

ARTISTIC NAILS & BEAUTY ACADEMY

“Dreams can become realities when we believe in our tomorrows.”

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Tampa, FL 33605**

**985 East Memorial Blvd.
Lakeland, FL 33801**

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Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc
(NACCAS)

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

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The word “School” will hereinafter refer to both the Tampa and Lakeland School locations.

OWNERSHIP

Artistic Nails & Beauty Academy is a division of ANBA, Inc. which is governed by the officers of the Academy. President: Robert Rosenberg Vice President: Larri Rosenberg Secretary/Treasurer: Robert Rosenberg

Artistic Nails & Beauty Academy is determined eligible by the United States Department of Education to participate in Title IV financial aid programs. Applicable licenses and certifications may be reviewed at the campus during regular business hours. The School's director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or available financial aid programs. Prospective students may obtain tuition and fee information of other NACCAS accredited institutions within the state by sending a stamped, self-addressed envelope to NACCAS.

MISSION STATEMENT

Our mission is to prepare graduates for state licensure and success in their chosen career path. Our team will accomplish this mission by facilitating a fun and safe environment within which students become knowledgeable, respectful, accountable, and professional.

HISTORY

Artistic Nails & Beauty Academy was established as a Division of Reslar, Inc., a Florida Corporation, established in 1985. The founder, Mary Resende, founder of Reslar, Inc., recognized a profound need to properly train nail technicians. Rita Sulimay, who has been in the cosmetology field for over forty years, purchased the School in January 1994. In 1995, Robert Rosenberg, established Artistic Nails & Beauty Academy in Brandon, Florida. Subsequently, recognizing the need for skillfully trained cosmetologist and barbers, Mr. Rosenberg expanded the program in 1999 to include cosmetology, barber, skin care and nail technology. In August 2005, the School moved to the Tampa facility to facilitate the plan for future growth within the industry. In September 2010, seeing a need for a school, we opened our second location in Lakeland Florida.

HOURS OF OPERATION

Administrative Office Hours: Monday & Friday: 9 a.m. – 5:00 p.m.
 Tuesday – Thursday: 9 a.m. – as necessary

FACILITIES

The Tampa School is located in a rapidly growing area in Central Tampa, Florida. The Lakeland School is located in a rapidly growing area in Central Lakeland, Florida. The Tampa School is comprised of over 11,600 square feet, and the Lakeland School is comprised of over 7400 square feet. Both Schools have a well-equipped skin care room, a nail specialist area, and a spacious cosmetology/barber section. A student break room with a refrigerator, microwave, vending machines and on line computers with state exam test prep courses. In both schools, we offer a private lecture room and a resource center containing videos, publications and computers as well as a dispensary add to an ideal educational experience in both schools.

The resource center is open Tuesday-Thursday 9:00 A.M to 9:30 P.M, and Friday - Saturday 9 A.M to 5 P.M. The School is equipped with telephones throughout the building for use in an emergency. The School is also equipped with fire extinguishers (appropriately marked) and a monitored alarm system that can be activated in lieu of calling 911 in an emergency.

STUDENT COMMITMENT AND FAIR CONSUMER RIGHTS

To assure that each prospective student has carefully considered and evaluated all the information available, Artistic Nails & Beauty Academy suggest the student review the following statements of Students Rights and Responsibilities and read the catalog which is available when visiting the school:

The school reserves the right to change School policies, procedures, standards of conduct, or practices without notice.

It is your responsibility to:

- Review and consider all information about a school program before you enroll.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for the promissory note and all other agreements that you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with your School refund procedures.

You have the right to ask a school:

- About its programs, instructional laboratory, other physical facilities, and its faculty;
- What the cost of attendance is and what its policies are on refunds to students who drop out;
- How the school determines you are making satisfactory progress and what happens if you are not;
- What special services and facilities are available to the handicapped.

WHAT YOU SHOULD KNOW

Artistic Nails & Beauty Academy feels that students interested in pursuing a career in the beauty industry (cosmetology, barber, nail tech, skin care) and as a massage therapist should consider all aspects of such a decision. Persons who want to become professionals in these fields must:

- Have finger dexterity and a sense of form and artistry;
- Enjoy dealing with the public and be able to follow a client's directions;
- Keep up to date on the latest fashions and beauty techniques;
- Work long hours while building a personal clientele in order to earn the desired income;
- Make a strong commitment to the educational process and complete the program of study;
- Learn skills necessary to operate a personal business.

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair or bed.
- A personal investment may be required for advertising such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation may vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

PROFESSIONAL ETHICS AND DUTIES

In the study and practice of being a professional specialist, the student should be qualified in dealing with the public, to be respectful of others, be courteous, friendly and above all, be a good listener and not a gossip. The student must be conscientious and become proficient in all procedures. Students should also be aware that the cosmetology/barber field involves the use and knowledge of chemicals, and is a very physical and demanding career that requires being on your feet for many hours.

VOTER REGISTRATION

If you are not a registered voter and would like to be, you can register to vote at the following locations:

County Voter Registration Office
Local Library
Post Office
High Schools

JOB DEMAND

The 2006-2007 Occupational Outlook Handbook states that "overall employment of barbers and cosmetologists is expected to grow about as fast as the average for all occupations through the year 2014, because of increasing population, rising incomes, and growing demand for personal appearance services. Continued growth in the number of nail salons and full-service day spas will generate numerous job openings for manicurists, pedicurists, skin care specialists, and shampooers." (Latest statistics from National Accrediting Commission of Career Arts & Sciences, Inc.)

CAMPUS PERFORMANCE STATISTICS

Of the students scheduled to graduate during the calendar year 2010, 76% completed their designated program. In addition, of those who sat for the licensing examination during 2010, 100% passed and obtained a license. Of the students who obtained licensure in 2010, 84.8% have obtained employment in a career related position.

