lower than the Barber national average of \$37,926 (2017 Information reported from comparably.com)

### 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, Product Representative, and Educator

### LENGTH OF COURSE:

1000 clock hours (Utah State Requirement)

### 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 and 75% CAR 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)	\$ 75.44
Grand Total	\$ 8,075.44

### 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](http://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](http://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. First payment due at the time of registration.

Tuition assistance through 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 - Thurs	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 - Thurs	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

Students will be required to bring models to practice on. Instructor will specify dates and times.

## NAIL TECHNOLOGY COURSE OUTLINE

### COURSE NAME:

Nail Technology

### COURSE DESCRIPTION:

Arts & Sciences of:  
Acrylic Nails  
Gel Nails  
Fiberglass Nails  
Nail Art  
Spa Manicuring  
Spa Pedicuring  
Paraffin Bath  
Electric Drill

### COURSE FORMAT:

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.

### EDUCATIONAL OBJECTIVES

To provide educational training in the Nail Technology profession leading to licensure and employment.

### GRADING PROCEDURES:

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

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-nail-technology/Gedt.html>

**NAIL TECHNOLOGY COURSE CURRICULUM**

SUBJECT	THEORY	PRACTICAL
<b>Orientation</b>	4	
Introduction to Nail Technology		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
<b>Bacteriology/Sterilization/Sanitation</b>	3	
Infection Control		
Human Immune System		
<b>Product Chemistry</b>	3	
<b>Anatomy, Physiology</b>	2	
<b>Nail And It's Disorders</b>	3	
<b>Skin And It's Disorders</b>	2	
<b>Client Consultation And Preparation</b>	1	
Pre/Post		
<b>Spa Manicuring/Pedicuring</b>	6	70
Sea Salts		
Mineral Salts		
Masques/Packs		
Paraffin		
<b>Artificial Nail Techniques</b>	3	150
Tips	3	
Wraps	3	
Acrylic	3	
Gel	3	
<b>Massage Techniques</b>	2	10
Hands/Arms		
Feet/Pressure Point		
<b>Electric Drill</b>	2	10
<b>Nail Art</b>	1	10
<b>Developing A Practice</b>		
Developing Clientele		
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
<b>Electives</b>	4	
Related Topics		
<b>State board Exam Review State Rules &amp; Regulations</b>	2	
<b>Practical Final Examination Theory Final Examination</b>		
<b>TOTALS</b>	<b>50</b>	<b>250</b>
<b>Grand Total</b>	<b>300</b>	

## NAIL TECHNOLOGY COURSE

### LEARN ALL PHASES OF:

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

The average Nail Technician in Salt Lake City, Utah makes \$22,390. Salaries typically start from \$17,220 and go up to \$36,590 (2017 Information reported from sokanu.com)

### 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, Product Representative, and Educator

### LENGTH OF COURSE:

300 clock hours (Utah State Requirement)

### 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 and 75% CAR 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)	\$	49.35
Grand Total	\$	2,349.35

**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](http://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 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 Sat	10:30 am - 5:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext	Tues - Fri Sat	10:30 pm - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete)	Tues-Thurs 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-Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening	Tues - Thurs 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  
1" 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 provided in student kit  
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.



## ELECTROLOGY COURSE OUTLINE

**COURSE NAME:**

Electrology

**COURSE DESCRIPTION:**

All Aspects Of Permanent Hair Removal  
Galvanic  
Multiple Needle  
Thermolysis  
Manual  
Flash  
Blend

**COURSE FORMAT:**

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.

**EDUCATIONAL OBJECTIVES**

To provide educational training in the Electrolysis profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

For information on Gainful Employment information please visit our website: <http://cameocollege.com/gainful-employment/gedt-electrolysis/Gedt.html>

**ELECTROLOGY COURSE CURRICULUM**

SUBJECT	THEORY PRACTICAL	
<b>General</b>		
<b>Orientation</b>	4	
History		
Curriculum Overview		
First Aid		
<b>Professionalism</b>	4	
Ethics		
Reception Skill		
<b>Histology</b>	10	
<b>Excess Hair</b>	10	
Causes		
Characteristics of Hair Growth		
<b>Trichology</b>	8	
Evaluation of Treatments/Regrowth		
Medical Conditions/Diagnosis/Definition		
Prescription Drugs		
<b>Body Systems/Anatomy</b>	15	
Angiology		
Neurology		
Endocrinology		
Dermatology (Skin Characteristics)		
<b>Sterilization/Sanitation/Bacteriology</b>	30	
Infection Control/Aseptic Techniques		
Cause of Disease		
Human Immune System		
<b>Sensitivity Solutions</b>	8	
Stress/Relaxation Techniques		
Topical Anesthetics/OTC/Prescription Drugs		
<b>Principles of Electricity</b>		
<b>Methods of Hair Removal</b>		
Electrolysis	8	22
Thermolysis	50	145
Flash/Manual	4	
Blend	4	225
Progressive Depilation	4	
Specific Areas (Face/Body)		
Ingrown Hairs		
Facial Category		
Epilation Techniques (Insertions, One/Two Hand)		
Temporary (Waxing)		
Psychological (Esthetics, Cosmetic/Gender Dysphoric)		
<b>Laser Hair Removal</b>	8	
Laser Physics		
Skin Typing		
Pre & Post Treatment Protocols		
<b>Needle Types/Selection</b>	8	
<b>Equipment Operation/Maintenance and Care</b>	8	
Instruments		
FDA Classifications (I-IV including laser)		
<b>Client</b>	10	
Professional Associations		
Professionalism		
Legal Issues (Malpractice Liabilities)		
Public Relations/Advertising		
Interview/Resume/Job Search Skill		
Regulatory Agencies		
Tax Laws		
<b>Electives</b>	5	
<b>Stateboard Exam Review State Rules &amp; Regulations</b>	10	
<b>Practical Final Examination</b>		
<b>Theory Final Examination</b>		
<b>TOTALS</b>	<b>208</b>	<b>392</b>
<b>Grand Total</b>	<b>600</b>	

