



STUDENT CATALOG

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SECTION I: About The Academy

INTRODUCTION: ACADEMY HISTORY, OWNERSHIP AND GOVERNING BODY

Varol Investments, Inc., d/b/a International Academy of Hair Design was founded in July, 1981, by Gene Perone and Mez Varol. In 1982, Mario Rossi joined the staff and was instrumental in developing the Basic Educational Program. In July, 2001 the school was moved to its new building now located at 2550 South Ridgewood Ave., South Daytona, FL and re-named International Academy. Varol Investments, Inc., is a Florida based Corporation formed in 1981, and has legal ownership of International Academy. Mr. Mez Varol is still the President of the Corporation, Margaret Perone is Secretary, and Paulette Varol is Treasurer.

ACCREDITATION AND LICENSING

International Academy and all of its programs are diploma level and meet all State of Florida professional licensing standards. International Academy holds an institutional accreditation and meets all the standards set forth by that agency. International Academy is accredited by the: National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703/600-7600; State Licensed by the Commission for Independent Education, Florida Department of Education, *(additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, 888/224-6684)*; Approved by the State of Florida, Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731, (727) 319-7406; the Massage Therapy Program is also approved by Florida Board of Massage Therapy, Department of Health and the Barber Program is approved by the Florida Barber Board. International Academy is also licensed locally by the City of South Daytona and the County of Volusia, for Occupational Licenses and registered and permitted with the Department of Health as a Biomedical Waste Generator.

ADMINISTRATION AND FACULTY *(See Current Insert)*

MISSION STATEMENT

It is the Mission of International Academy to help people improve their lives through education, preparing them for employment in their chosen career.

SCHOOL GOALS

It is our purpose to:

- 1) Produce skilled and knowledgeable professionals who will be prepared with the necessary fundamentals to enter the beauty industry, or field of massage and be gainfully employed.
- 2) Create the best learning environment available by emphasizing short term progress, individualized attention, progressive teaching methods and relevant equipment of "hands-on" education.
- 3) Assist each student in achieving his or her own professional aspirations by helping to match these aspirations with existing personal, technological and economic conditions.
- 4) Assist graduates to become employed in the technical areas for which they have been prepared.
- 5) Respond to the requests of business, industry and other agencies for specific training needs and education programs and to evaluate and revise programs when appropriate.
- 6) Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

ACADEMY CODE OF ETHICS

To maintain a high level of effective education by constantly seeking to improve our techniques and our instructors techniques through training seminars. To abide by the rules and regulations of the United States Department of Education, the Florida Department of Education/Commission for Independent Education and all licensing Boards. To always maintain good relationships with patrons and to extend to them due respect. To

advertise truthfully and honestly at all times. To always represent ourselves to prospective students and current students in a truthful and honest manner, avoiding false and misleading statements. And above all, to produce students who will be an asset to this, our most respected and revered profession.

TRAINING FACILITIES

International Academy is centrally located in South Daytona, Florida, Volusia County, beautifully landscaped, with ample parking for students, staff and clients. It is near city bus line routes, restaurants and shopping areas. The Academy is located just 2 miles from the "The World's Most Famous Beach", Daytona Beach and is approximately 60 miles east of Orlando, home of Walt Disney World, Sea World, Universal Studios, Lego Land and other area attractions.

The fully computerized Academy currently has 2 modern buildings located on the same property, with only one address: (*The Alexis Building and Nicholas Hall*) totaling approx. 30,000 square feet. The building known as "The Alexis Building", with approximately 18,500 square feet, contains the following: 1 cosmetology clinic area with 50 work stations and 1 barber clinic area with 10 work stations, 10 shampoo sinks and 12 dryers and 2 cosmetology/barber classrooms with audio/video equipment; 1 skin care/spa clinic center with computer system, and 4 skin care treatment rooms, 1 waxing room, 3 spa treatment rooms, 1 classroom, 1 kitchen area, client showers, lockers and waiting area; 1 Professionally lighted Makeup counter with mirror and 2 makeup chairs, 1 nail technician center with classroom, audio/video equipment and practice area, 1 clinic nail technology 6 station pedicure room, 1 fully vented clinic nail technology 9 station room; [all with modern instruments and equipment), 1 student lunchroom with microwave and refrigerator, 1 student locker area, 1 computerized reception/retail center/waiting area fully equipped with professional hair, skin, massage and nail products, with 2 rest rooms [handicapped equipped) for clients, 1 Massage Therapy clinic practice area equipped with 7 tables sectioned off with ceiling pull curtains, 6 massage chairs, 1 dispensary with first aid supplies, 4 Men's and Women's multi-stall restrooms (*handicapped equipped*) for staff and student use, 1 washer/dryer room with 3 industrial sinks, 1 file/storage room, 9 administrative offices with desks, chairs and computers, 1 conference room, 1 equipment room, 1 instructor office with computer and desk and file cabinet, 1 elevator and miscellaneous storage rooms. The building known as "Nicholas Hall", has approximately 11,500 square feet and contains the following:

2 cosmetology/barber classrooms (*Freshman and Sophomore Cosmetology/Barber*); both fully computerized with modern audio/visual equipment, tables and chairs and stations, hot towel caddy, UV sanitizers, 1 Skin Care/Spa Classroom with practice area and Hydrotherapy room, computerized with modern audio/visual equipment, tables and chairs, 1 Advanced Makeup and Permanent Makeup room with audio/visual equipment, sinks, mirrors, with tables and chairs, hydraulic chairs and mirrored stations for practice and airbrushing and permanent makeup equipment; and 1 Massage Therapy classroom, computerized with modern audio/visual equipment, practice massage tables and chairs, skeletons, charts, linens and practice area, as well as restrooms, student media and resource center, area for reference books and video/dvd's for check out, student lounge, lockers, instructor lounge, laundry room, dispensary with first aid supplies and additional storage cabinets. For more information please go to our website at www.intl-academy.com and view web cams or take the virtual tour.

ACADEMY OUTCOMES ASSESSMENT - 2015-16

Pursuant to N.A.C.C.A.S. Standard I, an institution must assess the achievements of its programs and students on the basis of pass rates on examinations for licensure (70% *min.*), placement rates for those who took the licensing exam (60% *min.*) and program completion rates (50% *min.*). This institution is proud to announce that it exceeds the required benchmarks set by NACCAS with the following rates: The average percentage of all programs completers scheduled to complete in the calendar year 2015 and who completed by the 2016 Annual Reporting period was 55.79%. The average percentage of those who took the exam in 2015/16 for licensure, and passed, was 93.75%, and the percentage of those who were placed in jobs related to the field in which they received their license was 60.95%. (2016 calendar year rates are not available until Nov. 30, 2017). The body of students used for this Outcomes Assessment was as follows:

Total Number of students scheduled to complete:	190
Total Number of students who actually completed as of submission date (11/30/16):	106
Total Number of students who actually completed and were eligible for employment:	105
Total Number of eligible individuals employed in a field for which training prepared them:	64
Total Number of individuals who passed all portions of licensing exam by submission date:	45

STUDENT RIGHT-TO-KNOW ACT

The Amendments of 1998 (*U.S. Department of Ed/Federal Regulations*) require that Student Right-To-Know disclosures of completion rates and transfer-out rates, be made by July 1 of each year to current students, prospective students and the public. The rate is based on a snap shot look at a body of first-time, full time students in all programs, who completed within 150% of normal time of their program, as stated from the period 9/01-8/31 reporting year. (*International Academy does not track Transfer-out Rates.*) A complete copy of this institutions IPEDS Graduation Component report for 2016-17 is posted on the cork board located in the Alexis Building for current students and staff and also available upon request in the Admissions Office for prospective students A condensed version of the statistics are included in the Consumer Handbook, now available on our website, and in this catalog. CONDENSED VERSION: The current graduation rate statistics from the 2016 IPEDS Graduation Rate Component Data Summary is 58%. The total number of students in the adjusted cohort is 108, and the total number of completers within 150% of normal time is 63. The institutions 4 year average graduation rate is 66%. (*The 2016 rates will be available on or after 4/1/2017.*) (*The source of this information is the 2015-16 Graduation Rate component of the IPEDS report.*)

STUDENT BODY DIVERSITY

Student Body Diversity is tracked as part of the institutions Annual IPEDS reporting, Fall Enrollment Survey component. The following is a snapshot look (8/1/15-8/1/16) at International Academy’s student body diversity as reported through the 2016-2017 IPEDS Fall Enrollment Survey Summary:

Undergraduate Student Enrollment:

Total Enrollment	178
Transfer-in enrollment	N/A
Student-To-Faculty Ratio	8 to 1

Undergraduate Student Characteristics:

Percent of undergraduates who are female	83%
Percent of undergraduates who are full time	35%

Undergraduate Retention and Graduation Rate Cohort:

First-time, full time student retention rate	74%
First-time, part time student retention rate	78%

ANNUAL SECURITY REPORT, POLICIES AND SECURITY PROCEDURES

(* Section 486(e) Higher Education Act of 1998 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (485 (f), Higher Education Act, 1965) and (VAWA Reauthorization Act of 2013-Publ Law 113-4 eff. 7/1/16)

2017-2018

International Academy, has designated Mrs. Annette Dejournett, General Manager, as the contact person for reporting any problems relating to on campus security issues and the reporting of crimes. Also Mrs. Dejournett is the designated Title IX administrator as required under Title IX of the Education Amendments of 1972. International Academy does not have on-campus housing, nor does the Academy participate in any outside collegiate athletic activities or have non-campus facilities/ remote classrooms. International Academy has a zero tolerance for any offense mentioned in this report.

Security Policies and Security Procedures

If I see a crime happening or I'm a victim of a crime what do I do?

1. International Academy, encourages students and/or employees to promptly report any criminal activity or actions on campus with regards to murder, manslaughter, sexual offenses (*forcible or non-forcible*), robbery, aggravated assault, burglary, unlawful entry, motor vehicle theft, arson, hate crimes, stalking, domestic violence, dating violence, liquor law violations, drug law violations and illegal weapons possession, to the designated individual mentioned above. Mrs. Dejournett will assist the student and/or employee in reporting the incident to state or local police authorities and keep an internal report log.
2. Since the institution does not have private campus based security personnel, International Academy, refers all campus law enforcement issues to state (*Florida Highway Patrol - 1-800-226-5350*) or local police authorities, (*Volusia County Sheriff- 386-248-1777 or City of South Daytona Police Dept. - non-emergency 322-3030 or emergency 911*), whichever is appropriate.

How can I learn about campus safety?

1. Always be aware of what is going on around you. Your eyes and ears are your best prevention. International Academy staff encourages students attending on the night time schedule to leave the building in groups and to not linger in the parking lot alone after dark. It's the Academy's policy that no staff member closes and leaves the school at night while students are still on the premises (*i.e.; in the classrooms or parking area*).
2. The Academy has South Daytona Police Department representatives visit our school, upon request, to address the student and employee assembly in safety and security procedures and crime watch programs for both themselves, and our institution.
3. International Academy, has formally requested that South Daytona Police Department notify this institution of criminal activity that may have been engaged in by this institutions students at off-campus locations. Should notification of this type be received and the criminal activity is perceived to be an immediate threat to the student body, notification will be made through our Emergency Response Notification System via cell text and website. The Emergency Response Notification System is tested at least once annually.
4. For the safety of the campus all classrooms have phone systems with availability to call 911 should an ambulance or the police be needed. Both buildings have complete fire, sprinkler and burglary alarm systems in place in the event of an emergency. Should one of these types of emergencies take place please follow your instructor's directions in a calm and orderly manner. If the emergency requires you to exit the building do so quickly and calmly. If the emergency is weather related, please remain inside, and if necessary seek immediate shelter in interior hallways away from glass windows, doors and mirrors. If prior weather alerts are available notification will come via the schools intercom system.

What do I do if a hostile intruder situation occurs on campus?

When hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm is on the campus, we recommend the following: **1)** All classrooms can be locked down from the inside, lock yourself in the room you are in at the time of the threat. **2)** If communication is available, call 911, and then call the schools front reception (*767-4600 ext. 221*) if it can be done safely. **3)** Do not stay in open hallways. **4)** Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit. **5)** Barricade yourself in the room with furniture or anything you can push against the door. **6)** Close the blinds or curtains if available. Stay away from windows. **7)** Turn all lights and audio equipment off. **8)** Try to stay calm and be as quiet as possible. **9)** If you are caught in an open area such as a hallway or lounge-type area, you must decide what course of action to take; **a)** You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims. **b)** If you decide to run, do not run in a straight line. Keep as many objects as possible between you and the hostile person(s). (*ie; doors, columns, trees, cars etc.*), **c)** If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. **d)** The last option you have if caught in an open area may be to fight back. This will be a dangerous choice, but it may be your best option. **e)** If you are caught by the intruder, and make the decision not to fight back, then follow their directions as calmly as possible and do not look them directly in the eyes. **f)** Once police arrive, follow all of their commands. This may involve being handcuffed until the police have the situation completely under control.

Does the Academy have a Drug and Alcohol Abuse Policy?

1. International Academy, has a written "Drug and Alcohol Abuse Policy" that states the following: "International Academy has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to termination. International Academy has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information . ' This policy applies equally to all students and employees of the Academy. All students read and sign the policy during their enrollment period and the policy is covered again during Orientation, prior to starting classes. As stated in the written policy it is against school regulations for any student or employee (*including a minor*) to possess or sell alcoholic beverages or illegal drugs on the school campus. (*Campus is defined as all buildings and adjacent parking areas.*) Violation of the drug and alcohol abuse policy will result in a student's and/or employee's immediate termination and federal, state or local police authorities being notified to properly handle the situation.
2. The Alcohol and Drug Abuse Crisis Intervention number is 800-234-0246 and the Alcohol and Drug Abuse 24 hour Hotline & Treatment number is 800-378-4435. Should a student or employee require additional related materials, information or need educational programs regarding alcohol and drug abuse you are encouraged to contact the administrative offices for assistance. Pamphlets are available with treatment facility information.

What if I am a victim of sexual assault?

