



CAMEO

COLLEGE OF ESSENTIAL BEAUTY

CATALOG

(801) 747-5700
124 East 5770 South
Murray, Utah
84107

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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.

FACILITY DESCRIPTION

Cameo College 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

The school has elevators, handicap parking, wide doorways, and handicap bathroom stalls. Students with ADA questions or concerns are to see ADA Coordinator (School Director).

Top Level

The top level is dedicated to education and administration. 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, and view their schedules.

Main Level

On our main level is the student salon. We provide an upscale ambiance with a stylish client lobby, 60+ highfashion 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, and nails, equipment, and more. We offer a wide price range to meet the budget needs of our full clientele, from Matrix, Kevin Murphy, R, B3, Dermalogica, GlyMed, CND, and Softap. We also provide product lines, such as M'lis 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 student salon, providing home care for our service guests.

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 the client's convenience. All treatment rooms are stocked with a magnifying lamp, infrared light, 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, 4th Floor 160 East 300 South
Salt Lake City, Utah 84145 1-801-530-6767

For information on Gainful Employment visit our website: <http://cameocollege.com/gainful-employment>

Staff and Faculty

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Angela Cunningham	Desk Coordinator		ang@cameocollege.edu
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Janice Perry	Staff		jan@cameocollege.edu

COSMETOLOGY/BARBERING COURSE OUTLINE

COURSE NAME: Cosmetology/Barbering

COURSE DESCRIPTION: Arts & Sciences of:

Cosmetology/Barbering is 4 licenses in one! You will learn all aspects of Cosmetology/Barbering which includes a multitude of hair related skills such as haircutting, haircoloring, styling, braiding, weaving, balyage and more. You will also learn the art of Barbering using clippers to create the perfect close clipper cut, fade, etc. as well as straight edge razor shaves. You will continue on to learn all areas of Nail Technology and Level 1 Esthetics. This program is well rounded, sure to prepare you for a successful career in the Cosmetology/Barbering profession.

COURSE FORMAT: Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Cosmetology and digital platform. Methods such as lectures, 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+%. A minimum of 75% CGPA is required.

COSMETOLOGY/BARBERING COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Cosmetology History	7	10
Curriculum Overview		
Professionalism/Ethics/		
Reception Skills		
Implements/Equipment		
Health Risks		
Bacteriology	5	
Sterilization/Sanitation	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
Skin/Hair Composition/Disorders/Analysis	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy/Medical Devices	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional Assoc./Legal Issues		
Regulatory Agencies/tax laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
HAIRSTYLING		
Properties of Scalp/Hair	10	
Sciences/Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	40
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	200
Cosmetology/Barber Methods		
Shear/Razor/Clipper/Shaving		
Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Finger waves		
Braiding		
Thermal Styling	5	75
Curling/Straightening/Pressing		
Permanent Waving	10	150
Hair		
Haircoloring/Bleaching	25	125
Hair/Lash/Brow Coloring		
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25
Artistry of Artificial Hair	5	
Wigs/Hairpieces/Extension		
Chemistry/Chemical Reactions	5	
NAIL TECHNOLOGY (Total 154 hours plus 46 from general category = 200)		
Manicuring/Pedicuring	10	139
Artificial Nail Techniques		
(Acrylic) Nail Art		
Electric Drill		
Nail Disorders/Diseases	5	
ESTHETICS (Skin Care) (Total 554 hour plus 46 from general category = 600)	40	324
Facials		
Aromatherapy Limited		
Chemical Exfoliation		
Lash/Brow Tinting		
Eyelash Extension		
Lash lift		
Removing Unwanted Hair	10	15
Temporary Hair Removal (Waxing)		
Theory of Massage	5	39
Arms/Hands/Feet		
Face/Neck Manual Lymphatic Drainage		
Make-Up	5	60
Application Artificial Lashes		
Electives	5	30
Related Topics		
State board Exam Review/State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTALS	233	1367
Grand Total	1600	

COSMETOLOGY/BARBERING COURSE

LEARN ALL PHASES OF:

Cosmetology Industry
Barbering Industry
Nail Technology Industry
Level 1 Basic Esthetics Industry

PHYSICAL DEMANDS:

Consists of but not limited to. The physical demands consist of having the ability to stand for long duration, perform and communicate with the general public 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:

Included but not limited to 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 1,600 clock hours, which is a State of Utah requirement. Taking approximately 40-80 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 obligations to school met unless finance arrangements are made.

ATTAINMENTS:

Diploma - issued upon graduation.
State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$18,282.96
Kit Fee (Books Included)	\$ 2,300.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 171.34
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$21,499.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS:

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)

Application Fee	\$ 100.00
Tuition	\$ 5,941.96
Kit Fee (Books Included)	\$ 2,182.86
Utah State Sales Tax (Kit)	\$ 162.62
Nuts and Bolts	\$ 161.20
Sales Tax on Nuts and Bolts	\$ 12.00
Qnity	\$ 32.50
Sales Tax on Qnity	\$ 2.42

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 5,941.96
Kit Fee (Books Included)	\$ 117.14
Utah State Sales Tax (Kit)	\$ 8.73
Nuts and Bolts	\$ 161.20
Sales Tax on Nuts and Bolts	\$ 12.00
Qnity	\$ 32.50
Sales Tax on Qnity	\$ 2.42

Payment Period 3 (1041 Hour – 1320 Hour)

Tuition	\$ 3,199.52
Nuts and Bolts	\$ 88.80
Sales Tax on Nuts and Bolts	\$ 6.62
Qnity	\$ 17.50
Sales Tax on Qnity	\$ 1.31

Payment Period 4 (1321 Hour – 1600 Hour)

Tuition	\$ 3,199.52
Nuts and Bolts	\$ 88.80
Sales Tax on Nuts and Bolts	\$ 6.63
Qnity	\$ 17.50
Sales Tax on Qnity	\$ 1.30

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

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

* If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (40 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (62 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (50 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (40-80 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (40-80 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (80 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to the schedule specified above - see attendance policy.

In extenuating circumstances, a schedule variation may be requested.

See administration office for "schedule variation request form".

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 one.

1.5" and one 1" 3 ring binder, sheet protectors,

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 clock in instructions.

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 lectures, 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>
GENERAL		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students Support Services		
Student Kit Distribution		
Introduction to Hair Design History	7	10
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
Health Risks	5	
Bacteriology Sterilization/Sanitization	5	15
Infection Control First Aid		
CPR		
Human Immune System		
Skin/Hair Composition/Disorders/Analysis	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations/ Legal Issues		
Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
HAIRSTYLING		
Properties of Scalp/Hair	10	30
Science/Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	60
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	300
Hair Design/Barber Methods		
Shear/Razor/Clipper/Shaving		
Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Finger waves Braiding		
Thermal Styling		
Curling/Straightening/Pressing		
Permanent Waving	5	125
Hair		
Haircoloring/Bleaching	10	150
Hair		
Chemical Hair Relaxing/Straightening/Soft Curl Perm Artistry of Artificial Hair	25	207
Wigs/Hairpieces/Extension	10	25
Chemistry/Chemical Reactions	5	
Electives		
Related Topics	5	
State board Exam Review/State Rules & Regulations Practical	5	
Final Examination Theory Final Examination		
Totals	10	
Grand Total	158 1200	1042

HAIR DESIGN COURSE

LEARN ALL PHASES OF:

Hair Design Industry

PHYSICAL DEMANDS:

Consist of but not limited to. 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: Included but not limited to 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 the 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.

ATTAINMENTS:

Diploma - issued upon graduation.

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

<u>TUITION AND FEES:</u>	Application Fee (non-refundable, non-transferrable)	\$ 100.00
	Tuition	\$14,252.07
	Kit Fee (Books Included)	\$ 1,399.00
	Utah State Sales Tax (Kit) (Subject to change)	\$ 104.23
	Nuts and Bolts	\$ 500.00
	Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
	Qnity	\$ 100.00
	Sales Tax on Qnity (Subject to change)	\$ 7.45
	Grand Total	\$16,500.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)		
Enrollment Fee	\$	100.00
Tuition	\$	6,175.90
Kit Fee (Books Included)	\$	1,399.00
Utah State Sales Tax (Kit)	\$	104.23
Nuts and Bolts	\$	218.40
Sales Tax on Nuts and Bolts	\$	16.27
Qnity	\$	43.33
Sales Tax on Qnity	\$	3.23
Payment Period 2 (521 Hour – 1040 Hour)		
Tuition	\$	6,175.90
Nuts and Bolts	\$	218.40
Sales Tax on Nuts and Bolts	\$	16.27
Qnity	\$	43.33
Sales Tax on Qnity	\$	3.23
Payment Period 3 (1041 Hour – 1200 Hour)		
Tuition	\$	1,900.27
Nuts and Bolts	\$	63.20
Sales Tax on Nuts and Bolts	\$	4.71
Qnity	\$	13.34
Sales Tax on Qnity	\$	0.99

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

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

* If a student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (30 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (46 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (38 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (30-30 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (60 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy. In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 one.
1.5" and one 1" 3 ring binder, sheet protectors,
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 clock in
instructions.
Apron provided in your student kit.
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 lectures, 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

SUBJECT	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting Students		
Support Services		
Student Kit Distribution		
Introduction to Barbering	17	40
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
Health Risks	5	15
Bacteriology	5	
Sterilization/Sanitation		
Human Immune System		
Infection Control		
Implements/Tools/Equipment	5	
Skin Composition/Disorders/Analysis	5	
Cells, Anatomy, Physiology	5	
Electricity & Light Therapy	10	
Developing A Practice/Business Management		
Developing Clientele		
Professional Image/Ethics		
Professional Assoc./Legal Issues		
Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
HAIRSTYLING		
Properties of Scalp/Hair	10	25
Structure of the Hair		
Disorders of Hair/Scalp		
Analysis of the Hair/Scalp		
Shampooing/Draping	10	50
Scalp/Hair Treatments		
Hair Cutting/Shaping	30	480
Hair Design/Barber Methods		
Shear/Razor/Clipper/Shaving		
Mustache/Beard Design		
Thermal Styling	5	160
Wet/Dry Styling		
Chemistry	5	5
Electives	50	
Related Topics		
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
 TOTALS	 175	 825
Grand Total	1000	

BARBERING COURSE

LEARN ALL PHASES OF:

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

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 1,000 clock hours, which is a State of Utah requirement.
Taking approximately 25-50 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.

ATTAINMENTS:

Diploma - issued upon graduation.

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable)	\$ 100.00
Tuition	\$ 6,830.00
Kit Fee (books included)	\$ 1,070.00
Utah State Sales Tax (kit)	\$ 79.72
Grand Total	\$ 8,079.72

PAYMENT PERIODS:

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 500 Hour)

Application Fee	\$ 100.00
Tuition	\$ 3,415.00
Kit Fee (Books Included)	\$ 1,070.00
Utah State Sales Tax (Kit)	\$ 79.72

Payment Period 2 (501 Hour – 1000 Hour)

Tuition	\$ 3,415.00
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DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.
A personal loan from a financial institution such as a bank or credit union.
Some banking institutions may have an educational loan option.

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

*If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

*If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (25 Weeks)	Tues – Sat	8:30 am - 5:00 pm
Part Time Morning (39 Weeks)	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (31 Weeks)	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (25-50 weeks may vary depending on original schedule)	Tues - Thurs Fri Sat	1:00 pm - 6:30 pm 1:00 pm - 5:00 pm 8:30am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (25-50 weeks may vary depending on original schedule)	Tues - Thurs Fri Sat	1:00 pm - 9:30 pm 1:00 pm - 5:00 pm 8:30am - 5:00 pm
Part Time Evening (50 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy.
In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 one 1.5" and one 1" 3 ring binder, sheet protectors, 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 clock in instructions.

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
- 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 lectures, 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.