## **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

The average Electrologist in Salt Lake City, Utah makes \$36,091.00 (2017 Information reported from comparably.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

### **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 and 75% CAR 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	\$ 5,352.00
Kit Fee (books included)	\$ 700.00
Utah State Sales Tax (kit)	\$ 49.35
Grant Total	\$ 6,151.35

\$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](http://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](http://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 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  
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

### 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 Tinting/Lash Lift  
Eyelash Extension  
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  
Shellac  
Body Treatment  
Back Treatments  
Hot Stone Body Treatment  
Mandarin Orange Body Treatment  
Brown Sugar & Spice Body Treatment  
Spray Tan/ Body Bronzing

### 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.

### EDUCATIONAL OBJECTIVES:

To provide educational training in the Level I Esthetics profession leading to licensure and employment.

### 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
<b>Orientation</b>	10	
Professionalism		
Reception Duties		
Ethics		
History/Science of Skin Care		
First Aid/CPR		
<b>Bacteriology/Sterilization/Sanitation</b>	15	
Infection Control		
<b>Anatomy, Physiology</b>	10	
<b>Physiology/Nutrition/Aging Factors Of The Skin</b>	10	
Analysis		
<b>Chemistry as Applied to Cosmetics &amp; Product Analysis</b>	15	
<b>Client Consultation And Preparation</b>	10	
Pre/Post		
<b>Cleansing</b>	5	20
Exfoliation		
Extraction		
<b>Massage Techniques</b>	10	50
(Includes Manual Lymphatic Drainage of Face/Neck)		
Face		
Body		
Pressure Point		
<b>Facial Treatments</b>	10	40
Types		
Masques/Packs		
Chemical Exfoliation		
<b>Facial Treatments Without Use of Machines</b>	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
<b>Electricity &amp; Machines</b>	10	
<b>Facial Treatments With Use of Machines</b>	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		
<b>Spa Manicuring/Pedicuring</b>	15	60
<b>Treatments and Temporary Removal of Superfluous Hair</b>	10	20
Waxing Face/Body		
<b>Skin Care Procedures for Men</b>	10	20
<b>Aromatherapy and Advances Esthetics</b>		10
<b>Color Theory and Make Up Techniques</b>	10	40
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
<b>Body Treatments</b>		
Body Polish Treatment		
Hot Stone Treatment		
Back Treatment		
Spray Tan/ Body Bronzing		
<b>Developing a Practice/Business Management</b>	10	
Professional Associations		
Interview/Resume/job Search Skill		
Legal Issues		
Public Relations		
Advertising		
<b>Electives/State board Exam Review State Rules &amp; Regulations</b>	10	
<b>Practical Final Examination Theory Final Examination</b>		
<b>TOTAL</b>	<b>190</b>	<b>410</b>
<b>Grand Total</b>	<b>600</b>	

## 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 Tinting/Lash Lift  
Eyelash Extension  
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  
Shellac  
Body Treatment  
Back Treatments  
Hot Stone Body Treatment  
Mandarin Orange Body Treatment  
Brown Sugar & Spice Body Treatment  
Spray Tan/ Body Bronzing

The average Esthetician in Salt Lake City, Utah makes \$35,987. This is 14% lower than the national average of \$41,823. (2017 Information reported from comparably.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, manufacturer's directions and skin dangers in the profession which occur if negligent.



**EMPLOYMENT OPPORTUNITIES:**

Owner, Esthetician, Educator, and Product Representative

**LENGTH OF COURSE:**

600 clock hours (Utah State Requirement)

**GRADUATION REQUIREMENTS:**

Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-30 weeks to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA and 75% CAR 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	\$ 6,798.00
Kit Fee (books included)	\$ 1,654.00
Utah State Sales Tax (Kit)	\$ 116.61
Grand Total	\$ 8,618.61

\$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](http://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](http://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. First payment due at the time of registration.

