



*Miracle Beauty and Nails Academy*  
*3420 Holland Road Suite 102 & 112*  
*Virginia Beach, VA 23452*  
*(757)368-3344*  
*(757)468-0725 (fax)*  
*www.miraclebeautyacademy.com*  
*"Your career deserves a Miracle"*



# *School Catalog 2018/2019*



Most recently Published: 8/13/2018

## Table of Content

<u>Title</u>	<u>Page</u>
Schools' Right to Change .....	3
History and Development .....	3
Career Opportunities .....	3
Mission Statement .....	5
Admissions Requirements .....	6
Our Facility .....	6
Licensing Requirements .....	7
School Closing .....	8
Programs and Schedule .....	8
Payment Method .....	9
Enrollment Dates .....	9
Alcohol and Drug Free Policy .....	11
Leave of Absence .....	13
Graduation Requirements .....	13
Program Outline .....	14-38
Make Up Policy .....	39
Rules and Regulations .....	39
Satisfactory Academic Progress .....	40
Appeal and Probation .....	43
Special Assignments .....	44
Student Rights / Responsibilities .....	44
Additional Information .....	44
Student Grievance Policy .....	45
Refund / Cancellation Policy .....	46

**\*\*Miracle Beauty and Nails Academy, herein after referred to as Miracle\*\***

## **Welcome!**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

## **Schools' right to change**

Anything in this catalog or contract is subject to change. Students will be given written notification/addendum of any changes.

## **An Invitation to Opportunity**

A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barber shop or spa. They spend millions of dollars a year on beauty services. Top rewards go to those men and women who acquire the cutting & styling techniques, skin care and manicuring skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

## **History and Development**

Miracle Beauty and Nails Academy in Virginia Beach was founded in July 2001. Miracle offers training in Cosmetology, Barber, Esthetics, Master Esthetics, Nail technology, Wax Technology, Massage, Permanent Cosmetics and Master Permanent Cosmetics. We also offer an Instructor's course as well as specialty classes and refresher classes. Miracle Beauty and Nails Academy's goal is to train individuals in the beauty industry by producing students with a high level of ethical standards, great customer service skills and the knowledge that exceed the highest expectations.

### **Main Campus/Corporate Office:**

Miracle Beauty and Nails Academy  
3420 Holland Road Suite 102 & 112  
Virginia Beach, VA 23452

### **Owner's duties and responsibilities**

Oang Dang is the Owner and President of Miracle Beauty and Nails Academy. Her responsibilities include the overall function of the school such as operational manager, student services along with business and administrative services.

### **Faculty and Staff:**

Mrs. Oanh "Tina" Dang – CEO/Instructor/Substitute Instructor

Ms. Lydia Green – Director/Administrator/Substitute Instructor

Mrs. Rachel Mattox - Instructor

Ms. Lashawn Simmons - Instructor

Ms. Zakkiyya Jordan - Instructor

Mrs. Diane Lindsay - Instructor

Ms. Kya Brown - Instructor

## Career Opportunities

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- **COSMETOLOGY:** Professional Stylist, Skin Care Specialist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **BARBER:** Professional Barber, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **ESTHETICS:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist (Master Esthetics)
- **NAIL TECHNOLOGY:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **INSTRUCTOR:** Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner
- **MASSAGE:** Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **WAX TECHNOLOGY:** Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **PERMANENT COSMETICS:** Make-up artist, Platform Artist, Product Representative, Salon Owner or Manager, Image Consultant, Retail Specialist (Master Permanent Cosmetics)

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

## Job Demand in Cosmetology / Related Fields

According to the Bureau of Labor & Statistic, employment of skincare 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.

The **U.S. Department of Labor** provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

## Essential Career Considerations / Requirements

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments,

waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.

2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation 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).

## **ADDITIONAL DISCLOSURE INFORMATION**

Further information on potential employment for graduates can be found at [www.onetonline.org](http://www.onetonline.org).

### **Our Mission Statement**

Our mission is to empower students in the cosmetic art field by producing state of the art technicians with the highest standards in professionalism, ethical morals and outstanding customer service. We promise to provide our customers with a clean, professional and warm environment. To train students to pass the state licensure exam as well as to be successful in working in the cosmetic art field. To instill students with professional skills, work habits, attitudes, safety practices and awareness of their professional responsibilities.

### **Our Goals:**

1. To train students to pass the state licensure exam as well as to be successful in the cosmetic art field.
2. To instill students with professional skills, work habits, attitudes, safety practices and awareness of their professional responsibilities.
3. To provide up-to-date training with new techniques, practices, products and reference materials so that students stay knowledgeable in the field.
4. To provide placement services and career opportunities to ensure graduates are placed in their field of study.

### **Our Objective:**

1. To provide students with preparation to take the state board exam.
2. To prepare students with knowledge and skills to be eligible for entry level employment in the cosmetic art field.
3. To make sure students have the correct lesson plans that accommodates their program of choice that will be devoted to both theory and practical assignments.
4. To teach students to communicate effectively in order to build a strong clientele in the work force.

### **Our Facilities:**

Miracle Beauty and Nails Academy is a state of the art facility featured with 2 private classroom area, 2 clinic floors, 4 skin care rooms, 4 restrooms, and library area and lunch room. We also use all professional training equipment. Miracle Beauty and Nails Academy practices Universal Sanitation Procedures and ensures that students will have working equipment and necessary supplies for proper training.

The library room provides textbooks related to the program of study for programs offered, resource cards and materials useful for study. The library also has computers available for student to use for research and school projects.