NAIL TECHNOLOGY COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Nail Technology	4	
Introduction to Nail Technology		
History/Science of		
Curriculum Overview		
Professionalism/Ethics/Reception Skill		
First Aid		
Implements /Tools/Equipment		
Health Risks		
Bacteriology		
Sterilization/Sanitation	3	
Infection		
Control		
Human Immune System		
Product Chemistry	3	
Anatomy, Physiology	2	
Nail And It's Disorders	3	
Skin And It's Disorders	2	
Client Consultation and Preparation	1	66
Pre/Post/Contraindications		
Spa Manicuring/Pedicuring	3	140
Sea Salts		
Mineral Salts		
Masques/Packs		
Paraffin		
Artificial Nail Techniques		
Tips	3	
Wraps	3	
Acrylic	3	
Gel	3	
Massage Techniques	2	10
Hands/Arms		
Feet/Pressure Point		
Electric Drill	2	10
Nail Art	1	10
Developing A Practice	4	
Developing Clientele		
Professional Image/Ethics		
Professional Association		
Legal Issues/Regulatory Agencies		
Tax Laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
Electives	4	
Related Topics		
State board Exam Review State Rules & Regulations	5	10
Practical Final Examination Theory Final Examination		
TOTALS	54	246
Grand Total	300	

NAIL TECHNOLOGY COURSE

<u>LEARN ALL PHASES OF:</u>	Nail Industry											
<u>PHYSICAL DEMANDS:</u>	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.											
<u>EMPLOYER EXPECTATIONS:</u>	Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.											
<u>SAFETY REQUIREMENTS:</u>	The safety requirements of a Nail Technician are to read manufactures directions on all chemicals and be aware of electrical hazards.											
<u>EMPLOYMENT OPPORTUNITIES:</u>	Salon Owner, Manicurist, Pedicurist, Nail Technician, Product Representative, and Educator											
<u>LENGTH OF COURSE:</u>	300 clock hours (Utah State Requirement)											
<u>GRADUATION REQUIREMENTS:</u>	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.											
<u>ATTAINMENTS:</u>	Diploma - issued upon graduation. State License - issued upon passing National and State Exams and submitting licensure application to licensing division.											
<u>TUITION AND FEES:</u>	<table><tr><td>Application Fee (non-refundable, non-transferrable)</td><td>\$ 100.00</td></tr><tr><td>Tuition</td><td>\$ 4,100.00</td></tr><tr><td>Kit Fee (Books Included)</td><td>\$ 1,199.63</td></tr><tr><td>Utah State Sales Tax (Kit) (Subject to change)</td><td>\$ 89.37</td></tr><tr><td>Grand Total</td><td>\$ 5,489.00</td></tr></table>		Application Fee (non-refundable, non-transferrable)	\$ 100.00	Tuition	\$ 4,100.00	Kit Fee (Books Included)	\$ 1,199.63	Utah State Sales Tax (Kit) (Subject to change)	\$ 89.37	Grand Total	\$ 5,489.00
Application Fee (non-refundable, non-transferrable)	\$ 100.00											
Tuition	\$ 4,100.00											
Kit Fee (Books Included)	\$ 1,199.63											
Utah State Sales Tax (Kit) (Subject to change)	\$ 89.37											
Grand Total	\$ 5,489.00											
<u>PAYMENT PERIOD:</u>	Nail Technology only has 1 payment period (1 Hour - 300 Hours) all charges are reflected above. \$100.00 non-refundable, non-transferable application fee											
<u>DUE AT REGISTRATION:</u>	Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.											
<u>PAYMENT OPTIONS:</u>	A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option. 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.											

AVAILABLE SCHEDULES:

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

Full Time (9 Weeks)	Tues - Fri Sat	10:30 am - 5:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (12 weeks)	Tues – Fri Sat	10:30 pm - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (9-15 weeks may vary depending on original schedule)	Tues-Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (9-15 weeks may vary depending on original schedule)	Tues-Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (15 weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy. In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 clock in instructions
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:

Training in all aspects of permanent hair removal using a variety of methods, temporary hair removal methods and laser hair removal.

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.

ELECTROLOGY COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
General	3	
Orientation (Day 1)		
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students.		
Support Services		
Student Kit Distribution		
Introduction to Electrology	4	
History/Science		
Curriculum Overview		
First Aid		
Health Risks		
Professionalism	4	
Ethics		
Reception Skill		
Histology	10	
Excess Hair	7	
Causes		
Characteristics of Hair Growth		
Client Consultation/Analysis		
Trichology	8	
Evaluation of Treatments/Regrowth/Healing side effects		
Medical Conditions/Diagnosis/Definition/Contraindications		
Prescription Drugs		
Body Systems/Anatomy	15	
Angiology		
Neurology		
Endocrinology		
Dermatology (Skin Characteristics)		
Sterilization/Sanitation/Bacteriology	30	22
Infection Control/Aseptic Techniques		
Cause of Disease		
Human Immune System		
Sensitivity Solutions	8	
Stress/Relaxation Techniques		
Topical Anesthetics/OTC/Prescription Drugs		
Principles of Electricity	8	
Methods of Hair Removal	62	145
Draping/Positioning		
Electrolysis		
Thermolysis		
Flash/Manual		
Blend		
Progressive Depilation Specific Areas		
(Face/Body) Ingrown Hairs		
Facial Category		
Temporary (Waxing)		
Epilation Techniques (Insertions, One/Two Hand)		
Psychological (Esthetics, Cosmetic/Gender Dysphoric)		
Laser Hair Removal	8	225
Laser Physics		
Skin Typing		
Pre & Post Treatment Protocols		
Needle Types/Selection	8	
Equipment Operation/Maintenance and Care	8	
Instruments		
FDA Classifications (I-IV including laser)		
Developing a practice/Business Management	10	
Professional Associations		
Professionalism		
Legal Issues (Malpractice Liabilities)		
Public Relations/Advertising		
Interview/Resume/job Search Skill		
Regulatory Agencies/Tax Laws		
Electives	5	
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
Totals	208	
Grand Total	600	392

ELECTROLOGY COURSE

LEARN ALL PHASES OF:

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

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.
Owner, Electrologist, Instructor, Educator, and Etc.

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 17-20 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.

ATTAINMENTS:

Diploma - issued upon graduation.
State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$ 5,702.00
Kit Fee (Books Included)	\$ 200.00
Utah State Sales Tax (Kit) (subject to change)	\$ 14.90
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity	\$ 7.45
Grand Total	\$ 6,661.60

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 300 Hour)

Application Fee	\$ 100.00
Tuition	\$ 2,851.00
Kit Fee (Books Included)	\$ 200.00
Utah State Sales Tax (Kit)	\$ 14.90
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.63
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.73

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 2,851.00
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.62
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.72

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at <https://studentaid.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- \$50.00 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 unless other arrangements are made.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest.

Tuition assistance through 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 (17 Weeks)	Tues - Fri	9:30 am - 5:00 pm
	Sat	8:30 am - 5:00 pm
Part Time (28 Weeks)	Tues - Fri	9:30 pm - 1:00 pm
	Sat	8:30 am - 5:00 pm
Part Time Extended (20 Weeks)	Tues - Fri	9:30 pm - 3:00 pm
	Sat	8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy. In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 fasteners

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

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

ESTHETICS (BASIC - LEVEL 1) COURSE OUTLINE

COURSE NAME:

Esthetics (Basic - Level 1)

COURSE DESCRIPTION:

All Aspects of basic Skin Care/body treatments/manicuring/ pedicuring/face/ body waxing

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians. Methods such as lectures, 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+%. A minimum of 75% CGPA is required.

ESTHETICS (BASIC - LEVEL 1) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
General Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Esthetics (Basic – Level 1)	7	
Professionalism		
Reception Duties		
Ethics History/Science of Skin Care		
First Aid/CPR		
Health Risks		
Bacteriology/Sterilization/Sanitation	15	
Infection Control		
Anatomy, Physiology/Systems		
Physiology/Nutrition/Aging Factors of The Skin	10	
Analysis	10	
Disorders/Diseases of the skin		
Chemistry as Applied to Cosmetics & Product Analysis	15	
Client Consultation and Preparation	10	
Pre/Post/Contraindications		
Cleansing	5	20
Exfoliation/Extractions		
Massage Techniques		
(Includes Manual Lymphatic Drainage of Face/Neck)	10	50
Face/Body/Pressure Point		
Facial Treatments		
Types Masques/Packs		
Chemical Exfoliation		
Facial Treatments Without Use of Machines	10	40
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electricity & Machines		
Facial Treatments with Use of Machines		
(Includes Manual Lymphatic Drainage of Face/Neck)	10	75
Electrical Brushes		
Vacuum/Suction	10	75
Steaming/Pulverization	10	
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care/Medical Devices		
Spa Manicuring/Pedicuring	15	50
Treatments and Temporary Removal of Superfluous Hair	10	20
Waxing Face/Body		
Skin Care Procedures for Men	10	20
Aromatherapy and Advances Esthetics		10
Color Theory and Make Up Techniques	10	20
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
Body Treatments	10	20
Body Polish Treatment		
Hot Stone Treatment		
Back Treatment		
Spray Tan/ Body Bronzing		
Developing a Practice/Business Management	10	
Developing Clientele		
Professional Image/Ethics		
Professional Associations		
Legal Issues/ Regulatory Agencies/Tax Laws		
Interview/Resume/Job Skills		
Electives		
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
Total	200	400
Grand Total	600	

ESTHETICS (BASIC – LEVEL 1) COURSE

LEARN ALL PHASES OF:

European Skin Care Techniques

- Skin Analysis
- Cleansing/Moisturizing
- Massage Techniques
- Facial 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
- Machine Techniques/Manual Techniques

Manicuring/Pedicuring

- Spa Manicure
- Spa Pedicure
- Nail Art
- Paraffin Bath
- Specialty Hand and Foot Treatment
- Shellac

Body Treatment/ Back Treatments

- Stone Therapy Treatments
- Mandarin Orange Body Treatment
- Brown Sugar & Spice Body Treatment
- Spray Tan/ Body Bronzing

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 occurs 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 obligations to school met unless finance arrangements are made.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$8,239.32
Kit fee (Books Included)	\$1,597.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 118.98
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$10,700.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 300 Hour)

Application Fee	\$ 100.00
Tuition	\$ 4,119.66
Kit Fee (Books Included)	\$ 1,597.00
Utah State Sales Tax (Kit)	\$ 118.98
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.63
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.73

Payment Period 2 (301 Hour – 600 Hour)

Tuition	\$ 4,119.66
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.62
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.72

DUE AT REGISTRATION:

\$100 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at <https://studentaid.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- \$50.00 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 unless other arrangements are made.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest.

Tuition assistance through Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULE:

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

Full Time (15 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (23 Weeks)	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (19 Weeks)	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (15-30 weeks may vary depending on original schedule)	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) (15-30 weeks may vary depending on original schedule)	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 (30 Weeks)	Tues –Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to the schedule specified above - see attendance policy. In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 clock in instructions.

Approved scrubs from "The Freedom Company"

5049 S. State Street 1-801-266-5858

12 Hand towels (Any Color) please no washcloths.

(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:

This program provides an overview of Esthetics (Basics Level 1) Master Esthetics (Level 2) which consists of all levels of Skincare.

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians. Methods such as lectures, 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%. A minimum of 75% CGPA is required.

MASTER ESTHETICS (LEVEL 2) COURSE CURRICULUM

SUBJECT	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Level 1 Esthetics Course Technique	37	100
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		
History/Science of Skin Care		
Health Risks		
First Aid		
Client Consultation/Preparation		
Pre/Post/Contraindications	10	
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy Treatments		
Body Bronzing		
Bacteriology/Sterilization/Sanitation	10	
Infection Control		
Advanced Physiology of the Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers		
Acne		
Aging		
Fitzpatrick Types		
Lymphatic		
Diseases /Disorders of the skin		
Advanced Anatomy	15	
Endocrine		
Bones		
Muscles		
Nerves		
Lymphatic		
Advanced Exfoliation Techniques	40	125
Chemical Acid Peeling AHA/BHA/Jessner		
Microdermabrasion		
Medical Devices/Advanced Machines		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)	70	
Hydrotherapy		
Advanced Pedicures		
Chemistry	10	
Advanced Cosmetics Ingredients		
Advanced Aromatherapy	10	
Developing a Practice/ Business Management	5	
Developing Clientele		
Professionalism		
Professional Image/Ethics		
Professional Associations		
Legal Issues/Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/Job Search Skill		
Electives	10	
State Board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTAL	200	400
GRAND TOTAL	600	

MASTER ESTHETICS (LEVEL 2) COURSE

LEARNING ALL PHASES OF:

All Phases of Advanced Skin Care

Advanced manicuring and pedicuring

Clinical treatments

Chemical Acid Peeling

Microdermabrasion

LED Light Therapy

Microcurrent

Hydra-infusion facial

Teeth Whitening

Skintag/spider Vein/Ruby Point removal

Microneedling

Dermaplaning

Body Wrap/Lymphatic Drainage

Dremasound

Ultrasonic

Medical Esthetics Treatments

Medical grade chemical peeling/microdermabrasion/Microneedling/dermaplaning

Laser/IPL Hair removal and skin treatments

PHYSICAL DEMANDS:

Consists of but not limited to. 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:

Included but not limited to Owner, Master Esthetician, Instructor, Educator, Physician's 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 obligations to school met unless finance arrangements are made.

ATTAINMENTS:

Diploma - issued upon graduation.

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$ 7,144.00
Kit fee (Books Included)	\$ 1,872.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 139.46
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$ 10,903.61

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 300 Hour)

Application Fee	\$ 100.00
Tuition	\$ 4,022.00
Kit Fee (Books Included)	\$ 1,972.00
Utah State Sales Tax (Kit)	\$ 142.91
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.63
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.73

Payment Period 2 (301 Hour – 600 Hour)

Tuition	\$ 4,022.00
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.62
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.72

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at <https://studentaid.gov>. (school code: 039213) FAFSA must be submitted by the 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- \$50.00 a month at 0% interest until graduation.

If a balance still exists upon graduation, students can refinance for \$200.00 a month at 12% interest unless other arrangements are made.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest.

Tuition assistance through Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULE:

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

Full Time (15 Weeks)	Tues – Sat	8:30 am - 5:00 pm
Part Time Morning (23 Weeks)	Tues - Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (19 Weeks)	Tues - Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (15-30 weeks may vary depending on original schedule)	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) (15-30 weeks may vary depending on original schedule)	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 (30 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to the schedule specified above - see attendance policy.

In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 clock in instructions.

Approved scrubs from "The Freedom Company" 5049 S. State Street 1-801-266-5858

12 Hand towels (Any Color) please no washcloths.

(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

<u>COURSE NAME:</u>	Master Esthetics (Full)
<u>COURSE DESCRIPTION:</u>	This program is a comprehensive program including both Basic (Level 1) and Master Esthetics (Level 2) which consist of all levels of Skincare.
<u>COURSE FORMAT:</u>	Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians. Methods such as lectures, round table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.
<u>EDUCATIONAL OBJECTIVES:</u>	To provide educational training in the Full Esthetics profession leading to licensure and employment.
<u>GRADING PROCEDURES:</u>	Grading is performed on a percentage system ranging from 0% to 100+%. A minimum of 75% CGPA is required.