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

**AVAILABLE SCHEDULES:**  
available

Classes begin the first Tuesday of every month providing openings are

Full Time	Tues – Sa	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 - Thurs 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 - Thurs 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
- 12 Hand towels (Any Color) please no wash cloths.
- (2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

**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

**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.

**EDUCATIONAL OBJECTIVES:**

To provide educational training in the Level II Esthetics profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

For information on Gainful Employment information please visit our website:  
[http://cameocollege.com/level2\\_master\\_aesthetician\\_course.html](http://cameocollege.com/level2_master_aesthetician_course.html)

**MASTER ESTHETICS (LEVEL 2) COURSE CURRICULUM**

SUBJECT	THEORY	PRACTICAL
<b>Level 1 Esthetics Course Technique</b>	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 Lift		
Eyelash Extension		
Specialty Spa Hand and Foot Treatments	10	
<b>Client Consultation/Preparation</b>	10	
<b>Advanced Esthetic Treatments/Procedures</b>	10	50
Stone Therapy Treatments		
Body Bronzing		
<b>Bacteriology/Sterilization/Sanitation</b>	10	
Infection Control		
<b>Advanced Physiology Of The Skin/Analysis</b>	10	
Sun Damage Conditions and Treatments		
Skin Cancers		
Acne		
Aging		
Fitzpatrick Types		
Lymphatic		
<b>Advanced Anatomy</b>	15	
Endocrine		
Bones		
Muscles		
Nerves		
Lymphatic		
<b>Advanced Exfoliation Techniques</b>	30	125
Chemical Acid Peeling AHA/BHA/Jessner		
Microdermabrasion		
Medical Devices/Advanced Machines		
<b>Spa Body Treatments</b>	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)	(70)	
Hydrotherapy		
Advanced Pedicures		
<b>Chemistry</b>	10	
Advanced Cosmetic Ingredients		
<b>Advanced Aromatherapy</b>	10	
<b>Developing a Practice/Business Management</b>	5	
Professional Associations		
Interview/Resume/Job Search Skill		
Legal Issues		
Public Relations		
Advertising		
<b>Electives</b>	10	
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
<b>TOTAL</b>	<b>200</b>	<b>400</b>
<b>Grand Total</b>	<b>600</b>	

## **MASTER ESTHETICS (LEVEL 2) COURSE OUTLINE**

<b><u>COURSE NAME:</u></b>	Master Esthetics ( Level 2)
<b><u>COURSE DESCRIPTION:</u></b>	<p>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</p> <p>The average Esthetician in Salt Lake City, Utah makes \$35,987. This is 14% lower than the national average of \$41,823. (2017 Information reported from comparably.com)</p>
<b><u>PHYSICAL DEMANDS:</u></b>	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.
<b><u>EMPLOYER EXPECTATIONS:</u></b>	Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.
<b><u>SAFETY REQUIREMENTS:</u></b>	The safety requirements of an Esthetician are to consistently be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occur if negligent.
<b><u>EMPLOYMENT OPPORTUNITIES:</u></b>	Owner, Esthetician, Educator, and Product Representative
<b><u>LENGTH OF COURSE:</u></b>	600 clock hours (Utah State Requirement)
<b><u>GRADUATION REQUIREMENTS:</u></b>	<p>Completion of 600 clock hours, which is a State of Utah requirement. Taking approximately 15-30 weeks to complete depending on specified schedule</p> <p>Completion of course and all testing maintaining 75% GPA and 75% CAR or above</p> <p>Must have all financial obligation to school met, unless finance arrangements are made.</p> <p>Must complete final testing with a 95% or above.</p>

**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	\$ 7,194.00
Kit Fee (books included)	\$ 2,257.00
Utah State Sales Tax (Kit)	\$ 159.12
Grand Total	\$ 9,670.12

\$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

**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
- 12 Hand towels (Any Color) please no wash cloths.
- (2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

**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  
Lash Lift  
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.

**EDUCATIONAL OBJECTIVES:**

To provide educational training in the Full Esthetics profession leading to licensure and employment.

**GRADING PROCEDURES:**

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

For information on Gainful Employment information please visit our website:  
[http://cameocollege.com/full\\_aesthetician\\_course.html](http://cameocollege.com/full_aesthetician_course.html)

## MASTER ESTHETICS (FULL) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
<b>Orientation</b>	5	
Introduction to Esthetics		
History		
Curriculum Overview		
<b>Professionalism</b>	10	10
Reception Duties		
Ethics		
<b>Client Care</b>	10	
CPR		
Health Conditions		
<b>Bacteriology/Sterilization/Sanitation</b>	20	
Infection Control		
<b>Anatomy and Physiology</b>	10	
<b>Physiology/Nutrition/Aging Factors of the Skin</b>	10	
Analysis		
<b>Advanced Physiology Of The Skin/Analysis</b>	10	
Sun Damage Conditions and Treatments		
Skin Cancers/Acne/Aging/Fitzpatrick Types		
<b>Advanced Anatomy</b>	15	
Endocrine/Bones/Muscles/Nerves		
<b>Chemistry as Applied to Cosmetics and Product Analysis</b>	10	
Advanced Cosmetic Ingredients		
<b>Client Consultation/Preparation</b>	20	
Pre/Post		
<b>Cleansing</b>	15	20
Exfoliation/Extractions		
<b>Massage Techniques</b>	15	70
Includes Manual Lymphatic Drainage of Face/Neck		
Face/Body		
<b>Facial Treatments</b>	10	40
Types		
Masques/Packs		
<b>Facial Treatments Without Use of Machine</b>	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
<b>Electricity and Machines</b>	10	
<b>Facial Treatments With Use of Machine</b>	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electrical Brushes/Vacuum Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care		
<b>Spa Manicuring/Pedicuring</b>	20	80
Callous Removal		
<b>Treatments and Temporary Removal of Superfluous Hair</b>	10	20
Advanced Waxing (Face/Body)		
<b>Skin Care Procedures for Men</b>	15	30
<b>Advanced Aromatherapy</b>	20	
<b>Color Theory and Make-Up Techniques</b>	15	50
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
<b>Advanced Esthetic Treatments/Procedures</b>	10	50
Stone Therapy/Body Bronzing/Hyfreicator		
<b>Advanced Exfoliation Techniques</b>	30	125
Chemical Acid Peeling AHA/BHA/Jessner/TCA		
Microdermabrasion		
<b>Spa Body Treatments</b>	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		
Hydrotherapy		
<b>Developing a Practice/Business Management</b>	20	
Professional Associations		
Interview/Resume/Job Search Skill		
Legal Issues		
Public Relations		
Advertising		
<b>Electives</b>	20	
Stateboard Exam Review State Rules & Regulations	20	
Practical Final Examination Theory Final Examination		
<b>TOTAL</b>	<b>400</b>	<b>800</b>
<b>Grand Total</b>	<b>1,200</b>	