PLACEMENT ASSISTANCE

Artistic Nails & Beauty Academy provides training in professional development to include, but not limited to, professional appearance and guidance, toward the goal of preparing students for the workforce. Area career opportunities are posted on a bulletin board on an on-going basis. When a student nears graduation, the School will assist the student with job referrals, placement interviews and follow-up. However, no school can absolutely guarantee employment; this depends entirely upon each student. Our placement assistance is a lifetime commitment to our graduates and there is no charge for this service.

ADMISSION REQUIREMENTS

Artistic Nails & Beauty Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, financial status, or disability to the extent of the law. The School requires each student enrolling to be at least 16 years of age and have proof of a high school diploma or GED equivalent; if the student is under the age of 18 they must have parent/guardian approval. If high school information appears to be questionable, an official transcript will be requested and evaluated by the director prior to enrolling the student. If the information cannot be verified, the student will be required to meet the ATB requirements (if applicable), or take and pass a GED test prior to enrollment. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the school's policy. If a student is denied admission to the school, the records will be kept on file for a year.

A limited number of secondary students will be considered for enrollment if they successfully complete a pre-enrollment exam in compliance with the ability-to-benefit policy and obtain permission in writing from the primary school in which they are enrolled.

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

ABILITY-TO-BENEFIT

An ability-to-benefit applicant is one who is beyond compulsory school age and lacks a high school diploma or the equivalent, and has demonstrated the ability to benefit from the training offered. In order to be admitted on the basis of ability-to-benefit, a student shall, prior to admission, successfully pass an approved test that measures his/her ability to benefit from the program of study. The Wonderlic Basic Skills ATB test requires a verbal score of 200 and a quantitative score of 210 in order to pass. A prospective student may take the test twice in succession, but if a passing score is not achieved, the student must wait 60 days to re-take the test. The test administrator is Dennis Farrar and there is no cost to the prospective student to take the Wonderlic Basic Skills ATB test. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

ADVISING

The School's personnel are ready to be of assistance to students as needed. Information and advice are available to students regarding licensure requirements, reciprocity, employment opportunities, opportunities for continuing education, financial assistance, referrals for professional assistance, and student progress within the program of study. Any problems that may arise will be discussed privately. Each instructor has office hours that he/she is available to discuss student concerns.

ATTENDANCE

Students are expected to attend classes according to their assigned schedule. Full time students are scheduled to attend 30/35 hours weekly and part-time students are scheduled to attend 20 hours weekly. Students are issued a computerized swipe card to be used for clocking in and out. The computer records actual hours attended and does not round hours to any degree. Thus the school gives appropriate credit for all hours attended. In addition, the school does not add or deduct attendance hours as a penalty or reward.

Class Hours:	Full Time	Tuesday – Saturday:	9:00 a.m. – 3:30 p.m.
		Tuesday – Saturday:	9:00 a.m. – 4:30 p.m. Full Specialist/Nails/Skin/Massage Ther.
	Part Time	Tuesday – Saturday:	9:00 a.m. – 1:00 p.m.
		Monday - Thursday:	5:30 p.m. – 9:30 p.m. Saturday: 9 a.m. – 1:00 p.m.

VETERANS ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student's file. Early departures, class cut, tardiness, etc., for any portion of an hour, will be counted as a full hour of absence. Students exceeding four (4) days unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

UNIFORMS AND KITS

The School requires a uniform consisting of black pants (including black jeans), a school shirt and close-toed shoes; two (2) school shirts are included in the kit. Students may order additional shirts at any time during their program of study. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty industry and are expected to be well groomed and professionally attired during the program of study. Students may not wear gray pants, shorts, capri's, spandex pants, sweats, parachute pants; students may not wear jeans with holes in them. Students may wear blue jeans on Saturday only; if not in blue jeans on Saturday, must wear black pants. The School will issue a kit for the students to use in both Phase I and Phase II.

MAKE-UP WORK

Students who have been absent for any reason are required to make up any missed classes, including written tests, practical tests, and homework. Make-up work can be completed during regular school hours at the instructor's discretion.

MANDATORY HOURS

Each student is required to attend school on Saturday. This clinic day is critical to the development of skills required for career success. Any student not attending school on Saturday will be fined \$25. If the student is receiving financial aid, the student's account will be charged, when an award becomes available. Students may be excused for the day for documented mitigating circumstances such as medical reasons or family emergencies; however, students must call in by 9:30a.m. to ensure the excused absence will be granted.

TARDINESS

Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed; the determination will be made by the school staff based on the circumstances causing the tardiness and on the class activity. Excessive tardiness could result in suspension.

GRADUATION REQUIREMENTS

Students must maintain a 75% (D) grade average, complete all required practical assignments, take and pass a final written and practical examination, complete program hours required for licensure, and make satisfactory arrangements for payment of all monetary obligations to the School. Upon completion of all graduation requirements, a Diploma will be awarded to the student. Transcripts will be released when all graduation requirements have been met.

TRANSFER OF CREDITS

Credit/clock hours earned at other institutions will be determined prior to enrollment and transferred in at time of enrollment only; no hours will be transferred in after enrollment. Individuals wishing to transfer credits earned at other institutions may be tested by a member of our staff and may attend our Phase I class. Based on test results, if applicable, Artistic Nails & Beauty Academy may recognize all or part of the applicant's previous training or work experience, provided said training is recognized by the Department of Business and Professional Regulations and The Commission of Independent Education. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program at the time of enrollment plus the applicable registration and application fee.

All applicants must purchase a kit that includes the applicable texts and uniform according to the standard policy for full program students. Contact the school administration office for applicable kit prices.