**This catalog is in English and all courses are taught, and written policies are also in English.**

**Certificate to Operate and Licensing Agency**

Miracle Beauty and Nails Academy is approved by:  
State Council of Higher Education of Virginia (SCHEV)  
101 N. 14<sup>th</sup> Street,  
Richmond, VA 23219

Miracle Beauty and Nails Academy is licensed by:  
Department of Professional and Occupational Regulations  
Perimeter Center, Suite 400  
9960 Maryland Drive  
Richmond, VA 23233

Miracle Beauty and Nails Academy is certified by:  
Department of Veterans Services  
900 East Main Street, Ground Floor, East Wing  
Richmond, VA 23216

Miracle Beauty and Nails Academy is in the candidate status for:  
National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St.  
Alexandria, VA 22314

**Admission Requirement:**

The candidate must be at least 16 years of age (special guidelines apply), be able to completely understand and complete the application on their own and provide a picture ID. A \$50.00 nonrefundable application fee applies. The candidate must be interviewed prior to enrollment and complete an entry questionnaire. Miracle Beauty and Nails Academy does not discriminate on the basis of sex, race, age, color, ethnic origin or religion. Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Should an enrolling student provide a foreign high school diploma, student is responsible for obtaining an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

**\*\*Prospect students interested in enrollment but have not yet received their H.S diploma must be current and in good standing with their High School. They will have to receive a letter from their school counselor stating their current status is in good standing and they will allow for said student to be enrolled into one of our programs part-time.\*\***

Student is expected to arrive at scheduled interview on time and to call promptly in case of an emergency and they cannot make the scheduled interview. Student will be accepted based on interview process and entry questionnaire. Student will be notified of acceptance via phone or in writing of full acceptance within 7 business days.

Students who withdraw from a program and are requesting re-admittance, must put a request in writing. Re-admittance will be determined depending on student's status; such as current tuition payment, current

academic requirements with a 75% minimum grade average, a personal interview with school administration, payment of a re-entry fee of \$50.00. **Re-entry student will return in the same student academic standing status**

After signing the contract, a student has three business days in which the contract may be cancelled and refunded according to the refund policy.

Miracle Beauty and Nails Academy does not accept ATB students.

**Transfer credits not accepted by the school:**

Miracle does not accept school hours/credit from another school based on the guidelines as set forth by the school licensing agency, DPOR (18VAC41-20-280.B.1/18VAC41-40-260.B.1).

Miracle Beauty and Nails Academy does not recruit students enrolled in the same program from another institute. Also, potential students being interviewed are strongly encouraged to research and visit other schools before making a final decision.

**PROGRAM/SCHEDULE CHANGE, REENTRY AND TRANSFER**

Student who wish to transfer from one program to another program may put in a written request.

Students who withdraw from any program will be required to remove all items from their school locker as well as all personal items from the school. Re-admittance for any students will be determined depending on student's status; such as current tuition payment, current academic requirements with a 75% minimum grade average, a personal interview with school administration, payment of a re-entry fee of \$50.00. **Re-entry student will return in the same student academic standing status.**

1. Re-entry hours will be based on program requirements and will be put in writing amount to be credited.
2. Student will be responsible for all books and supplies necessary for the program in which they are re-entering into. (except items included in course cost)
3. Student will be charged according to price for new program and for needed hours for completion of course.
4. Outstanding tuition, and all outstanding fees must be paid in advance or satisfactory arrangements must be made with the administration in order to be readmitted to the school.
5. Students requesting to be readmitted to the academy must submit a application and pay the application fee of \$50.
6. Students wishing to transfer to another institution must pay all monies owed and all applicable requirements must be met in order for the hours to be released. There will be a \$50.00 fee for official transcript. The school does not make any guarantee that another school must or will accept hours. It is at their sole discretion.

Request of schedule change must be put in writing and turned into admissions office. Request is subject to being approved or disapproved. There should be a total of 30 days in between any schedule change request. Requests will take 10 school days to become effective. School will not grant credit for life or work experience.

**Licensing Requirements:**

We are licensed through The Department of Professional and Occupational Regulations. It is important for our students to learn and be familiar with the regulations of the state while practicing all sanitary procedures so that they can be implemented in their future work place. Certain rules and regulations we follow come directly from the Virginia State Board of Cosmetology. Students with a criminal record may need to contact the licensing agency to determine if their conviction will prohibit them from being licensed.

Upon completion of the course, student will have to pass theory and/or practical state board testing in order to become state licensed. There will be fees for testing and licensure that the student will be responsible for.

### **Programs/Schedules**

The Academy operates continuously throughout the year except for \*\*recognized holidays. Classes begin the 1<sup>st</sup> Monday of \*\*every month (see note\*\*). Programs are offered on a Full-Time schedule of Monday-Friday 9:00am-5:00pm with 1 hour lunch (for full time students), Part-Time schedule of Monday-Thursday 9:00am-2:00pm and Evening schedule of Monday-Friday 5:00pm-9pm.

### **Holidays and School Closings**

The Academy recognizes the following days as legal holidays. The school reserves the right to close additional days with posted notice.

Summer Break (July 2 – 7, 2018)  
Labor Day (September 3, 2018)  
Columbus Day (October 8, 2018)  
Thanksgiving (November 22 & 23, 2018)  
Winter Break (December 24 – 29, 2018)  
New Year's Day (December 31, 2018 & January 1, 2019)  
Martin Luther King Day (January 21, 2019)  
President's Day (February 18, 2019)  
Spring Break (April 12 – 19, 2019)  
Good Friday (April 19, 2019)  
Memorial Day (May 27, 2019)  
Staff Break (May 31-June 4, 2019)  
Summer Break (July 1 – 6, 2019)  
Labor Day (September 2, 2019)  
Columbus Day (October 14, 2019)  
Veteran's Day (November 11, 2019)  
Thanksgiving (November 28 & 29, 2019)  
Winter Break (December 23 – 28, 2019)

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. The School offers makeup hours for students enrolled in classes who would like to make up missed hours.

### **Class enrollment date 2018/2019 for all courses**

\*\*Jan 8, Feb 5, Mar 5, \*\*April 1, May 7, Jun 4, \*\*July 9, Aug 6, \*\*Sept. 10, Oct 1, Nov 5, Dec 3, Jan 7, Feb 4, Mar 4, \*\*April 8, May 6, \*\*June 10,\*\* July 8, Aug. 5, \*\*Sept. 9, Oct. 7, Nov 4, Dec 2

\*\*Monday prior, scheduled school closing. These are special consideration dates granted for alternative start dates due to holidays and scheduled school closings.

**\*\*Weather closure will follow the Virginia Beach public school closings. These are closures where the weather would interfere in your travel to the school location.\*\***

**Programs Offered and schedule of fees as of July 3, 2018:**



The courses/programs offered are consistent with all stated purposes, goals and objectives for the school and training.