## 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/Lash Lift
  - 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 average Master Esthetician in Salt Lake City, Utah makes \$33,207. (2017 Information reported from comparably.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, manufacturer's 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)

**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 and 75% CAR 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	\$13,704.00
Kit Fee (books included)	\$ 2,257.00
Utah State Sales Tax (Kit)	\$ 159.12
Grand Total	\$16,170.12

\$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](http://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](http://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 1<sup>st</sup> Award year and enrollment extends into 2<sup>nd</sup> Award Year (July 1<sup>st</sup>) tuition will be financed through TFC Credit Corporation at \$25.00 a month at 0% interest.

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

\* If a tuition balance still exists after 2<sup>nd</sup> 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. First payment due at the time of registration.

Tuition assistance through 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 - Thurs 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 - Thurs 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

12 Hand towels (Any Color) please no wash cloths.

(2) 24-28oz square or rectangle sealed containers (tupperware, rubbermaid)

**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, a list of local resources is available 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. Students will be responsible for own transportation.

### **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 one (1) 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.

A student may decline to participate in the process Cameo College provides for the student to obtain or purchase books and supplies. A student must be able to purchase books and supplies at the beginning of the academic period. Therefore, by the seventh day of a payment period, Cameo College will provide a way for a student who is eligible for Federal Student Aid to obtain or purchase the books and supplies required for the payment period. Student kits are provided to the student below competitive market value.

### **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 and or verbally, 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**

Students who are terminated may be eligible for re-entry after a minimum 30 days with re-entrance fee of \$100.00 and re-entrance meeting with administration (see re-enroll addendum).

**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 of Essential Beauty will be refunded all monies.

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/and or verbally 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%

Withdrawal charges are calculated based on tuition of full program (not based on payment periods).

Example if the student withdraws or is terminated after completing 30% of the payment period, they have only earned 30% of the Title IV funds.

Title IV funds will be returned in the following order: Unsubsidized, Subsidized, Perkins, Direct PLUS Loan, Pell Grant

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 date of determination 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. Terminated students will be charged a \$150.00 termination fee.

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 date of determination. Students who are terminated may be eligible for re-entry after a minimum 30 days with re-entrance fee of \$100.00 and re-entrance meeting with administration (see re-enroll addendum)

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 within 45 days of date of determination. 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-rated 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 attorney's fees. The collection agency representing the institution acknowledges the existence of the Withdrawal and Settlement Policy.

In the event of a school closure, students will be notified of any additional charges by direct mail, electronic mail or face to face meeting.

In the event of a school closure and a Teach Out Plan occurs, all student will receive a prorated tuition refund as well as a list of NACCAS Accredited schools which:

- Are within reasonable proximity
- Have the necessary experience, resources and support services needed by the student to lead to successful completion
- Provide an educational program of acceptable quality and recognized such by holding State approval.
- Have a program that is reasonably similar in content, structure and scheduling to the closing institution or program.
- Are stable, can carry out its mission and meet all obligation to existing students.

**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	\$ 10.00 per hour enrolled (Cosmetology/Barbering)
	\$ 10.00 per hour enrolled (Hair Design)
	\$12.00 per hour enrolled (Esthetics)
	\$7.50 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 student’s 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**

Cameo College of Essential Beauty does not discriminate on the basis of sex, race, color, ethnic origin, religion, age, sexual orientation or disability. This policy covers enrollment, employment and client services.

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

*In the event student has criminal history, student’s ability to obtain State licensure may be restricted.*

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 2016 COMPLETION/EMPLOYMENT/LICENSURE RATES**

Completion Rate	73%
Employment Rate	81%
Licensure Rate:	100%

**ABILITY TO BENEFIT**

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

## **LICENSURE REQUIREMENTS**

For a complete list of licensure requirements through the Utah Division of Occupational & Professional Licensing, please visit [www.dopl.utah.gov](http://www.dopl.utah.gov) or call 801-530-6628

## **ADA POLICY**

Cameo College of Essential Beauty 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:

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  
Hair Design (1200 Clock Hours) - 520 hours/1040 hours/1200 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.

**APPEAL PROCEDURE:**

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit an appeal within ten (10) calendar days of receiving the determination notice. Reasons for which students may appeal include death of an immediate family member, an injury or illness resulting in the hospitalization of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School Director. The appeal must describe special circumstances that impacted the student's performance and include any supporting documentation the student wishes to have considered. It must also include a description of what has changed that will allow the student to achieve Satisfactory Progress by the end of the next payment period.