RE-ENTRY STUDENTS

Former students of Artistic Nails & Beauty Academy who wish to re-enter must request approval from the school administration. A student who re-enters within 180 days is treated as if s/he did not cease attendance for purposes of determining the student's aid awards for the period. For credit-hour non-term-based programs or programs that measure progress in clock hours, a student who withdraws and then re-enters the same program at the same school within 180 days is considered to be in the same payment period s/he was in at the time of the withdrawal. The student retains his or her original eligibility for that payment period, and is treated as though s/he did not cease attendance. Satisfactory arrangements for payment of any balance owed under the previous enrollment must be made prior to re-entry. Students who withdraw from enrollment two (2) times may not be considered for re-enrollment. Re-entry students will be responsible for purchasing the required books, kits, and supplies to satisfy the training requirements in the applicable program.

VETERANS TRANSFER OF CREDITS

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

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 90 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and is not eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

SCHOOL POLICY ON THE HANDICAPPED

Artistic Nails & Beauty Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of the handicap will be excluded from enrolling in a program of instruction. The school is a ground floor facility, with handicapped parking, ramps and restrooms equipped with rails.

SCHOOL POLICY ON STUDENT CLINIC SERVICES

Students may receive personal services if they:

- Maintain good academic standing
- Maintain good attendance standing
- Have permission of their instructor
- Have not left early, missed a day, or arrived late within the preceding week

Students will be charged \$5.00 for all chemical services.

FERPA (Family Educational Rights and Privacy Act of 1974, as amended) AND ACCESS TO FILES POLICY

FERPA protects the privacy of student educational records; it gives students the right to review their educational records, the right to request amendments to records they believe to be inaccurate, and the right to limit disclosure from those records. Artistic Nails & Beauty Academy guarantees each student (or parent/guardian if the student is a dependent minor) access to his/her educational records at a time convenient to the student and applicable school official. A school official must be present during any review of student files.

The School requires written consent from the student or parent/guardian for release of records in response to third party requests, unless otherwise required by law (e.g., subpoena issued by the court). The FERPA Release Authorization is kept in the Director's office; after execution of the form by the student, the form is to be given to the Director, who will release documents as described in the FERPA Release Authorization.

The School does not elect to publish "directory information" on students enrolled in the institution. The School provides and permits access to student and other school records as required for any accreditation process initiated by the School or by NACCAS or in response to a directive of the Commission. All student records will be maintained permanently. All financial records are maintained in metal file cabinets in a secured facility.

STANDARDS OF CONDUCT

Artistic Nails & Beauty Academy sets forth specific Standards of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are complete.
2. Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed; the determination will be made by school staff based on the circumstances causing the tardiness. If the student is allowed to enter the classroom late, he/she must do so quietly and without disrupting the educational process in progress. Excessive tardiness could result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frame including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the instructor regarding make-up exams.
4. The application for licensure will not be sent to the State Board until all graduation requirements have been met and a comprehensive final written and practical exam have been passed.
5. Notify a staff member before 9:00 a.m. of absenteeism or tardiness.
6. Follow time clock procedures by clocking in and out to accurately reflect hours of attendance. No student may clock in/out for others.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing.
8. Comply with the published dress code with nametag and uniform, and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
9. NOT smoke, chew gum, eat or drink except in designated area.
10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the class schedules and the clinic floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the School if you are not returning from lunch.
11. Practice courtesy and professionalism at all times when dealing with other students, clients, or visitors to the School and staff.
12. Follow all state laws and regulations at all times during attendance in school.
13. Comply with the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress will result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
14. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
15. Discuss only ethical and professional subject matters during school hours and refrain from using profanity.
16. Be fair, honest, and never steal.
17. Refrain from willful destruction of property.
18. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
19. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocking in may not linger in the facility and distract other students from training responsibilities.
20. Refrain from using the business telephone (or personal cellular phones) for incoming or outgoing calls without the express permission of a staff member or at designated times. PERSONAL CALLS MUST BE LIMITED TO THREE MINUTES AND MUST NOT PREVENT PROPER USE OF THE BUSINESS TELEPHONE AT THE FRONT DESK.

21. Park only in the designated areas for student parking. Front row parking is always reserved for client use.
22. Know all pricing and service policies of the School and the name, purpose, benefits, procedures and costs of product used.
23. Keep all student and client analysis and service records up to date.
24. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
25. Strive to continually improve abilities through education and practice.

DISCIPLINARY POLICIES

Any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

PROBATION: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation.

SUSPENSION: Enrollment may be immediately suspended for three (3) days for any infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

DISMISSAL/TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of this institution or for any of the following reasons:

1. Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement.
2. Non-conformance with the state laws and regulations governing schools and students.
3. Non-compliance with the School's Satisfactory Academic Progress Policy.
4. An action that causes or could cause bodily harm to a client, student or employee of the School.
5. Theft.
6. Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol.
7. Immoral or improper conduct.
8. Willful destruction of School Property.

Disciplinary decisions may be appealed by submitting a clear, concise, written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the institution's grievance policy. Concerns that are not made known to the applicable management personnel cannot be effectively addressed in a timely manner. Students may refer their grievance if unsolved to the following address:

Commission For Independent Education
 325 West Gaines Street, Ste. # 1414
 Tallahassee, Fl. 32399-0400
 (850) 245-3200 or toll free 1- (888) 224-6684

SCHOOL CALENDAR

Artistic Nails and Beauty Academy starts classes at the beginning of every week with a few exceptions. Program offerings and class start dates may vary based on class enrollment, staff availability and other considerations. Contact the campus admissions office to verify program offerings and start dates. The school observes the following holidays each year:

New Years Day 01/01/11	Martin Luther King Day 1/17/11	Memorial Day 5/30/11
Independence Day 7/4/11	Thanksgiving Day 11/24/11	Labor Day 9/5/11
		Christmas Day 12/25/11

Additional school closures or holidays may be observed at the discretion of the Director. Such closures will be made known to students well in advance.

STUDENT SERVICES

Housing Accommodations:

Artistic Nails & Beauty Academy does not own or maintain any housing facilities. Housing accommodations will be up to the student and/or family to secure. The following are to serve as a guide only. The student should make an educated decision regarding personal services.