MASTER ESTHETICS (FULL) COURSE CURRICULUM

General	THEORY	PRACTICAL
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Master Esthetics (Full)	5	
Introduction to Esthetics History		
Curriculum Overview		
Professionalism	10	10
Reception Duties Ethics		
Client Care	10	
CPR		
First Aid		
Health Conditions		
Health Risks		
Bacteriology/Sterilization/Sanitation	20	
Infection Control		
Anatomy and Physiology	10	
Physiology/Nutrition/Aging Factors of the Skin	10	
Analysis/Diseases/Disorders of the skin		
Advanced Physiology of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers/Acne/Aging/Fitzpatrick Types		
Advanced Anatomy	15	
Endocrine/Bones/Muscles/Nerves		
Chemistry as Applied to Cosmetics and Product Analysis	10	
Advanced Cosmetic Ingredients		
Client Consultation/Preparation	20	
Pre/Post/Contraindications		
Cleansing	15	20
Exfoliation/Extractions		
Massage Techniques	15	70
Includes Manual Lymphatic Drainage of Face/Neck/Body		
Facial Treatments	10	40
Types		
Masques/Packs		
Facial Treatments Without Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electricity and Machines/Medical Devices	10	
Facial Treatments with Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electrical Brushes/Vacuum Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care		
Spa Manicuring/Pedicuring	20	80
Callous Removal		
Treatments and Temporary Removal of Superfluous Hair	10	20
Advanced Waxing (Face/Body)		
Skin Care Procedures for Men	15	30
Advanced Aromatherapy	17	
Color Theory and Make-Up Techniques	15	50
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy/Body Bronzing/Hyfreicator		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner/TCA		
Microdermabrasion		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		
Hydrotherapy		
Developing a Practice/Business Management	20	
Developing Clientele		
Professionalism		
Professional Image/Ethics		
Professional Associations		
Legal Issues/Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/Job Search Skill		
Electives	20	
State board Exam Review State Rules & Regulations	20	
Practical Final Examination Theory Final Examination		
TOTAL	400	800
GRAND TOTAL	1200	

MASTER ESTHETICS (FULL) COURSE

LEARNING ALL PHASES OF:

Esthetics (Basic -Level 1) training in all basic skin Care treatments, manicuring/ pedicuring as well as Master Esthetics (Level 2) training in all advanced skin care treatments and advanced manicuring/pedicuring, clinical treatments and medical esthetics treatments

PHYSICAL DEMANDS:

Consists of but not limited to. 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:

Included but not limited to 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 obligations to school met unless finance arrangements are made.

ATTAINMENTS:

Diploma - issued upon graduation.
State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$ 15,805.37
Kit Fee (Books Included)	\$ 2,187.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 162.93
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$ 18,900.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)

Application Fee	\$ 100.00
Tuition	\$ 6,849.00
Kit Fee (Books Included)	\$ 2,187.00
Utah State Sales Tax (Kit)	\$ 162.93
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 6,849.00
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 3 (1041 Hour – 1200 Hour)

Tuition	\$ 2,107.37
Nuts and Bolts	\$ 63.20
Sales Tax on Nuts and Bolts	\$ 4.71
Qnity	\$ 13.34
Sales Tax on Qnity	\$ 0.99

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan ect.

A personal loan from a financial institution such as a bank or credit union. Some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at <https://studentaid.gov> school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

*If a student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

*If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced 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 0% interest First

payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 Extended (30 Weeks)	Tues – Sat	8:30 pm - 5:00 pm
Part Time (46 Weeks)	Tues - Fri Sat	8:30 pm - 1:00 pm 8:30 am - 5:00pm
Part Time Extended (38 Weeks)	Tues - Fri Sat	8:30 pm - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	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) (30-60 weeks may vary depending on original schedule)	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 (60 Weeks)	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 clock in instructions.
Approved scrubs from "The Freedom Company" 5049
S. State Street 1-801-266-5858
12 Hand towels (Any Color) please no washcloths.
(2) 24-28oz square or rectangle sealed containers (Tupperware, Rubbermaid)

As advised by your instructor

2 twin flat sheets
2 small ½ gallon buckets
A clipboard

GENERAL INFORMATION

Students must maintain a minimum average monthly of a "C" or 75%. Upon completion of the required clock hours, students 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.

DISCOUNTS

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

ADMISSION REQUIREMENTS:

- Must be at least 16 years of age.
- Submit application with \$100.00 non-refundable, non-transferrable application fee.
- Photocopy (not original) of Government ID or Birth Certificate and a photograph of yourself
- Must have one of the following:
 - Copy of high school Diploma or transcripts showing completion
 - Copy of proof of attainment of an associate degree or higher (transcripts/degree/diploma) showing completion.
 - Pass Ability To Benefit (ATB) exam
 - High school students only: pass Secondary Student Entrance Exam
- Foreign Diplomas & Transcripts - If you have academic credential from non-U.S. institution, credentials must be translated in English by an outside firm which can verify qualifications are **equivalent to US High School diploma/GED**. The documentation shall be an education or credential evaluation from one of the following approved credential evaluation services:
 - (a) Josef Silny and Associates Incorporated
 - (b) International Education Consultants
 - (c) Educational Credential Evaluators Incorporated
 - (d) National Association of State Boards of Accountancy (NASBA)
 - (e) Validential Corp.
- Must have completed successful interview with Admission.
A successful interview consists of but is not limited to demonstrating the ability to meet the Institutions Mission

***MASTER ESTHETICS LEVEL 2 PRE-REQUISITES (in addition to requirements above):**

Must be a level 1 Esthetician Licensed, Cosmetologist Licensed or transcripts of 600 hours of level 1 esthetics training to enroll in level 2 Master Esthetics Course.

HIGHSCHOOL STUDENTS/ SECONDARY STUDENTS

High school students are considered a secondary student.

Secondary students are considered cash-pay and will not be enrolled under a training agreement. Secondary students are accepted providing successful passing of the Secondary Student Entrance Exam. Written permission from the secondary school will also be required prior to enrollment.

Secondary student must be of compulsory (16 years) of age.

ABILITY TO BENEFIT-

Definition is a student who is beyond the age of compulsory education, lacks a high school diploma or it's equivalent, and has the ability to benefit from the education or training at an institution.

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 prior to enrolling.

TRANSFER STUDENT

Students transferring into said school - charges are as follows:

Non-Refundable Application Fee: \$ 100.00

Supplies/Books Can either purchase a student kit (see specific course kit cost) or provide their own.

Tuition

\$ 13.00 per hour enrolled (Cosmetology/Barbering)

\$ 13.00 per hour enrolled (Hair Design)

\$ 15.00 per hour enrolled (Esthetics (Basic – Level 1), Master Esthetics (Level 2), Master Esthetics (Full))

\$ 14.00 per hour enrolled (Nail Technology)

\$ 12.00 per hour enrolled (Electrology)

Transfer students are evaluated to determine credit to be given upon receipt of transcript from former school. In the event transfer student is from a school which has closed within 90 days, progress reports may be accepted if official transcripts are not available from original school. Tuition fees may be modified from traditional transfer student charges to minimize the hardship in which a student has experienced due to a school closure. 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.

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-enrollment addendum).

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 referrals and follow up and assisting students in making contacts with salons and by posting job bulletins on bulletin boards and electronic communications.

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 damage that arise from such activities. Students will be responsible for their 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) year beyond graduation/ training date.

FINANCIAL

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

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

If a Student carries a balance beyond graduation a payment plan may be set up @ 12% interest. Payments must be kept current, if an account falls 60 days or more past due, the account may be turned over to collections. Financial Aid is available to those who qualify.

BOOKS AND SUPPLIES

A student may decline to participate in the process Cameo College of Essential Beauty 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 of Essential Beauty may 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 students below competitive market value.

TERMINATION/WITHDRAWAL SETTLEMENT POLICY

Withdrawn Student: A Student who has requested to withdraw from the institution/program and has withdrawn.

Terminated Student: A Student who is terminated by the institution.

Grounds for Termination including but not limited to:

- Failure to return from leave of absence.
- Exceeded consecutive days absent policy.
- Failure to achieve Satisfactory Academic and Attendance Progress
- Failure to comply with drug/alcohol policy.
- Legal Threats
- Disparagement
- Failure to contribute to a positive learning environment.
- Disrespectful to staff/student
- Unprofessional conduct
- Gossip
- Disruptive behavior
- Illegal activity
- Failure to participate in educational requirements.
- Guest service refusal
- Discrimination
- Harassment

This policy applies to all terminations/withdrawal for any reason, by either party, including student decision, expelled by the institution, course or program cancellation, or school closure.

All refund calculations are performed and made timely.

Applicants not accepted by Cameo College of Essential Beauty will be refunded all monies.

If a student (or in the case a student is under legal age his/her parent or guardian) cancels his/her enrollment and demands monies paid in writing within three business days of signing enrollment agreement all monies paid by student will be refunded except the \$100.00 non-refundable application fee. If any person cancels their enrollment after three (3) business days after signing the school contract or after starting school all monies collected by the school will be refunded to the scale below less the application fee of \$100.00. Date will be determined by postmark of written notification or date received by school administrator in person. This policy applies whether a 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 \$100.00 non-refundable application fee.

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

% SCHEDULED HOURS OF 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 scheduled payment period, student has 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 student's 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 date 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 the date of expected return. Terminated students will be charged a \$150.00 terminations/withdrawal fee. In situations of mitigating circumstances, the institution may exceed the minimum tuition adjustment schedule.

Unofficial withdrawals for students are determined by the school through monitoring attendance at least every 30 days. A student will be terminated within 14 days of consecutive days absent 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 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-entrance admission meeting form).

Formal date of terminations/withdrawal is indicated by postmark on written notification or date said information is delivered to school administrator 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/WITHDRAWAL.

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 and instruction has begun, the student shall be entitled to a pro-rata refund of tuition. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund will be submitted to the accrediting agency. The school will assist in making arrangements for the students to continue their education.

If the course is canceled subsequent to a student's 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.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- A. Provide a pro rata refund for all students transferring to another school based on the hours accepted by receiving school; or
- B. Provide completion of the course and/or program; or
- C. Participate in a Teach Out Agreement; or
- D. Provide a full refund of all monies paid.

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

If student transfers/terminates, tuition charges, supply kit and book fees and any miscellaneous fees will be due at time of termination/withdrawal, 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.

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

In the event the account is not paid as agreed, the 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.

If school is closed unexpectedly due to extenuating circumstances, an attempt will be made to notify all students by telephone and/or other social media and or electronic means.

In the event of a school closure and a Teach Out Plan occurs, all students will receive a prorated tuition refund as well as a list of approved 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 obligations to existing students.

FINANCIAL AID

Financial Aid Returns (R2T4) Due to Drops, Withdrawal, or Non-Participation

Failure to attend or complete classes and/or withdrawing or dropping courses may result in a recalculation of financial aid eligibility levels and a possible return of financial aid as described below. Thus, prior to formally dropping or withdrawing from courses, students are strongly urged to contact the Financial Aid office to discuss the potential financial ramifications.

Financial Aid Returns when a Student Fails to Begin Courses

When it is determined that a student fails to begin a course, and/or a student chooses to drop or is otherwise dropped from a course for administrative reasons, the institution will re-determine the student's enrollment level for financial aid purposes and their financial aid eligibility accordingly. As a result, students may lose full or partial financial aid eligibility which may result in a financial obligation for the student if their financial aid has been previously disbursed. Such financial obligations may include immediate repayment of student loan funds to their lender/bank, a balance owed to the institution, and/or a debt owed to the US Department of Education. For federal grant funds, this enrollment level and financial aid re-determination is completed prior to any R2T4 calculation described below for courses for which the student began attendance and then withdrew.

Federal Aid Return Policy when a student withdraws.

The U.S. Department of Education's financial aid return policy, known as the Return to Title IV Aid (R2T4) policy, applies when a student received federal aid and then ceases to participate in their courses after beginning attendance, after the date the student officially withdraws or stops attending their current course(s).

The R2T4 calculation compares the amount of federal funding the student received or could have received to the amount of aid the student actually earned based on the percentage of the enrollment period the student completed. This percentage is based on the effective date of the student's official withdrawal (if an official withdrawal or leave of absence form is filed with administration) or if known, the last date of attendance.

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.

If the student has received more financial aid than the R2T4 calculation determines they have earned, the result may be a financial obligation for the student. Such financial obligations may include repayment of student loan funds to their lender/bank, and/or a debt owed to the U.S. Department of Education for unearned grant funds. The R2T4 calculation also determines if the school is obligated to return a portion of the student's financial aid directly to the US Department of Education. If so, and this financial aid was previously credited toward the student's tuition and fees, and if the student is not eligible for a refund (see Refund policy), the return may also result in a student balance due to the school. Upon withdrawal, the institution will complete the necessary calculations and notify the student in writing of any financial aid earned and/or returned and any obligations based on the student's last date of attendance within 45 days of the school's date of determination that the student withdrew. The R2T4 policy is

mandated by federal regulation and cannot be appealed. It applies regardless of the reason for the student's withdrawal.