**Cosmetology: (1500 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 340.00
Supplies	\$ 980.00
Tuition	\$15,000.00
Lab Fee	<u>\$ 750.00</u>
	\$17,170.00

**Barber: (1100 hour)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 250.00
Supplies	\$ 800.00
Tuition	\$8,000.00
Lab Fee	<u>\$ 500.00</u>
	\$9,650.00

**Esthetics: (600 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 300.00
Tuition	\$ 9,000.00
Lab Fee	<u>\$ 650.00</u>
	\$10,050.00

**Master Esthetics: (600 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 300.00
Tuition	\$ 9,000.00
Lab Fee	<u>\$ 650.00</u>
	\$10,050.00

**Nail Technology: (158 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 230.00
Tuition	\$ 4,500.00
Lab Fee	<u>\$ 420.00</u>
	\$ 5,250.00

**Permanent Cosmetic: (100 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 150.00
Tuition	\$3,800.00
Lab Fee	<u>                    </u>
	\$4,050.00

**Master Permanent Cosmetic: (100 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 150.00
Tuition	\$3,800.00
Lab Fee	<u>                    </u>
	\$4,050.00

**Wax Technology: (115 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 185.00
Tuition	<u>\$2,865.00</u>
	\$3,150.00

**Massage Therapy: (600 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 275.00
Tuition	\$7,500.00
Lab Fee	<u>\$ 450.00</u>
	\$8,325.00

**Instructor's Program: (400 hours)**

Application Fee	\$ 50.00
Registration	\$ 50.00
Books	\$ 650.00
Tuition	<u>\$4,800.00</u>
	\$5,550.00

\*Non-refundable if student has received books and or supplies. All other cost listed is refundable according to refund policy.

If a student does not finish their program by their scheduled anticipated graduation date, that student will be charged \$7.50 an hour for time that exceeds their anticipated graduation date. A student will have the opportunity to make up hours during their enrolled time but it is the student's responsibility to request in

writing to come in and make up time lost. Student will be billed based on time required after the anticipated graduation date.

**Payment Plans:** We offer payment installments for students that need it. Student must complete and sign truth-in lending statement in order to make payment installments.

**Payment options:** (minimum payments)

\$125.00 weekly

\$250.00 every other week

\$275.00 on the 1<sup>st</sup> and the 15<sup>th</sup>

\$550.00 monthly

**Payments are paid directly to the school for students with Post 911 GI Bill. Students will not be charged for fees that Post 911 GI Bill pays directly to the school.**

### **Payment Method**

Cash, checks, credit cards, and money orders are accepted. Return check fee is \$35.00 (no checks will be accepted if you have 2 return checks)

### **Financial Assistance for Virginia Beach:**

Miracle Beauty and Nails Academy in Virginia Beach has In-House-Financing and is approved for VA Benefits and the MyCaa military spouse program.

School also has In-House-Financing available.

### **Course Information**

Classes start the \*first Monday of each month. Application must be completed and registration fee must be paid 1-2 weeks in advance. \*special exceptions may apply to start date.

Once a student has been accepted or denied for starting the desired course, they will receive an acceptance/denial letter via mail.

### **Administrative Office Hours:**

Sunday Closed

Monday: 10:00am – 6:00pm

Tuesday: 10:00am – 7:00pm

Wednesday: 10:00am – 7:00pm

Thursday: 10:00am – 7:00pm

Friday: 10:00am – 7:00pm

Saturday Closed

### **STUDENT SERVICES, HOUSING AND COUNSELING**

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is

unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

### **CAREER COUNSELING**

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

### **EMPLOYMENT ASSISTANCE**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

### **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

### **DRUG ABUSE PREVENTION**

The school actively supports the prevention of drug abuse. Students are provided the school's policy on drug and alcohol abuse via the catalog. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance. **Miracle Beauty and Nails Academy is a Drug Free Environment and will not tolerate any drug use on or off the premises. Random drug test may be done and/or you may be required to get a drug test. Violators will be terminated immediately.**

Miracle is an alcohol and drug free environment. If a student is suspected of being intoxicated or having any level of alcohol in their system while present in school, they will be required to have an alcohol and/or drug test done. If it is verified that students have violated these rules as per the Withdrawal/Termination they will be terminated. Students will receive a written notice of termination with guidelines for termination. Student may request information in writing regarding termination and will be provided with such information.

### **Alcohol and Drug Free Policies**

Miracle Beauty and Nails Academy does not allow staff or students to be or show signs of intoxication or under the influence of any controlled substance. Use of illegal drugs and alcohol presents a serious health and safety hazard and interferes with educational and occupational success. Students, faculty and staff may not consume alcoholic beverages on school property, during classes or in connection with activities officially sponsored by the school.

### **Treatment Resources for Alcohol and Drug Addiction**

National Traffic Highway Safety Commission: "Stop Impaired Driving"  
<http://www.stopimpaireddriving.org>

Virginia Department of Alcoholic Beverage Control  
<http://www.abc.state.va.us/education.html>

Substance abuse and Mental Health Services Association

1-800-662-4357  
[www.samhsa.gov](http://www.samhsa.gov)

Alcoholics Anonymous  
4968 Euclid Road Suite F  
Virginia Beach, VA 23462  
(757) 490-3980  
[www.tidewaterintergroup.org](http://www.tidewaterintergroup.org)

Virginia Sexual and Domestic Violence  
1-800-838-8238  
[www.vsdvalliance.org](http://www.vsdvalliance.org)

### **OSHA REQUIREMENTS**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **POLICY FOR SAFEGUARDING STUDENT INFORMATION**

Miracle Beauty and Nails Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy follows FERPA guidelines and covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Miracle Beauty and Nails Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

## **PRIVACY AND FILE ACCESS POLICY**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is given by the student and/or guardian (if the student is a dependent minor) for each third party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

## **LEAVE OF ABSENCE (LOA)**

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

Miracle Beauty and Nails Academy requires that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.

a. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institute, the student would not have been able to provide the request prior to the LOA in advance.

b. Our school may grant a LOA to a student who did not provide prior to the LOA due to unforeseen circumstances, if the institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institute to be the first date the student was unable to attend the institute because of the accident.

The student must follow the institute's policy in requesting the LOA. There must be reasonable expectation that the student will return from the LOA to request the LOA in advance. Approval of the student's request for a LOA is in accordance with the institutes policy.