1. If a rape does occur on campus, it is important for you to preserve evidence for proof of a criminal offense. The individual should not bath or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.
2. In the event that a sexual assault (*rape*), acquaintance rape, dating violence and/or other forcible and non-forcible sex offenses should occur on campus, the individual should report it immediately to Mrs. Dejournett, either by contacting her in the administrative offices (*386-767-4600 ext. 223*) or by asking a staff member to contact her at home. She will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus counseling, mental health or other student services for victims of sex offenses, they will be encouraged to contact the Rape Crisis and Sexual Abuse Hotline at 386-258-7273, or 800-940-7273 if needed.

What are my options if the sexual offense is student on student, or student and/or employee?

1. Any sexual offense occurring between students and/or employees or both, will result in: **1)** discussing the options available for changing a victim's academic situation after the alleged sex offense, if charges are requested by the victim, and **2)** the school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

What if I am a victim of Domestic Violence?

1. Domestic Violence or Domestic Abuse is more than just an occurrence of a physical offense. The Domestic Abuse Council states: if your partner isolates you, calls you names, humiliates or embarrasses you, hits, slaps, shoves, kicks or bites you, threatens to hurt you, your family, pets or friends, behaves in ways that feel abusive to you...Then you are not alone! Anyone (*married or not*) involved in a domestically abusive situation should contact the 24 hour Crisis Hotline 386-255-2102, 386-738-4080 or 800-500-1119 and seek help immediately. If it occurs on campus, the individual should report it immediately to Mrs. Dejournett, by contacting her in the administrative offices (*386-767-4600 ext. 223*) or if it occurs off campus, then it should be reported to the nearest law enforcement authority. State (Florida Highway Patrol - 1-800-226-5350) or local police authorities, (*Volusia County Sheriff - 386-248-1777 or City of South Daytona Police Dept. non-emergency 322-3030*) or by dialing emergency 911, whichever is appropriate.

Definitions of:

Domestic violence - means a "felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Dating violence - means "violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following Factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship."

Sexual assault - means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's uniform crime reporting system.

Stalking - means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

Annual Security Report 2017-2018

The following are the On Campus Crime Statistics for the three (3) previous calendar school years (2016, 2015 and 2014):

Criminal Homicide:

0 manslaughter (*negligent and non-negligent*)

0 murder

Sex Offenses:

0 rapes (*forcible and non-forcible*)

Robbery:

0 robberies

Aggravated Assault:

0 aggravated assault

Hate Crimes: (*by prejudice, race, gender, religion, sexual orientation ethnicity and disability*)

0 hate crimes (*ie: sex, race, religion, etc.*)

Burglary:

0 burglaries (*unlawful trespass, forcible or non-forcible*)

Motor Vehicle Theft:

0 motor vehicle thefts

Arson:

0 arson on campus

During the most recently completed school year (7-1-16 to 6-30-2017), there were no arrests for the following crimes in relationship to the campus:

- liquor law violators
- weapons possessions violators
- drug abuse violators

SECTION II: Academy Entrance Information: Who can apply & what you need to know

ADMISSION & ENROLLMENT REQUIREMENTS FOR ALL PROGRAMS:

STUDENTS WHO NEED TITLE IV ASSISTANCE:

Applicants for all programs must be beyond the age of compulsory education (16) and be a High School graduate or have the equivalency (G.E.D.) or have a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state. Proof of education is required BEFORE start of class. A copy of high school diploma, GED Certificate, or official transcript (*high school, college or GED*) showing graduation date is acceptable. International Academy accepts only verifiable high school diplomas. Furthermore, any high school diploma that International Academy deems questionable or from a "Diploma Mill", or any GED that appears to have been altered or is questionable, will be subject to the Admission Department policy on "Determining the Validity of a High School Diploma". The Admissions Director and school President will make the final decision after taking into account the results of the search. Should the diploma or GED certificate be deemed invalid or not verifiable, the student will not be admitted, or if already attending, will be terminated immediately. *(The ATB Test Option ended effective 7/1/2012, per U.S. Dept. of Education for those students who are seeking Title IV funding to pay for their program. However, the ATB test option can be used for enrollment if the student passed an APPROVED ATB test prior to 7/1/12 and received Title IV Funding.)*

Prior to acceptance, all applicants are required to have a school visitation and a personal interview with a school representative. During the interview, the school program relative to each applicant's career preferences and individual motivation will be discussed, as well as any Criminal History and how such a history may adversely affect the applicant receiving a license at the completion of their program. Students who are **ACCEPTED** for training will be required to submit a \$100 registration fee, proof of education, copy of social security card and a valid driver's license or other document showing proof of age, at time of completing the required Enrollment Agreement and paperwork. Entering students with previous training, and who have proper documentation from an accredited school, (*official transcripts or proof of active state license*) will be subject to the Transfer Student section of this catalog.

International Academy registers on any day and classes start every five weeks for all programs except Massage Therapy, Spa Specialist, Esthetics & Advanced Makeup Artistry OR Barbering which may start 2-5 times a year, depending on the schedule or class size. For the next class start see the "Class Start Dates" INSERT SHEET for this catalog volume.

International Academy's admissions, training, and graduation policies preclude discrimination on the basis of race, creed, color, religion, sex, gender identity, age, financial status, or ethnic origin. International Academy does not recruit students already attending or admitted to another school offering similar programs of study and International Academy does not pay bonuses or commissions to any of its staff for the purposes of enrolling students or an inducement to enroll any student. International Academy does not permit the payment of cash or any other non-monetary incentives to any prospective student as an inducement to enroll or visit the institution. In all Admissions related activities, the institution complies with the fair consumer practices provisions of Sections 1005.04 and 1005.34, F.S. and Rule 6E-1.0032, F.A.C.

***Definition of "Diploma Mill":** a term that refers to any entity that offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency through a state, region or by the U.S. Department of Education.

STUDENTS WHO DO NOT WANT TITLE IV ASSISTANCE:

(Paying their own way)

Students who seek to enter International Academy and **who do not want Title IV assistance** are subject to the same Admission & Enrollment Requirements as those students who request Title IV assistance with the exception that should they fail to have a high school diploma or GED, or their diploma is not verifiable, they may meet the Department of Education's requirements of "Last Resort Option to Ability To Benefit."

"Last Resort Option (ATB)" is for programs of 600 hours in length or more and for students who do not have a HS diploma or GED. Prospective students can request to be admitted under this provision and must complete 225 clock hours of their program and at the conclusion of the 225 hours be in satisfactory academic progress. This will satisfy their ATB admittance and they can continue their education towards completion of their program. Last Resort Option students (*ATB students*) must pay for their education out of their personal funds and cannot receive any title IV federal funding. See an Admissions Representative for full details.

TRANSFER STUDENTS: (*Transfer of Credits*)

FROM OTHER INSTITUTIONS:

A transfer student will be enrolled for the full contracted hours of the program of their interest. The transfer student will receive credit for previous training from an accredited cosmetology/barber/nail/massage or skin care school with proper documentation (*official transcript, diploma, active license*) showing hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The maximum hours a student can receive credit for is 75% of the required hours necessary to complete their contracted program. The contracted program will then be modified proportionately, not to exceed 75% of the programs required hours of completion as previously stated, and the contracted hours and educational costs adjusted on the student's tuition/account card. The acceptance of any and/or all of the transferring hours and services is at the discretion of International Academy, but will not exceed 75% of their contracted program hours with at least 25% of the program hours being completed at International Academy .

BETWEEN PROGRAMS WITHIN THE INSTITUTION:

A currently enrolled student who wishes to change programs may be charged a \$150 program change fee and must: **1)** Put in writing they wish to change programs and reason for change and submit to Registrar's office. **2)** Student is counseled on reasons for seeking a program change. **3)** Student is then dropped from current program and necessary refund calculations are completed. **4)** If student owes money on dropped program, payment arrangements must be made. **5)** Student is sent to Admissions so new contract and all required documents can be signed for the new program. **6)** If new program is Financial Aid qualified a re-evaluation of the students financial aid is completed and a new award letter is issued. If the program is not Financial Aid qualified, then a new payment schedule must be completed and necessary deposit is made.

TRANSFERABILITY OF CLOCK HOURS & SERVICES:

Transferability of clock hours & services earned at International Academy to another institution is at the discretion of the accepting institution, and it is the students responsibility to confirm whether or not their clock hours & services earned here at International Academy will be accepted by another institution of the student's choice.

VACCINATION POLICY

International Academy does not have an immunization requirement for admission to this institution.

CALENDAR OF HOLIDAYS THROUGH YEAR END 2017 (*See Insert*)

CLASS START & ANTICIPATED END DATES: YEAR 2017 (*See Insert*)

PAYMENTS & EXTRA INSTRUCTIONAL CHARGES

Tuition and fees are due and payable in full the first day of classes; however, other arrangements can be made to accommodate the student with the approval of the Administrator of the school. Payment in full is required prior to graduation or other financial arrangements must be made. Any students not completing their prescribed program within the contracted time, other than extenuating circumstances or Medical LOA, may be charged additional tuition at the per hour rate stated in their Enrollment Agreement for their program, times the remaining hours to be completed and the amount charged to their account card. See #6 and #7 on the Enrollment Agreement for the per hour rate as it relates to their program, which corresponds to the per hour rate listed in this catalog on each "TUITION" page. (pg. 16, 18, 20, 22, 24, 25, 27 and 30)

DISABLED STUDENTS

There are special facilities for students with a disability at this Academy (*i.e., parking, ramps to sidewalks, bathroom facilities, foot tubs and shampoo sink*). The Academy will make every effort to accommodate people with specific disabilities.

INCARCERATED STUDENTS

International Academy does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

SECTION III: Academy Information & Programs of Study

GENERAL PROGRAM INFORMATION

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

Requirements: Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums. All classes are taught in English.

Course Numbering System: The course numbers are comprised of numbers and letters derived from the program title they represent and the number of levels in the program.

Drop/Add Period: is defined as a period which shall be no less than 10 percent of a program term for which the student is financially committed, or one scheduled week, whichever is less and shall apply at the beginning of every new term of a program.

Term: is defined as a specific pre-set length of time individual to each program. Cosmetology and Barbering have 3 terms. Term 1 and 2 are 450 hours in length and Term 3 is 300 hours in length for a total of 1200 program hours. Massage Therapy and Full Specialty have 2 terms. Term 1 and 2 are each 300 hours in length for a total of 600 program hours. Spa Specialty has 2 terms. Term 1 is 450 hours and Term 2 is 460 hours in length for a total of 910 program hours. Esthetics & Advanced Makeup has 2 terms. Term 1 and 2 are each 450 hours in length for a total of 900 program hours. Nail Technician has 2 terms. Term 1 and 2 are each 120 hours in length for a total of 240 program hours. Skin Care, Hair Removal and Spa Training has 2 Terms. Term 1 and 2 are each 155 hours in length for a total of 310 program hours.

Enrollment Period: is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school.

PROGRAMS: EDUCATIONAL OBJECTIVES, REQUIREMENTS, KIT CONTENTS & COSTS PER PROGRAM

1200 HR COSMETOLOGY PROGRAM

CIP CODE: 12.0401

Program Description:

The following program breakdown gives a brief description of each level within the program.

Cosmetology - 4 levels (1200 hours total - 40-60 Weeks in total length)

- COS 101 Basic Skills:** (minimum 5 weeks/100 hours) Orientation of the field of Cosmetology using Theoretical and Practical in a classroom setting, working on manikins.
- COS 102 Intermediate Skills:** (minimum 5 weeks/100 hours) A continuation of Basic Skills, and expanding concepts of Cosmetology using Theoretical and Practical in classroom setting, working on manikins and live models. (Prerequisites: COS 101).
- COS 103 Advanced Jr. Skills:** (minimum 30 weeks/600 hours) Continuation of Theoretical and Practical skills in school lab salon setting working with clients and perfecting of skills and knowledge required for workplace (Prerequisites COS 101 and COS 102).
- COS 104 Senior Skills:** (minimum 20 weeks/400 hours) Preparation for State Board Licensure Examination. Theoretical knowledge and practical skills will be perfected to employment competency level. (Prerequisites: COS 101, COS 102 and COS 103).

EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Cosmetology in order to protect the public. After a Cosmetology student passes the examination he/she receives a license and is available for employment in Florida. A Cosmetologist provides personal services to his/her clientele relating to good grooming. These services are: hair cutting, shampooing and rinses, hair arranging (*styling*), hair coloring, chemical waving and relaxing, hair removal, manicuring and pedicuring, facials, make-up, scalp and hair treatments and wigs. A Cosmetologist must develop an attractive appearance, pleasant personality and observe professional ethics. The knowledge and skills will prepare an individual for work in the business as a hair dresser, hair colorist, salon owner, product demonstrator or technician to a manufacturer.

PROGRAM REQUIREMENTS / Units of Instruction (Some services exceed minimum state licensing requirements.)

	THEORY HOURS	PRACTICAL CLINIC HOURS	# OF SERVICES REQUIRED
Florida Law	5	-	-
Professional Image	6	-	-
Sanitation & Sterilization	10	45	-
Hair Shaping/Cutting	2	145	200
Shampooing & Rinses	16	130	270
Scalp Treatments & Hair Care Rinses	10	35	45
Hair Arranging/Styling	25	230	300
Hair Coloring	20	100	70
Chemical Waving & Chemical Relaxing/Straightening	30	160	68
Facials, Skin Care, Make Up and Hair Removal	20	60	15
Manicuring, Pedicuring & Artificial Nails	15	50	25
Salon Business & Management	15	20	-
State Board Licensing Preparatory Theory	30	-	-
TOTAL	225	975	993
TOTAL HOURS: 1200			

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program (*approximately 0-300 hours/min. 200 hours*) is primarily classroom work. The latter portion (*201/301-1200 hours*) continued theory and the actual application of all phases on live models and mannequins, under the supervision of the instructor.