Post Withdrawal Disbursement (PWD)

In general, institutions may not disburse federal financial aid dollars to a student who has withdrawn – the student is no longer eligible. In some circumstances, however, a student who has withdrawn may be eligible for a post-withdrawal disbursement of all or some portion of Title IV Financial Aid.

If the student is eligible for a PWD, Cameo College will disburse any portion of a student's post-withdrawal disbursement of Pell Grant funds for tuition charges and other eligible fees (as listed on the enrollment agreement). The Institutions will make the Pell Grant disbursement no later than 45 days after the date of the institution's determination that the student withdrew. The student may be eligible for a post withdrawal disbursement of a Federal Stafford or PLUS loan if, prior to withdrawing, the student earned more federal financial aid than was disbursed. Post-withdrawal disbursements for Federal Stafford or PLUS loans will be offered to the student within 30 days of the date the institution determines the student withdrew.

Financial Aid Credit Balance

A credit balance happens when Cameo College credits FSA program funds to a student's account, and those funds are more than the student's allowable charges. The institution will pay the FSA credit balance directly to the student within 14 days of the date the credit balance occurred. Additionally, if the student is a withdrawal the 14-day rule is placed on hold in order to determine the final amount of any Title IV credit balance. The 14-day is activated when the school completes the Return to Title IV calculation.

COURSE INCOMPLETES

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

MISCELLANEOUS

Cameo College of Essential Beauty does not discriminate based on 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 a student has a criminal history, student's ability to obtain State licensure may be restricted.

The student must maintain the required grades. See grading procedures. Students are evaluated and counseled at minimum 50% of course completion.

STUDENT CONDUCT

Student is to maintain a positive attitude and professional demeanor.

Student is to not threaten in any manner neither physical harm, verbal, or on social media.

Any threats, legal threats, to any student or staff member or against said school are grounds for termination.

Any and all actions are to contribute to a positive environment which leads to the growth and empowerment of each other as well as the company. Any behavior that does not demonstrate such may be subject to disciplinary action including termination.

Any casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true; referred to as gossip.

NACCAS 2023 COMPLETION/EMPLOYMENT/LICENSURE RATES

Completion Rate	93%
Employment Rate	98%
Licensure Rate:	91%

LICENSURE REQUIREMENTS

For a complete list of licensure requirements through the Utah Division of Occupational & Professional Licensing, please visit 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 accommodation can be effective and/or is 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 extent 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 or parent(s)/Guardian of a dependent minor 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 school's administration will make arrangements with the students 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 or parent(s)/Guardian of a dependent minor 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 or parent(s)/Guardian of a dependent minor 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

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. All periods of enrollment count toward Satisfactory Academic Progress (SAP). Cameo College of Essential Beauty offers continual courses and therefore does not offer standard terms (Fall, Winter, Spring, and Summer).

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.

The institution's academic year is measured in clock hours at 1040 hours per academic year. If a program is longer/shorter than the academic year the program will be pro-rated.

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 based on a 1040-hour academic year. The last SAP evaluation will be omitted.

Cosmetology/Barbering

Cosmetology/Barbering Hybrid Distance Education

Full Time 40 hr	520 Clock Hours (13 Weeks)	1040 Clock Hours (26 Weeks)	1320 Clock Hours (33 Weeks)	1600 Clock Hours (40 Weeks)
Part Time Extended 32 hr	520 Clock Hours (16 Weeks)	1040 Clock Hours (32.5 Weeks)	1320 Clock Hours (41 Weeks)	1600 Clock Hours (50 Weeks)
Part Time 26 hr	520 Clock Hours (20 Weeks)	1040 Clock Hours (40 Weeks)	1320 Clock Hours (51 Weeks)	1600 Clock Hours (62 Weeks)
Part Time Evening 20 hr	520 Clock Hours (26 Weeks)	1040 Clock Hours (52 Weeks)	1320 Clock Hours (66 Weeks)	1600 Clock Hours (80 Weeks)
Part Time PM 32 Hr	520 Clock Hours (16 Weeks)	1040 Clock Hours (32.5 Weeks)	1320 Clock Hours (41 Weeks)	1600 Clock Hours (50 Weeks)
Part Time 36 Hr	520 Clock Hours (14 Weeks)	1040 Clock Hours (29 Weeks)	1320 Clock Hours (37 Weeks)	1600 Clock Hours (44 Weeks)

Hair Design

Master Esthetics (Full)

Hair Design Hybrid Distance Education

Master Esthetics (Full) Hybrid Distance Education

Full Time 40 hr	520 Clock Hours (13 Weeks)	1040 Clock Hours (26 Weeks)	1200 Clock Hours (30 Weeks)
Part Time Extended 32 hr	520 Clock Hours (16.25 Weeks)	1040 Clock Hours (32.5 Weeks)	1320 Clock Hours (38 Weeks)
Part Time 26 hr	520 Clock Hours (20 Weeks)	1040 Clock Hours (40 Weeks)	1320 Clock Hours (46 Weeks)
Part Time Evening 20 hr	520 Clock Hours (26 Weeks)	1040 Clock Hours (52 Weeks)	1320 Clock Hours (60 Weeks)
Part Time PM 32 Hr	520 Clock Hours (16.25 Weeks)	1040 Clock Hours (32.5 Weeks)	1320 Clock Hours (38 Weeks)
Part Time 36 Hr	520 Clock Hours (14 Weeks)	1040 Clock Hours (28 Weeks)	1320 Clock Hours (33 Weeks)

Barbering

Full Time 40 hr	500 Clock Hours (12.5 Weeks)	1000 Clock Hours (25 Weeks)
Part Time Extended 32 hr	500 Clock Hours (15.5 Weeks)	1000 Clock Hours (31 Weeks)
Part Time 26 hr	500 Clock Hours (19 Weeks)	1000 Clock Hours (38 Weeks)
Part Time Evening 20 hr	500 Clock Hours (25 Weeks)	1000 Clock Hours (50 Weeks)
Part Time PM 32 Hr	500 Clock Hours (15.5 Weeks)	1000 Clock Hours (31 Weeks)

Esthetics (Basic – Level 1)

Master Esthetics (Level 2)

Esthetics (Basic – Level 1) Hybrid Distance Education

Full Time 40 hr	300 Clock Hours (7.5 Weeks)	600 Clock Hours (15 Weeks)
Part Time Extended 32 hr	300 Clock Hours (9.5 Weeks)	600 Clock Hours (19 Weeks)
Part Time 26 hr	300 Clock Hours (11.5 Weeks)	600 Clock Hours (23 Weeks)
Part Time Evening 20 hr	300 Clock Hours (15 Weeks)	600 Clock Hours (30 Weeks)

Electrology

Electrology Hybrid Distance Education

Full Time 36 hr	300 Clock Hours (8 Weeks)	600 Clock Hours (17 Weeks)
Part Time Extended 28 hr	300 Clock Hours (11 Weeks)	600 Clock Hours (20 Weeks)
Part Time 22 hr	300 Clock Hours (13 Weeks)	600 Clock Hours (28 Weeks)

Nail Technology

Full Time 32 hr	150 Clock Hours (4.5 Weeks)	300 Clock Hours (9 Weeks)
Part Time Extended 26 hr	150 Clock Hours (6 Weeks)	300 Clock Hours (12 Weeks)
Part Time 20 hr	150 Clock Hours (7.5 Weeks)	300 Clock Hours (15 weeks)

Lash and Brow Artistry Hybrid Distance Education

Full Time 28.5 hr	50 Clock Hours (1.75 Weeks)	100 Clock Hours (3.50 Weeks)
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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. Students who do not achieve minimum standards are no longer eligible for Title IV, HEA program funds, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

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 receive 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 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)
Lash and Brow Artistry Hybrid	133 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. Course incompletes have no effect upon the satisfactory progress standards until a grade is recorded. 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. Cameo College of Essential Beauty does not have a withdrawal pass or

withdrawal fail.

TRANSFER STUDENTS:

Transfer students hours from another institution that are accepted towards the students educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time from has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

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.

REPEATED COURSES:

Cameo College of Essential Beauty does not offer repeated courses.

CHANGE OF PROGRAM:

In the event a student changes his/her program, any credits given towards the new program will be applied towards Satisfactory Academic Progress (SAP).

SECOND PROGRAM:

In the event a student completes one program and pursues a second program, Satisfactory Academic Progress (SAP) will begin at conception of second program.

LEAVE OF ABSENCE POLICY

A Leave of Absence is considered a temporary break in a student's education which will not result in any additional charges by the institution.

Student must follow the institutions policy in requesting a Leave of Absence.

A Leave of Absence may be approved for qualified circumstances only.

Qualified Circumstances consist of the following:

- * Medical – such as accident, injury or non- elective surgical procedure resulting in a short term, temporary recovery period expected to be less than 90 days. Doctor's note must be attached (student or immediate family member).

- * Maternity Leave

- * Bereavement for immediate family member (defined as mother, father, sibling, spouse, children) (request not to be within 30 calendar days from death of qualified family member)

There must be a reasonable expectation student will return to school.

Student must request LOA from the school in writing submitting a completed "Leave of Absence Request Form and Contract Addendum" form. LOA must include circumstances for request, be approved and signed by all parties prior to the start of the LOA. The LOA extends to the student's contract period by the same number of calendar days taken in the LOA, see the "Leave of Absence Request Form and Contract Addendum" for students revised graduation date. Upon the student's return from the leave of absence the student is permitted to complete the course work he or she began prior to the leave of absence.

The institution has the right to accept or deny LOA request and will document the reason(s) for decision.

Student will be withdrawn if student takes an unapproved LOA.

If a student fails to return to school at the expiration of an approved LOA, the student's withdrawal is from the last date of attendance.

FEDERAL STUDENT AID STUDENTS: If a student fails to return to school per the scheduled return date, the 6-month waiting period for Direct Stafford Loans will start retroactively on the day the LOA began and repayment will begin sooner than expected. While students are actively on LOA all financial disbursements will cease.

NOTE:

- *All TFC contract payments are to continue per the TFC payment contract.

In the rare situation that the student does not reach the hours covered in the loan period and estimated disbursement date, the student may be in jeopardy of losing financial aid disbursements.

In rare cases of emergency that would prevent a student from providing prior written requests, the information may be phoned in to the administration office and documented by the administration office staff approval for its decision. However, the student is required to come into the office and complete, sign and date the LOA form as soon as possible but no later than 30 calendar days after the initial phone request. If a student fails to complete the LOA form within the required 30 calendar days, the student will be withdrawn from the program and as stated previously, the grace period for federal loan payments will start retroactively on the day the LOA began and repayment will begin sooner than expected. The beginning date of the approved LOA would be determined by the school official to be the first date the student was unable to attend school because of emergency.

A student's total number of days for LOA'S combined cannot exceed 90 calendar days in any given 12-month period. The 12-month period will begin on the first day of the LOA.

Each LOA must be a minimum of 14 calendar days. The student may not return early. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculations are required at that time.

ATTENDANCE

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

Students 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.

A 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

Excess absences may result in disciplinary action.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE, ANTI-HARASSMENT AND DISCRIMINATION POLICY

Revised 10/18/2023

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 each calendar year 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.

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

It is a federal law that requires colleges and universities who receive federal funding to disclose information on campus safety and requires basic requirements for handling incidents of sexual violence and emergency situations.

II. GEOGRAPHY:

1. Any building or property owned or controlled by Cameo College of Essential Beauty within the same reasonably contiguous geographic area and used by Cameo College of Essential Beauty in direct support of, or in manner related to, Cameo College of Essential Beauty's education purposes; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by Cameo College of Essential Beauty but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus building or property

1. Any building or property owned or controlled by a student organization that is officially recognized by Cameo College of Essential Beauty; or
2. Any building or property owned or controlled by Cameo College of Essential Beauty College that is used in direct support of, or in relation to, Cameo College of Essential Beauty's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, is within the campus, or immediately adjacent to and accessible from campus.

III. CRIME STATISTICS:

Crime statistics that are provided in this annual report are based upon incidents reported by the local Police Departments or Administrators/Management. Each entity provides updated information on their educational efforts and programs to comply with the Act. This annual report is prepared by Cameo College of Essential Beauty. Cameo College of Essential Beauty annually reports statistics for the three most recent calendar years concerning the occurrence on campus and on public property. Campus crime, arrests, and referral statistics include those reported to the Police or one of the administrators/managers.

IV. CAMPUS SECURITY AUTHORITIES:

Brenda Scharman brenda@cameocollege.edu

Rickie Mehl rickie@cameocollege.edu

Melyssa Tucker Melyssa@cameocollege.edu

Procedure for Reviewing Crime Reports

1. Crime reports are received in-person, by phone, e-mail, and documented.
2. Reports are reviewed by the administration/management to accurately record Clery category.
3. Reports are compared for accuracy of reporting.
4. Yearly the process of reporting crimes is reviewed to improve reporting efforts.

V. STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES:

In addition to collecting crime reports from local law enforcement, Cameo College of Essential Beauty makes a good faith effort in obtaining crime statistics from local agencies within the geography of each campus as well.