Hotel and Apartment Accommodations

TAMPA LOCATION:

Holiday Inn Express
510 Grand Regency Blvd, Brandon, FL 33510 (813) 622-7229

Polo's at Brandon Apartment Homes
10301 Marsh Harbor, Brandon, FL 33511 (813) 622-7229

Medical Facilities

Brandon Regional Hospital (813) 681-5551

Dr. Frank Sirchia, M.D.
7239 U.S. Hwy 301, Riverview, FL 33569 (813) 677-8418

Nancy Van Aman LCSW
1427 Oakfield Drive, Brandon, FL 33511 (813) 684-5048

Crisis Help

Hotline of Hillsborough (Suicide & Crisis) (813) 234-1234
Spring/Emergency Shelter (813) 247-7233
Domestic Violence (813) 272-642
Police/Fire/Ambulance 911
Rape Crisis Center (813) 964-1964

LAKELAND LOCATION:

Holiday Palm Inn
508 E. memorial Blvd, Lakeland FL (863-682-0303)

Audubon Oaks Apartments
4350 Audubon oaks, Lakeland FL (877-230-9779)

Lakeland Regional Medical Center (863-687-1100)

Southside medical Clinic
1707 E. Edgewood Drive, Lakeland, FL (863-688-9219)

Tri County Human Services
5421 US HWY 98, Lakeland, FL (863-701-7373)

(863) 519-3744
(813) 247-5433
(863) 834-8123
911
(863) 413-2707

Additional student service information is available upon the student's request.

ORGANIZATIONS AND AFFILIATIONS

Licensed by: Commission For Independent Education (License #2113)
(Licensed by Means of Accreditation at Tampa Location Only)
325 West Gaines Street, Ste. # 1414
Tallahassee, Fl. 32399-0400
(850) 245-3200 or toll free 1- (888) 224-6684

Accredited by: National Accrediting Commission for Career Arts and Sciences, Inc. (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432

Member of: Chamber of Commerce
Florida Beauty Federation
Florida Association of Cosmetology & Technical Schools
American Association of Cosmetology Schools

CAMPUS CURRICULUM – PROGRAM OUTLINES

All programs offered by Artistic Nails and Beauty Academy follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the catalog.

Standards of Academic Progress

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading Scale

Numerical Grade	Letter Grade
95-100	A
88-94	B
81-87	C
75-80	D
Below 75	F

Program	Clock Hours	Lab	Services
Manicuring, Pedicuring & Nail Extensions	300	174	193
Full Specialist	600	304	373
Facial Specialist	300	130	180
Cosmetology	1200	800	810
Hair Design/Barber	1200	800	915
Massage Therapy	600	550	50

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Student Associates learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

COPYRIGHT INFRINGEMENT

The School has installed a software program on all student computers that prohibits downloading or copying of information that may be used in violation of copyright laws. However, the School believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration must take disciplinary measures against a student or other action relating to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the School Catalog. Instructors are advised to report all cases of Copyright Infringement to the Director of Education or Director of the School.

COSMETOLOGY (1200 CLOCK HOURS)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Cosmetology Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Positions could include, but are not limited to: A salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
4. Perform the basic analytical skills to determine the best possible makeup, hairstyle, and hair color for each client.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass the board of cosmetology exam to obtain licensure as well as an HIV/Aids exam.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
STL 101	State Law	Basic theory and application of principles	15	0
STE 101	Sanitation/Sterilization, AIDS/HIV	Basic theory, awareness, precautions & applications	50	200
SMR 101	Shampooing and Rinsing	Techniques for cleansing and conditioning hair	75	50
STC 101	Scalp Treatment, Color & Rinses	Theory & techniques for healthy scalp and hair and improvements for damaged hair	50	45
HCB 101	Hair Coloring & Bleaching	Theory & application of semipermanent and permanent color services, retouch & corrective	60	45
PAR 101	Perming & Relaxing	Theory & application of waving and relaxing hair	200	65
HSP 101	Hair Shaping	Various techniques of cutting hair using shears, razor and clipper techniques	300	75
HST 101	Hair Styling	Blowdry, iron styling, pressing, wet & roller sets combouts, ethnic techniques, trends in styling	300	300
FMH 101	Facials, Make Up & Hair Removal	Facials, makeup, masques & hair removal	75	10
MPN 101	Manicuring, Pedicuring & Nail Extensions	Manicures, pedicures and nail extensions to include application of tips and acrylic	75	20
<u>TOTAL</u>			<u>1200</u>	<u>810</u>

HAIR DESIGN/BARBER (1200 CLOCK HOURS)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Hair Design/Barber Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Hair Design/Barber or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Positions could include, but are not limited to: A shop or salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, shaves, mustache and beard trims, hair pieces.
4. Perform the basic analytical skills to determine the best possible style for each client.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation, a student must take and pass the State Barber exam as well as an Hiv/aids exam.

Barber Program, ID No. 4365

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
STL 101	State Law	Basic theory and application of principles	15	0
STE 101	Sanitation/Sterilization, HIV/AIDS	Basic theory, awareness, precautions & applications	85	200
SMR 101	Shampooing and Rinsing	Techniques for cleansing and conditioning hair	80	50
HCB 101	Hair Coloring & Bleaching	Theory & application of semipermanent and permanent color services, retouch & corrective	75	25
PER 101	Perming	Theory & application of waving hair	205	50
HCT 101	Hair Cutting	Various techniques of cutting hair using shears, razor and clipper techniques	300	300
HST 101	Hair Styling	Blowdry, iron styling, pressing, wet & roller sets combouts, ethnic techniques, trends in styling	200	200
FMH 101	Facials, Make up & Hair Removal	Facials, makeup, masques & hair removal	15	15
CHM 101	Chemistry	Science that deals with the composition, structure and properties of matter and how it can be changed	50	0
HAP 101	Hair Pieces	Theory of different types of hair pieces, and the application and maintenance of synthetic and real hair pieces	15	0
SMB 101	Shaves or Mustache & Beard Trims	Theory & application of cream and hot towels; use of straight edge and razor for shaving and trimming	70	25
HRL 101	Hair Relaxing	Theory & application of relaxing hair	30	10
STC 101	Scalp Treatment & Color Rinses	Theory & techniques for healthy scalp and hair and improvements for damaged hair	30	30
MPN 101	Manicuring, Pedicuring	Basic theory and procedures for manicures, pedicures	30	10
TOTAL			1200	915