PROGRAM TEXT BOOKS

Milady's Standard Hardcover Cosmetology Textbook (ISBN: 978-1133615408) - \$179.95

Milady's Cosmetology Theory Workbook (ISBN:9781439059234) - \$55.95

Milady's Cosmetology Exam Review Book (ISBN: 9781439059210) - \$40.95

Milady's Cosmetology Situational Problems Book (ISBN: 978-1439059203) - \$47.95

Guide to Manicuring & Advanced Nail Technology Textbook - Tammy Taylor (ISBN:0-912126-86-8) - \$34.95

STUDENT KIT

Freshman Kit "A":

- | | |
|--|--|
| 1 - Professional Suitcase with Handle & Wheels | 1 - Mist Bottle with trigger top |
| 2 - Black T-Shirts with school logo | 1 - Shampoo Cape with velcro |
| 1 - Suction Manikin Holder | 1 - Comb & Lift Combo |
| 1 - Ethnic Hair Manikin | 1 - Brush Set of 4 |
| 1 - Caucasian Manikin | 1 - Teasing Comb |
| 3 - 12 pc. Bags 2" Jaw Butterfly Clamps | 1 - 1" Ceramic Marcel Curling Iron |
| 3 - Color Tint bowls | 1 - Blow Dryer (2000 watts power) with attachments |
| 3 - Color Brushes | 1 - 5½" Shear set with Thinning Shears |
| 3 - Bags Alligator Clips | 1 - Shoulder Back Pack |
| 3 - Bags Duck Bill Clips | 1 - Detangler Comb |
| 1 - Bag Rat Tail Combs | 1 - Black Chemical Apron with school logo |
| 1 - Bag Dual Purpose Combs | |

Sophomore Kit "B":

- | | |
|--|--|
| 1 - Men's Manikin | 1 - 40 oz. Sanitizer Jar |
| 1 - Extra Long Hair Manikin | 1 - Razor with blades |
| 1 - Timer | 1 - Hand Mirror, large |
| 1 - X-Large Cutting Cape with snaps & Logo | 1 - Clipper/Trimmer Set with guards ,comb &Bag |
| 1 - 1" Ceramic Flat Iron | 1 - 1¼" Spring Iron |

Jr./Senior Kit "C":

- | | |
|---|--|
| 1 - Professional Cutting Shear, 5½" | 1 - Professional Thinning Shear - 5½" |
| 1 - Jr. Brush Set | 1 - Graphite Comb Set |
| 1 - Make-up Kit with make-up, case & book | 1 - 12 pc. Make Up Brush Set with case |
| 1 - Acrylic Nail Kit | 1 - Pack 8 Emery Boards |
| 1 - Tool Caddy | 1 - Nylon Nail Brush |
| 1 - Caucasian Manikin | 1 - Professional Manicure Set |
| 1 - Foot File | 1 - Toe & Finger Spacer |
| 1 - Toe Nail Clipper | |

*Clinic Floor Styling Aids are not a part of the kit. However, they can be purchased at the Academy Retail Center at student discount prices or checked out from the Dispensary. **Changes or substitutions to the published Student Kit may occur without prior notice, and may effect pricing. Students needing left-handed shears will be charged an additional cost of \$100 for Kit C.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 450 HOURS	TERM 2 450 HOURS	TERM 3 300 HOURS		
Tuition	\$6,075	\$6,075	\$4,050	=	(\$16,200) Based on an hourly
Kits	\$1,170	\$ 580	---	=	(\$1,750) rate of: \$13.50
Books	\$ 250	---	---	=	(\$250)
Supply/ Product Fee	---	\$ 250	---	=	(\$250)
	\$7,495	\$6,905	\$4,050	PROGRAM TOTAL =	\$ 18,450.00
				Registration Fee +	\$100.00
					\$ 18,550.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

1200 HR COSMETOLOGY PROGRAM

Full-Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday with ½ hour lunch break and 2 fifteen minute breaks.

Half-Time Days 20 hour/week: 8:30 a.m. - 12:30 p.m., Monday thru Friday, no scheduled breaks.

Half-Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday thru Thursday; no scheduled breaks.

1200 HR BARBER PROGRAM

CIP CODE: 12.0402

Program Description:

The following program breakdown gives a brief description of each level within the program.

Barber - 4 levels (1200 hours total- 40 - 60 Weeks in total length)

BAR 101 Basic Skills: (5 weeks/150 hours) Orientation of the field of Barbering using Theoretical and Practical in a classroom setting, working on manikins.

BAR 102 Intermediate Skills: (5 weeks/150 hours) A continuation of Basic Skills, and expanding concepts of Barbering using Theoretical and Practical in classroom setting, working on manikins and live models. (Prerequisites: BAR 101).

BAR 103 Junior Skills: (20 weeks/600 hours) Continuation of Theoretical and Practical skills in school lab salon setting working with clients and perfecting of skills and knowledge required for workplace. (Prerequisites: BAR 101 and BAR 102)

BAR 104 Senior Skills: (10 weeks/300 hours) Preparation for State Board Licensure Examination. Theoretical knowledge and practical skills will be perfected to employment competency level. (Prerequisites: BAR 101, BAR 102 and BAR 103)

EDUCATIONAL OBJECTIVES

The objective of the Barber Program is to train students in the basic skills needed to meet the competencies for the examination required by the State Barber Board in order to protect the public. After a Barber student passes their chosen examination he/she receives a license and is available for gainful employment in Florida. A Barber provides personal services to his/her clientele relating to good grooming. These services are: hair cutting, shaving, clipping, tapering or trimming, using shears, razors or electric clippers on the head, neck or face; can also include hair styling, chemical waving/relaxing, hair tinting, shampooing, scalp treatments, bleaches/toners and men's & women's hair pieces (*cleaning and styling*). A Barber must develop a professional appearance, pleasant personality and observe professional ethics. The knowledge and skills will prepare an individual for work in the business as a barber, salon owner, product demonstrator or technician to a manufacturer.

PROGRAM REQUIREMENTS / Units of Instruction (Services exceed minimum state licensing requirements.)

	THEORY HRS. Unrestricted	PRAC CLINIC HRS. Unrestricted	SERVICES REQ'D	THEORY HRS. Restricted	PRAC. CLINIC HRS. Restricted	SERVICES REQ'D
Florida Law, Rules, Barber History, Business And State Board Preparation	150	-	-	200	-	-
Sanitation, Safety & Sterilization	125	200	-	125	275	-
Hair Structure, Chemistry & Styling	50	-	-	75	-	-
Hairstyling	-	-	50	-	-	50
Hair Cutting	100	100	300	75	225	400
a. Taper Cuts (<i>Free Hand, Shear/Clipper over comb</i>)						
b. Style Cuts (<i>to include blow drying</i>)						
Shampooing	15	60	100	25	75	100
Chemical Services as follows:	100	250	100	-	-	-
a. Coloring & Bleaching				-	-	-
b. Permanent Waving				-	-	-
c. Hair Relaxing and Curling				-	-	-
Shaving, Moustache & Beard Trimming	10	40	50	50	75	75
TOTAL	550	650	600	550	650	625
	TOTAL HOURS: 1200			TOTAL HOURS: 1200		

A student's time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program (*approximately 0-390 hours*) is primarily classroom work. The latter portion (391-1200 hours) continues theory and the actual application of all phases on live models and mannequins, under the supervision of instructors.

PROGRAM TEXT BOOKS

- Milady's Standard Professional Barbering Textbook (ISBN 9781435497153) - \$118.50
- Milady's Standard Professional Barbering Workbook (ISBN 9781435497139) - \$57.50
- Milady's Professional Barbering Exam Review Book (ISBN 9781435497122) - \$39.95
- Milady's Professional Barbering Student CD-ROM (ISBN 9781435497092) - \$54.95

STUDENT KIT

Kit "A":

- | | |
|---|--|
| 1 - Large Nylon Sport Bag | 1 - Water Bottle with sprayer |
| 1 - Black Barber Jacket | 2 - Multi-Purpose Cape with snaps |
| 1 - Suction Manikin Holder | 1 - 7 pc. Ceramic Brush Set |
| 1 - Ethnic Manikin | 1 - Flat Top Comb |
| 1 - Caucasian Manikin | 1 - Rubber Color Applicator set -3 pc. |
| 1 - 12 pc. Bags 2" Jaw Butterfly Clamps | 1 - 1" Ceramic Spring Curling Iron |
| 3 - Color Tint bowls | 1 - Blow Dryer (2000 watts power) with attachments |
| 3 - 2½" Color Brush | 1 - set 5½" Shears & Thinning Shears |
| 1 - Male manikin with beard | 1 - Clipper Blade Care 5 N 1 |
| 1 - Clipper Cleaning Brush | 1 - 10 pc. Combs Set |
| 1 - Bag of Collar Clips | 1 - Crochet Hook |
| 1 - 7-Row Neck Brush | 1 - Salon Apron |
| 1 - Design Clipper-Fast Feed | 1 - Razor Edger Trimmer |
| 1 - Clipper Comb | 1 - Shaving Razor DE5000 |
| 1 - Shaving Razor DE5001 Replacement Blades | |

Kit "B":

- | | |
|------------------------------|---------------------------------|
| 1 - Men's Manikin with beard | 1 - 6 oz. Color Bottle with top |
| 1 - Timer | 1 - Hand Mirror, large |
| 1 - 1" Porcelain Flat Iron | 1 - Afro Mannequin with beard |
| 1 - Clipper with 5 Blade Set | |

Kit "C":

- | | |
|-----------------------------------|-------------------------------------|
| 1 - Straight Razor with strop | 1 - Shaving Set |
| 1 - 4 pc. Brush Set | 1 - 40 oz. Sanitizer Jar |
| 1 - Multi-purpose Cape with snaps | 3 - Neck Duster |
| 1 - Grafftech Pencils | 1 - Feather Razor with Blades & DVD |

*Clinic Floor Styling Aids are not a part of the kit. However, they can be purchased at the Academy Retail Center at student discount prices or checked out from the Dispensary. **Changes or substitutions to the published Student Kit may occur without prior notice, and may effect pricing. Students needing left-handed shears will be charged an additional cost of \$100 For Kit "A".

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 450 HOURS	TERM 2 450 HOURS	TERM 3 300 HOURS		
Tuition	\$6,075	\$6,075	\$4,050	= (\$16,200)	Based on an hourly rate of: \$13.50
Kits	\$ 968	\$ 482	---	= (\$1,450)	
Books	\$ 285	---	---	= (\$285)	
Supply/ Product Fee	---	\$ 250	---	= (\$250)	
	\$7,328	\$6,905	\$4,050	PROGRAM TOTAL =	\$ 18,185.00
				Registration Fee +	\$100.00
					\$ 18,285.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

1200 HR BARBER PROGRAM

- Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday with ½ hour lunch break and 2 fifteen minute breaks.
- Half Time Days 20 hour/week, 8:30 a.m. - 12:30 p.m., Monday thru Friday, and no scheduled breaks.
- Half Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday thru Thursday: no scheduled breaks.

240 HR NAIL TECHNICIAN PROGRAM

CIP CODE: 12.0410

Program Description:

The following program breakdown gives a brief description of each level within the program.

Nail Technician - 2 levels (240 hours total- 8 - 12 Weeks in total length)

- NAILS 301** **Basic Skills:** (minimum 4 weeks/120 hours) Orientation to the field of Nail Technology using Theoretical and Practical in classroom setting, working on practice fingers, dowels and live models, with beginning exposure to clients.
- NAILS 302** **Advanced Skills:** (minimum 4 weeks/120 hours) A continuation of Basic Skills, and expanding concepts in Theoretical and Practical Nail Technology, working on clients and preparing the student for employment competency level and licensure. (Prerequisites: NAILS 301)

EDUCATIONAL OBJECTIVES

To teach a full program of nail beautification and artistry, preparing the student who desires to be considered a professional in the field as a Nail Technician. Professionalism is achieved through pride, competency and efficiency. The school instructs the student in all phases of: nail art, arranges airbrushing demonstrations, artificial nails (*nail tips, sculptured nails, nail wrapping and demonstrates gel nails*), sanitation, manicuring, pedicuring; plus, personal ethics, salon management and employer/employee/client relations in order to protect the public.

PROGRAM REQUIREMENTS / Units of Instruction (Services exceed minimum state licensing requirements.)

	THEORY HOURS	PRACTICAL CLINIC HOURS	# OF SERVICES REQUIRED
Florida Cosmetology laws and rules	5	-	-
HIV/AIDS	4	-	-
Sanitation	4	-	-
Ethics	2	-	-
Nail theory, practice, and related subjects, including nail disorders diseases & A & P of hand/arm/leg/foot	85	-	-
Manicures	-	20	50
Pedicures	-	10	50
Tips with overlay	-	37.5	15
Sculpting using a form	-	37.5	15
Nail wraps	-	15	10
Nail Fill-Ins	-	10	10
Artificial nail removal	-	5	5
Polishing & nail art	-	5	10
TOTAL	100	140	165

TOTAL HOURS: 240

PROGRAM TEXT BOOKS

- Milady Nail Technology Textbook - 7th Edition by Cengage Learning (ISBN:13-978-1-285-080-47-5)\$118.50
 Guide to Manicuring & Advanced Nail Technology Textbook-Tammy Taylor (ISBN: 0-912126-86-8) - \$34.97
 Workbook to Manicuring & Advanced Nail Technology - Tammy Taylor (ISBN: 0-912126-87-6) - \$22.40

STUDENT KIT

2 - Black School T-shirts with logo 1 - Nail Case

**Nail Kit: contains the following:

**Basecoat; Topcoat; Cuticle Softener; Empty Mixing Pot with Lid; Manicure Bowl; Toe Separators; Nail Tips; Acrylic Nippers; Cuticle Pusher; Miracle Shiner; Toenail Clipper; Glue Dryer; Foot File; Orangewood Sticks; Acrylic Sculpting Brush; Cuticle Oil; Pre-Primer; Primer Bonder; Advanced Monomer; Antiseptic; Polishes; Small Fabric Scissors; Wrap Fabric; Zip Bond; Nail Adhesives; Acrylic Forms; Glass Dappen Dish; Advanced Acrylic Powders: White, Crystal, Pink, Natural; Tip Cutter; Acrylic Sealer; Buffer Blocks; Files; Smoothers, Colored Acrylic.

*When students exhaust their Nail Kit supplies (*powders, liquids & files*), the school will furnish needed items at no extra cost while in Nail Class. Changes or substitutions to the published Student Kit may occur without prior notice.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 120 HOURS	TERM 2 120 HOURS		
Tuition	\$1,440	\$1,440	=	(\$2,880) Based on an hourly
Kits	\$ 400	---	=	(\$400) rate of: \$12.00
Books	\$ 175	---	=	(\$175)
Supply/Product Fee	---	\$ 250	=	(\$250)
	\$2,015	\$1,690	PROGRAM TOTAL =	\$ 3,705.00
			Registration Fee +	\$100.00
				\$ 3,805.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

240 HR NAIL TECHNICIAN PROGRAM

Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday with ½ hour lunch break and 2 fifteen minute breaks.