VII. EMERGENCY RESPONSE AND EVACUATION PROCEDURES:

Notification of an Emergency

Cameo College of Essential Beauty uses a variety of tools to keep students, staff and guests informed in the event of an emergency that could affect their health and safety. These tools contain the Cameo College of Essential's Emergency Notification System: text messaging, school wide intercoms, e-mail, social media, voice mail, and notification apps. Some or all of these tools may be used in a given emergency situation. Emergency notifications are sent.

when there is a confirmed emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of the campus community and in situations requiring immediate action. The owner, school director administration or manager on site is responsible for assessing all known information about an emergency situation on campus and determining the need for emergency notification and immediate actions, such as building evacuation. The responsible staff member above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the owner or manager, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Disseminating Emergency Information to the Larger Community

Cameo College of Essential Beauty disseminates emergency information to individuals and/or organizations outside of the campus community in the following ways:

- Facebook Community Page
- Electronic Communication

The administrator of Cameo College of Essential Beauty is responsible for determining what relevant information needs to be disclosed.

Testing of Emergency Procedures

Cameo College of Essential Beauty emergency response and evacuation procedures will be tested at least one time in a calendar year. Annual testing may be either announced or unannounced and will be publicized on the Cameo College of Essential Beauty website. Documentation of the testing, to include a description of the exercise, the date, time and whether it was announced or unannounced, will be maintained and retained in the Administrative Office.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the administrator/manager, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Cameo College of Essential Beauty employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the administrator/manager by phone at 801-747-5700.

Pastoral and Professional Counselors

Cameo College of Essential Beauty does not employ or have affiliation with Pastoral or Professional Counselors.

IX. ANNUAL SECURITY REPORT:

Reporting Policies and Protocols

Cameo College of Essential Beauty strongly encourages all members of the school community to report information about any incident of crime or sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the administration/managers and/or to law enforcement.

Crisis Resources List and Confidential Reporting

Confidential reporting gives the victim the opportunity to speak confidentially with a professional who works in a healthcare or counseling role.

- Options Domestic and Sexual Violence Services, 801-747-5700 – Cameo College of Essential Beauty Campus.
- Options mission is to empower individuals who experience domestic, sexual, interpersonal, or stalking violence through individual support.
- University of Utah Women's Resource Center 801-581-8030
- Utah Coalition Against Sexual Assault 801-746-0404
- Utah Domestic Violence Link Line 1.800.897.5465
- State Domestic Violence Info Line: 1-800-897-5465

Non-Confidential Reporting

Non-confidential reporting means that an investigation will occur with an outcome. Details of the report will only be shared with individuals with a need-to-know basis. Privacy will be protected to the extent possible. To file a non-confidential complaint, please use one of the following options:

All victims are encouraged, but not required, to file a Police Report 911 or 801-747-5700.

Brenda Scharman

Title IX Coordinator

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Phone: 801-747-5703

Rickie Mehl

Title IX Coordinator

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Melyssa Tucker

Title IX Coordinator

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Phone: 801-747-5702

Preparing the Annual Disclosure of Crime Statistics

Crime statistics that are provided in this annual report are based upon incidents reported by the local law enforcement and/or administration/management team. This annual report is prepared by Cameo College of Essential Beauty. Cameo College of Essential Beauty annually reports statistics for the three most recent calendar years concerning the occurrence on campus and on public property. Campus crime, arrests, and referral statistics include those reported to the Police or one of the administrators/managers.

This information is reviewed annually at staff meetings as well as made available to each incoming student as well as current students at any time.

Access to Campus Facilities and Security Considerations in the Maintenance of Campus Facilities
Cameo College of Essential Beauty is committed to maintaining an environment in which students, staff, and guests can work together free from all forms of harassment, exploitation and intimidation. Cameo College of Essential Beauty will act as needed to discourage, prevent, correct, and, if necessary, discipline behavior that violates this standard of conduct. During business hours, Cameo College of Essential Beauty is open to students, parents, staff, guests and invitees. During non-business hours access to all facilities is by key, if issued, or by admittance via an administrator, manager, or staff member.

Policy to Inform Students and Employees about the Prevention of Crime

Cameo College of Essential Beauty educates the incoming and current student and employee community about crime, sexual violence, violence prevention, and all relevant Cameo College of Essential Beauty policies and procedures during all orientations held for new and current students at the onset of a class and at least annually.

In addition, Cameo College of Essential Beauty conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all Cameo College of Essential Beauty current students and employees about Cameo College of Essential Beauty's policies regarding crime and sexual violence and for conducting the new student and employee training.

Campus Law Enforcement

Cameo College of Essential Beauty does not employ campus law enforcement or security personnel.

Student Organizations with Non-Campus Locations

Cameo College of Essential Beauty does not have any officially recognized student organizations with non-campus locations.

Alcohol & Drug Prevention Program & Policy

Under the "Drug Free Workplace Act of 1988" and the "Drug Free Schools and Communities Act Amendments of 1991" the college is required to notify all employees and students of its specific alcohol and drug policy program. The elements of the policy and program include consequences that may follow the use of alcohol and other drugs, and sanctions that may be applied both by the College and by external authorities. The law requires that individuals be notified of possible sources of assistance for problems that may arise as a result of use. The following material is provided to supplement the comprehensive policies that are being prepared in accordance with the Task Force report. This policy is intended to educate members of the College community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. In addition, in order to assure a work and learning environment that promotes the College's.

mission and proper function, the College prohibits unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on college property or as a part of any College activity. Federal and state sanctions also apply to such conduct. Prevention strategies include efforts to change inappropriate community norms regarding alcohol and other drug use, to alter environmental factors that support inappropriate use, and to provide information and skills regarding sensible use.

Health Risks

The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases, such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking which may result in physical or emotional injury, or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflict with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Counseling and Treatment Programs

The college encourages individuals with alcohol or other drug-related problems to seek assistance.

College Sanctions

Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs by faculty, staff, or students on college property or as a part of any College activity may lead to sanctions within the College, the severity of which shall increase as the seriousness of the violation increases. Sanctions include: A verbal or written reprimand; Completion of an appropriate rehabilitation program; A disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction; Suspension from the College (student) or from employment (employee) or from a specific College activity or facility for a fixed period of time or until completion of specified conditions, such as completion of an appropriate rehabilitation program; Expulsion from the College (student) or termination of employment (faculty and staff); and/or Other appropriate sanctions.

External Sanctions

Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs may also lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment. For example, under federal laws trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 grams or more. Fines for such an offense can reach \$4 million. Offenses involving lesser amounts, 10-99 grams may result in sanctions up to and including 20 years imprisonment and fines of up to \$20 million. A first offense for trafficking in marijuana may lead to sanctions up to life imprisonment for an offense involving 1,000 kg or more or up to 5 years imprisonment for an offense involving less than 50 kg. Such an offense carries with it fines that can reach \$4 million for an individual offender. Federal and State sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines to three years imprisonment and \$250,000 in fines for repeat offenders. Under Utah laws, use of marijuana is a misdemeanor punishable by up to 90 days in jail and a \$100 fine. Delivery of marijuana is a felony punishable by up to four years imprisonment and up to \$2,000 in fines. Violations may also lead to forfeiture of personal and real property and denial of federal benefits, such as grants, contracts, and student loans. The State of Kansas may impose a wide range of sanctions for alcohol-related offenses. For example, a first drunk driving offense will receive 48 hours of mandatory imprisonment or 100 hours of community service and must complete a court ordered alcohol and drug safety action education program and/or treatment program (at your expense). In addition, you will be fined \$500 to \$1,000 plus court costs, probation and evaluation fees. Your driving privileges will be suspended for 30 days, then restricted for an additional 330 days. Your vehicle can be impounded for up to one year. Any minor under the age of 21 who is found to possess, consume, obtain, purchase or attempt to purchase alcoholic liquor or a cereal malt beverage can be charged with what is commonly known as "Minor in Possession (M.I.P.)", a Class C misdemeanor. Sometimes this is also referred to as a "Minor in Consumption (M.I.C.)" where a minor is found to have been drinking but does not have alcohol in his or her possession. They are both the same thing. M.I.P is punishable by a fine of up to \$500, 40 hours of community service and the completion of an educational program dealing with the effects of alcohol.

Distribution of Policy

A copy of this policy statement shall be distributed annually to all faculty, staff, and students.

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 individual[s] has [have] been designated as the Title IX Coordinator[s] by Cameo College of Essential Beauty to handle inquiries regarding Cameo College of Essential Beauty's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Brenda Scharman
Title IX Coordinator
brenda@cameocollege.edu
phone: 801-747-5703

Rickie Mehl
Title IX Coordinator
rickie@cameocollege.edu
phone: 801-747-5703

Melyssa Tucker
Title IX Coordinator
melyssa@cameocollege.edu
Phone: 801-747-5702

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to U.S. Office for Civil Rights by email at 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 that 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, or a term or condition of participation in student activities or in other events or activities sanctioned by the school].
- 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, and 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's 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 [School]

policies and procedures during all orientations held for new and current students at the onset of a class and at least annually. In addition, Cameo College of Essential Beauty conducts new and current employee training on these topics at least annually. The Title IX Coordinator is responsible for training all Cameo College of Essential Beauty current students and employees about Cameo College of Essential Beauty's 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 in Cameo College of Essential Beauty's 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's ongoing prevention and awareness campaigns for students and employees.

Sanctions and Protective Measures

Following a final determination of Cameo College of Essential Beauty's 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**

Sanction 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 order.
- 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 a 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 reports the incident to police in a timely manner and, if requested to do so by the victim, [the School's 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 typically 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's 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 School Director] immediately to execute that procedure in accordance with the institution's timely warning procedures.

[cross reference to those 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 is to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping. Cameo College of Essential Beauty is also required to keep any interim measures provided to the victim confidential, to the extent that 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 to the individual making the report of an alleged sex offense:
 - 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 any criminal proceeding may occur simultaneously; and
 - b) 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:
 10.
 - 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.
 11. The Title IX Coordinator will determine if the incident is indicative of a systemic issue 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's 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 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 may be provided informally and in confidence to Cameo College of Essential Beauty's 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 College 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's 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's 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 its 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. Police reports are public records under state law, and therefore Cameo College of Essential Beauty cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

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.

Rights and Options of Victims of Sexual Violence

Within 24 hours of a Title IX Coordinator receiving a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options. That notice will contain the following information:

This document outlines your rights under Title IX. You may have additional rights under other federal and state laws. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving federal funds must comply with Title IX. If you have experienced sexual violence, here are some things you should know about your Title IX rights:

Your School Must Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to campus or local law enforcement, but a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

Your School Must Provide Interim Measures as Necessary

- Your school must protect you as necessary, even before it completes any investigation. Your school should start doing this promptly once the incident is reported.

- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes, dorms, or transportation. When taking these measures, your school should minimize the burden on you.
- You have the right to report any retaliation by school employees, the alleged perpetrator, and other students, and your school should take strong responsive action if this occurs.

Your School Should Make Known Where You Can Find Confidential Support Services

- Your school should clearly identify where you can go to talk to someone confidentially and who can provide services like advocacy, counseling, or academic support. Some people, such as counselors or victim advocates, can talk to you in confidence without triggering a school's investigation. Because different employees have different reporting obligations when they find out about sexual violence involving students, your school should clearly explain the reporting obligations of all school employees.

This document outlines your rights under Title IX. You may have additional rights under other federal and state laws. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving federal funds must comply with Title IX. If you have experienced sexual violence, here are some things you should know about your Title IX rights:

Your School Must Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to campus or local law enforcement, but a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

Your School Must Provide Interim Measures as Necessary

- Your school must protect you as necessary, even before it completes any investigation. Your school should start doing this promptly once the incident is reported.
- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes, dorms, or transportation. When taking these measures, your school should minimize the burden on you.
- You have the right to report any retaliation by school employees, the alleged perpetrator, and other students, and your school should take strong responsive action if this occurs.

Your School Should Make Known Where You Can Find Confidential Support Services

- Your school should clearly identify where you can go to talk to someone confidentially and who can provide services like advocacy, counseling, or academic support. Some people, such as counselors or victim advocates, can talk to you in confidence without triggering a school's investigation. Because different employees have different reporting obligations when they find out about sexual violence involving students, your school should clearly explain the reporting obligations of all school employees.
- Even if you do not specifically ask for confidentiality, your school should only disclose information to individuals who are responsible for handling the school's response to sexual violence. Your school should consult with you about how to best protect your safety and privacy.

Your School Must Conduct an Adequate, Reliable, and Impartial Investigation

- You have the right to be notified of the time frames for all major stages of the investigation.
- You have the right to present witnesses and evidence.
- If the alleged perpetrator is allowed to have a lawyer, you have the right to have one too.
- Your school must resolve your complaint based on what they think is more likely than not to have happened (this is called a preponderance-of-the-evidence standard of proof). Your school cannot use a higher standard of proof.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
- If your school provides for an appeal process, it must be equally available for both parties.
- You have the right to have any proceedings documented, which may include written findings of fact, transcripts, or audio recordings.
- You have the right not to "work it out" with the alleged perpetrator in mediation. Mediation is not appropriate in cases involving sexual violence. Your School Must Provide Remedies as Necessary
- If an investigation reveals that sexual violence created a hostile environment, your school must take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

- Appropriate remedies will generally include disciplinary action against the perpetrator but may also include remedies to help you get your education back on track (like academic support, retaking a class without penalty, and counseling). These remedies are in addition to any interim measures you received.
- Your school may also have to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800 421-3481 or (800 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at <http://www.ed.gov/ocr/complaintintro.html> Registered Sex Offenders

In accordance with the federal Campus Sex Crimes Prevention Act (CSCPA) a notice must be given of registered sex offenders to institutions of higher education if the offender is employed, carries on a vacation, or is a student at the institution. This information is available upon request in the administrative office. A Registered Offender search may also be conducted at

http://www.communitynotification.com/cap_office_disclaimer.php?office=54438 For additional information on the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, visit <http://ojp.gov/smart/legislation.htm>.