The institute will not assess the student any additional institutional charges as a result of the LOA. Leaves of Absence may not exceed 180 calendar days in any 12-month period. The minimum LOA allowed is for a period of 7-days. No federal student loan monies can be disbursed during a leave of absence.

A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be

initialed by all parties or an addendum must be signed and dated by all parties. If a student does not return to the institution, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

### **GRADUATION REQUIREMENTS**

The graduation requirements for all courses are as follows: 1) Completed the required hours of training and exams within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 75 %. 4) Fulfill all financial obligations to the school or have an approved payment plan in place prior to graduation. 5) Completion of an exit interview and required exit paperwork. UPON GRADUATION A CERTIFICATE WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

The school will provide student with necessary information for state board testing once all obligations to the school has been met. State board testing and licensing fees are the responsibility of the student.

### **Upon Satisfactory Completion of Course Student will receive a Certificate of Completion.**

#### **Optional Testing**

Students will be able to schedule a mock test, courtesy of the school to get prepared for state board testing.  
\*(Not required, optional)

### **TERMINATION/WITHDRAWAL**

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

#### **Format**

Program outlines and lesson plans  
Lectures  
Practical demonstrations  
Audio-visual materials  
Mannequin and live model practical and clinic workshops  
Written and practical evaluations

#### **Evaluation procedures**

Testing in both theory, practical and clinic areas  
Examinations after each unit of the program  
Monthly practical/clinic workshops  
Mock State Board class  
Final examination

#### **Text Books:**

Milady Standard Textbooks  
Milady Standard Workbooks

## **COSMETOLOGY PROGRAM OUTLINE (1500 HOURS)**

**DESCRIPTION:**

The Cosmetology Course is a 1500-hour course designed to train students to become licensed Cosmetologist upon graduation. Students must successfully complete the program with at least a 75% average, complete the Senior Project "Business Plan", turn in assigned portfolio in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In the Cosmetology course, we emphasize the development of your attitude, appearance and behavior, these traits coupled together will help make you a successful Cosmetologist. Ethics, standards, principles of safety, and general first aid treatment are also studied. These classes consist of the principles and techniques involved in the basic procedures of hair and nail care; the fundamentals of hair styling and shaping, manicures and pedicures are introduced. Mannequins, classmates, and the general public are utilized by the student to develop the manipulative skills and to practice these procedures. Also, you will be introduced to thermal services and skin care. Students will receive extensive training in chemical services.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Cosmetologist. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100%

rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

**Cosmetology: (1500 hours)**

**1. Orientation (15 hours)**

- a. school policies
- b. state law, regulations and professional ethics
- c. Personal hygiene
- d. Bacteriology, sterilization and sanitation

**2. Manicuring and pedicuring (20 hours)**

- a. anatomy and physiology
- b. disease and disorders
- c. Procedures to include both natural and artificial application
- d. sterilization

**3. Shampooing and rinsing (310 hours)**

- a. fundamentals
- b. safety rules
- c. procedures
- d. chemistry, anatomy and physiology

**4. Scalp treatments (60 hours)**

- a. analysis
- b. disorders and diseases
- c. manipulations
- d. treatments

**5. Hair styling (310 hours)**

- a. anatomy and facial shapes
- b. finger waving, molding and pin curling
- c. roller curling, combing and brushing
- d. heat curling, waving, braiding and pressing

**6. Hair cutting (200 hours)**

- a. anatomy and physiology
- b. fundamentals, materials and equipment
- c. procedures
- d. safety practices

**7. Permanent waving-chemical relaxing (210 hours)**

- a. analysis



- b. supplies and equipment
- c. procedure and practical application
- d. chemistry
- e. record keeping
- f. safety

**8. Hair coloring and bleaching (150 hours)**

- a. analysis and basic color
- b. supplies and equipment
- c. procedures and practical application
- d. chemistry and classifications
- e. record keeping
- f. safety

**9. Skin care and make-up (100 hours)**

- a. analysis
- b. anatomy
- c. health, safety and sanitary rules
- d. procedures
- e. chemistry and light therapy
- f. temporary removal of hair
- g. lash and brow tinting

**10. Wigs, hair pieces and related theory (100 hours)**

- a. sanitation and sterilization
- b. types and
- c. procedures

**11. Salon management (25 hours)**

- a. business ethics; and
- b. Care of equipment

**PERFORMANCE REQUIREMENT**

Cosmetology:

Hair and scalp treatments	10
Hair styling	320
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care, styling, placing on model	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxing	5
Sculptured nails/nail tips/wraps	20
<b>Total</b>	<b>525</b>

## **BARBER PROGRAM OUTLINE (1100 HOURS)**

### **DESCRIPTION:**

The Barber Course is a 1100-hour course designed to train students to become licensed Barber upon graduation. Students must successfully complete the program with at least a 75% average, complete the Senior Project "Business Plan", turn in assigned portfolio in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In the Barber course, we emphasize the development of your attitude, appearance and behavior, these traits coupled together will help make you a successful Barber. Ethics, standards, principles of safety, and general first aid treatment are also studied. These classes consist of the principles and techniques involved in the basic procedures of hair and skin care; the fundamentals of hair styling and shaping are introduced. Mannequins, classmates, and the general public are utilized by the student to develop the manipulative skills and to practice these procedures.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Barber. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

- 93 – 100..... EXCELLENT
- 85 – 92..... VERY GOOD
- 75 – 84..... SATISFACTORY
- 74 and BELOW..... UNSATISFACTORY

**Barber: (1100 hours)**

1. School policies (15 hours)
2. State law, regulations, and professional ethics (30 hours)
3. Business and shop management (25 hours)
4. Client consultation (25 hours)
5. Personal hygiene (25 hours)
6. Cutting the hair with a razor, clippers, and shears (225 hours)
7. Tapering the hair (100 hours)
8. Thinning the hair (50 hours)
9. Shampooing the hair (60 hours)
10. Shaving (120 hours)
11. Trimming a moustache or beard (75 hours)
12. Applying hair color (75 hours)
13. Analyzing skin or scalp conditions (65 hours)
14. Giving scalp treatments (35 hours)
15. Giving basic facial massage or treatment (75 hours)
16. Sanitizing and maintaining implements and equipment (50 hours)
17. Honing and stropping a razor (50 hours)