Half Time Days 20 hour/week: 8:30 a.m. -1 2:30 p.m., Monday thru Friday, and no scheduled breaks.

Half Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday thru Thursday; and no scheduled breaks.

310 HR SKIN CARE, HAIR REMOVAL & SPA TRAINING PROGRAM

CIP CODE: 12.0408

Program Description:

The following program breakdown gives a brief description of each level within the program.

Skin Care, Hair Removal and Spa Training - 2 levels (310 hours total - 10.33 - 15.5 Weeks in total length)

SKIN 201 Basic Skills: (*minimum 5.17 weeks/155 hours*) Orientation to the field of Skin Care, Hair Removal and Spas using Theoretical and Practical in a Classroom setting, working on manikins and live models, with minimal exposure to clients.

SKIN 202 Advanced Skills: (*minimum 5.17 weeks/155 hours*) A continuation of Basic Skills, and expanding concepts in Theoretical and Practical Skin and Spa Skills, working on clients and preparing the student for employment competency level and licensure. (*Prerequisites: SKIN 201*)

EDUCATIONAL OBJECTIVES

To teach a full program of skin care, hair removal and spa training; to gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal; to prepare the student who desires to be considered a professional in the field of esthetics and spa, the knowledge, experience, skills and necessary fundamentals to enter any phase of the esthetics and spa industry. To broaden the contributions and horizons of a Skin Care Specialist and Spa Technician, including the knowledge and skills in body wrapping.

PROGRAM REQUIREMENTS / Units of Instruction (Services exceed minimum state licensing requirements.)

TOPIC	THEORY HOURS	
a. Florida Laws and Rules	5	
b. HIV and AIDS	4	
c. Sanitation	10	
d. Ethics	2	
e. Basics of Electricity	8	
f. Facial Techniques & Contraindications	66	
g. Product Chemistry	8	
h. Hair Removal	2.5	
i. Make up	2	
j. Skin Theory, Disease and Disorders of the Skin	85	
k. Describe the history and types of body treatments	8	
l. Describe the different types of hydrotherapy	8.25	
m. Describe the different types of body wraps	8	
TOTAL	216.75	
TYPE OF SERVICE	# OF SERVICES	PRACTICAL HOURS
a. Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily , dry, combination, problem, and mature (<i>basic & corrective</i>)	40	40
b. Set up, use and maintenance of electrical devices	5	1.25
c. Hair removal, including tweezing, waxing, threading and sugaring	20	5
d. Makeup application for both day time and nighttime looks	10	5
e. Lash and brow tinting	10	5
f. Eyelash application, including strip lashes, Individual lashes, and semi-permanent lashes	10	10
g. Manual Extractions	5	1.25
h. Body Treatments; Different types of Hydrotherapy/Spa; Different types of Body Wraps	16	25.75
TOTAL HOURS OF THEORY AND PRACTICAL: (310)	116	93.25

PROGRAM TEXT BOOKS

Milady's Standard Esthetics: Fundamentals Textbook (ISBN: 13-978-1-1113-0689-2) - \$132.50

Milady's Standard Esthetics: Fundamentals Workbook (ISBN:13-978-1-1113-0691-5) - \$73.50

Milady's Standard Esthetics: Exam Review Book (ISBN: 13-9781111306922) - \$48.50

STUDENT KIT

1 - Black T-shirts with School Logo

1 - Make-up Kit with Make-up & Case

1 - 8 pc. Spa Body Brush Set

1 - Black Apron

1 - 12 pc. Make-up Brush Set with Case

****All necessary equipment, products and supplies (other than what is issued in their kit), needed for the performance of services and study (Both clinic & practice use) are supplied by the Academy to students at a one time supply/product use charge. (See page 31 for fee amount.) **Changes or substitutions to the published Student Kit may occur without prior notice.**

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 155 HOURS	TERM 2 155 HOURS		
Tuition	\$2,635	\$2,635	=	(\$5,270) Based on an hourly
Kits	\$ 350	---	=	(\$350) rate of: \$17.00
Books	\$ 250	---	=	(\$250)
Supply/Product Fee	---	\$ 250	=	(\$250)
	\$3,235	\$2,885	PROGRAM TOTAL =	\$ 6,120.00
			Registration Fee +	\$100.00
				\$ 6,220.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

310 HR SKIN CARE, HAIR REMOVAL & SPA TRAINING PROGRAM

Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday, with ½ hour lunch break, 2 fifteen minute breaks.

Half Time Days 20 hour/week: 8:30 a.m.- 12:30 p.m., Monday thru Friday, no scheduled breaks.

Half Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday thru Thursday; no scheduled breaks.

600 HR FULL SPECIALTY PROGRAM

CIP CODE: 12.0409

Program Description:

The following program breakdown gives a brief description of each level within the program.

Full Specialty - 5 levels (600 hours total) Full Specialty is comprised of 2 existing programs (Skin Care, Hair Removal and Spa Training 201 & 202 and Nail Technician 301 & 302, with a fifth level, 401 - Receptionist, Enter Workforce)

FULL SPEC 401 (50 hours) Reception, telephone skills, appointment setting and preparation for employment and licensure as a Full Specialist.

EDUCATIONAL OBJECTIVES

To teach a complete program of Skin Care, Hair Removal, Spa Training, Nail Technology, and Reception work; preparing the student, who desires to be considered a professional in the field, as a Full Specialist. To prepare and develop sufficient, knowledgeable, experienced, skilled professional Full Specialists cross-trained with the necessary fundamentals to enter any phase of the esthetics, day spa, body wrapping or nail technology industry and to broaden the contributions and horizons of this profession in order to protect the public. The knowledge and skills will prepare a cross-trained individual for work in the business of Esthetics, Day Spa Technician, Nail Technology, or assisting in a salon as a Receptionist.

PROGRAM REQUIREMENTS / Units of Instruction (Services and hours exceed minimum state licensing requirements.)

- | | | |
|------|---|-----------|
| I. | Skin Care, Hair Removal and Spa Training Portion: (<i>Skin 201 & 202</i>)
See page 21. | 310 Hours |
| II. | Nail Technician Portion: (<i>Nails 301 & 302</i>)
See page 19. | 240 Hours |
| III. | Receptionist Training Portion: (<i>Full Spec 401</i>)(<i>training in skin and nail</i>) | 50 Hours |

	THEORY HOURS	PRACTICAL CLINIC HOURS	#OF SERVICES REQUIRED
Salon Business, Knowledge and Skills in Reception Area; Retailing & Phone Work	2	48	0
TOTAL	2	48	0

SUBTOTAL HOURS: 50 **TOTAL PROGRAM HOURS: 600**

PROGRAM TEXT BOOKS

- Milady's Standard Esthetics: Fundamentals Textbook (*ISBN: 13-978-1-1113-0689-2*) - \$132.50
- Milady's Standard Esthetics: Fundamentals Workbook (*ISBN:13-978-1-1113-0691-5*) - \$73.50
- Milady's Standard Esthetics: Exam Review Book (*ISBN: 13-9781111306922*) - \$48.50
- Milady Nail Technology Textbook-7th Edition by Cengage Learning (*ISBN: 13-978-1-285-080-47-5*)\$118.50
- Guide to Manicuring & Advanced Nail Technology Textbook-Tammy Taylor (*ISBN: 0-912126-86-8*) - \$34.97
- Workbook to Manicuring & Advanced Nail Technology - Tammy Taylor (*ISBN: 0-912126-87-6*) - \$22.40

STUDENT KIT

SEE SEPARATE PROGRAMS PREVIOUSLY LISTED. (*Nail Technician Program Student Kit and Skin Care, Hair Removal and Spa Training Program Student Kit.*)

*When students exhaust their Nail Kit supplies (powders, liquids & files), the school will furnish needed items at no extra cost while in Nail Class. **All necessary equipment, products and supplies (other than what is issued in their kit), needed for the performance of services and study of Skin Care, Hair Removal and Spa Training are supplied by the Academy to students at a one time supply/product use charge. (*See page 31 for fee amount.*) ***Changes or substitutions to the published Student Kit may occur without prior notice.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 300 HOURS	TERM 2 300 HOURS			
Tuition	\$4,050	\$4,050	=	(\$8,100)	Based on an hourly rate of: \$13.50
Kits	\$ 400	\$ 400	=	(\$800)	
Books	\$ 425	---	=	(\$425)	
Supply/Product Fee	---	\$ 250	=	(\$250)	
	\$4,875	\$4,700			
				PROGRAM TOTAL =	\$ 9,575.00
				Registration Fee +	\$100.00
					\$ 9,675.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

600 HR FULL SPECIALTY PROGRAM

Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday, with ½ hour lunch break and 2 fifteen minute breaks

Half Time Days 20 hour/week: 8:30 a.m. - 12:30 p.m., Monday thru Friday, no scheduled breaks.

Half Time Nights 20 hour/week 5:00 p.m. – 10:00 p.m., Monday thru Thursday; no scheduled breaks.

600 HR MASSAGE THERAPY PROGRAM

CIP CODE: 51.3501

Program Description:

The following program breakdown gives a brief description of each level within the program.

Massage Therapy - 2 levels (600 hours total - 20 - 30 Weeks in total length)

MAS 050 (*minimum 10 weeks/300 hours day class and minimum 15 weeks/300 hours night class*) Orientation to the field of Massage Therapy, and the history of massage, taking a student through human body systems, anatomy and physiology, professional ethics, kinesiology, basic Swedish massage with clinical practicum, in a classroom setting.

MAS 051 (*minimum 10 weeks/300 hours day class & minimum 15 weeks/300 hours night class*) A continuation of Level 1 (MAS 050) with expanding concepts in Allied Modalities such as Oriental Massage, Neuromuscular Therapy, Myofascial, Deep Tissue, Athletic/Sports Massage, Craniosacral, Reflexology, additional A&P, pathology, theory & practice of Hydrotherapy, Spa theory & techniques, medical errors, Chapter 480 Florida Statutes, business skills/professional development, HIV education, working on clients in a spa/salon environment, and preparing the student for employment competency and state examination/licensure. (*Prerequisites: Level 1 - MAS 050*)

EDUCATIONAL OBJECTIVES

In order to protect the public, this program takes students through human body systems with a strong focus on muscular structure and function, basic massage theory and practice that includes hands-on experience for basic Swedish Massage, allied modalities such as reflexology, eastern modalities and related fields pertinent to massage therapy, business practices, business planning, ethics, sanitation, massage history, Florida Massage Statutes & Laws, theory and practice of hydrotherapy and Spa theory & techniques and HIV/Aids, preparing the student to take and pass the FSMTB - MBLEx exam.

**PROGRAM REQUIREMENTS / Units of Instruction (Program
Subject description and Hours Breakdown is per the Board of Massage
Therapy Rules & Regulations.)**

(Theory & Practicum)

SUBJECT DESCRIPTION	CLASSROOM HOURS
Anatomy and Physiology, Kinesiology & Pathology	200
Basic Massage Theory and Practice	100
Clinical Practicum	125
Allied Modalities	108

(Theory & Practicum)

SUBJECT DESCRIPTION	CLASSROOM HOURS
Theory, Practice and Techniques of Hydrotherapy & Spa	32
Medical Errors	2
Chapter 480 Florida Statutes/Rules and History of Massage	10
Professional Ethics	4
Business Skills/Professional Development	15
HIV/Aids Education	4

SCHOOL SERVICE REQUIREMENT: Minimum -50 MASSAGES, minimum 50 minutes each.

TOTAL HOURS 600

PROGRAM TEXT BOOKS

Milady's Theory & Practice of Therapeutic Massage Textbook by Mark Beck (ISBN: 9781435485242) - \$89.50

Milady's Theory & Practice of Therapeutic Massage Workbook by Mark Beck (ISBN: 9781435485259) - \$45.50

Milady's Theory & Practice of Therapeutic Massage Exam Review Book by Beck (ISBN-10:1-4354- 8528- 9) - \$30.00

Illustrated Essentials of Musculoskeletal Anatomy by Sieg & Adams (ISBN: 978-0-93517-07-9) - \$29.95

STUDENT KIT

1 - 8oz. Bottle with Pump

2 - Black School T-Shirts with logo

1 - Single Oil Holster

All equipment, linens and lotions necessary for class, models & clients for practice will be supplied by the school while here as a student. *Changes or substitutions to the published Student Kit may occur without prior notice.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 300 HOURS	TERM 2 300 HOURS		
Tuition	\$4,350	\$4,350	=	(\$8,700) Based on an hourly
Kits	\$ 150	---	=	(\$150) rate of: \$14.50
Books	\$ 290	---	=	(\$290)
Supply/Product Fee	---	\$ 250	=	(\$250)
	\$4,790	\$4,600		
			PROGRAM TOTAL =	\$ 9,390.00
			Registration Fee +	\$100.00
				\$ 9,490.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

600 HR MASSAGE THERAPY PROGRAM

Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday, with ½ hour lunch break, and two - 15 min. breaks.

Half Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday through Thursday; no scheduled breaks.

910 HR SPA SPECIALIST PROGRAM

CIP CODE: 51.3501

Program Description:

The following program breakdown gives a brief description of each level within the program.

Spa Specialist - 4 levels (910 hours total) Spa Specialist is comprised of 2 existing programs (Massage Therapy 050 and 051 and Skin Care, Hair Removal and Spa Training 201 & 202)

EDUCATIONAL OBJECTIVES

To teach a complete program of Massage Therapy and Skin Care, Hair Removal, and Spa Training, broadening the contributions and horizons of the student who desires to work in a full service Day Spa, with an eye toward protecting the public. This knowledge and skills will prepare the cross-trained individual for work in the beauty industry business of Esthetics, Day Spa Technician or Massage Therapist.