An appeal decision will be made and the student notified within 14 days of the receipt of the appeal.

Should a student prevail upon his/her appeal, the student will be on Probation, and Title IV assistance will be reinstated, if applicable. The student must be achieving Satisfactory Academic Progress at the end of the Probationary Period/Next Evaluation Period or all Financial Aid will again be terminated.

In the case of an adverse determination of the student's appeal, the student will be deemed ineligible for Title IV assistance (if applicable) and shall revert to cash pay status. If payment arrangements cannot be made, the student will be terminated from the program.

The student may appeal the adverse determination with the Appeals Committee which is comprised of a minimum of two of the following persons: President, School Director/Instructor, Staff member.

The appeal must be made in writing and the committee will issue a response within 15 business days of the appeal date. The committee may determine that due to extenuating circumstances the student is making satisfactory progress towards his/her certificate despite the failure to conform within the time frame or minimum grade averages. Examples may include death of immediate family member, medical injury, or other allowable circumstances. Documentation may be submitted as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The committee will also determine if the student can reasonably re-establish SAP. No additional appeals are afforded. Appeal Committee decisions are final. All appeal documentation is maintained in students file.

**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
Hair Design	1596 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 requests the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to 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 90 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.

### **ATTENDANCE**

Students must notify instructor and desk coordinator prior to leaving facility.

Student must call and personally notify student services and department desk coordinator of any absence or tardy prior to scheduled arrival time. Failure to do so may be considered a no call/no show which may result in a \$100 fine.

Tardies/Absences 3 calendar days prior will allow student to make-up missed assignments/tests. All missed assignments/tests shall be made up within 5 school days.

Student that misses 3 or more days during the orientation phase may be withdrawn from school until the following class start date.

### **TARDIES**

Defined as: arrival after scheduled arrival time/not seated and prepared for class/or leaving prior to scheduled time. Excess may result in disciplinary action.

If arrival is after theory hour has begun, student can still clock in, however, students time will begin 1 hour after scheduled arrival time. If tardy is going to exceed one hour, approval must be given by manager/student services prior to arrival. All tardies on Saturdays must receive approval prior to clocking in.

### **ABSENCES**

Student must maintain 90% attendance each month; excess absences may result in disciplinary action.



**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 2016 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	<u># OF OCCURRENCES</u>			<u># OF ARRESTS</u>		
	2014	2015	2016	2014	2015	2016
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	1	2	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Weapons: Carrying, Possessing	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	1	1	0	0	0
Hate Crimes	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](http://www.RegisteredOffendersList.org).

## Anti-Harassment and Discrimination Policy

Cameo College of Essential Beauty of Essential Beauty is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all student and employees are required to take our mandatory Sexual Harassment and Prevention Training annually. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Cameo College of Essential Beauty prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Cameo College of Essential Beauty has jurisdiction over Title IX complaints.

Cameo College of Essential Beauty's anti-harassment policy applies to all persons involved in the operation of Cameo College of Essential Beauty, and prohibits unlawful harassment by any employee of Cameo College of Essential Beauty, as well as students, customers, vendors or anyone who does business with Cameo College of Essential Beauty. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Cameo College of Essential Beauty does business engages in unlawful harassment or discrimination, Cameo College of Essential Beauty will take appropriate corrective action.

As part of Cameo College of Essential Beauty's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Cameo College of Essential Beauty's community through publication, website, new employee orientation, student orientation, and other appropriate channels of communication. The school provides training to key staff members to enable Cameo College of Essential Beauty to handle any allegations of sexual harassment or sexual violence promptly and effectively. Cameo College of Essential Beauty will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition.

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## Domestic violence.

- (i) A felony or misdemeanor crime of violence committed.
  - (A) By a current or former spouse or intimate partner of the victim.
  - (B) By a person with whom the victim shares a child in common.
  - (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
  - (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

## Stalking

- (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - (A) Fear for the person's safety or the safety of others; or
  - (B) Suffer substantial emotional distress.
- (ii) For the purposes of this definition.

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Sexual assault includes rape, fondling, incest, or statutory rape.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

## Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

- iii. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s ability to participate or benefit from the student’s education program.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

**Harassment or Sexual Violence Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Managers will refer all harassment complaints to a Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to one of the campus’s Title IX Coordinator. The Title IX Coordinators are listed below and they have the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

**Brenda Scharman**  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 703

**Adriane Baxter**  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 702

**Rickie Mehl**  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 709

[brenda@cameocollege.com](mailto:brenda@cameocollege.com) [adriane@cameocollege.com](mailto:adriane@cameocollege.com) [rickie@cameocollege.com](mailto:rickie@cameocollege.com)

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Cameo College of Essential Beauty’s grievance procedures operate. Because complaints can also be filed with an employee’s supervisor or Human Resources, these employees also receive training on Cameo College of Essential Beauty’s grievance procedures and any other procedures used for investigating reports of sexual harassment.