**PERFORMANCE REQUIREMENT**

**Barber:**

Hair and scalp treatments	10
Hair services	320
Tinting	15
Temporary rinses	10
Semi-permanent color	10
Basic facials	5
<b>TOTAL</b>	<b>370</b>

**ESTHETICS PROGRAM OUTLINE (600 HOURS)**

**DESCRIPTION:**

The Esthetics Course is a 600-hour course designed to train students to become licensed Esthetician upon graduation. Students must successfully complete the program with at least a 75% average, complete the Senior Project "My career path", turn in assigned portfolio in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In Esthetics the primary purpose is to train the students in the advanced manipulative skills, safety judgements, proper work habits and desirable attitudes necessary to obtain an advanced position as an Esthetician, a Skin Care Therapist, a related career avenue.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as an Esthetician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin care, hair removal and makeup.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ----- UNSATISFACTORY**

**Esthetics: (600 hours)**

**1. Orientation and business topics (25 hours)**

- a. school policies
- b. management
- c. sales, inventory and retailing
- d. taxes and payroll
- e. insurance
- f. client records and confidentiality
- g. professional ethics and practices

**2. Laws and regulations (10 hours)**

**3. General Sciences (80 hours)**

- a. bacteriology
- b. microorganisms
- c. infection control, disinfection, sterilization
- d. occupational Safety and Health Administration (OSHA) requirements
- e. Material Safety Data Sheet (MSDS)
- f. general procedures and safety measures
- g. cosmetic chemistry
- h. Products and ingredients
- i. Nutrition

**4. Applied sciences (95 hours)**

- a. anatomy and physiology
- b. skin function and structure
- c. skin types
- d. skin conditions
- e. diseases and disorders of the skin

**5. Skin care (255 hours)**

- a. health screening
- b. skin analysis and consultation
- c. effleurage and related movements and manipulations of the face and body
- d. cleansing products
- e. masks
- f. extraction techniques
- g. machines, equipment and electricity
- h. manual facials and treatments
- i. machine, electrical facials and treatments
- j. general procedures and safety measure

**6. Makeup (65 hours)**

- a. set up, supplies. And implements
- b. color theory
- c. consultation
- d. general and special occasion application
- e. camouflage
- f. application of false lashes and lash extensions
- g. lash and tinting
- j. general procedures and safety measures

**7. Body and other treatments (20 hours)**

- a. body treatments
- b. body wraps
- c. body masks
- d. body scrub
- e. aromatherapy
- f. general procedures and safety measures

**8. Hair removal (50 hours)**

- a. types of hair removal
- b. wax types
- c. tweezing
- d. chemical hair removal
- e. mechanical hair removal
- f. general procedures and safety measures

**PERFORMANCE REQUIREMENT**

Esthetics:

Consultations, cleansings and analysis of the face and body	35
Manual facials and treatments	65
Machine and electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair removal	25
<b>Total</b>	<b>220</b>

**MASTER ESTHETICS PROGRAM OUTLINE (600 HOURS)**

**DESCRIPTION:**

The Master Esthetics Course is a 600-hour course designed to train students to become licensed Master Esthetician upon graduation. Students must successfully complete the program with at least a 75% average, complete the Senior Project "My career path", turn in assigned portfolio in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In Master Esthetics the primary purpose is to train the students in the advanced manipulative skills, safety judgements, proper work habits and desirable attitudes necessary to obtain an advanced position as a Master Esthetician, Medical Esthetics Technician, a Skin Care Therapist, a related career avenue.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Master Esthetician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total look concept.
6. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

## **1. Orientation, advanced business, subject and infection control – 45 hours**

- a. School policies and procedures;
  - b. Professional ethics and practices;
  - c. Ethic and professional practices;
  - d. Insurance and liability conduct;
  - e. Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rules (HIPAA);
  - f. Client records and documentation;
  - g. Microbiology and Bacteriology;
  - h. Infection control, disinfection, and sterilization;
  - i. Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS);
  - j. Personal protective equipment.
- 2. State laws, rules and regulations – 10 hours**
- 3. Advanced Anatomy and Physiology – 65 hours**
- a. Advanced anatomy and physiology;
  - b. Advanced skin structure and functions;
  - c. Advanced skin typing, and condition;
  - d. Advanced disease and disorders;
  - e. Advanced cosmetic ingredients;
  - f. Pharmacology;
  - g. Advanced homecare.
- 4. Advanced skin care and advance modalities – 90 hours**
- a. Introduction to microdermabrasion and dermaplaning;
  - b. Indication and contraindication for crystal microdermabrasion;
  - c. General procedure and safety measures for crystal microdermabrasion;
  - d. Indication and contraindication for crystal – free microdermabrasion and dermaplaning;
  - e. General procedure and safety for crystal – free microdermabrasion and dermaplaning;
  - f. Equipment safety: crystal and crystal – free microdermabrasion and dermaplaning;
  - g. Waste disposal, Occupational Safety and Health and Administration;
  - h. Introduction to microdermabrasion technique and proper procols;
  - i. Machine parts, operation, protocols, care, waste disposal and safety;
  - j. Practical application and consultation for crystal microdermabrasion;
  - k. Practical application and consultation for crystal – free microdermabrasion and dermaplaning;
  - l. Pretreatment and posttreatment of microdermabrasion;
- 5. Advanced procedures and chemical exfoliation – 270 hours**
- a. Advanced skin analysis and consultation and health screening and documentation;
  - b. Advanced procedures and light treatments, light- emitting diode (LED), intense pulse light device(IPL);
  - c. Advanced manual, machine, and electric treatment, microcurrents, and ultrasound;