PROGRAM REQUIREMENTS / Units of Instruction

- | | |
|--|-----------|
| I. Skin Care, Hair Removal and Spa Training Portion: (<i>Skin 201 & 202</i>)
See page 21. | 310 Hours |
| II. Massage Therapy Portion: (<i>MAS 050 & 051</i>)
See page 25. | 600 Hours |

TOTAL PROGRAM HOURS: 910

PROGRAM TEXT BOOKS

Milady's Standard Esthetics: Fundamentals Textbook (*ISBN: 13-978-1-1113-0689-2*) - \$132.50

Milady's Standard Esthetics: Fundamentals Workbook (*ISBN:13-978-1-1113-0691-5*) - \$73.50

Milady's Standard Esthetics: Exam Review Book (*ISBN: 13-9781111306922*) - \$48.50

Milady's Theory & Practice of Therapeutic Massage Textbook by Beck (*ISBN: 9781435485242*) - \$89.50

Milady's Theory & Practice of Therapeutic Massage Exam Review Book by Beck (*ISBN-10:1-4354- 8528-9*) - \$30.00

Milady's Theory & Practice of Therapeutic Massage Workbook by Beck (*ISBN: 9781435485259*) - \$45.50

Illustrated Essentials of Musculoskeletal Anatomy by Sieg & Adams (*ISBN: 978-0-93517-07-9*) - \$29.95

STUDENT KIT

2 - Black School T-Shirts with Logo

1 - Make-up Kit with Case

1 - 12 pc Make-up Brush Set with Case

1 - 8 pc. Spa Body Brush Set

1 - 8 oz. Bottle with Pump

1 - Single Oil Holster

*All necessary equipment, products and supplies (*other than what is issued in their kit*) and needed for the performance of services and study of Skin Care, Hair Removal and Spa Training are supplied by the Academy to students at a one time supply/product use charge. (See page 31 for Fee Amounts) **All equipment, linens and lotions necessary for class, models & clients for practice of Massage Therapy will be supplied by the school while here as a student. ***Changes or substitutions to the published Student Kit may occur without prior notice.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 450 HOURS	TERM 2 460 HOURS		
Tuition	\$6,525	\$6,670	= (\$13,195)	Based on an hourly rate of: \$14.50
Kits	\$ 475	---	= (\$475)	
Books	\$ 270	\$ 270	= (\$540)	
Supply/Product Fee	---	\$ 250	= (\$250)	
\$7,270		\$7,190	PROGRAM TOTAL =	\$ 14,460.00
			Registration Fee +	\$100.00
				\$ 14,560.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

910 HR SPA SPECIALIST PROGRAM

- Skin/Massage Full Time Days 30 hour/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday, with ½ hour lunch break and 2 fifteen minute breaks .
- Skin Half Time Days 20 hour/week: 8:30 a.m. - 12:30 p.m., Monday thru Friday, no scheduled breaks.
- Massage Half Time Nights 20 hour/week: 5:00 p.m. - 10:00 p.m., Monday through Thursday; no scheduled breaks.

900 HR ESTHETICS AND ADVANCED MAKEUP ARTISTRY PROGRAM

CIP CODE: 12.0406

Program Description:

The following program breakdown gives a brief description of each level within the program.

Esthetics and Advanced Makeup Artistry - 3 levels (900 hours total) and is comprised of 1 existing program (Skin Care, Hair Removal and Spa Training - 310 hrs.) and two additional programs - Advanced Makeup (560 hrs.) and Permanent Makeup (30 hrs.)

EAM 101-Esthetics: (*Skin care, hair removal & spa training-SKIN 201-202*): students will acquire the knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations; to properly protect clients from significant damage and to describe chemicals, implements and techniques used in hair removal; to learn basic makeup application for day & evening wear, and learn sanitation and sterilization rules and Florida Laws & Business Ethics as they apply to Esthetics (310 hrs.)

EAM 102-Advanced

Makeup Artistry: Expands make up fundamentals to the Advanced Makeup application level; using both styles of makeup application, hand/pallet and airbrushing techniques for Specialty Makeup (*bridal, runway, mortuary, men, teens, aging skin, etc.*) and Special Effects (*wounds, aging, monsters, prosthetics, theatrical, fantasy, etc.*) and history, infection control, anatomy & physiology, eyelashes and color theory (560 hrs. - EAM 101 is a pre-requisite for this class or an active Florida Skin License.)

EAM 103-Permanent

Makeup: Introducing the student to the implantation of pigment when implanted into the skin, product knowledge, pigment and color theory, various types of equipment, medical pigmentation issues, permanent makeup application using micro blading technique, client after-care, safety, sterilization, sanitation and public safety in Bloodborne Pathogens, Communicable Diseases and Florida Law (30 hours - EAM 101 and EAM 102 are prerequisites to this class).

As an additional prerequisite for EAM 103 - Permanent Makeup, it is required that: 1) a Department of Health (DOH) approved blood-borne pathogens and communicable diseases course is required to be completed before a student can participate in micro blading and 2) upon completion of the program a student must obtain their tattoo license in the state of Florida through DOH before practicing on any humans.

EDUCATIONAL OBJECTIVES

To prepare and develop sufficient, knowledgeable, skilled, professional estheticians with the necessary fundamentals to enter any phase of the esthetics and spa industry; to expand the basic makeup knowledge that is part of the esthetics training to include professional airbrushing application for: Specialty Makeup and Special Effects Makeup, opening up the fields to bridal, runway, mortuary or theatrical work, as well as studio photography work, and to broaden the makeup artists skill level to include the art of micro pigmentation, otherwise known as permanent makeup/micro blading or cosmetic tattooing, giving the student an opening into the para- medical fields.

PROGRAM REQUIREMENTS / Units of Instruction

(Services exceed minimum state licensing requirements.)

EAM 101 - ESTHETICS - (Also known as SKIN 201-202)

TOPIC	THEORY HOURS
a. Florida Laws and Rules	5
b. HIV and AIDS	4
c. Sanitation	10
d. Ethics	2
e. Basics of Electricity	8
f. Facial Techniques & Contraindications	66
g. Product Chemistry	8
h. Hair Removal	2.5
i. Make up	2
j. Skin Theory, Disease and Disorders of the Skin	85
k. Describe the history and types of body treatments	8
l. Describe the different types of hydrotherapy	8.25
m. Describe the different types of body wraps	8
TOTAL	216.75

TYPE OF SERVICE	# OF SERVICES	PRACTICAL HOURS	
a. Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily , dry, combination, problem, and mature (<i>basic & corrective</i>)	40	40	
b. Set up, use and maintenance of electrical devices	5	1.25	
c. Hair removal, including tweezing, waxing, threading and sugaring	20	5	
d. Makeup application for both day time and nighttime looks	35	5	
e. Lash and brow tinting	10	5	
f. Eyelash application, including strip lashes, Individual lashes, and semi-permanent lashes	10	10	
g. Manual Extractions	5	1.25	
h. Body Treatments; Different types of Hydrotherapy/Spa; Different types of Body Wraps	16	25.75	
EAM 101 - TOTAL HOURS OF THEORY AND PRACTICAL: (310)	116	93.25	
EAM 102 - ADVANCED MAKEUP ARTISTRY			
SUBJECT	THEORY HOURS	# OF SERVICES	CLINIC HOURS REQUIRED
Makeup Fundamentals (<i>History, Infection Control, Anatomy & Physiology, Color Theory, and Consultation Process</i>)	15	0	0
Makeup foundation (<i>Creating the canvas, Facial features, Everyday Application, Airbrushing techniques and Disfigurement Camouflage</i>)	25	35	77
Eyelash Application (<i>including strip lashes, clusters, individual Lashes, and semi-permanent lashes</i>)	15	20	15
Specialty Make up (<i>Bridal, Runway, Mortuary, Men, Teens, fantasy, Halloween & Aging Skin</i>)	30	20	125
Special Effects (<i>wounds, aging, monsters, prosthetics</i>)	25	20	100
Business (<i>Image, makeup industry</i>), photography for Portfolio Building	26	5	59
Editorial/Photography	8	20	40
EAM 102 - TOTAL HOURS OF THEORY & PRACTICAL: (560)	144	120	416
EAM 103 - PERMANENT MAKEUP			
SUBJECT	THEORY HOURS	# OF SERVICES	CLINIC HOURS REQUIRED
Introduction to Permanent Makeup/Microblading	1	0	0
Equipment/Product Knowledge	1	0	1
Anatomy & Physiology of Skin	2	0	0
Medical Pigmentation Issues	1	0	0
Pigment & Color Theory	1	0	0
Makeup Application/Clinical Practicum	0	10	5
HIV/AIDS Study and Prevention	2	0	0
Sanitation & Sterilization, OSHA	1	0	1
Business (<i>Marketing/Plans/Advertising and Marketing Materials</i>)	2	2	0
After Care & Photography	2	4	3
Client Consultation/Preparation/Medical History	2	10	5
EAM 103-TOTAL HOURS OF THEORY & PRACTICAL: (30)	15	26	15
TOTAL PROGRAM HOURS: 900			

PROGRAM TEXT BOOKS

- Milady's Standard Esthetics: Fundamentals Textbook - 11th Edition (ISBN: 13-978-1-1113-0689-2) - \$132.50
- Milady's Standard Esthetics: Fundamentals Workbook - 11th Edition (ISBN:13-978-1-1113-0691-5) - \$73.50
- Milady's Standard Esthetics: Exam Review Book - 11th Edition (ISBN: 13-9781111306922) - \$48.50
- Milady's Standard Makeup Textbook - 1st Edition - 2013 (ISBN: 10-1-111-53959-6) - \$180.00
- Milady's Standard Makeup Workbook - 1st Edition - 2013 (ISBN: part of Textbook price)
- Deluxe Brows Brow Designer Practice Book by Aleksandra Maniuse (\$99.00)
- Fundamentals of Microblading for Cosmetic Tattooists: Eyebrow Feathering Essentials (ISBN: 9781533669742) \$24.95

STUDENT KIT

- | | |
|--|---|
| 2 - Black School T-Shirts with Logo | 1 - 8 pc. Spa Body Brush Set |
| 1 - Specialty FX Make up Kit | 1 - Day & Evening Make up Kit |
| 1 - 8 pcs High Definition Cosm. Brush Set | 1 - Dinair Airbrushing Machine with Accessories & Make up |
| 1 - Black Soft Sided Case with Wheels | 1 - Black Apron |
| 1 - Microblading Permanent Makeup Tools with Accessories | 1 - 20 pcs Cosmetic Brush Set w/ Pouch |

*All necessary equipment, products and supplies (*other than what is issued in their kit*) and needed for the performance of services and study of Esthetics and Advanced Makeup Artistry are supplied by the Academy to students at a one time supply/product use charge. (See page 31 for Fee Amounts) **Changes or substitutions to the published Student Kit may occur without prior notice.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 450 HOURS	TERM 2 450 HOURS		
Tuition	\$6,188	\$6,187	= (\$12,375)	Based on an hourly
Kits	\$ 800	\$ 800	= (\$1,600)	rate of: \$13.75
Books	\$ 350	\$ 200	= (\$550)	
Licensing Fee	\$ 115	---	= (\$115)	
Supply/Product Fee	---	\$ 250	= (\$250)	
	\$7,453	\$7,437	PROGRAM TOTAL =	\$ 14,890.00
			Registration Fee +	\$100.00
				\$ 14,990.00

(See "FEES AND CHARGES", pg. 31 for any additional charges.)

WEEKLY CLASS SCHEDULE

900 HR ESTHETICS & ADVANCED MAKEUP ARTISTRY PROGRAM

(During the Esthetics portion of the program class schedules are as stated in the basic Skin Care program. See page 22. The following schedule is to be followed during the Advanced Makeup and Permanent Make up portion of the program only.)

Full Time Days 30 hours/week: 8:30 a.m. - 3:30 p.m., Monday thru Friday with only a ½ hour lunch break and 2 fifteen minute breaks .

Half Time Nights 20 hours/week: 5:00 p.m. - 10:00 p.m., Monday thru Thursday, with no breaks.

FEES AND CHARGES

BOOKS/ KITS / SUPPLY & PRODUCT FEES are as stated for each individual program as previously covered during each program breakdown in this catalog. International Academy's Retail Center/Bookstore carries all required books and supplies. During enrollment a student will be responsible to select either to purchase their program kits and books from an outside vendor at their own expense and only purchase their uniform T-shirt/apron/jacket & product charge from the academy or elect to purchase all program kits, books, uniform T-shirt, apron/jacket and one time product charge for their program from International Academy and have these items charged to their school ledger, using their Title IV funds pay for these items. Improvements and updates to kits and books are made periodically and may result in a price change without notice. New prices would not affect currently enrolled students. The Enrollment Agreement lists all charges per program term.

NOTE: The fees for books, uniforms, supply & product fees and the student's kit are non-refundable after attendance has begun.

OTHER FEES

Termination Fee/Cancellation Fee	\$100.00
International Student Fees	*\$500.00
* (Non-refundable Registration Fee-\$150; INS Form I-901 Fee \$200)	
Non-refundable Traceable FedEx Mail & Communication Fee \$150	
Change of Program Fee (after 30 days in class)	\$150.00
Notebook Computer for use in Cosmetology Classroom (if needed)	\$429.00

EXTRA EXPENSES

Items of extra expenses to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished to the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS:

(ITEM #2 OF THE ENROLLMENT AGREEMENT IS A CONDENSED VERSION OF GRADUATION REQUIREMENTS ONLY. LISTED BELOW IS ALL REQUIREMENTS, COSTS AND LICENSING INFORMATION FOR EACH PROGRAM, AND A STUDENTS OBLIGATIONS THAT MUST BE MET IN ORDER TO GRADUATE THEIR PROGRAM.)

The following must be completed before graduation from all programs:

- a. Required clock hours
- b. Required clinic services
- c. All written exams and school final exams passed with the minimum allowable grade. (80%)
- d. All financial obligations met, (See Paragraph 9 on Enrollment Agreement noting interest rate charged for unpaid balances.) or other financial arrangements made.
- e. Proof of an HIV/Aids Course/Certificate [Approved by Florida Board of Cosmetology or Barber Board) - Self-Exam Booklet available through the school for Cosmetology, Barbers, Nail Technology, Skin Care and Full Specialty. A Blood Borne Pathogens & Communicable Diseases Certificate for Advanced Makeup Artistry. Massage Therapy Program includes HIV/Aids in their curriculum and provides a certificate of completion.

GRADUATE LICENSING REQUIREMENTS FOR ALL PROGRAMS

LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG.

1200 Hour Cosmetology Program:

The successful completion of the 1200 clock hour Cosmetology Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Cosmetology license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of \$68.00 and HIV/AIDS Certificate (*online course cost \$20.00*). Once the Department deems an applicant is eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. (*Testing Cost \$27.00*) Total exam/licensing fees including HIV/Aids Certification: \$115.00.