**Investigation of Complaints**

In response to all complaints, Cameo College of Essential Beauty promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Cameo College of Essential Beauty shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, Cameo

College will weigh the student’s request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Cameo College of Essential Beauty will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, Cameo College of Essential Beauty will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If Cameo College of Essential Beauty determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by Cameo College of Essential Beauty to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Cameo College of Essential Beauty's disciplinary process. To the extent that an individual is not satisfied with Cameo College of Essential Beauty's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited**

Cameo College of Essential Beauty will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your instructor, Human Resources or a Title IX Coordinator.

### **Report Requirements**

Victims of sexual misconduct should be aware that Cameo College of Essential Beauty administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Cameo College of Essential Beauty will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Cameo College of Essential Beauty reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Additional Information**

Employees and students should contact Human Resources or a Title IX Coordinator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>.

### **Title IX Notice of Nondiscrimination**

Cameo College of Essential Beauty does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individuals have been designated as the Title IX Coordinators by Cameo College of Essential Beauty to handle inquiries regarding Cameo College of Essential Beauty Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Brenda Scharman  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 703

[brenda@cameocollege.com](mailto:brenda@cameocollege.com)

Adriane Baxter  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 702

[adriane@cameocollege.com](mailto:adriane@cameocollege.com)

Rickie Mehl  
124 East 5770 South  
Murray, Utah 84107  
801-747-5700 ex 709

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student’s academic performance, term or condition of participation in student activities or in other events or activities sanctioned by Cameo College of Essential Beauty;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by Cameo College of Essential Beauty; or
- such conduct otherwise has the purpose or effect of threatening an individual’s academic performance; or creating an intimidating, hostile or offensive educational environment.

*Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute’s obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking.. These acts will not be tolerated at Cameo College of Essential Beauty as such acts are inappropriate and create an environment contrary to the goals and mission of Cameo College of Essential Beauty.*

Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within Cameo College of Essential Beauty community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under Cameo College of Essential Beauty policies and procedures [cross reference the procedures applicable to students and employees utilized by the School to investigate and discipline sexual discrimination (including sexual harassment and sexual violence) incidents].

All students and staff of Cameo College of Essential Beauty are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

## **Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault and Stalking.**

*Cameo College of Essential Beauty educates the incoming and current student and employee community about sexual violence, violence prevention and all relevant Cameo College of Essential Beauty policies and procedures during all orientations held for new and current students upon the onset of a class and once per calendar year thereafter. The Title IX Coordinator is responsible for training all Cameo College of Essential Beauty current students and employees about Cameo College of Essential Beauty policies regarding sexual violence and for conducting the new student and employee training.*

*The new and current employee and student training sessions include:*

- *A statement that Cameo College of Essential Beauty prohibits crimes of dating violence, domestic violence, sexual assault and stalking;*
- *The definitions of those crimes under federal and state law;*
- *The definition of consent, in reference to sexual activity, if available under state law;*
- *A description of safe and positive options for bystander intervention;*
- *Information on risk reduction;*
- *Information contained Cameo College of Essential Beauty policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights; and*
- *A description of Cameo College of Essential Beauty ongoing prevention and awareness campaigns for students and employees.*

## **Sanctions and Protective Measures.**

Following a final determination of Cameo College of Essential Beauty institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, Cameo College of Essential Beauty may impose the following sanctions on the perpetrator and protective measures for the complainant:

### **1. Sanctions**

Sanctions that may be imposed by Cameo College of Essential Beauty include, but are not limited to:

- written warning;
- mandatory counseling;
- mandatory education and training;
- no contact orders;
- changes in academic, working or living arrangements;
- revocation of certain campus privileges;
- suspension or
- expulsion.

Cameo College of Essential Beauty has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident, but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.



## 2. Protective Measures

Protective measures that the school may utilize to protect the complainant include, but are not limited to:

- an order of protection, a no contact order, restraining order or similar lawful order from the institution;
- changes to transportation, working, academic and/or living situations;
- providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred;
- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring; or
- arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, Cameo College of Essential Beauty will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

### Sexual Violence: Victim Procedures

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

Cameo College of Essential Beauty strongly advocates that a victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, Administration and/or Title IX coordinator will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution or establishing a no contact order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim contacts the Police Department, the local Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

### **Procedures for disciplinary action in cases of sexual violence. .**

Cameo College of Essential Beauty Title IX Coordinator has primary responsibility for receiving, evaluating and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator is responsible for informing the School Director and the Campus Security Authority within 24 hours after receiving a sexual violence report for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the president immediately to execute that procedure in accordance with the institution's timely warning procedures. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; Cameo College of Essential Beauty's obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim confidential to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:

- a. A copy of these procedures;

- b. Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and any other services available to the victim at Cameo College of Essential Beauty or in the community;

- c. Information on the victim's right to report the incident to local police and the fact that Cameo College of Essential Beauty's institutional investigation and disciplinary procedure and criminal proceeding may occur simultaneously; and

- d. Options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.

3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, Cameo College of Essential Beauty employees, witnesses and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.

4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. Cameo College of Essential Beauty does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.

5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for Cameo College of Essential Beauty to fully evaluate the alleged offense.

6. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

7. The Title IX Coordinator will inform both parties of its final determination. Cameo College of Essential Beauty does not provide for an appeal of final determinations.

8. The sanctions that may be imposed by Cameo College of Essential Beauty following a determination that dating violence, domestic violence, sexual assault or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student or termination of employment.