Crime Statistics

In compliance with the Campus Security Act, we are sharing the following crime-related Statistics.

The figures include reports of crimes occurring on campus, non-campus buildings or properties, and public property. These geographic areas are defined as follows:

Crime Statistics Cameo College of Essential Beauty

Offense on Campus	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0
Rape (Includes sodomy and sexual assault with an object	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest and Disciplinary Referrals Crime Statistics Cameo College of Essential Beauty			
Liquor Law Arrests	0	0	0
Drug Law Arrests	0	0	0
Weapon Law Arrests	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapons Law Violations Referred for Disciplinary Action	0	0	0

Reported Hate Crimes Arrests and Disciplinary Action Referrals

The following information pertains to the number of each type of primary crime (above) that was determined to be a hate crime, as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that were determined to be hate crimes. In 2021, 2022 & 2023 there were no hate crimes reported.

Unfounded Crimes

In 2021, 2022 & 2023 there were no unfounded crimes reported.

Crime Statistics Cameo College of Essential Beauty

Offense Non- Campus	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0
Rape (Includes sodomy and sexual assault with an object	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny Theft	2	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest and Disciplinary Referrals			
Liquor Law Arrests	0	1	0
Drug Law Arrests	0	2	0
Weapon Law Arrests	0	0	0

Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapons Law Violations Referred for Disciplinary Action	0	0	0

Reported Hate Crimes Arrests and Disciplinary Action Referrals

The following information pertains to the number of each type of primary crime (above) that was determined to be a hate crime, as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that were determined to be hate crimes.

In 2021, 2022 & 2023 there were no hate crimes reported.

Unfounded Crimes

In 2021, 2022 & 2023 there were no unfounded crimes reported.

Reported Hate Crimes Arrests and Disciplinary Action Referrals

The following information pertains to the number of each type of primary crime (above) that was determined to be a hate crime, as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that were determined to be hate crimes. In 2021, 2022 & 2023 there were no hate crimes reported.

Unfounded Crimes

In 2021, 2022 & 2023 there were no unfounded crimes reported.

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 individual has 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.

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 the 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 the 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 from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's 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.

NACCAS

Division of Occupational and Professional Licensing (DOPL)



Cameo College of Essential Beauty

Hair, Skin, Nails, Electrolysis, Permanent Cosmetics

124 East 5770 South Murray, Utah 84107

(801) 747-5700

FAX (801) 747-5701

APPLICATION FORM

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Social Security Number: _____

Date of birth: _____

Telephone (Home) (_____) _____ (Cell) (_____) _____

Male _____ Female _____ Single _____ Married _____ Divorced _____

Are you a high school graduate or equivalent? Yes _____ No _____

If no, an ATB entrance exam is required for all courses exceeding 149 hours. Exams are \$100.00 and are given prior to enrollment, please call in advance to schedule (given 1 time per month).

If yes, What year did you graduate? _____

Name of highschool: _____

List any previous college proprietary schooling attended after high school:

Course of interest:

Non-refundable Application fee of \$100.00 is due with application.

-Cosmetology/Barber _____	-Permanent Cosmetics _____
-Hair Design _____	-Micro-Needling _____
-Master Esthetics (Full) _____	-Dermaplaning _____
-Esthetics (Basic-Level 1) _____	-Make-Up Artistry _____
-Master Esthetics (Level 2) _____	-Lash Extensions _____
-Electrology _____	-Lash Lift & Tint _____
-Nail Technology _____	
-Lash and Brow Artistry Hybrid _____	

Date of class you wish to begin: _____

Indicate schedule: _____

How did you hear about us? _____

I would like to enroll in Cameo College of Essential Beauty. I have enclosed required fees, and a recent photo. I have read and understand the refund policy of all monies paid. Please note: If you are taking a course exceeding 149 hours of training, **photo copy** of your driver's license or birth certificate, **photo copy** of High school Diploma, along with your fees, and recent photo are required at time of registration. If you do not have a High school Diploma or equivalent an entrance exam (ATB) will be given.

Students Signature _____

Date _____

Mail or deliver in person to:
CAMEOCOLLEGE OF ESSENTIAL BEAUTY
124 East 5770 South
Murray, UT 84107

School Calendar

2025 CLASS START DATES

<u>Cosmetology/Barbering</u>	<u>Hair Design</u>	<u>Master Esthetics (Full), Esthetics (Basic-Level 1), Master Esthetics (Level 2)</u>	<u>Nail Technology</u>	<u>Electrology</u>	<u>Permanent Cosmetics</u>
January 7th February 4th (days only) March 4th April 1st (days only) May 6th June 3rd (days only) July 8th August 5th (days only) September 2nd October 7th (days only) November 4th	January 7th February 4th (days only) March 4th April 1st (days only) May 6th June 3rd (days only) July 8th August 5th (days only) September 2nd October 7th (days only) November 4th	January 7th February 4th (days only) March 4th April 1st (days only) May 6th June 3rd (days only) July 8th August 5th (days only) September 2nd October 7th (days only) November 4th	January 7th February 4th March 4th April 1st May 6th June 3rd July 8th August 5th September 2nd October 7th November 4th	January 7th February 4th March 4th April 1st May 6th June 3rd July 8th August 5th September 2nd October 7th November 4th	January- No class February - 10th -15th March - 18th-22nd April - No Class May- 20th- 24th June - 17th-21st July No Class August - 19th-23rd September - 16th-20th October - 21st-25th November -TBD

Classes are subject to change depending on enrollment need

2026 CLASS START DATES

<u>Cosmetology/Barbering</u>	<u>Hair Design</u>	<u>Master Esthetics (Full), Esthetics (Basic-Level 1), Master Esthetics (Level 2)</u>	<u>Nail Technology</u>	<u>Electrology</u>	<u>Permanent Cosmetics</u>
January 6th February 3rd (days only) March 3rd April 7th (days only) May 5th June 2nd (days only) July 7th August 4th (days only) September 1st October 6th (days only) November 3rd	January 6th February 3rd (days only) March 3rd April 7th (days only) May 5th June 2nd (days only) July 7th August 4th (days only) September 1st October 6th (days only) November 3rd	January 6th February 3rd (days only) March 3rd April 7th (days only) May 5th June 2nd (days only) July 7th August 4th (days only) September 1st October 6th (days only) November 3rd	January 6th February 3rd March 3rd April 7th May 5th June 2nd July 7th August 4th September 1st October 6th November 3rd	January 6th February 3rd March 3rd April 7th May 5th June 2nd July 7th August 4th September 1st October 6th November 3rd	January- No class February - 17th -21st March - 17th-21st April - No Class May- 19th- 23th June - 16th-20th July No Class August - 18th-22nd September - No Class October - 20th-24th November -TBD

Classes are subject to change depending on enrollment need

Closure Dates

2025 School Closure

January 1st Closed all day
February 25th-26th Closed all day
July 4th Closed all day.
July 24th Closed all day
October 31st Closed at 3:00 pm
November 26th Closing at 3:00 pm.
November 27th-28th Closed all day
December 24th-26th Closed all day
December 31st Closing at 5:00 pm

2026 School Closure

January 1st Closed all day
January 27th-28th Closed all day
July 4th Closed all day.
July 24th Closed all day
October 31st Closed at 3:00 pm
November 25th Closing at 3:00 pm.
November 26th-27th Closed all day
December 24th-26th Closed all day
December 31st Closing at 5:00 pm

DISTANCE EDUCATION POLICY

CAMEO COLLEGE IS *NOT* CURRENTLY ENROLLING IN DISTANCE EDUCATION/HYBRID COURSES

Distance Education "Hybrid" Programs:

A Hybrid Program is defined as a program that includes both on and off campus education. Off campus education, also known as "Distance Education" Hybrid programs is delivered at a minimum of 50% On Campus Education and up to 50% Distance Education through electronic means compliant with the State, Accreditation and Department of Education.

The institutions distance education/hybrid educational programs are in compliance with all local, state and federal laws and regulations and NACCAS Standards and Criteria.

Students must have an electronic device and internet capabilities that are capable of supporting the electronic delivery system(s) used in the program (Chromebook or laptop recommended.)

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client. Any practical education delivered via Distance Education is to be on a mannequin.
 2. Distance education, by either Synchronous or Asynchronous, is validated by substantive interaction on a regular interactive basis between students and instructors.
 - a. Substantive interaction for distance education learning activities is engaging students in teaching, learning, and assessment and includes no less than two (2) of the following at a minimum:
 - i. Providing direct instruction.
 - ii. Assessing or providing feedback on students' distance education coursework.
 - iii. Providing information or responding to questions about the content of distance education coursework.
 - iv. Facilitating group discussion regarding the content of distance education coursework.
 - b. Regular interaction for distance education learning activities between a student and instructor must include the following:
 - i. Providing the opportunity for substantive interactions with the student on a scheduled basis.
 - ii. Monitoring the students' academic engagement and ensuring the instructor is responsible for substantive interaction.
 - c. Distance Education delivered synchronously or asynchronously is validated to measure actual student seat time by using a digital learning platform such as Milady (CIMA), Google Classroom, Teams, Zoom etc. All students will have a unique identifier number and time measured is maintained by the institution.
3. A Distance Education Assessment of student performance is conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
 4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
 5. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

LASH AND BROW ARTISTRY HYBRID COURSE OUTLINE

<u>Course Name:</u>	Lash and Brow Artistry
<u>Course Description:</u>	All aspects of eyelash and eyebrow artistry including lash extensions and lash and brow chemical services.
<u>Course Format:</u>	Course Format/Instructional Methods include both theoretical, demonstrations and practical instruction using Milady's Eyelashes Textbook for Eyelash and Brow Artists. Methods such as lectures, round table discussions, demonstrations, practical applications, and assessments are included in sources of instruction. Methods also include associated worksheets, library, computer lab with internet access and audio/visual materials.
<u>Educational Objectives:</u>	To provide educational training in the Eyelash and Brow profession, leading to licensure and employment.
<u>Grading Procedures:</u>	Grading is performed on a percentage system ranging from 0% to 100+%. A minimum of 75% CGPA is required.

LASH AND BROW ARTISTRY HYBRID COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objectives		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Eyelash Extension History and Careers	1	
Eye and Eyelash Anatomy and Physiology	3	
Disorders, Diseases, and Allergies of the Eye Area	2	
Client Safety and Infection Control	3	
Tools, Products, and Ingredients	2	
Eyelash Extension	7	45
Preparation/Application		
Aftercare		
Removal		
Eyelash and Eyebrow Chemical Services	7	18
Lash Lift		
Brow Lamination		
Lash Tinting		
Brow Tinting		
Brow Shaping	1	1
Tweezing		
Building an Eyelash/Brow Business	2	
Developing a clientele		
Professional Image/Ethics		
Legal Issues/Regulatory Agencies/Tax Laws		
Interview/Resume/Job Skills		
State board Exam Review State Rules & Regulations	5	
Practical Final Examination Theory Final Examination		
TOTAL	36	64
GRAND TOTAL	100	

LASH AND BROW ARTISTRY HYBRID COURSE

LEARN ALL PHASES OF:

Lash and Brow Artistry

Eyelash Preparation
Eyelash Extension Application
Eyelash/Eyebrow Tinting
Lash Lift
Brow Lamination
Arching by use of tweezing

PHYSICAL DEMANDS:

The Eyelash and Eyebrow profession is a safe profession. The physical demands consist of having the ability to work in a sitting position, have good eyesight for detailed application 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 Eyelash/Eyebrow Artist are to consistently be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occurs if negligent.

EMPLOYMENT OPPORTUNITIES:

Owner, Eyelash and Brow Artist, Educator, and Product Representative

LENGTH OF COURSE:

100 clock hours (Utah State Requirement)

GRADUATION REQUIREMENTS:

Completion of 100 clock hours, which is a State of Utah requirement. Taking Approximately 3.5 weeks.

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

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

ATTAINMENTS:

Diploma - issued upon graduation
State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$3,087.05
Kit fee (Books Included)	\$ 663.52
Utah State Sales Tax (Kit) (Subject to change)	\$ 49.43
Grand Total	\$3,900.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 100 Hour)	
Application Fee	\$ 100.00
Tuition	\$ 3,087.05
Kit Fee (Books Included)	\$ 663.52
Utah State Sales Tax (Kit)	\$ 49.43
Grand Total	\$ 3,900.00

DUE AT REGISTRATION:

\$100 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

In-House monthly payment plan through TFC Credit Corporation. Balance
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 Utah State Office of Rehabilitation for those who qualify.