MANICURING, PEDICURING AND NAIL EXTENSIONS (300 CLOCK HOURS)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Manicuring, Pedicuring and Nail Extension Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as a nail technology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A nail tech or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicures, pedicures and nail extensions.
4. Perform the basic analytical skills to determine the best possible nail service/application.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

Manicuring, Pedicuring and Nail Extensions Program, ID No. 4365

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/ Sanitation/HIV AIDS	Basic theory, awareness, precautions & applications	8	50
FLA 101	Florida Law	Basic theory and application of principles	5	0
PTH 101	Personal Ethics	Applications of principles in a salon	3	0
ASN 101	Art & Science of Nail Diseases & Disorders	Study of diseases and disorders of the nails on hands and feet	10	0
AHA 101	Anatomy of Hands and Arms	Study of the anatomy of hands and arms	15	0
MAN 101	Manicuring	Theory & practice of manicures	20	20
PED 101	Pedicuring	Theory & practice of pedicures	20	10
NWR 101	Nail wrapping	Use of materials to wrap nails	15	10
NTF 101	Nail Tips and Fills	Application of tips and filling regrowth	37.5	25
SCN 101	Sculptured Nails	Application of acrylic products using a form	37.5	15
ANR 101	Artificial Nail Removal	Safely removing artificial nails	5	5
POL 101	Polishing	Theory & practice of polishing	5	10
NTP 101	Nail Theory & Practices	Theory of related subjects such as OSHA regulations	85	0
ANP 101	Advanced Nail Practices	Paraffin treatments, gel intro, light activated gels, Advanced manicures & pedicures, chemistry, business and advertising, product exploration .	34	48
<u>TOTAL</u>			<u>300</u>	<u>193</u>

FACIAL SPECIALIST (300 CLOCK HOURS)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Skin Care Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A skin care professional or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible service for each client based on skin analysis.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

Facial Specialist Program, ID No. 4365

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/Sanitization/HIV aids	Basic theory, awareness, precautions & applications	10	50
FLW 101	Florida Law	Basic theory and application of principles	10	0
PES 101	Personal Ethics	Applications of principles in a salon	3	0
TSF 101	The Skin & Its Functions	The study of the skin and its functions	3	0
DSE 101	Disorders of Skin; Special Esthetic Procedures	Recognizing skin diseases and disorders and procedures applicable to estheticians for healthy skin	5	0
AFN 101	Anatomy of the Face and Neck	The study of the structure of the face and neck	3	0
CFS 101	Chemistry for the Facial Student	Chemistry that deals with the composition, structure and properties of matter and how it can be changed as related to the face and neck	3	0
PSA 101	Procedure of Skin Analysis	Learning about skin types and conditions to promote use of proper products and services	3	20
FMS 101	Facial Massage	Techniques for massage of the face, neck, shoulders, and décolleté.	40	25
MTE 101	Mask Therapy	Theory and application of various masks to treat and improve skin	35	10
FTM 101	Facial Treatments Without Machines	Application of treatments for the skin without the use of machines	50	15
FTM 102	Facial Treatments with Machines	Use of Machines to enhance the performance of treatments	60	20
EMA 101	Electricity, Machines and Apparatus'	Theory and use of special machines to infuse ingredients into the skin	10	15
WTH 101	Waxing & Tweezing, Hair Removal	Theory and application of hair removal	35	20
MUT 101	Make Up Techniques	Theory and application of make up	30	5
TOTAL			300	180

FULL SPECIALIST (600 CLOCK HOURS)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Full Specialist Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as a nail tech/skin care professional or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A nail tech/skin care professional or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of manicures, pedicures and nail extensions and in the areas of skin analysis, facial treatments, waxing and make up techniques.
4. Perform the basic analytical skills to determine the best possible nail service/application.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
- 6.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

COURSE #	COURSE NAME	COURSE DESCRIPTION	HOURS	SERVICES
BSH 101	Bacteriology/Sterilization/Sanitation/ HIV AIDS	Basic theory, awareness, precautions & applications	8	50
FLA 101	Florida Law	Basic theory and application of principles	5	0
PTH 101	Personal Ethics	Applications of principles in a salon	3	0
ASN 101	Art & Science of Nail Diseases & Disorders	Study of diseases and disorders of the nails on hands and feet	10	0
AHA 101	Anatomy of Hands and Arms	Study of the anatomy of hands and arms	15	0
MAN 101	Manicuring	Theory & practice of manicures	20	20
PED 101	Pedicuring	Theory & practice of pedicures	20	10
NWR 101	Nail wrapping	Use of materials to wrap nails	15	10
NTF 101	Nail Tips and Fills	Application of tips and filling regrowth	37.5	25
SCN 101	Sculptured Nails	Application of acrylic products using a form	37.5	15
ANR 101	Artificial Nail Removal	Safely removing artificial nails	5	5
POL 101	Polishing	Theory & practice of polishing	5	10