9. Both the accuser and accused shall be simultaneously informed in writing of:

a. The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking,

b. The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available),

c. Any change to the results that occurs prior to the time that such results become final; and

d. When such results become final.

The Title IX Coordinator will determine if the incident is indicative of systemic issue related to the sexual violence and, if so, work with Cameo College of Essential Beauty employees, including the Campus Security Authority and School Director, to recommend changes to Cameo College of Essential Beauty policies, procedures or training to prevent re-occurrence.

Cameo College of Essential Beauty requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **Protection of Confidentiality of Victim of Sexual Violence.**

There are no pastoral or professional counselors on campus. Confidential crisis, mental health and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes to Cameo College of Essential Beauty Title IX Coordinator may be provided informally and in confidence to the Title IX Coordinator who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless Cameo College of Essential Beauty is under an obligation to disclose your identity to protect the safety of others. You will be informed if Cameo College of Essential Beauty cannot maintain the requested confidentiality of the information.

Cameo College of Essential Beauty strongly encourages persons who are victims of sexual violence who do not want to report the incident to police or file a complaint using Cameo College of Essential Beauty institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in Cameo College of Essential Beauty annual crime statistics. With such information, Cameo College of Essential Beauty can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Cameo College of Essential Beauty will make best efforts to maintain the privacy of that information and to comply with FERPA.

Cameo College of Essential Beauty is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, Cameo College of Essential Beauty will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

Cameo College of Essential Beauty encourages reporting of sexual violence to the police. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

## Victim Support Services.

- Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

## Interim Measures.

Within 24 hours of a Title IX Coordinator receiving a report of sexual violence, the Title IX Coordinator will provide written notification to the victim about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## Title IX Crisis Resource List

### Rape Recovery Center

2035 South 1300 East  
Salt Lake City, UT 84105  
Office: (801) 467-7282  
Fax: (801) 467-7280  
Crisis Line: (801) 467-7273  
TTY: (801)746-551

### Outreach and Sexual Assault Services Office

1433 East 840 North  
Orem, UT 84097  
Business Phone: 801-227-5038  
Fax: 801-227-5040  
24 Hour Hotline: 801-356-2511

### University of Utah Women's Resource Center

200 S. Central Campus Drive, Rm 411  
Salt Lake City, Utah  
84112  
801.581.8030

### Utah Coalition Against Sexual Assault

284 W. 400 N.  
Salt Lake City, Utah  
84103  
801.746.0404

## Other Resources:

- Utah Domestic Violence Link Line 1.800.897.5465  
Rape and Sexual Assault Crisis and Information Line 1.888.421.1100
- Other Resources:
- State Domestic Violence Info Line: 1-800-897-5465
- Family Justice Center: 801-236-3370
- YWCA: 801-537-8600
- South Valley Sanctuary: 801-255-1095

**Sexual Assault 24 Hour Hotline: 801-356-2511 or 1-888-421-1100**

### **Student Grievance Policy/Procedure**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

**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 HIGH SCHOOL GRADUATE OR EQUIVALENT? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, an ATB entrance exam is required. Exams are \$100.00 and are given prior to enrollment, please call if exam is needed.

IF YES, WHAT YEAR DID YOU GRADUATE? \_\_\_\_\_

NAME OF HIGH SCHOOL: \_\_\_\_\_

LIST ANY PREVIOUS COLLEGE/PROPRIETARY SCHOOLING ATTENDED AFTER

HIGH SCHOOL \_\_\_\_\_

COURSE OF INTEREST: (Check One)

- COSMETOLOGY \_\_\_\_\_
- HAIR DESIGN \_\_\_\_\_
- ELECTROLYSIS \_\_\_\_\_ (PCE National Exam \$245.00) \_\_\_\_\_ (optional)
- NAILS \_\_\_\_\_
- LEVEL 1 ESTHETICIAN \_\_\_\_\_
- MASTER ESTHETICIAN \_\_\_\_\_
- PERMANENT COSMETICS \_\_\_\_\_

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 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 driver's 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 OF ESSENTIAL BEAUTY**  
124 East 5770 South  
Murray, Utah 84107

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

## 2018 CLASS START DATES

<u>COSMETOLOGY</u>	<u>HAIR DESIGN</u>	<u>ESTHETICS</u>	<u>NAILS</u>	<u>ELECTROLYSIS</u>	<u>PERMANENT COSMETICS</u>
January 9 <sup>th</sup> February 13 <sup>th</sup> (Day Only) March 6 <sup>th</sup> April 3 <sup>rd</sup> (Day Only) May 1 <sup>st</sup> June 5 <sup>th</sup> (Day Only) July 10 <sup>th</sup> August 7 <sup>th</sup> (Day Only) September 4 <sup>th</sup> October 2 <sup>nd</sup> (Day Only) November 6 <sup>th</sup>	November 6 <sup>th</sup>	January 9 <sup>th</sup> February 13 <sup>th</sup> (Day Only) March 6 <sup>th</sup> April 3 <sup>rd</sup> (Day Only) May 1 <sup>st</sup> June 5 <sup>th</sup> (Day Only) July 10 <sup>th</sup> August 7 <sup>th</sup> (Day Only) September 4 <sup>th</sup> October 2 <sup>nd</sup> (Day Only) November 6 <sup>th</sup>	January 9 <sup>th</sup> February 13 <sup>th</sup> March 6 <sup>th</sup> April 3 <sup>rd</sup> May 1 <sup>st</sup> June 5 <sup>th</sup> July 10 <sup>th</sup> August 7 <sup>th</sup> September 4 <sup>th</sup> October 2 <sup>nd</sup> November 6 <sup>th</sup>	January 9 <sup>th</sup> February 13 <sup>th</sup> March 6 <sup>th</sup> April 3 <sup>rd</sup> May 1 <sup>st</sup> June 5 <sup>th</sup> July 10 <sup>th</sup> August 7 <sup>th</sup> September 4 <sup>th</sup> October 2 <sup>nd</sup> November 6 <sup>th</sup>	January 16 <sup>th</sup> February 20 <sup>th</sup> March 10 <sup>th</sup> April 17 <sup>th</sup> May 15 <sup>th</sup> June 19 <sup>th</sup> July TBD August 21 <sup>st</sup> September 18 <sup>th</sup> October 16 <sup>th</sup> November 27 <sup>th</sup>