1200 Hour Barber Program:

The successful completion of the 1200 clock hour Barber Program will make the graduate eligible to take the licensing examination and will receive a diploma from the Academy. To receive their Barber license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of \$228 if applying between 4/1 of even years through 7/31 of odd years; or \$178 if applying between 8/1 of odd years through 3/31 of even years and a HIV/AIDS Certificate (*online course cost \$20.00*). Once the Department deems an applicant eligible for the computer-based testing, the graduate will be contacted by the Department contracted vendor for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license. (*exam fee is part of the application fees*): \$198.00 or \$248.00.

240 Hour Nail Technician Program:

The successful completion of the 240 clock hour Nail Technician Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Nail Technician License, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of \$75.00 and HIV/AIDS Certificate (*online course cost \$20.00*). Total licensing fee including HIV/Aids Certification: \$95.00.

310 Hour Skin Care, Hair Removal & Spa Training Program:

The successful completion of the 310 clock hour Skin Care, Hair Removal and Spa Training Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Skin Care License, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of \$75.00 and HIV/AIDS Certificate (*online course cost \$20.00*). Total licensing fee including HIV/Aids Certification \$95.00. Body Wrapping is a separate license costing \$25.00.

600 Hour Full Specialty Program:

The successful completion of the 600 clock hour Full Specialty Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Full Specialty license, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction in the amount of \$75.00, and HIV/AIDS Certificate (*online course cost \$20.00*). Total licensing fee including HIV/Aids Certification \$95.00. Body Wrapping is a separate license costing \$25.00.

910 Hour Spa Specialist Program:

The student that completes the 910 clock hour Spa Specialist Program will receive a Diploma from the Academy. This program does not lead to a Florida License titled "Spa Specialist". To receive their individual licenses in Skin Care, Hair Removal and Spa Training and Massage Therapy, the student must follow the requirements for the individual programs of Skin Care and Massage as stated in this section. Skin Care: \$120.00 and Massage Therapy: \$428.00.

600 Hour Massage Therapy Program:

The successful completion of the 600 Hour Massage Therapy Program will make the graduate eligible to take the licensing examination and receive a Diploma from the Academy. To receive their Massage Therapy License, the student must submit an application for examination and all of its attachments, including Criminal Background information, to the FSMTB for the MBLEx examination at a cost of \$195.00. After passing the examination, to receive their Florida Massage Therapy License, the student must submit an application to the Department of Health, along with a check or money order in the amount of \$155.00 and proof of passing the exam. In addition the student is responsible for finger printing, background check and photo routed through the Dept. of Law Enforcement - \$78.00, with a total cost of \$428.00. The school will submit to the Department of Health an official transcript showing all requirements have been met and passed.

900 Hour Esthetics and Advanced Makeup Artistry Program:

The successful completion of the 900 clock hour Esthetics and Advanced Makeup Artistry Program will make the graduate eligible to receive the appropriate certification and will receive a Diploma from the Academy. To receive their Esthetics License, the student must submit, through the Academy, an application to the Department of Business and Professional Regulation, including Criminal Background information, along with an online payment transaction and HIV/AIDS Certificate (*online course cost \$20.00*). There is no separate licensing or registration for the Advanced Makeup portion of the program. The Permanent Makeup/Cosmetic Tattooing License can be obtained after completion of the program by completing an online, 3-hour Blood Borne Pathogen and Communicable Diseases class (*\$30.00 - \$55.00/online*), passing with a minimum 70% on the exam, and then applying to the Department of Health for a Tattoo Artist License, (*a \$60.00 fee*). Total licensing fee including HIV/Aids Certification and Blood Borne Pathogen certificate, DOH certification and Skin Licensing is \$95.00 - \$235.00. Body Wrapping is a separate license for \$25.00.

GRADING SYSTEM

Theory, Practical and Clinic work are all of equal value. After each unit you will be given a test for that unit. All your practical work on mannequins is graded as Pass/Fail and all practical exams are graded on a point system (*see below*) which must be passed with a minimum score of 80%. Each service you perform on the clinic floor is checked and graded as Pass/Fail. Final practical and theory exams must be passed with a minimum 80% before considered successfully completing the program and graduating. You will receive a training progress report as described in our satisfactory progress policy at least once by mid-point of your program. Our grading point system is as follows:

100% - 94%	-	A	-	Excellent
93% - 88%	-	B	-	Good
87% - 80%	-	C	-	Satisfactory
79% - 72%	-	D	-	Unsatisfactory
Less than 71%	-	F	-	Failing

You must maintain a **“C” (80%)** average in all areas of study to complete the program, and to be considered making satisfactory progress.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the school, both title IV and non-title IV. **NOTE: Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds.** The policy complies with the guidelines established by NACCAS and the federal regulations established by the U.S. Dept. of Education and is applied consistently to all students enrolled (*full or part time*) in their specific program .

ATTENDANCE PROGRESS EVALUATIONS

Attendance Progress is evaluated on a cumulative basis. At each pre-set evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is progressing towards completion and will be able to complete their program within the maximum time frame of 150%.

Attendance Progress - 1200 Hour Cosmetology Programs

Full-Time Maximum Time: The maximum time a student has to complete this program is 60 weeks or 14 months or 1800 scheduled hours.

Attendance: Full time student must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200 hour Cosmetology Program for students attending 30 hours per week is 40 weeks/9.30 months. Any student not completing the program within 40 weeks/9.30 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator.

Half-time Maximum Time: The maximum time a student has to complete this program is 90 weeks or 21 months or 1800 scheduled hours.

Attendance: Half time students must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200 hour Cosmetology Program for students attending 20 hours per week is 60 weeks/14 months. Any student not completing the program within 60 weeks/14 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 1200 Hour Barber Program

Full-Time Maximum Time: The maximum time a student has to complete this program is 60 weeks or 14 months or 1800 scheduled hours.

Attendance: Full time student must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200 hour Barber Program for students attending 30 hours per week is 40 weeks/9.30 months. Any student not completing the program within 40 weeks/9.30 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless, the time missed is excused by the Administrator.

Half-time Maximum Time: The maximum time a student has to complete this program is 90 weeks or 21 months or 1800 scheduled hours.

Attendance: Half time students must attend at least 67% of their scheduled hours in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200 hour Barber Program for students attending 20 hours per week is 60 weeks/14 months. Any student not completing the program within 60 weeks/14 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 240 Hour Nail Technician Program

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 12 weeks/18 weeks or 2.79 months/4.18 months or 360 scheduled hours.

Attendance: Full and half time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 240 hour Nail Technician Program for students attending 30 or 20 hours per week, is 8 weeks/12 weeks. Any student not completing the program within 8 weeks/12 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 310 Hour Skin Care, Hair Removal & Spa Training Program

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 15.5 weeks/23.25 weeks or 3.60 months/5.40 months or 465 scheduled hours.

Attendance: Full and Half time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 310 hour Skin Care, Hair Removal & Spa Training Program for students attending 30 or 20 hours weekly, is 10.3 weeks/15.5 weeks. Any student not completing the program within 10.3 weeks/15.5 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 600 Hour Full Specialty Program

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 30 weeks/45 weeks or 6.98 months/10.47 months or 900 scheduled hours.

Attendance: Full and half time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 600 hour Full Specialty Program for students attending 30 hours or 20 hours weekly, is 4.65 months/6.98 months. Any student not completing the program within 4.65 months/6.98 months, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 910 Hour Spa Specialist Program

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 45.5 weeks/68.25 weeks or 10.58 months/15.87 months or 1365 scheduled hours .

Attendance: Full and half time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 910 hour Spa Specialist Program for students attending 30 hours or 20 hours weekly, is 7.05 months/10.58 months. Any student not completing the program within 7.05 months/10.58 months, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 600 Hour Massage Therapy Program

Full Time and Half Time Maximum Time: The maximum time a student has to complete this program is 30 weeks/45 weeks or 6.98 months/10.47 months or 900 scheduled hours.

Attendance: Full and half time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 600 hour Massage Therapy Program for students attending 30 hours or 20 hours weekly, is 4.65 months/6.98 months. Any student not completing the program within 4.65 months/6.98 months, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

Attendance Progress - 900 Hour Esthetics and Advanced Makeup Artistry Program

Full Time Maximum Time: The maximum time a student has to complete this program is 45 weeks or 10.5 months or 1350 scheduled hours.

Attendance: Full time students must attend at least 67% of their scheduled hours, in order to be considered making progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 900 hour Esthetics and Advanced Makeup Artistry Program for students attending 30 hours weekly, is 30 weeks. Any student not completing the program within 30 weeks, may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator.

ACADEMIC PROGRESS EVALUATIONS

The following factors will be used to measure and determine **academic progress**:

- Theory work (*test grades, workbooks, homework, etc.*)
- Practical work (*hands on mannequin, clinic/live models*) (*At least 2 comprehensive practical skills evaluations will be considered during the course of study*)

Theory and Practical numerical grades are considered according to the following scale:

94% - 100%	-	A	-	Excellent
88% - 93%	-	B	-	Good
80% - 87%	-	C	-	Satisfactory
72% - 79%	-	D	-	Unsatisfactory
71% or Less	-	F	-	Failing

Students must maintain a **“C” grade average** (*in the above listed areas*), in order to be considered making progress. Any tests missed or failed, must be made up. All Theory exams and Practical exams must be passed with a minimum 80% or the exam must be retaken.

HOW DETERMINATION OF PROGRESS IS ASSESSED

Formal evaluations of progress will be conducted by the School’s Administrative Staff when a student reaches their programs pre-set evaluation periods. For Cosmetology/Barber students it will be at 450, 900, and 1200 hours. For Nail Technology students it will be at 120 and 240 hours. For Skin Care/Spa students it will be at 155 and 310 hours. For Full Specialty and Massage Therapy students it will be at 300 and 600 hours. For Spa Specialist students it will be at 450 and 910 hours and for Esthetics and Advanced Makeup Artistry it will be at 450 and 900 hours. Each student is provided with a minimum of two written Evaluations of Progress Reports during their program period. The Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours. NOTE: Students may receive an informal report card on a monthly basis that shows academic and attendance progress. An informal report card is not a formal satisfactory academic progress report.

ESTABLISHING SATISFACTORY PROGRESS

Satisfactory Progress is established on a formal Evaluation of Progress Report when during a student’s pre-set program evaluation period the student meets the minimum of 80% average in academic work and a minimum of 67% actual hour attendance to scheduled hours, in accordance with the following chart:

Cosmetology/Barber Students Scheduled Hours	450	900	1200
Minimum Actual Hours Required (67% of Scheduled Hours)	302	603	804
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Nail Technician Students Scheduled Hours	120		240
Minimum Actual Hours Required (67% of Scheduled Hours)	80		160
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Skin Care, Hair Removal & Spa Training Students Scheduled Hours	155		310
Minimum Actual Hours Required (67% of Scheduled Hours)	104		208

Spa Specialist Students Scheduled Hours	450	910
Minimum Actual Hours Required (67% of Scheduled Hours)	302	610
Full Specialty and Massage Therapy Students Scheduled Hours	300	600
Minimum Actual Hours Required (67% of Scheduled Hours)	201	402
Esthetic & Advanced Artistry Students Scheduled Hours	450	900
Minimum Actual Hours Required (67% of Scheduled Hours)	302	603

DETERMINATION OF PROGRESS STATUS

In order for a student to be considered making satisfactory progress as of program mid-point, and/or the end of the payment period/evaluation period, the student must meet both attendance and academic minimum requirements and will be considered making satisfactory progress until the next scheduled evaluation. PROGRAMS ELIGIBLE FOR TITLE IV FUNDING: Cosmetology, Barber, Full Specialty, Massage Therapy, Esthetics & Advanced Makeup Artistry and Spa Specialist students failing to meet minimum progress requirements at an evaluation period may be placed on Warning (*see below*) with the opportunity to meet minimum requirements at their next scheduled evaluation period. PROGRAMS NOT ELIGIBLE FOR TITLE IV FUNDING AND STUDENTS PAYING THEIR OWN WAY: Nail Technician students, Skin Care, Hair Removal and Spa Training students, or any student paying their own way in any program who fail to meet minimum progress requirements at an evaluation period may have their education interrupted and be placed on warning with the opportunity to meet minimum requirements at their next scheduled evaluation period after making a written plan on how to improve their academic progress and be able to complete their program within the maximum time frame.

WARNING

During Warning, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the Warning period the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be removed from Warning status. Any student failing to meet minimum satisfactory progress for the second consecutive evaluation period will be given the opportunity to appeal the negative progress determination. (*See Appeal Process below*) A Student will be placed on Probation only if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period, and the student has prevailed upon appeal. If a student loses his/her appeal and they are a Title IV eligible student, it will result in a loss of their aid. These steps apply to both Title IV or Pay Your Own Way students: To continue with their program, **1)** other financial arrangements will need to be made if there is an outstanding account balance; **2)** If no arrangements can be made then the student may need to terminate from their program, or **3)** in the case of a zero account balance, then the school develops an academic plan for the student that, if followed, will ensure that the student is able to complete the institution's requirements by a specific point within the maximum time frame established for the individual student. .

APPEAL PROCESS (*as it pertains to academic and attendance progress*)

Students who have been placed on Warning and have failed to achieve minimum requirements, may appeal this negative progress determination, requesting the decision to terminate the students Title IV funding should be reversed. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation as to why they failed to make satisfactory academic progress (*ie; death of a relative; an injury, illness of the student or other allowable circumstances*) and what has changed in the student's situation that will allow the

achievement of satisfactory progress at the next evaluation. The student needs to provide sufficient evidence as to why the attendance was below satisfactory level and how it has changed and will stay changed in order to finish within the 150% time frame of the program or how they will improve their academic GPA. This appeal must be received in the Administrative Offices within five (5) business days of the end of the Warning evaluation period. Should a student fail to appeal this decision, the students loss of funding will stand. (*See how to continue their program listed above under "Warning"*).

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (*if student is a dependent minor*), the student's instructor, and a school Administrative Staff Member. A decision on the student's appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final. All results, communications, etc, regarding this Appeal will become a permanent part of the students file. Should a student prevail upon his/her appeal, the student Title IV funding will be automatically re-instated.