Full Specialist Program, ID No. 4365

NTP 101	Nail Theory & Practices	Theory of related subjects such as OSHA regulations	85	0
ANP 101	Advanced Nail Practices	Paraffin treatments, gel intro, light activated gels, Advanced manicures & pedicures, chemistry, business and advertising, product exploration	34	48
BSH 101	Bacteriology/Sterilization/Sanitation/HIV aids	Basic theory, awareness, precautions & applications	10	50
FLW 101	Florida Law	Basic theory and application of principles	10	0
PES 101	Personal Ethics	Applications of principles in a salon	3	0
TSF 101	The Skin & Its Functions	The study of the skin and its functions	3	0
DSE 101	Disorders of Skin; Special Esthetic Procedures	Recognizing skin diseases and disorders and procedures applicable to estheticians for healthy skin	5	0
AFN 101	Anatomy of the Face and Neck	The study of the structure of the face and neck	3	0
CFS 101	Chemistry for the Facial Student	Chemistry that deals with the composition, structure and properties of matter and how it can be changed as related to the face and neck	3	0
PSA 101	Procedure of Skin Analysis	Learning about skin types and conditions to promote use of proper products and services	3	20
FMS 101	Facial Massage	Techniques for massage of the face, neck, shoulders, and décolleté.	40	25
MTE 101	Mask Therapy	Theory and application of various masks to treat and improve skin	35	10
FTM 101	Facial Treatments Without Machines	Application of treatments for the skin without the use of machines	50	15
FTM 102	Facial Treatments with Machines	Use of Machines to enhance the performance of treatments	60	20
EMA 101	Electricity, Machines and Apparatus'	Theory and use of special machines to infuse ingredients into the skin	10	15
WTH 101	Waxing & Tweezing, Hair Removal	Theory and application of hair removal	35	20
MUT 101	Make Up Techniques	Theory and application of make up	30	5
TOTAL			600	373

MASSAGE THERAPY (600 HOURS) (OFFERED AT TAMPA CAMPUS ONLY)

Admission Requirements

The School requires that each student enrolling be at least 16 years of age and provide proof of high school diploma or GED equivalent. If the applicant does not hold a high school diploma or equivalent, he/she must be above compulsory school age (16) and demonstrate the ability-to-benefit from the program of training through testing according to the School's policy. A student may also meet the ATB requirement by successfully completing 225 clock hours. The student will be responsible for paying for the 225 hours prior to enrolling in the program. GED programs are offered at most of the local high schools.

Grading Procedures

Students are assigned theory study and a minimum number of practical assignments are required for program completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% (D) and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Description

The primary purpose of the Massage Therapy Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in massage therapy or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A massage therapist or salon owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of first aid and CPR, massage techniques and consultation.
4. Perform the basic analytical skills to determine the best possible massage service/application.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
6. Upon graduation student will be required to take and pass state board Massage Therapy exam as well as an HIV/Aids course.

Massage Therapy Program, ID No. 4365

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

PROGRAM NUMBER	PROGRAM NAME	PROGRAM DESCRIPTION	HOURS	SERVICES
MAS-100	History, Ethics, Florida Statutes	Ethical practice & decision making, licensing requirements	15	
MAS-101	Anatomy and Physiology	Relationship of A&P to massage, Wellness Systems, Physiological change during disease, Kinesiology	150	
MAS-102	CPR	American Heart Association and Red Cross Curriculum	8	
MAS-103	Massage Effects	The psychological and physiological effects of massage	12	
MAS-104	Basic equipment & product knowledge	Ultrasound, Electric Stem, oils/lotions/gels, aromatherapy, body wraps, spa settings	7	
MAS-105	Safety and Sanitation	Sanitation and safety practices	10	100
MAS-106	HIV/AIDS/Pathology	Awareness, Precautions, applications to workplace	3	
MAS-107	Massage Consultation	Proper consultation procedures	16	
MAS-108	Massage Movements	Massage Strokes, Sequence and Rhythm	11	
MAS-109	Massage Techniques	Body Mechanics, Movements and Applications	16	
MAS-110	Massage Procedures	Effects, Benefits, Contraindications, Special Populations, Full Body Massage Clinic (50 services required)	131	50
MAS-111	Scalp Massage and Face	Lymphatic drainage techniques for face, Neck and Chest; Massage Scalp Techniques To Relieve Tightness/Aid Circulation	5	
MAS-112	Hydrotherapy	Theory, Modalities, Application	15	
MAS-113	Nursing Home and Health Care Massage	Range Of Motion, Light Massage to Increase Circulation, Lymphatic Drainage	14	
MAS-114	Athletic/Sports Fitness Massage	Contraindications, Procedures, Effects & Benefits	25	
MAS-115	Specialized Massage	Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians	50	
MAS-116	Neuromuscular Therapy	Theory, Applications and History	80	
MAS-117	Therapeutic Exercise	Exercises To Achieve A Balanced Body	12	
MAS-118	Massage Business	Business Planning, Marketing, Scheduling	20	
Total Hours:			<u>600</u>	<u>150</u>

PROGRAM COSTS AND PAYMENT TERMS

Charges for each program offered at the School will include a registration fee, application fee and tuition charges, kit(s) and book(s). The School shirts are included in the kit. The School will provide the tools and implements required for completion of Phase I training. Upon graduation from Phase I and advancement to Phase II, students are provided a kit for the duration of their program. Specific costs for each program are also outlined in this catalog. Financial Aid is available for those who qualify. Should a student not qualify for financial aid, the student is required to put one half of the total cost of the program down and the balance can be paid in weekly or monthly increments; if the student has a balance upon completion of any program, said balance will be placed with our collection agency, Partners, Inc., for the student to make affordable monthly payments. Schools accept all forms of payment, i.e., credit cards, cash, check. A student may graduate as long as the balance has been satisfied through one of these options.

FUNDING ASSISTANCE AVAILABLE (for those qualified)

The school is determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs. Student tuition may be paid by cash, check, money order or through financial aid, which is defined as assistance that the student has been or will be awarded from Federal, State, Institutional, or other scholarship, grant or loan programs. Students may be eligible for an institutional loan, an SLM loan, other loan(s) the School may have available, upon credit approval, for the applicant and, if applicable, co-borrower. The applicant, and if applicable, co-borrower, will be required to sign a formal installment note that requires making agreed upon payments.