## 2019 CLASS START DATES

<u>COSMETOLOGY</u>		<u>ESTHETICS</u>	<u>NAILS</u>	<u>ELECTROLYSIS</u>	<u>PERMANENT COSMETICS</u>
January 8 <sup>th</sup> February 5 <sup>th</sup> (Day Only) March 5 <sup>th</sup> April 2 <sup>nd</sup> (Day Only) May 14 <sup>th</sup> June 4 <sup>th</sup> (Day Only) July 9 <sup>th</sup> August 7 <sup>th</sup> (Day Only) September 3 <sup>rd</sup> October 1 <sup>st</sup> (Day Only) November 5 <sup>th</sup>		January 8 <sup>th</sup> February 5 <sup>th</sup> (Day Only) March 5 <sup>th</sup> April 2 <sup>nd</sup> (Day Only) May 14 <sup>th</sup> June 4 <sup>th</sup> (Day Only) July 9 <sup>th</sup> August 7 <sup>th</sup> (Day Only) September 3 <sup>rd</sup> October 1 <sup>st</sup> (Day Only) November 5 <sup>th</sup>	January 8 <sup>th</sup> February 5 <sup>th</sup> March 5 <sup>th</sup> April 2 <sup>nd</sup> May 14 <sup>th</sup> June 4 <sup>th</sup> July 9 <sup>th</sup> August 7 <sup>th</sup> September 3 <sup>rd</sup> October 1 <sup>st</sup> November 5 <sup>th</sup>	January 8 <sup>th</sup> February 5 <sup>th</sup> March 5 <sup>th</sup> April 2 <sup>nd</sup> May 14 <sup>th</sup> June 4 <sup>th</sup> July 9 <sup>th</sup> August 7 <sup>th</sup> September 3 <sup>rd</sup> October 1 <sup>st</sup> November 5 <sup>th</sup>	January 15 <sup>th</sup> February 19 <sup>th</sup> March 19 <sup>th</sup> April 16 <sup>th</sup> May 21 <sup>st</sup> June 18 <sup>th</sup> July 16 <sup>th</sup> August 20 <sup>th</sup> September 17 <sup>th</sup> October 15 <sup>th</sup> November 19 <sup>th</sup>

### 2018 School Closure

February 6, 2018 Strategic Planning--All Day  
 February 7, 2018 Strategic Planning--All Day  
 July 4, 2018 Independence Day--All Day  
 July 24, 2018 Pioneer Day--All Day  
 October 31, 2018 Halloween--@ 5:00 PM  
 November 21, 2018 Thanksgiving Break - @5:00 PM  
 November 22, 2018 Thanksgiving--All Day  
 November 23, 2018 Thanksgiving Break--All Day  
 December 25, 2018 Christmas Day--All Day  
 December 26, 2018 Christmas Break--All Day

### 2019 School Closure

January 1<sup>st</sup>, 2019 New Year's Day  
 January 29<sup>th</sup> & 30<sup>th</sup> Strategic Planning - All Day  
 July 4, 2019 Independence Day- All Day  
 July 24, 2019 Pioneer Day--All Day  
 October 31, 2019 Halloween--@ 5:00 PM  
 November 27, 2019 Thanksgiving Break- @5:00  
 November 28, 2019 Thanksgiving--All Day  
 November 29, 2019 Thanksgiving Break--All Day  
 December 24, 2019 Christmas Eve--All Day  
 December 25, 2019 Christmas Day-All Day  
 December 26, 2019 Christmas Break-All Day  
 December 31, 2019 New Year's Eve 3:00 PM



## 2020 School Closure

January 1<sup>st</sup>, 2020 New Year's Day

January 29<sup>th</sup> & 30<sup>th</sup> Strategic Planning – All Day

July 4, 2020 Independence Day– All Day

July 24, 2020 Pioneer Day–All Day

November 25, 2020 Thanksgiving Break- @5:00

November 26, 2020 Thanksgiving–All Day

November 27, 2020 Thanksgiving Break–All Day

December 24, 2020 Christmas Eve–All Day

December 25, 2020 Christmas Day-All Day

December 26, 2020 Christmas Break-All Day

December 31, 2020 New Year's Eve 3:00 PM