- d. Introduction to chemical exfoliation and peels of epidermis;
- e. Fundamentals of skin care associated with chemical exfoliation and peels and wound healing;
- f. Pretreatment and posttreatment of chemical exfoliation and peels;
- g. Accessing suitability and predicting chemical exfoliation efficacy;
- h. General practical application and consultation protocols;
- i. Practical application and consultation for enzymes, herbal exfoliation and vitamin- based peels;
- j. Indication and contraindication for enzymes, herbal exfoliation, and vitamin – based peels;
- k. General procedures and safety measures for herbal exfoliation and vitamin – based peels;
- l. Pretreatment and posttreatment for herbal exfoliation and vitamin- based peels;
- m. Practical application and consultation for alpha hydroxy peels;
- n. Indication and contraindication for alpha hydroxy peels;
- o. General procedures and safety measures for alpha hydroxy peels;
- p. Pretreatment and posttreatment for alpha hydroxy peels;
- q. Practical application and consultation for alpha hydroxy peels;
- r. Indications and contraindication for beta hydroxy peels;
- s. General procedures and safety measures for beta hydroxy peels;
- t. Pretreatment and posttreatment for beta hydroxy peels;
- u. Practical application and consultation for Jessner and Modified Jessner peels;
- v. Indication and contraindication for Jessner and Modified Jessner peels;
- w. General procedures and safety measures for Jessner and Modified Jessner peels;
- x. Pretreatment and posttreatment for Jessner and Modified Jessner peels;
- y. Practical application and consultation for trichloroacetic acid peels;
- z. Indication and contraindication for trichloroacetic acid peels;
- aa. General procedures and safety measures for trichloroacetic acid and peels;
- bb. Pretreatment and posttreatment for trichloroacetic acid and peels;

## **6. Lymphatic drainage – 120 hours**

- a. Introduction to lymphatic drainage;
- b. Tissues and organs of lymphatic drainage;
- c. Functions of lymphatic drainage;
- d. Immunity;
- e. Etiology of edema;
- f. Indication and contraindication for lymphatic drainage;
- g. Lymphatic drainage manipulations and movement;
- h. Face and neck treatment sequence;
- i. Lymphatic drainage on the trunk and upper extremities;
- j. Lymphatic drainage on the trunk and lower extremities;
- k. Cellulite;
- l. Using lymphatic drainage with other treatment;
- m. Machine – aided lymphatic drainage.

## **PERFORMANCE REQUIREMENT**

### Master Esthetics:

Advanced treatment 40

Microdermabrasion	50
Chemical exfoliation	75
Lymphatic drainage treatments	50
<b>Total</b>	<b>215</b>

## **NAIL TECHNOLOGY PROGRAM OUTLINE (158 HOURS)**

### **DESCRIPTION:**

Nail Technology is a 158-hour course designed to train students to become licensed Nail Technician upon graduation. Students must successfully complete the program with at least 75% average, turn in all assigned portfolios in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In the nail technology course, we emphasize the development of your attitude, appearance and behavior, these traits coupled together will help make you a successful nail technician. Ethics, standards, principles of safety, and general first aid treatment are also studied. These classes consist of the principles and techniques involved in the basic procedures of nail care; the fundamentals of manicures, pedicures, and artificial nails, including acrylic nails, gel nails and tip applications are introduced. Mannequins, classmates, and the general public are utilized by the student to develop the manipulative skills and to practice these procedures.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Nail Technician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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 Nail Technology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative

learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ----- UNSATISFACTORY**

**Nail Technology: (158 hours)**

**1. Orientation and Personal Development (8 hours)**

- a. school policies
- b. health mind and body
- c. effective communication

**2. Professional Image (8 hours)**

**3. Bacterial and Other Infectious Agents (16 hours)**

- a. microbiology
- b. infection control
- c. safety and first aid

**4. Sanitation and Disinfection (8 hours)**

- a. sanitation
- b. disinfection
- c. sterilization
- d. equipment

**5. Safety in the Salon (8 hours)**

**6. The Science of Nail Technology (16 hours)**

**7. Nail Products Chemistry Simplified (8 hours)**

- a. fundamentals of artificial nails
- b. artificial nail system

**8. Anatomy and Physiology (8 hours)**

- a. building blocks of human anatomy
- b. basic body systems

**9. The Nail and Skin and their disorders (16 hours)**

- a. composition of the nail
- b. nail growth
- c. functions of the skin
- d. composition of the skin

**10. Client Consultation (8 hours)**

- a. before the service
- b. during and after the service

**11. Basic Procedures and Nail Enhancements (38 hours)**

- a. fundamentals of artificial nails
- b. artificial nail systems
- c. artificial nail procedures

**12. Business of Nail Technology (16 hours)**

**PERFORMANCE REQUIREMENT**

Manicures	30
Pedicures	15
Individual sculptured nails/nail tips	200
Individual removals	10
Individual nail wraps	20
<b>Total</b>	<b>275</b>

**PERMANENT COSMETICS PROGRAM OUTLINE (100 HOURS)**

**DESCRIPTION:**

Permanent Cosmetics is a 100-hour course designed to train students to become licensed Permanent Cosmetics Tattooist upon graduation. Students must successfully complete the program with at least a 75% average, turn in all assignments and pass a final exam in order to successfully complete all graduation requirements and be eligible to take the state board testing for licensing.

In the Permanent Cosmetics course, we emphasize the development of your attitude, appearance and behavior, these traits coupled together will help make you a successful Permanent Makeup Artist. Ethics, standards, principles of safety, and general first aid treatment are also studied. These classes consist of the principles and techniques involved in the basic procedures of cosmetic tattooing. Students will learn color theory in relations to pigment used in permanent makeup. The course includes knowledge in anatomy and physiology necessary for permanent makeup, as well as safety procedures and techniques to provide a professional result.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Permanent Makeup Tattooist. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.

3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total look concept.
6. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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 Permanent Cosmetics and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

1. **Orientation**
  - a. Virginia Tattooing laws and regulation
  - b. School policies
2. **Machines and Devices**
  - a. Coil Machine
  - b. Hand devices
  - c. Ruler with level and other devices
3. **Needles**
  - a. Types of needles
  - b. Use of needles
  - c. Application of needles