All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 hours and 30 weeks. Students will receive an award letter which states, in writing, how much and when disbursements will be made. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing.

Pell Grants: Federal Pell Grants range in award amounts from a minimum of \$400 to approximately \$5550 per academic year. The amount of the award depends upon the actual cost of attendance at the School. The student must meet the School's satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance at the school.

Direct Loans: To qualify for this loan, the student must be a resident of Florida or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a Direct Loan. The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half-time enrollment status. Students who do not qualify for interest subsidies under the Direct Loan or who qualify only for partial annual loan limits and need additional assistance, may apply for an unsubsidized Federal Stafford Student Loan.

Please refer to **The Student Guide**, a handbook on Financial Aid from the U.S. Department of Education, which contains information regarding student eligibility, criteria for selecting recipients and determining award amounts. All applicants for financial aid must contact the campus financial aid assistant and complete statistical profile form as well as the Free Application for Student Federal Aid (FASFA). In addition to the Federal Title IV Financial Aid Programs, students attending the School may apply for full or partial scholarships. For more information, contact the campus admission's office

Other forms of assistance may be available to qualified applicants from the Veteran's Administration, Division of Vocational Rehabilitation, etc. For more information regarding financial assistance, how to obtain an applicable refund, or review sample refund calculations, contact the campus administration office. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Attendance and Academic Progress Evaluations

When a student reaches their program's pre-set evaluation period, the school's administrative staff will conduct formal evaluation of progress. The pre-set evaluation periods are:

Cosmetology/Barber	450/900 scheduled hours
Manicuring, Pedicuring, and Nail Extensions/Skin Care	150/300 scheduled hours
Full Specialist	300/600 scheduled hours

Each student is provided with a minimum of two (2) written evaluation of progress reports during their program period. The evaluation of progress report will measure performance in academics based on grades received and will show attendance progress based on percentage of cumulative actual hours to scheduled hours.

Maximum Time Frame

Students must accrue a minimum of 67% of the scheduled hours to be considered maintaining satisfactory progress. The maximum time allowed for students to complete each program at satisfactory progress is stated below:

PROGRAM	MAXIMUM TIME	SCHEDULED HOURS
COSMETOLOGY-1200 HOURS	60 WEEKS	1800
HAIR DESIGN/BARBER -1200 HOURS	60 WEEKS	1800
MANICURING,PEDICURING, & NAIL EXTENSIONS – 300 HOURS	15 WEEKS	450
SKIN CARE – 300 HOURS	15 WEEKS	450
FULL SPECIALIST – 600 HOURS	27 WEEKS	900

The maximum time allowed for part-time students or transfer students needing less than full program requirements will be determined based on 67% of the scheduled hours. A Leave of Absence extends the maximum time frame by the same amount of time in the leave of absence.

Academic Performance

To determine academic progress, students are evaluated based on the theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for program completion. Theory is evaluated by written exams administered after each unit of study. Practical assignments and clinic services are evaluated as performed and counted toward program completion only when rated satisfactory or better. Practical skills are evaluated according to published criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation.

Numerical grades for theoretical progress are considered according to the following scale:

NUMERICAL GRADE	LETTER GRADE
95-100	A
88-94	B
81-87	C
75-80	D
BELOW 75	F

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the time of evaluation are considered to be making satisfactory progress until the next scheduled evaluation. If applicable, financial aid will be disbursed during this period. In order for a student to be considered making satisfactory progress as of the mid-point of the academic year, the student must meet both attendance and academic requirements on their evaluation. The opportunity to do so is ensured by the frequency of the evaluations. Students must maintain satisfactory progress in order to remain eligible to receive Federal Title IV Aid.

Probation and Re-Establishment of Satisfactory Progress

Students failing to meet satisfactory progress requirements will be placed on financial aid warning for the next evaluation period. The student will be advised and the actions required to attain satisfactory progress by the next evaluation point will be documented. Students are considered making satisfactory progress while on warning. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements on or before the end of the warning period. 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 determined as making satisfactory progress. If a student fails to meet requirements at the end of the warning period, the student will be determined as NOT making satisfactory progress and financial aid will be terminated. Federal financial aid, if applicable, will not be disbursed to students determined as not making progress.

Interruptions, Program Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave up to six months after the beginning date of the Leave. Hours elapsed during an approved Leave will extend the student's maximum time frame allowed for program completion. Students re-entering school more than six months after an interruption, will be considered making satisfactory progress. Program incompletes, repletion, non-credit remedial programs do not apply to this institution and have no effect upon the school's satisfactory progress standards.

Appeal Procedure

If a student is determined not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration, with supporting documentation, of reasons why the student is not making progress and what has changed. Appeals must be specific and contain a plan that the student can meet. Appeals must be decided between the student and the institution on an individual basis (Academic Plan or Attendance). Appeal documents will be reviewed, a decision made within 30 days and reported to the student. The appeal and decision documents will be retained in the student file.

Re-Instatement of Financial Aid

Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established SAP by meeting the minimum cumulative attendance and academic requirements.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period.

A VA student whose CGPA falls below 2.0, at the end of any evaluation period, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated from VA educational benefits.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after attaining a CGPA of 2.0.

GENERAL COST OF ATTENDANCE

In addition to tuition and fees for education, student's face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect the monthly living costs of approximately \$874; students living independently can expect approximate monthly living costs of \$1356. Students with dependent children must also consider reasonable childcare costs. It is important to remember that room, board and personal expenses occur whether or not an individual is enrolled in career education.

LICENSURE REQUIREMENTS

The State of Florida requires that every applicant for examination meet the following requirements:

- Satisfactory completion of the required hours designated for the specific program of study.
- Satisfactory completion and certification of the Florida AIDS Education program at a cost of \$15 to be paid by the student.
- Submit to and pass the applicable examination.