AVAILABLE SCHEDULE:

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

Full Time	Tues - Thurs	1:00 pm - 6:30 pm
(3.5 Weeks)	Fri	1:00 pm – 5:00 pm
	Sat - Mon	Up to 8 hours online learning 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.
You will need a compatible electronic device (Chromebook or laptop is recommended)
Internet
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies.
one 1" 3 ring binder, sheet protectors, 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 clock in instructions.
Student kit.
2 -24-28oz square or rectangle sealed containers (Tupperware, Rubbermaid)
Clipboard

COSMETOLOGY/BARBERING HYBRID COURSE OUTLINE

COURSE NAME: Cosmetology/Barbering Hybrid Distance Education

COURSE DESCRIPTION: Arts & Sciences of:

Cosmetology/Barbering is 4 licenses in one! You will learn all aspects of Cosmetology/Barbering which includes a multitude of hair related skills such as haircutting, haircoloring, styling, braiding, weaving, balyage and more. You will also learn the art of Barbering using clippers to create the perfect close clipper cut, fade, etc. as well as straight edge razor shaves. You will continue on to learn all areas of Nail Technology and Level 1 Esthetics. This program is well rounded, sure to prepare you for a successful career in the Cosmetology/Barbering profession.

COURSE FORMAT: Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Standard Textbook of Cosmetology. Methods such as lectures, 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. *Up to 50% of this program is delivered off campus through electronic means compliant with the State, Accreditation and Department of Education.*

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+%. A minimum of 75% CGPA is required.

COSMETOLOGY/BARBERING HYBRID DISTANCE EDUCATION COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL (Applies to Cosmetology/Nails/Esthetics total 140 hours 46 hours in each category)		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Cosmetology History	7	10
Curriculum Overview		
Professionalism/Ethics/		
Reception Skills		
Implements/Equipment		
Health Risks		
Bacteriology	5	
Sterilization/Sanitation	5	15
Infection Control		
First Aid		
CPR		
Human Immune System		
Skin Composition/Disorders/Analysis	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy/Medical Devices	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional Associations Legal Issues		
Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
HAIRSTYLING		
Properties of Scalp/Hair	10	
Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	40
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	200
Cosmetology/Barber Methods		
Shear/Razor/Clipper/Shaving		
Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Finger waves		
Braiding		
Thermal Styling	5	75
Curling/Straightening/Pressing		
Permanent Waving	10	150
Hair		
Haircoloring/Bleaching	25	125
Hair/Lash/Brow Coloring		
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25
Artistry of Artificial Hair	5	
Wigs/Hairpieces/Extension		
Chemistry	5	
NAIL TECHNOLOGY (Total 154 hours plus 46 from general category = 200)		
Manicuring/Pedicuring	10	139
Artificial Nail Techniques		
(Acrylic) Nail Art		
Electric Drill		
Nail Disorders/Diseases	5	
ESTHETICS (Skin Care) (Total 554 hour plus 46 from general category = 600)	40	324
Facials		
Aromatherapy Limited		
Chemical Exfoliation		
Lash/Brow Tinting		
Eyelash Extension		
Lash lift		
Removing Unwanted Hair	10	15
Temporary Hair Removal (Waxing)		
Theory of Massage	5	39
Arms/Hands/Feet		
Face/Neck Manual Lymphatic Drainage		
Make-Up	5	60
Application Artificial Lashes		
Electives	5	30
Related Topics		
State board Exam Review/State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
TOTALS	233	1367
Grand Total	1600	

COSMETOLOGY/BARBERING HYBRID DISTANCE EDUCATION COURSE

LEARN ALL PHASES OF:

Cosmetology Industry
Barbering Industry
Nail Technology Industry
Level 1 Basic Esthetics Industry

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 1,600 clock hours, which is a State of Utah requirement. Taking approximately 40-80 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.

ATTAINMENTS:

Diploma - issued upon graduation.

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$18,282.96
Kit Fee (Books Included)	\$ 2,300.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 171.35
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change) Qnity	\$ 37.25
Sales Tax on Qnity (Subject to change)	\$ 100.00
Grand Total	\$ 7.45
	\$21,499.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS:

Payment Periods All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)

Application Fee	\$ 100.00
Tuition	\$ 5,941.96
Kit Fee (Books Included)	\$ 2,182.86
Utah State Sales Tax (Kit)	\$ 162.62
Nuts and Bolts	\$ 161.20
Sales Tax on Nuts and Bolts	\$ 12.00
Qnity	\$ 32.50
Sales Tax on Qnity	\$ 2.42

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 5,941.96
Kit Fee (Books Included)	\$ 117.14
Utah State Sales Tax (Kit)	\$ 8.73
Nuts and Bolts	\$ 161.20
Sales Tax on Nuts and Bolts	\$ 12.00
Qnity	\$ 32.50
Sales Tax on Qnity	\$ 2.42

Payment Period 3 (1041 Hour – 1320 Hour)

Tuition	\$ 3,199.52
Nuts and Bolts	\$ 88.80
Sales Tax on Nuts and Bolts	\$ 6.62
Qnity	\$ 17.50
Sales Tax on Qnity	\$ 1.31

Payment Period 4 (1321 Hour – 1600 Hour)

Tuition	\$ 3,199.52
Nuts and Bolts	\$ 88.80
Sales Tax on Nuts and Bolts	\$ 6.63
Qnity	\$ 17.50
Sales Tax on Qnity	\$ 1.30

DUE AT REGISTRATION: \$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS: Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.
A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

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

- * If a student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.
- * After 2nd Award Year FAFSA is processed, a financial assessment will be conducted by the Financial Aid Advisor.
- * If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (40 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (62 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (50 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (40-80 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (40-80 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (80 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy. In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

SUPPLIES NEEDED:

Please bring with you the first day of school:

You do not need to be in dress code-Professional attire for orientation.
You will need a compatible electronic device (Chromebook or laptop is recommended)
Internet
A padlock with 2 locking keys for your locker
Permanent marker for marking your supplies.
one 1.5" and one 1" 3 ring binder, sheet protectors, 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 clock in instructions.
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 HYBRID DISTANCE EDUCATION COURSE OUTLINE

COURSE NAME:

Hair Design Hybrid Distance Education

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 lectures, 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. *Up to 50% of this program is delivered off campus through electronic means compliant with the State, Accreditation and Department of Education*

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+%. A minimum of 75% CGPA is required.

HAIR DESIGN HYBRID DISTANCE EDUCATION COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
GENERAL		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Hair Design History	7	10
Curriculum Overview		
Professionalism/Ethics/Reception Skills		
Implements/Equipment		
Health Risks		
Bacteriology	5	15
Sterilization/Sanitization	5	
Infection Control		
First Aid		
CPR		
Human Immune System		
Skin Composition/Disorders	5	
Cells/Anatomy/Physiology	5	
Electricity & Light Therapy	5	
Developing a practice/Business Management	8	
Developing Clientele		
Professional Image/Ethics		
Professional		
Associations/Legal Issues		
Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/Job Search Skill		
HAIRSTYLING		
Properties of Scalp/Hair	10	30
Structure of the Hair		
Disorders of Hair/Scalp		
Shampooing/Draping	5	60
Scalp/Hair Treatments		
Hair Cutting/Shaping	20	300
Hair Design/Barber Methods		
Shear/Razor/Clipper/Shaving		
Mustache/Beard Design		
Wet Hairstyling	5	120
Pin/Roller/Barrel Curls		
Finger waves		
Braiding		
Thermal Styling	5	125
Curling/Straightening/Pressing		
Permanent Waving	10	150
Hair		
Haircoloring/Bleaching	25	207
Hair		
Chemical Hair Relaxing/Straightening/Soft Curl Perm	10	25
Artistry of Artificial Hair	5	
Wigs/Hairpieces/Extension		
Chemistry	5	
Electives	5	
Related Topics		
State board Exam Review/State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
Totals	158	1042
Grand Total	1200	

HAIR DESIGN HYBRID DISTANCE EDUCATION COURSE

<u>LEARN ALL PHASES OF:</u>	Hair Design Industry
<u>PHYSICAL DEMANDS:</u>	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.
<u>EMPLOYER EXPECTATIONS:</u>	Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.
<u>SAFETY REQUIREMENTS:</u>	The safety requirements of a Hair Design is to read manufactures directions on all chemicals and be aware of electrical hazards.
<u>EMPLOYMENT OPPORTUNITIES:</u>	Salon Owner, Hairstylist, Platform Artist, Color and Permanent Wave Technician, Hair Design Educator, and Product Representative.
<u>LENGTH OF COURSE:</u>	1200 clock hours (Utah State Requirement)
<u>GRADUATION REQUIREMENTS:</u>	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.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$14,252.07
Kit Fee (Books Included)	\$ 1,399.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 104.23
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$16,500.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS:

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)

Enrollment Fee	\$ 100.00
Tuition	\$ 6,175.90
Kit Fee (Books Included)	\$ 1,399.00
Utah State Sales Tax (Kit)	\$ 104.23
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 6,175.90
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 3 (1041 Hour – 1200 Hour)

Tuition	\$ 1,900.27
Nuts and Bolts	\$ 63.20
Sales Tax on Nuts and Bolts	\$ 4.71
Qnity	\$ 13.34
Sales Tax on Qnity	\$ 0.99

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

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

* If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

* If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (30 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (46 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (38 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (60 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to schedule specified above - see attendance policy.

In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

ELECTROLOGY HYBRID DISTANCE EDUCATION COURSE OUTLINE

COURSE NAME:

Electrology Hybrid Distance Education

COURSE DESCRIPTION:

Training in all aspects of permanent hair removal using a variety of methods, temporary hair removal methods and laser hair removal.

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 lectures, 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. Up to 50% of this program is delivered off campus through electronic means compliant with the State, Accreditation and Department of Education.

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+%. A minimum of 75% CGPA is required.

ELECTROLOGY HYBRID DISTANCE EDUCATION COURSE CURRICULUM

SUBJECT	<u>THEORY</u>	<u>PRACTICAL</u>
General		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students.		
Support Services		
Student Kit Distribution		
Introduction to Electrology	4	
History		
Curriculum Overview		
First Aid		
Health Risks		
Professionalism	4	
Ethics		
Reception Skill		
Histology	10	
Excess Hair	7	
Causes		
Characteristics of Hair Growth		
Clients Consultation/Analysis		
Trichology	8	
Evaluation of Treatments/Regrowth		
Medical Conditions/Diagnosis/Definition		
Prescription Drugs		
Body Systems/Anatomy	15	
Angiology		
Neurology		
Endocrinology		
Dermatology (Skin Characteristics)		
Sterilization/Sanitation/Bacteriology	30	22
Infection Control/Aseptic Techniques		
Cause of Disease		
Human Immune System		
Sensitivity Solutions	8	
Stress/Relaxation Techniques		
Topical Anesthetics/OTC/Prescription Drugs		
Principles of Electricity	8	
Methods of Hair Removal	62	145
Electrolysis		
Thermolysis		
Flash/Manual		
Blend		
Progressive Depilation Specific Areas		
(Face/Body) Ingrown Hairs		
Facial Category		
Temporary (Waxing)		
Epilation Techniques (Insertions, One/Two Hand)		
Psychological (Esthetics, Cosmetic/Gender Dysphoric)		
Laser Hair Removal	8	225
Laser Physics		
Skin Typing		
Pre & Post Treatment Protocols		
Needle Types/Selection	8	
Equipment Operation/Maintenance and Care	8	
Instruments		
FDA Classifications (I-IV including laser)		
Developing a practice/Business Management	10	
Developing Clientele		
Professionalism		
Professional Image/Ethics		
Professional Associations/Legal Law		
Regulatory Agencies/Tax Laws		
Public Relations/Advertising		
Interview/Resume/job Search Skill		
Electives	5	
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
Totals	208	392
Grand Total	600	

ELECTROLOGY HYBRID DISTANCE EDUCATION COURSE

LEARN ALL PHASES OF:

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

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.
Owner, Electrologist, Instructor, Educator, and Etc.

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 17-20 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.

ATTAINMENTS:

Diploma - issued upon graduation.
State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$ 5,702.00
Kit Fee (Books Included)	\$ 200.00
Utah State Sales Tax (Kit) (subject to change)	\$ 14.90
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity	\$ 7.45
Grand Total	\$ 6,661.60

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS: All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 300 Hour)

Application Fee	\$ 100.00
Tuition	\$ 2,851.00
Kit Fee (Books Included)	\$ 200.00
Utah State Sales Tax (Kit)	\$ 14.90
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.63
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.73

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 2,851.00
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.62
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.72

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at <https://studentaid.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- \$50.00 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 unless other arrangements are made.

In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest.

Tuition assistance through Utah State Office of Rehabilitation for those who qualify.

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

AVAILABLE SCHEDULES:

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

Full Time	Tues - Fri	9:30 am - 5:00 pm
(17 weeks)	Sat	8:30 am - 5:00 pm
Part Time	Tues - Fri	9:30 pm - 1:00 pm
(28 Weeks)	Sat	8:30 am - 5:00 pm
Part Time Extended	Tues - Fri	9:30 pm - 3:00 pm
(20 Weeks)	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 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

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

You will need a compatible electronic device (Chromebook or laptop is recommended)

1-10oz square or rectangle sealed container (Rubbermaid or Tupperware) 1 pocket portfolio with 3 prong fasteners

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) HYBRID DISTANCE EDUCATION COURSE

COURSE NAME:

Esthetics (Basic - Level 1) Hybrid Distance Education

COURSE DESCRIPTION:

All Aspects of basic Skin Care/body treatments/manicuring/ pedicuring/face/body waxing

COURSE FORMAT:

Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians. Methods such as lectures, 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. *Up to 50% of this program is delivered off campus through electronic means compliant with the State, Accreditation and Department of Education.*

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+%. A minimum of 75% CGPA is required.