PROBATION

A student who prevails on the Appeal process is placed on Probation status, their Title IV funding is re-established and the student may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of their next scheduled evaluation point. Each warning and probation period is the length of that student's program's pre-set evaluation period. Programs of 1200 hours have a maximum of two (2) evaluation periods, and all other programs have only one (1) evaluation period.

LEAVE OF ABSENCE (*Effective 8/1/2011*)

ONLY DOCUMENTED MEDICAL LEAVES WILL BE APPROVED, MUST BE REQUESTED IN PERSON OR IN WRITING, SIGNED AND DATED, OR VIA-FAX OR E-MAIL, SIGNED AND DATED. ANY OTHER TYPE OF LEAVE WILL NOT BE ACCEPTED AND WILL RESULT IN A SCHEDULE SHIFT, OR TERMINATION FROM SCHOOL. SHOULD TERMINATION BE THE RESULT OF THE LEAVE REQUEST, THEN A STUDENT WOULD BE REQUIRED TO RE-ENROLL. STUDENT WOULD RE- ENTER IN THE SAME PROGRESS STATUS AS WHEN THEY LEFT.

Any student receiving Title IV HEA program funds who has been granted an approved Medical Leave of Absence: is not considered to be withdrawn from school; will not be charged any additional fees as a result of the MLOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their MLOA. The maximum time limit for a student taking a medical leave of absence is 180 days in any 12-month period.

Only a medical leave of absence that has been documented through a doctor's note/letter and clearly stating reason for leave and length of leave will be granted. To extend the medical leave requires new doctors note/ letter with reason for extension and length of time required. Student's contract period and maximum time frame will be extended by the same number of days in the medical leave of absence. Students returning after this interruption will enter in the same progress status as when they left. Should a student fail to return from their leave and are a loan recipient, the time frame of the leave may have an adverse effect on the student's loan repayment terms, and may affect the student's grace period. Since this institution is required to take attendance the withdrawal date for the purpose of calculating a refund is always the students last day of attendance.

Any student receiving VA Benefits who takes an approved Medical Leave of Absence is now considered to be withdrawn from school in the eyes of the VA requirements, their VA benefits will be stopped and VA notified. Upon return from leave VA will be notified of their return.

INCOMPLETES / REPETITION OR NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

WITHDRAWALS/RE-ENTERING

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. (*See Institutional Withdrawal, Cancellation and Refund Policy*) A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal, will enter under the same Satisfactory Academic Progress status as in place at the time the individual left and the steps of Warning, Appeal and Probation will be followed.

TRANSFER HOURS

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

SECTION IV: Financial Aid Information

(For Those Who Qualify)

COST OF ATTENDANCE BUDGETS

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school. The following is the Localized COA Budget for the Standard 1200 Cosmetology Program. A copy of the Localized COA Budget for the 600 Hr. Full Specialty Program, 600 Hr. Massage Therapy Program, 900 Hr. Esthetics and Advanced Makeup Artistry Program, 910 Hr. Spa Specialist Program and the Barber Program can be obtained from the schools Financial Aid Office.

AWARD YEAR 2017-2018 LOCALIZED COA BUDGET:

Living with Parents 0 Dependents

Status	Full Time	Half Time
Months	10 Months	15 Month
Tuition	\$16,200.00	\$16,200.00
Fees	\$350.00	\$350.00
Books/Supplies	\$2,000.00	\$2,000.00
Loan Fees	\$78.00	\$78.00
Room & Board	\$5589.00	\$8,073.00
Personal	\$2,169.00	\$3,133.00
Transportation	\$3,186.00	\$4,602.00
Total Budget	\$29,572.00	\$34,436.00

All Others

Status	Full Time	Half Time
Months	10 Months	15 Months
Tuition	\$16,200.00	\$16,200.00
Fees	\$350.00	\$350.00
Books/Supplies	\$1,960.00	\$1,960.00
Loan Fees	\$136.00	\$136.00
Room & Board	\$9,801.00	\$14,157.00
Personal	\$2,565.00	\$3,705.00
Transportation	\$2,403.00	\$3,471.00
Total Budget	\$33,415.00	\$39,979.00

FINANCIAL AID FOR STUDENTS

International Academy participates in Financial Aid Programs (*Title IV*) to assist students who need money to attend school. Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The Federal Financial Aid Programs which the school makes available are the Pell Grant, Direct Loan Program and Supplemental Educational Opportunity Grant (*SEOG*). The Free Application for Federal Student Aid (*FAFSA*) is available in the Financial Aid office or can be completed on-line. The *FAFSA* form must be completed first, then processed via Internet by the school with the proper office listed on the form. Our Financial Aid office will assist every student that needs help with their applications.

ELIGIBILITY

In general, you are eligible for Federal Aid if you meet the following requirements:

1. You must be enrolled at least half-time.
2. You are a U.S. Citizen or an eligible non-citizen.
3. You show that you have financial need.
4. You are making satisfactory progress in your program of study (*See Satisfactory Progress Statement*).
5. You are not in default on a National Direct Student Loan (*NDSL*), F.F.E.L. or PLUS/SLS Loan.
6. You do not owe a refund on a Pell Grant and/or Supplemental Educational Opportunity Grant (*SEOG*).
7. You must sign a statement that you understand your responsibilities regarding Federal Student Aid funds and that only Loans get paid back.
8. You must sign a statement of registration status on Form 3 indicating you have registered with the Selective Service, if you are required to do so. (*Males only*)

VERIFICATION PROCESS

If an applicant is selected for verification through the central processing center, the Financial Aid office will advise the student about the verification process, have them sign the verification procedures documents and worksheets and then we will furnish them a copy. The original documents will be maintained in the students financial aid file. After all required documents are collected and forms are signed the Verification Packet will be sent to our third-party servicer for processing. Our current third-party servicer is Financial Aid Services, Inc.

FINANCIAL NEED

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (*EF*C). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

PELL GRANTS

The student must complete the Free Application for Federal Student Aid (*FAFSA*). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants.

The school will input your application and give you an award letter. After you have begun classes, the school will then receive and credit your award disbursements to your account ledger, until your school account is paid in full, and the student will receive receipts accordingly. The school receives the student's award in two to three payments (*depending on program length*), one at the beginning of school, and the second after one-half of their academic year has been reached, or after one-half of their program hours has been reached, whichever applies. International Academy's academic year consists of 900 clock hours, however, a student must complete all of their program clock hours to graduate from this Academy. How much you actually receive depends on the following factors:

1. Your student aid index number.
2. The cost of education at your school, whether you are a full-time or half-time student.
3. How long you will be enrolled in the academic year.

FEDERAL LOAN PROGRAMS

The program that International Academy offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated. Students who do not qualify for this program should speak to the Financial Aid office about alternative funding. These loans are at a higher interest rate and repayment may begin within thirty (30) days of receiving the loan. Repayment varies with each lender. International Academy does not recommend any specific lender, nor does it make available to any student a "Preferred Lender" list.

To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet. 30 days after starting classes, the school will certify loan to the lender. Once the guarantee agency approval is obtained, the lender will electronically transfer funds to the school's account for disbursement to the student's tuition account.

Undergraduate first year students may borrow up to \$9,500.00 a year. There are no application deadlines for these programs. Repayment begins six (6) months after the student leaves school or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect. Students must also be aware that taking leaves of absence from school will affect their repayment grace period.

SUPPLEMENT EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The student must complete the Free Application for Federal Student Aid (FAFSA). SEOG funds are awarded to students who also demonstrate financial need. Unlike the Pell Grant Program, SEOG is not an entitlement. The school has a set amount of funds for SEOG and cannot award more funds once the allocation is used up. The school has an SEOG Disbursement policy and will select students for their award based on this policy. See our Financial Aid Department for further information. NOTE: All financial aid will be applied first against school charges; and, any excess will subsequently be paid to the student.

REFUNDS DUE TO TITLE IV PROGRAMS

The school will determine the amount of a refund in accordance with Federal Regulation, Return of Title IV Funds (FSA) also referred to as R2T4 calculation. After the school has determined the amount of the refund which must be returned, the school will first return all sums to the Federal Loan Program (*Unsub, Sub, Plus*), then the Pell Grant Programs and finally the S.E.O.G. Programs. NOTE: A student needs to understand that if he or she withdraws from school, school charges that were previously paid by FSA funds might become a debt that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy. This refund policy applies to both official and unofficial withdrawals.

Students who enrolled in a program, and who received Federal Title IV (FSA) assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school or are terminated from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on; **1)** in which payment period did the student terminate from school, and **2)** the number of hours that were scheduled to have been completed as of the withdrawal date. Any payment period in which less than 60% of scheduled hours was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or greater of scheduled hours was completed of a payment period, the school is entitled to retain 100% of the aid received. From time to time this Federally required calculation results in the student also refunding aid money. Should that occur, the student would be notified by the school in writing.

Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV, within forty-five (45) days from the date of determination. In the case of a leave of absence, the date of determination will become the date of documented return from the leave. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (*printed on the back of their contract*) and charge for unpaid portions of their schooling. The student must understand that if he or she withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy.

INSTITUTIONAL WITHDRAWAL, CANCELLATION AND REFUND POLICY

In the event a student fails to enter classes, cancels, withdraws or is dismissed/discontinued from instruction; a course or program cancellation or school closure, the following refund policy shall apply uniformly to all students: (*Title IV & Non-Title IV*) with respect to any funds paid by the student or by others on behalf of the student. (*This policy does not determine whether any portion of federal Title IV aid must be returned by the student or the institution which is addressed in the institution's Return of Title IV Funds or R2T4 policy below.*)

- An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school Administrator in person, by electronic mail or in writing by certified mail within three (3) business days after midnight on the day on which the agreement was signed, whether or not the student actually started classes. This cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than U.S. Mail.
- If a student cancels the agreement after the three (3) business day period, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.00.
- For the purposes of calculating the cancellation and refund policy, this institution charges tuition by the pre-set term for each program, which is less than the duration of their entire program; PLUS the amount for a uniform T-shirt, apron and/or jacket which the student is required to purchase from the Institution, PLUS the amount for textbooks, kit, supply/product fees and educational materials which the student elects to purchase from the Institution for each term, PLUS the registration fee, and PLUS a termination fee of \$100.00 to cover the administrative costs of closing the student's matriculation and files.

GLOSSARY OF DEFINITIONS FOR:

Drop/Add Period: *is defined as a period which shall be not less than 10 percent of a program term for which the student is financially committed or one scheduled week, whichever is less and shall apply at the beginning of every new term of a program.*

Term: *is defined as a specific pre-set length of time individual to each program. Cosmetology and Barbering have 3 terms. Term 1 and 2 are 450 hours in length and Term 3 is 300 hours in length for a total of 1200 program hours. Massage Therapy and Full Specialty have 2 terms. Term 1 and 2 are each 300 hours in length for a total of 600 program hours. Spa Specialist has 2 terms. Term 1 is 450 hours and Term 2 is 460 hours in length for a total of 910 program hours. Esthetics and Advanced Makeup has 2 terms. Term 1 and 2 are each 450 hours in length for a total of 900 program hours. Nail Technician has 2 terms. Term 1 and 2 are each 120 hours in length for a total of 240 program hours. Skin Care, Hair Removal and Spa Training has 2 terms. Term 1 and 2 are each 155 hours in length for a total of 310 program hours.*

Enrollment Period: *is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school.*

Cancellation: *is defined as to include any notice of cancellation or withdrawal given by the student or any termination of the student's enrollment by the institution for any reason.*

- Cancellation after attendance has begun will result in a Pro Rata refund as follows:

- Cancellation after attendance has begun but before the end of the terms established drop/add period, the student will be refunded all tuition and fees paid to the institution, as well as any funds paid for textbooks, kit, supply/product fees, uniform items and educational materials which can be and are returned to the institution. (*ie: credit given for unused supplies, books or equipment only*), with the exception of the \$100 Registration Fee which will be retained by the institution.
- Cancellation after the term's established drop/add period, but prior to 20% completion of the program term, will result in the Institution retaining 20% of the term period tuition, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution, PLUS the registration fee, and PLUS a termination fee of \$100.00.
- Cancellation after 20% completion of the program term will result in no refund of tuition and fees and the student owing the school 100% of their program term, PLUS the amount for textbooks, kit, supply/product fees and educational materials purchased by the student from the Institution, PLUS the registration fee, and PLUS a termination fee of \$100.00.
- If a student wishes to terminate or cancel training, the student must notify the school Administrator in writing and deliver it in person, by electronic mail or by certified mail. The date of postmarked receipt of the notification, or the date said information is delivered in person to the school Administrator, will become the student's "withdrawal date."
- In the case of termination by the school, the last physical day of attendance, shall become the "withdrawal date", but the date the school determines the student is not returning will become the "date of institutions determination of withdrawal". This is the same in the case of a student not returning from an approved leave of absence.
- The school will refund to the student all monies due under the foregoing policy within 30 days of the 1] "date of institutions determination of withdrawal date" in cases of students terminating, or 2] "scheduled date of return", for students not returning from a leave of absence, or 3] "withdrawal date" in cases of termination by school.
- Any monies due to an applicant who does not begin attendance at classes shall be refunded within 30 days after cancellation or termination.
- In the case of illness or disabling accident, death in the immediate family or other extenuating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to all concerned parties.
- If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a refund of 100% of all monies paid. If a program is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

EXTRA EXPENSES

Items of extra expense to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

SCHOLARSHIPS

Corporate and Industry Scholarships are available periodically throughout the year, depending on their current funding. See Financial Aid counselors for details to qualify and/or apply. Any scholarships that International Academy might make available are available to all students, in all programs, whether they are Title IV qualified or a Non-Title IV student.

SECTION V: Career Planning

CAREERS IN: COSMETOLOGY, BARBER, NAILS, SKIN CARE, ADVANCED MAKEUP & MASSAGE THERAPY

BEFORE ENROLLING PLEASE READ THE FOLLOWING CAREFULLY.