GRIEVANCE POLICY

Artistic Nails & Beauty Academy is committed to providing a sound and positive educational environment. Understanding there may be times when students want to express concerns or feel the need to file an official grievance, the School has adopted the following procedure:

1. File the signed complaint in writing by means of a letter to the Director of the School outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the School's complaint committee.
4. The School's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. Complainant must bring a copy of written record of prior meeting with School representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the complaint committee will act on the allegations, and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information to show that the allegations were not warranted or based on fact.

Students who feel their grievance is unresolved may refer their grievance to the following addresses:

Commission For Independent Education
325 West Gaines Street, Ste. # 1414
Tallahassee, Fl. 32399-0400
(850) 245-3200 or toll free 1- (888) 224-6684

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

VETERANS REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a program or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the program to the total length of the program. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

REFUND AND CANCELLATION POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the earlier of the postmark on written notification or the date said notification is delivered to the school in person. If a student, on an approved leave of absence, notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. The student's withdrawal date, for the purposes of calculating returns to Title IV, shall be the last date of academic attendance as determined by the institution from its attendance records. Students who have been absent 14 calendar days from their last day of attendance, will be dropped.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration and application fee in the amount of \$100 and \$50 respectively, will be made. For students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the program is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the program at a later time. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to program completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. If the student's time clock identification card is lost at any time during enrollment period or not returned at time of withdrawal, a \$25 replacement fee will be assessed. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required paperwork.

If a Title IV financial aid recipient withdraws prior to program completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

DRUG AND ALCOHOL ABUSE POLICY

The School is in compliance with federal government regulations for a Drug Free Workplace for students and employees. Any student or employee caught possessing, using, or distributing any illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency for arrest. Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance. Refer to Chapter 893 Drug Abuse Prevention and Control of the Florida Statutes for penalties associated with violation and convictions.

ARTISTIC NAILS AND BEAUTY ACADEMY - ADDENDUM A

FACULTY & STAFF

Name	Credentials
Robert Rosenberg, Owner/President	University of Tampa
Larri Rosenberg, Vice president	University of Tampa
Corinne Pixton, Director	Jones College, Paralegal Careers, Inc.
Evelyn Voigt	Financial Aid Director
Theresa Bowser, Dir. Of Education	Raphael School of Beauty Culture, License #CL1180750
Cosmetology Instructor	
Aundre Summers	Admissions Representative
Krystal Messenger	Financial Aid Officer
Nancy French, Cosmetology/ Full Spec.	Montgomery County Joint Vocational School,
Skin Care Instructor	License # CL1177561
Carlos Rivera, Cosmetology Instructor	Manhattan Hair Academy, License #CL0232738
Doris (Dee)Timberlake,	Manhattan Hair Academy, License #FS870032
Full Spec/Nail Instructor	
Nathaniel Walker, Barber Instructor	Rofler Academy, License # BB52722
Gail Blaksley, Barber Instructor	Maryland Barber School, Bb8889255, Tampa/Lakeland
Carmen Dominguez, Cosmetology Instruc.	Manhattan Hair Academy, License #CL1178915 Tampa
Jackie Gardner, Cosmetology Instructor	FL Academy of Hair Design, License #CL0231383 Tampa
Kimberly Adams, Skin Care Instructor/	
Cosmetology Instructor	Erwin Vo-Tech, License # CL0239097
Shawna Frisk, Nail Tech Instructor	Manhattan Hair Academy, License # FV9542231
Stephanie McCann-Doyle	Financial Aid Officer
Andrew Alvey	Admission Representative
Pat Sroka, Cosmetology Instructor	Chrishelle's Cosm. Sch, License #CL0225475
Richard Swords Setaro,	
Cosmetology Instructor	Travis Tech, License # CL0216786
Linda Lyons, Barber Instructor	Rofflers Beauty & Barber Design, License # BB28537
T'Lisa Stackhouse, Cosmetology Inst.	Ridge Tech Center, License # CL0220920
Bridgett Cowell, Nail Instructor/Cosmet.	
Instructor	Maryland Beauty Academy, License # CL1186484
Terrie Brinson, Skin Care Instructor	Artistic Nails & Beauty Academy, License #FV9720256
Angela Barnaby, Nail Tech Instructor	Paramount Institute of Beauty, License # FV9570058

TUITION AND FEES

PROGRAM	KIT	BOOKS	REGISTRATION	APPLICATION	TUITION	TOTAL
Cosmetology	\$300	\$250	\$100	\$50	\$13,904	\$14,604
Hair Design/Barber	\$300	\$250	\$100	\$50	\$13,904	\$14,604
Manicure, Pedicure, Nail Extension*	\$250	\$125	\$100	\$50	\$ 1,575	\$ 2,100
Skin Care	\$150	\$175	\$100	\$50	\$ 4,320	\$ 4,795
Full Specialist (Nails & Skin Care)*	\$400	\$300	\$100	\$50	\$ 8,294	\$ 9,144

The cost of books, uniforms, licensure and/or certification and registration is non-refundable.

EXTRA INSTRUCTIONAL CHARGES

The school has reserved a seat in class for each student enrolled to complete the program within a reasonable period of time. If the student fails to attend school according to his/her assigned schedule, the scheduled contract ending date may expire prior to the student completing the hours required for licensure. If that should occur, the student may be required to pay an hourly fee based on the tuition charged for the program of instruction for hours clocked beyond the contract ending date. In case of mitigating circumstances, the school owner has a right to waive these charges.

ADDITIONAL FEES AND EXPENSES

All students will be required to pay for the HIV/Aids course and their license. These monies will be made payable to The Department of Business and Professional Regulations. Students will receive a booklet for the HIV/Aids course from the school and once they pass the test, a certificate will be issued. These fees and expenses ARE NOT included in the cost of tuition:

HIV/Aids course	\$15
Nail Specialist License	\$85
Cosmetologist License	\$78
Barber License	\$178 or \$228 depending on the year
Skin Care Specialist License	\$85
Full Specialist License	\$85