4. **Anatomy and Physiology**
  - a. Layers of skin
  - b. Study of skin and diseases and disorders
  - c. Parts of skin a function of skin
5. **Color Theory**
  - a. Skin and pigment color
  - b. Proper handling and storage of pigment
6. **Transmission Cycle of infectious disease**
  - a. The pathogen
  - b. The host
  - c. The exit
  - d. The transmission
7. **Immunization**
  - a. Required and suggested immunization types
  - b. Preventative measures to protect tattooer and client
  - c. Purpose of immunization
8. **Sanitation and disinfection**
  - a. Identify the difference between sterilization, disinfection, germicide and sanitation
  - b. Identify the difference between sterilizer, sterilant, disinfectant, germicidal, decontamination and antiseptic
  - c. Proper use of steam sterilization equipment and techniques
    1. Proper usage of steam sterilization equipment
    2. Knowledge of steam sterilization equipment purpose and quality
  - d. Proper use of chemical agents, antiseptics and disinfectants
    1. Explain what chemical agents is used for what purpose
    2. Proper handling of chemical agent
  - e. Proper use of sanitation equipment
    1. Knowledge of sanitation equipment
    2. Proper handling of equipment and when best to use
  - f. Proper preservice decontamination procedures
    1. Properly cleaning of room, tools and equipment prior to service
    2. Proper set-up of room
    3. Proper sanitation before service
  - g. Proper post-service decontamination
    1. Proper cleanup of room after service
    2. Proper disinfectant of equipment, tool and bed
    3. Proper sanitation after service
9. **Safety**
  - a. Proper use of needles and equipment and tools
  - b. Blood spill procedures and blood spill kit list
  - c. Properly procedure for storing equipment and instruments
  - d. First Aid procedures
10. **Blood-borne pathogen standards**
  - a. Knowledge of OSHA and CDC blood-borne pathogen standards

- b. Complete Overview of compliance requirements
- c. Diseases and Disorder; contraindications of service to clients
- 11. Anesthetics**
  - a. When and how to use anesthetics
  - b. Different types of anesthetics
  - c. Application of and removal of anesthetics
- 12. Equipment**
  - a. Aprons
  - b. Anesthesia sticks
  - c. Barrier film roll
  - d. Bibs for client and tray
  - e. Cotton swab
  - f. Ear loop mask
  - g. Gloves
  - h. Pigment caps
  - i. Ruler with level
  - j. Sharp container
- 13. Professionals standards**
  - a. History of permanent cosmetic makeup (tattooing)
  - b. Professional ethics and morals
  - c. Record keeping
    - 1. Client consultation sheet, including client health history and allergens
    - 2. Release (consent) form signed by client
    - 3. Record of client's services performed and date
  - d. Proper Preparation (personal appearance station, making appointments and Salon ethics)
    - 1. Maintain professional physical appearance from head to toe
    - 2. Maintain professional appearance in business: notify client of schedule changes
    - 3. Proper promoting services and upselling services to clients;
  - e. Salon Management
    - 1. Maintain proper licensing requirements to maintain salon
    - 2. Proper training for managing a salon and staff
    - 3. Business management including taxes and insurance requirement
- 14. Permanent cosmetic tattooing**

Client consultation prior to service

  - a. Client consultation sheet including health form
  - b. Client release form (disclosure form)
  - c. Client preparation (including room set up)
  - d. Sanitation and Safety precautions
  - e. Implement selection and use
    - 1. Knowledge of proper choice of implement selection
    - 2. Knowledge of proper use of implement selection

3. Implement selections based on service provided
  4. Implement used properly for appropriate usage
- f. Proper use of equipment
    1. Knowledge of equipment and usage
    2. Knowledge of when to use which equipment
    3. Proper handling of equipment
  - g. Material selection and use
  - h. Eyebrows
  - i. Eyeliner
  - j. Lip coloring
  - k. Lip liners

## PERFORMANCE REQUIREMENT

(TWO EYEBROWS COUNTS AS ONE PERFORMANCE; TWO EYE LINERS COUNTS AS ONE PERFORMANCE ONE LIP COUNTS AS ONE PERFORMANCE)

**Student must complete a total of 50 performances** (listed is just a suggestive total for each, in order for student to make sure they have sufficient practice in each area, however student must do a combination of all services listed and not eliminate any.

Eyebrows	20
Lip liner	15
Lip color	15
<b>Total</b>	<b>50</b>

## MASTER PERMANENT COSMETICS PROGRAM OUTLINE (100 HOURS)

**DESCRIPTION:** The Master Permanent Cosmetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Master Permanent Cosmetics or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total look concept.
6. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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.



**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

**1. Orientation**

- a. Virginia Tattooing laws and regulation
- b. School policies

**2. Machines and Devices**

- a. Coil Machine
- b. Hand devices
- c. Ruler with level and other devices

**3. Needles**

- a. Types of needles
- b. Use of needles
- c. Application of needles

**4. Anatomy and Physiology**

- a. Layers of skin
- b. Study of skin and diseases and disorders
- c. Parts of skin and function of skin

**5. Color Theory**

- a. Skin and pigment color
- b. Proper handling and storage of pigment

**6. Transmission Cycle of infectious disease**

- a. The pathogen
- b. The host
- c. The exit
- d. The transmission

**7. Immunization**

- a. Required and suggested immunization types
- b. Preventative measures to protect tattooer and client
- c. Purpose of immunization

**8. Sanitation and disinfection**

- a. Identify the difference between sterilization, disinfection, germicide and sanitation
- b. Identify the difference between sterilizer, sterilant, disinfectant, germicidal, decontamination and antiseptic
- c. Proper use of steam sterilization equipment and techniques
  - 1. Proper usage of steam sterilization equipment
  - 2. Knowledge of steam sterilization equipment purpose and quality
- d. Proper use of chemical agents, antiseptics and disinfectants
  - 1. Explain what chemical agents is used for what purpose
  - 2. Proper handling of chemical agent
- e. Proper use of sanitation equipment

1. Knowledge of sanitation equipment
2. Proper handling of equipment and when best to use
- f. Proper preservice decontamination procedures
  1. Properly cleaning of room, tools and equipment prior to service
  2. Proper set-up of room
  3. Proper sanitation before service
- g. Proper post-service decontamination
  1. Proper cleanup of room after service
  2. Proper disinfectant of equipment, tool and bed
  3. Proper sanitation after service

**9. Safety**

- a. Proper use of needles and equipment and tools
- b. Blood spill procedures and blood spill kit list
- c. Properly procedure for storing equipment and instruments
- d. First Aid procedures

**10. Blood-borne pathogen standards**

- a. Knowledge of OSHA and CDC blood-borne pathogen standards
- b. Complete Overview of compliance requirements
- c. Diseases and Disorder; contraindications of service to clients

**11. Anesthetics**

- a. When and how to use anesthetics
- b. Different types of anesthetics
- c. Application of and removal of anesthetics