ESTHETICS (BASIC - LEVEL 1) HYBRID DISTANCE EDUCATION COURSE CURRICULUM

<u>SUBJECT</u>	<u>THEORY</u>	<u>PRACTICAL</u>
General		
Orientation (Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students		
Support Services		
Student Kit Distribution		
Introduction to Esthetics (Basic – Level 1)	7	
Professionalism		
Reception Duties		
Ethics History/Science of Skin Care		
First Aid/CPR		
Health Risks		
Bacteriology/Sterilization/Sanitation	15	
Infection Control		
Anatomy, Physiology/Systems	10	
Physiology/Nutrition/Aging Factors of The Skin	10	
Analysis		
Diseases/Disorders of the skin		
Chemistry as Applied to Cosmetics & Product Analysis	15	
Client Consultation and Preparation	10	
Pre/Post/contraindications		
Cleansing	5	20
Exfoliation/Extraction		
Massage Techniques	10	50
(Includes Manual Lymphatic Drainage of Face/Neck)		
Face/Body/Pressure Point		
Facial Treatments	10	40
Types Masques/Packs		
Chemical Exfoliation		
Facial Treatments Without Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electricity & Machines	10	
Facial Treatments with Use of Machines	10	75
(Includes Manual Lymphatic Drainage of Face/Neck)		
Electrical Brushes		
Vacuum/Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care/Medical Devices		
Spa Manicuring/Pedicuring	15	50
Treatments and Temporary Removal of Superfluous Hair	10	20
Waxing Face/Body		
Skin Care Procedures for Men	10	20
Aromatherapy and Advances Esthetics		10
Color Theory and Make Up Techniques	10	20
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
Body Treatments	10	20
Body Polish Treatment		
Hot Stone Treatment		
Back Treatment		
Spray Tan/ Body Bronzing		
Developing a Practice/Business Management	10	
Developing Clientele		
Professional Assoc/Legal Issues		
Regulatory Agencies/ Tax Laws		
Public Relations Advertising		
Interview/Resume/Job Search Skill		
Electives		
State board Exam Review State Rules & Regulations	10	
Practical Final Examination Theory Final Examination		
Total	200	400
Grand Total	600	

ESTHETICS (BASIC – LEVEL 1) COURSE OUTLINE HYBRID DISTANCE EDUCATION

LEARN ALL PHASES OF:

European Skin Care Techniques

Skin Analysis
Cleansing/Moisturizing
Massage Techniques
Facial 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
Machine Techniques/Manual Techniques

Manicuring/Pedicuring

Spa Manicure
Spa Pedicure
Nail Art
Paraffin Bath
Specialty Hand and Foot Treatment
Shellac

Body Treatment/ Back Treatments

Stone Therapy Treatments
Mandarin Orange Body Treatment
Brown Sugar & Spice Body Treatment
Spray Tan/ Body Bronzing

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 occurs 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 obligations to school met unless finance arrangements are made.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and submitting licensure application to licensing division.

TUITION AND FEES:

Application Fee (non-refundable, non-transferrable)	\$ 100.00
Tuition	\$8,239.32
Kit fee (Books Included)	\$1,597.00
Utah State Sales Tax (Kit) (Subject to change)	\$ 118.98
Nuts and Bolts	\$ 500.00
Sales Tax on Nuts and Bolts (Subject to change)	\$ 37.25
Qnity	\$ 100.00
Sales Tax on Qnity (Subject to change)	\$ 7.45
Grand Total	\$10,700.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum".

PAYMENT PERIODS:

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 300 Hour)

Application Fee	\$ 100.00
Tuition	\$ 4,119.66
Kit Fee (Books Included)	\$ 1,597.00
Utah State Sales Tax (Kit)	\$ 118.98
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.63
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.73

Payment Period 2 (301 Hour – 600 Hour)

Tuition	\$ 4,199.66
Nuts and Bolts	\$ 250.00
Sales Tax on Nuts and Bolts	\$ 18.62
Qnity	\$ 50.00
Sales Tax on Qnity	\$ 3.72

DUE AT REGISTRATION:

\$100 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grant and Stafford Loans online at <https://studentaid.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- \$50.00 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 unless other arrangements are made. In-House monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest.

Tuition assistance through 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 (15 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (23 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (19 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (15-30 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (15-30 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (30 Weeks)	Tues - Thurs Sat	5:30 pm - 9:30 pm 8:30 am - 5:00 pm

Students are expected to be in attendance according to the schedule specified above - see attendance policy.

In extenuating circumstances, a schedule variation may be requested. See administration office for "schedule variation request form".

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 clock in instructions.

You will need a compatible electronic device
(Chromebook or laptop is recommended)

Approved scrubs from "The Freedom Company" 5049 S. State Street 1-801-266-5858
12 Hand towels (Any Color) please no washcloths.
(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) HYBRID DISTANCE EDUCATION COURSE OUTLINE

COURSE NAME: Master Esthetics (Full) Hybrid Distance Education

COURSE DESCRIPTION: This program is a comprehensive program including both Basic (Level 1) and Master Esthetics (Level 2) which consists of all levels of Skincare.

COURSE FORMAT: Course Format/Instructional Methods include both theoretical, demonstrations, and practical instruction using Milady's Comprehensive Textbook for Estheticians. Methods such as lectures, 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. Up to 50% of the program is delivered off campus through electronic means compliant with the State, Accreditation and Department of Education.

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+%. A minimum of 75% CGPA is required.

MASTER ESTHETICS (FULL) HYBRID DISTANCE EDUCATION COURSE CURRICULUM

SUBJECT

General	<u>THEORY</u>	<u>PRACTICAL</u>
(Day 1)	3	
Instructional/Program Information		
Educational Objective		
Administrative policies affecting students.		
Support Services		
Student Kit Distribution		
Introduction to Master Esthetics (Full)	5	
Introduction to Esthetics History		
Curriculum Overview		
Professionalism	10	10
Reception Duties Ethics		
Client Care	10	
CPR/First Aid/Health Risks		
Health Conditions		
Bacteriology/Sterilization/Sanitation	20	
Infection Control		
Anatomy and Physiology	10	
Physiology/Nutrition/Aging Factors of the Skin	10	
Analysis/Diseases/Disorders of the Skin		
Advanced Physiology of The Skin/Analysis	10	
Sun Damage Conditions and Treatments		
Skin Cancers/Acne/Aging/Fitzpatrick Types		
Advanced Anatomy	15	
Endocrine/Bones/Muscles/Nerves		
Chemistry as Applied to Cosmetics and Product Analysis	10	
Advanced Cosmetic Ingredients		
Client Consultation/Preparation	20	
Pre/Post/Contraindications		
Cleansing	15	20
Exfoliation/Extractions		
Massage Techniques	15	70
Includes Manual Lymphatic Drainage of Face/Neck/Body		
Facial Treatments	10	40
Types		
Masques/Packs		
Facial Treatments Without Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electricity and Machines	10	
Facial Treatments with Use of Machine	15	90
Includes Manual Lymphatic Drainage of Face/Neck		
Electrical Brushes/Vacuum Suction		
Steaming/Pulverization		
Electrical Currents (Galvanic/High Frequency)		
Equipment Maintenance/Care		
Spa Manicuring/Pedicuring	20	80
Callous Removal		
Treatments and Temporary Removal of Superfluous Hair	10	20
Advanced Waxing (Face/Body)		
Skin Care Procedures for Men	15	30
Advanced Aromatherapy	17	
Color Theory and Make-Up Techniques	15	50
Lash/Brow Tinting		
Lash Lift		
Eyelash Extension		
Advanced Esthetic Treatments/Procedures	10	50
Stone Therapy/Body Bronzing/Hyfreicator		
Advanced Exfoliation Techniques	30	125
Chemical Acid Peeling AHA/BHA/Jessner/TCA		
Microdermabrasion		
Spa Body Treatments	20	125
Body Wraps/Cellulite Treatment		
Manual Lymphatic Drainage (Face/Body)		
Hydrotherapy		
Developing a Practice/Business Management	20	
Developing Clientele		
Professionalism		
Professional Image/Ethics		
Professional Associations/Legal Issues		
Regulatory Agencies/Tax Laws		
Public Relations Advertising		
Interview/Resume/job Search Skill		
Electives	20	
State board Exam Review State Rules & Regulations	20	
Practical Final Examination Theory Final Examination		
TOTAL	400	800
GRAND TOTAL	1200	

MASTER ESTHETICS (FULL) HYBRID DISTANCE EDUCATION COURSE

<u>LEARNING ALL PHASES OF:</u>	Esthetics (Basic -Level 1) training in all basic skin Care treatments, manicuring/ pedicuring as well as Master Esthetics (Level 2) training in all advanced skin care treatments and advanced manicuring/pedicuring, clinical treatments and medical esthetics treatments		
<u>PHYSICAL DEMANDS:</u>	Consists of but not limited to. The physical demands consist of having the ability to work in a sitting position and have no allergies to chemicals used.		
<u>EMPLOYER EXPECTATIONS:</u>	Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.		
<u>SAFETY REQUIREMENTS:</u>	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.		
<u>EMPLOYMENT OPPORTUNITIES:</u>	Included but not limited to Owner, Master Esthetician, Instructor, Educator, Physician's Assistant, Sales, and Etc.		
<u>LENGTH OF COURSE:</u>	1200 clock hours (Utah State Requirement)		
<u>GRADUATION REQUIREMENTS:</u>	Completion of 1200 clock hours, which is a State of Utah requirement. Taking approximately 30-75 weeks to complete depending on the specified schedule. Completion of course and all testing maintaining 75% GPA and 75% CAR or above. Must have all financial obligations to school met unless finance arrangements are made.		
<u>ATTAINMENTS:</u>	Diploma - issued upon graduation. State License - issued upon passing National and State Exams and submitting licensure application to licensing division.		
<u>TUITION AND FEES:</u>	Application Fee (non-refundable, non-transferrable)	\$	100.00
	Tuition	\$	15,805.37
	Kit Fee (Books Included)	\$	2,187.00
	Utah State Sales Tax (Kit) (Subject to change)	\$	162.93
	Nuts and Bolts	\$	500.00
	Sales Tax on Nuts and Bolts (Subject to change)	\$	37.25
	Qnity	\$	100.00
	Sales Tax on Qnity (Subject to change)	\$	7.45
	Grand Total	\$	18,900.00

Tuition and fees for transfer students refer to program "Student Transfer Tuition & Fee Addendum

PAYMENT PERIODS:

All tuition and fees are charged by the payment periods according to each program.

Payment Period 1 (1 Hour – 520 Hour)

Application Fee	\$ 100.00
Tuition	\$ 6,849.00
Kit Fee (Books Included)	\$ 2,187.00
Utah State Sales Tax (Kit)	\$ 162.93
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 2 (521 Hour – 1040 Hour)

Tuition	\$ 6,849.00
Nuts and Bolts	\$ 218.40
Sales Tax on Nuts and Bolts	\$ 16.27
Qnity	\$ 43.33
Sales Tax on Qnity	\$ 3.23

Payment Period 3 (1041 Hour – 1200 Hour)

Tuition	\$ 2,107.37
Nuts and Bolts	\$ 63.20
Sales Tax on Nuts and Bolts	\$ 4.71
Qnity	\$ 13.34
Sales Tax on Qnity	\$ 0.99

DUE AT REGISTRATION:

\$100.00 non-refundable, non-transferable application fee

PAYMENT OPTIONS:

Payment in full by cash, check, credit card, money order, Title IV, and/or Loan etc.

A personal loan from a financial institution such as a bank or credit union. Some banking institutions may have an educational loan option.

Financial aid is available for those who qualify. Apply for Pell Grants and Stafford Loans online at <https://studentaid.gov> school code: 039213) FAFSA must be submitted by class start date to avoid monthly financing.

*If student has tuition balance beyond 1st Award Year and enrollment extends into 2nd Award Year (July 1st) tuition will be financed through TFC Credit Corporation at \$25-\$50.00 a month at 0% interest.

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

*If a tuition balance still exists after 2nd Award Year, balance will be financed through TFC Credit Corporation. Balance will be divided equally into monthly payments with 0% interest until contract graduation date (If a change of schedule is made this may affect the monthly payments).

Any remaining balance upon graduation will be refinanced at \$200.00 a month at 12% interest unless other arrangements are made.

In-house monthly payment plan through TFC Credit Corporation. Balance financed in equal monthly installments based on original contract date at 0% interest First payment due at the time of registration. **Change of schedule may affect the monthly payments.**

Tuition assistance through 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 (30 Weeks)	Tues - Sat	8:30 am - 5:00 pm
Part Time Morning (46 Weeks)	Tues – Fri Sat	8:30 am - 1:00 pm 8:30 am - 5:00 pm
Part Time Morning Ext (38 Weeks)	Tues – Fri Sat	8:30 am - 3:00 pm 8:30 am - 5:00 pm
Part Time Afternoon (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 6:30 pm 8:30 am - 5:00 pm
Part Time Afternoon Ext (Orientation must be complete) (30-60 weeks may vary depending on original schedule)	Tues - Thurs Sat	1:00 pm - 9:30 pm 8:30 am - 5:00 pm
Part Time Evening (60 Weeks)	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

You will need a compatible electronic device (Chromebook or laptop is recommended)

INTERNET

A padlock with 2 locking keys for your locker Permanent marker for marking your supplies.

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Catalog that you received at enrollments.

Admissions documents and final payment arrangements if applicable

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State Street 1-801-266-5858

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As advised by your instructor:

2 Twin flat sheets

2 small ½

gallon buckets

Clip board