NATURE OF THE WORK, WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Cosmetology: Advise patrons on how to care for their hair. Frequently, they straighten, permanent wave or cut a patron's hair to keep the style in shape. Cosmetologists may also lighten or darken the color of the hair and may give manicures, pedicures, scalp and facial treatments; provide make-up analysis for women; and clean and style wigs and hairpieces. **Barbers:** Advise patrons on how to care for their hair. Although Barbers have the capability to straighten, perm, tint the hair or handle hairpieces, most often a barber is frequented for haircutting and shaving. **Nail Technicians:** Advise patrons on how to care for their nails. They give manicures, pedicures, apply artificial nails and apply/create nail art. **Skin Care:** Advise patrons on how to care for their skin. Frequently, they give facials with or without machines, groom patrons by waxing, and apply makeup. Often Skin Care Specialists work in Day Spas and need an understanding of Hydrotherapy services and body treatments. **Esthetics & Advanced Makeup Artistry:** Acquiring necessary fundamentals to enter any phase of the esthetics and spa industry; to expand the basic makeup knowledge that is part of the esthetics training to include professional airbrushing application for: Specialty Makeup and Special Effects, opening up the fields to bridal, runway, mortuary or theatrical work, as well as studio photography work, and to broaden the makeup artists skill level to include the art of micro pigmentation, otherwise known as permanent makeup or cosmetic tattooing, giving them an opening into the para-medical fields. **Massage Therapists:** Need a complete working knowledge of Anatomy & Physiology and body mechanics. They work with individual patrons on a need by need basis for either relaxation massage, therapeutic massage purposes, massage for muscle or joint pain relief, or massage for site injury. Massage Therapist often work in the Day Spa industry and need a knowledge of Hydrotherapy treatments. All six professions make appointments and keep records of their patrons, ie; hair color, skin or nail conditions, health/medical conditions or areas attended during a massage, etc. They also keep their work areas clean and sanitized, as [well as sanitizing all implements, towels and sheets that may have been used during a service. Those who operate their own salons also have managerial duties which include hiring and supervising workers, keeping records, and ordering supplies.

All six professions generally work in clean, pleasant surroundings, with good lighting and comfortable temperatures. Their work can be arduous and physically demanding because most must be on their feet for long hours at a time and all must work with their hands, often times at shoulder level. Many of the professions work more than 40 hours a week, including evenings and weekends when beauty salons, barber shops and spas are at their busiest. Persons who want to become cosmetologists, barbers, nail technicians, skin care specialists, makeup artists or massage therapists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with the public and be willing and able to follow patrons' instructions. Because the beauty industry is constantly changing, keeping abreast of the latest fashions, makeup, colors and beauty/cutting techniques, or current massage modalities, is a must. Business skills are important for those who plan to operate their own salons. **Safety requirements/awareness** for those interested in the programs of cosmetology, barber, nail technology; and skin care/makeup: be aware that they handle sharp objects (*scissors, razors, nippers, tweezers, needles, etc.*) and need to take care not to cut themselves or their clients; all tools must be sanitized and sterilized after every use due to blood borne diseases or disposed of in the proper containers; electrical devices are used in all seven professions, this includes massage therapy and caution needs to be taken when handling electrical devices around water, electrical cords should be checked to make sure they are not lose or frayed, nor kinked and are in good working order to prevent electrical shocks; HIV and Blood Borne pathogen awareness must be completed for all programs.

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, OCCUPATIONAL OUTLOOK HANDBOOK, 2014-15 EDITION

The following are excerpts from the U.S. Department of Labor, Bureau of Labor Statistics, OCCUPATIONAL OUTLOOK HANDBOOK, 2014-15 EDITION. For more in depth information about your career interest, please go on line to: <http://www.onetonline.org/> OR <http://www.bls.gov/oooh> and input the SOC code listed on each of our program home pages.

JOB OUTLOOK

Barbers, Hairdressers, and Cosmetologists: Employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation. Number of jobs in 2012, 663,300; projected employment for 2022-746,600.

Skin Care Specialists: Employment of skin care specialists is projected to grow 40 percent from 2012 to 2022, much faster than the average for all occupations. The desire among women and a growing number of men to reduce the effects of aging will result in rapid employment growth. Good job opportunities are expected. Number of jobs in 2012, 44,400; projected employment for 2022-62,000.

Manicurist and Pedicurists: Employment of manicurists and pedicurists is projected to grow 16 percent from 2012 to 2022, faster than the average for all occupations. New nail services being offered, such as minis sessions and mobile manicure and pedicures, will drive employment growth. High turnover and a growing number of nail salons will result in very good job opportunities. Number of jobs in 2012, 86,900; projected employment for 2022- 100,400.

Massage Therapists: Employment of massage therapists is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new opening for massage therapists. Number of jobs in 2012, 132,800; projected employment, 2022 - 162,800.

JOB PLACEMENT POLICY

International Academy has an excellent placement record for its graduates. (*See "Outcomes Assessment" section of this catalog.*) Due to the ever increasing dollars spent in the beauty industry, our graduates have excellent opportunities to obtain a position in the field in which they are training, if they are highly motivated, and are ready to seriously work towards learning their chosen profession. No school, however, can absolutely guarantee employment. This depends entirely upon each student. All inquiries from area salons needing stylists, barbers, nail technicians, spa technicians, makeup artists, massage therapists or skin care specialists, are posted on a Job Placement Bulletin Board located in the Career Planners Offices in the Alexis Building and kept on file by the Career Planner. All students nearing graduation from their program are encouraged to seek help from our Career Planner in assisting them in securing a professionally written resume and for assistance on job interviewing and how to dress for success.

ADVISING OF STUDENTS

Appointments can be scheduled on any school day by students with the Administrative staff, Career Planner and/or Instructing personnel who are in need of academic advisement, attendance advise, financial aid, etc., in planning and completing their educational program. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention, whether in the classroom, with another student, personal, etc. During advisory sessions such things are discussed as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school.

SECTION VI: Academy Policies

ACADEMY CLOSURE DUE TO AN EMERGENCY

In the event the Academy needs to be closed due to an Emergency regarding hurricane, flooding, fire, etc., a notice will be placed on the door and on schools website (*and if possible, notified by an alternate source, ie: tv, newspaper, radio, text message or posted at the academy driveway entrance*) giving staff and students necessary safety response information, as well as notification of reopening information. A number that they can call for more information will also be provided. Furthermore, an emergency announcement will be placed on the schools automated phone system, if the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless said notification compromises efforts to contain the emergency. Upon acceptance to this institution the required policy and procedures will be made available in a student handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution's Administrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system located on our website. Phone systems with availability to call 911 are in all classrooms, and both buildings have complete fire, sprinkler and burglary alarm systems in place for student and faculty safety. A PA system is also in both buildings. A test of these systems will occur periodically, with or without notice, but at least once annually.

WEAPONS ON CAMPUS

International Academy has a zero tolerance regarding weapons on campus. No knives, guns (*pistols or rifles*), bomb materials, bow & arrows, bazookas, tasers, stun guns, fireworks or anything that could be deemed a weapon by legal authorities (*ATF, local Police, etc.*) are permitted on campus (*campus is defined as parking lot and buildings*). Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff members who sees or hears of anyone on campus with a weapon is urged to notify the Administrative offices immediately.

HATE CRIME REPORTING

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, (*bullying*) destruction, damage, or vandalism of property and any other crime involving bodily injury to be reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to Administration.

STUDENT CONDUCT

Students are expected to conduct themselves in a courteous, respectful and professional manner and observe school rules at all times. See "Rules and Regulations Sampling" section this catalog: If a first time student or previously enrolled student is dismissed or terminated from school for any reason other than fighting, weapons violation or drugs or withdraws on their own, at the schools discretion, the school may not consider the student for re-enrollment or returning to school for a minimum period of 6 months. (*Complete school rules and regulations are issued on the day of Orientation in the "Student Handbook" and may be subject to change. Should a change occur all students will be subject to the new rule(s).*)

FERPA (*Student's Rights and Privacy Act*) & SAFEGUARDING CUSTOMERS INFORMATION POLICY AND RED FLAGS RULE

The Family Educational Rights and Privacy Act (*FERPA*), gives a student (*or in the case of a dependent minor, his/her parents or legal guardian*), certain rights with respect to their education records. These rights include: **1)** to gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect. **2)** The right to request the amendment of the student's education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The request to amend should be in writing. The school will notify student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal. **3)** If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days. **4)** The school will not release any educational or non-public personal information to third party's unless it is authorized by the student in written consent, a copy of which will be kept on file. A student's written consent must be made for each third party request. To prevent identity theft, a student's non-public personal information, (*information which is not publicly available; such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.*), are maintained in locking files, and available only to authorized personnel. **5)** Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA. Written complaints are sent to: Family Policy Compliance Office, USDE, 400 Maryland Ave., SW, Washington, DC 20202-5901. **6)** Students are not permitted to inspect the financial records of their parents. **7)** The school will permit access to student and other school records as required for: any accreditation process initiated by the institution, federal or state agencies, audits, by NACCAS, or in response to a directive of the Commission for Independent Education or law enforcement .

Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript (*without school seal or signature*) and a notation will be placed on the transcript stating that the student owes money to the school.

Furthermore, although the school is in a low risk category (*per the Red Flag Rules*) the school annually reviews it policies for safeguarding information. The school does not publish student directory information. Should it be considered in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish. Student files are kept in an upstairs Administrative Office that has a sprinkler system in case of fire, and maintained in lockable, heavy gauge metal file cabinets. The computers that hold student information is backed up weekly, and kept off site. Archived files are kept in file cabinets in a file room and periodically scanned to a storage computer and then shredded. Students enrollment, academic and attendance records will be kept permanently by the school (*scanned to a storage computer*), and financial aid records for only three (3) years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft.

COPYRIGHT INFRINGEMENT POLICY

It is the policy of International Academy to comply with all copyright laws. This includes, but is not limited to, copying manuals, workbooks, textbooks, periodicals, or peer to peer file sharing. All students and employees are to be aware of and follow these laws. Any member of this institution practicing unauthorized use or distribution of copyrighted materials will be subject to sanctions by this institution, up to and including dismissal from school, or termination of employment. Furthermore, violators would also be subject to Federal criminal offense for copyright law violations.

VOTER REGISTRATION

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. **STAND UP AND BE COUNTED - MAKE A DIFFERENCE.** To register contact your county Supervisor of Elections Office.

GROUNDINGS FOR STUDENT DISMISSAL

(Full or Partial enforcement of the following list will be at the discretion of the Academy.)

- 14 consecutive days of unexcused absences.
- Non-payment of tuition.
- Breaking rules and regulations, after 1-3 warnings.
- Low grades due to lack of effort after special tutoring and counseling.
- Using profanity, involved in immoral conduct on or near school premises, or involved in fights on school premises, whether they are physical or verbal.
- Theft of anyone's property
- Use of any chemical dependencies on or near the vicinity of the school premises
- Clocking someone else's time card "IN" or "OUT" at any time while they are not on the premises.
- Stealing time (*clocking in, but not actually being on the school premises and coming back later to clock out*)

VA ATTENDANCE POLICY & STANDARDS OF ACADEMIC PROGRESS

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three (3) days unexcused absences in a "calendar month" WILL BE TERMINATED from their VA benefits for unsatisfactory attendance. Students receiving VA educational benefits must maintain a minimum GPA of 80% each evaluation period. The length of an evaluation period varies with each program. *(See page 33-37, Satisfactory Progress Policy.)* A VA student whose GPA falls below 80% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive evaluation periods of enrollment. If the VA student's GPA is still below 80% at the end of the second consecutive period of probation, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified after attaining a GPA of 80% .

ATTENDANCE POLICY

The schools policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement, paragraph #6.

LATE ARRIVAL/TARDY POLICY

Students reporting to school after 8:45 a.m. for Day Sessions, and 5:15 p.m. for Night Sessions, are considered late/tardy, and must report to administrative office to be clocked in, and receive tardy slip. Any student arriving late must wait for the first class break to enter class unless approved by your instructor. Students who will be late/tardy are required to contact Attendance: 386-767-4600, ext. 227, prior to their scheduled class start time. Tardiness will affect your "contracted graduation date" over time, and may result in make-up hours or extra institutional charges. *(See Make-up hours Policy and Non Scheduled Hours Policy located in the Student Handbook given at time of Orientation.)*

GENERAL SAMPLING OF SCHOOL RULES

*(Full Rules, Responsibilities, Policies & Procedures Are Issued at Class Orientation - STUDENT HANDBOOK)
(During the time of your enrollment, these rules, responsibilities, policies and procedures may be subject to change.)*

1. School begins promptly at 8:30 a.m. for day students and 5:00 p.m. for night students.
2. A phone call is mandatory if a student is going to be late or absent.*(See separate Rules/Tardiness.)*
3. Tuition payments are expected without the student being reminded. It is the student's obligation to see that payments are made on time each and every month.
4. Misuse of another person's belongs or use of items without permission will not be tolerated. Theft of property will result in termination from school.
5. Smoking inside the Academy is Prohibited at all times.
6. Profanity will not be tolerated anywhere on the school premises.
7. School Uniform Attire: Solid Black pants, slacks or skirts only *(no mini skirts)*. Black *(or other color)* Academy T-shirt with school logo and worn only with the Academy apron.
8. School Foot Attire: All students must wear close-toed shoes *(ie; sneakers, tennis shoes, or professional nursing-type shoes)* at all times.

DRUG & ALCOHOL ABUSE POLICY

International Academy has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to immediate termination. International Academy has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information.

STUDENT LOCKER

A locker with built in combination lock, is available to each student during the first week of school. No deposit is required. *(Should a locker shortage occur, no more than two students will share a locker.)* Each student will be required to maintain his or her locker in good repair while enrolled at International Academy. Should damage occur, the student will receive an itemized statement of costs to repair. No graduation or licensing paperwork will be completed until any locker damage charges have been paid in full. International Academy reserves the right to enter any student's locker with or without the students permission should the school deem it necessary. Students are discouraged from sharing or trading lockers. To do so means the students run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates.

INTERNAL COMPLAINT/GRIEVANCE PROCESS POLICY

Any student or staff complaint/grievance should be in writing, and will be directed to the Administrative Offices. *(See Administrative Offices for detailed policy on filing and form.)* The complaint/grievance will be reviewed by the Administration in a timely manner *(in accordance with the detailed policy)* and resolved to benefit all parties involved. If all parties are not in agreement, then a copy of the complaint should be mailed by the student or staff member to our accrediting agency: NACCAS, 3015 Colvin Street, Alexandria, VA 22314 (703-600-7600).