**12. Equipment**

- a. Aprons
- b. Anesthesia sticks

- c. Barrier film roll
- d. Bibs for client and tray
- e. Cotton swab
- f. Ear loop mask
- g. Gloves
- h. Pigment caps
- i. Ruler with level
- j. Sharp container

**13. Professionals standards**

- a. History of permanent cosmetic make up (tattooing)
- b. Professional ethics and morals
- c. Record keeping
  - 1. Client consultation sheet, including client health history and allergens
  - 2. Release (consent) form signed by client
  - 3. Record of client's services performed and date
- d. Proper Preparation personal appearance station, making appointments and Salon ethics)
  - 1. Maintain professional physical appearance from head to toe
  - 2. Maintain professional appearance in business: notify client of schedule changes
  - 3. Proper promoting services and upselling services to clients;
- e. Salon Management
  - 1. Maintain proper licensing requirements to maintain salon
  - 2. Proper training for managing a salon and staff
  - 3. Business management including taxes and insurance requirement

**14. Permanent cosmetic tattooing**

- a. Client consultation prior to service
- b. Client consultation sheet including health form

- c. Client release form (disclosure form)
- d. Client preparation (including room set up)
- e. Sanitation and Safety precautions
- f. Implement selection and use
  - 1. Knowledge of proper choice of implement selection
  - 2. Knowledge of proper use of implement selection
  - 3. Implement selections based on service provided
  - 4. Implement used properly for appropriate usage
- g. Proper use of equipment
  - 1. Knowledge of equipment and usage
  - 2. Knowledge of when to use which equipment
  - 3. Proper handling of equipment
- h. Material selection and use
- i. Cheek blush
- j. Eyeshadow
- k. Breast Depigmentation/Camouflage
- l. Scar Depigmentation/Camouflage

## **PERFORMANCE REQUIREMENT**

(TWO EYESHADOWS COUNTS AS ONE PERFORMANCE; TWO CHEEK BLUSHES COUNTS AS ONE PERFORMANCE; ONE BREAST REPIGMENTATION/ CAMAFLAGE COUNT AS ONE SERVICE OR SCAR REPIGMENTATION/CAMAFLAGE COUNT AS ONE PERFORMANCE)

Student must complete a total of 50 performances (listed is just a suggestive total for each, for student to make sure they have sufficient practice in each area, however student must do a combination of all services listed and not eliminate any).

Eyeshadows	10
Cheek Blushes	15
Lip color	15
Breast Depigmentation/Camouflage	5
Scar Depigmentation/Camouflage	5

## WAX TECHNOLOGY PROGRAM OUTLINE (115 HOURS)

### DESCRIPTION:

Wax Technology is a 115-hour course training student become a licensed wax technician. Student must maintain a 75% grade point average to qualify to take a state board exam. Students learn about professional image, decontamination as well as hair removal technique by use of wax. Students will be trained on strip wax as well as hard wax. Students will also be trained on safety on clients as well as for themselves. It is also important that with the skills taught to the student that they are also taught the importance of the business. Therefore, their studies will include the business aspects of the industry, starting with client consultation, proper record keeping for business.

Upon completion of the course, student will receive a certificate of completion, and will qualify to take a state board test to become licensed as a Waxing Technician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition is based on the cost of the course and not credit hours.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total look concept.
6. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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 waxing technology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the

course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

**Wax Technology: (115 hours)**

**1. Orientation (10 hours)**

- a. school policies
- b. state law, regulations and professional ethics
- c. personal hygiene

**2. Skin care and treatment (15 hours)**

- a. analysis
- b. anatomy and physiology
- c. diseases and disorders of the skin
- d. health, sterilization, bacteriology and safety including infectious disease control measures
- e. procedures
- f. temporary removal of hair

**3. Skin theory, skin structure and composition (20 hours)**

**4. Client consultation (15 hours)**

- a. health conditions
- b. skin analysis
- c. treatments
- d. client expectations
- e. health forms and questionnaires

**5. Waxing procedures (20 hours)**

- a. fundamentals
- b. safety rules
- c. procedures

**6. Wax treatments (20 hours)**

- a. analysis
- b. disorders and diseases
- c. manipulations
- d. treatments

**7. Salon management (15 hours)**

- a. business ethics
- b. care of equipment

## PERFORMANCE REQUIREMENT

### Wax Technology:

Arms	4
Back	2
Bikini area	6
Brows	12
Chest	1
Facial	6
Leg	3
Underarm	2
<b>Total</b>	<b>36</b>

## MASSAGE THERAPY PROGRAM OUTLINE (600 HOURS)

### DESCRIPTION:

In the first 200 hours of Basic Massage Therapy, students will focus on the concepts science, communication and follow up as it relates to basic massage. Treatments and the proper body mechanics are also taught to enhance the students' knowledge of massage. Techniques, products knowledge along with hydrotherapy, wellness massage treatments are taught to give a student the full understanding and true concept of full body massaging as it relates to the anatomy and physiology.

After 200 hours of training the student has a full understanding and will enter the Practical Pathology. Here students receiving training on the system of the body, muscles innervation and health and fitness.

In part 3 of massage training the student enters effective techniques that which will give them the leading edge in the industry. Reflexology, Aromatherapy, Deep Tissue massage is just a few of their studies here at Miracle Beauty and Nails Academy. The training then is introduced to the spa massage and techniques. We summarize and conclude our training with a complete overview or state board procedure and practices.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Maintain the place of practice in a clean and professional manner and will not knowingly practice with a communicable disease.
5. Respect all ethical health care practitioners and conduct their business activities with honesty and integrity.
6. Acknowledge the limitations and contraindications for massage and bodywork and refer clients to appropriate health professionals.
7. Not be affiliated with or employed by any organization or business which utilizes any form of sexual suggestiveness or explicit sexuality its promotion of massage, or in the actual practice of its services, nor be engaged in any act of prostitution.
8. Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.

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 Massage Therapy and related fields.



**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW ---- UNSATISFACTORY**

## **COURSE OUTLINE AND BREAKDOWN**

<b>Basic Massage Therapy</b>	<b>200 Hours</b>
Chair Massage	25 hours
Reflexology/ Acupressure	20 hours
Contraindications/ Benefits/ History	10 hours
Massage/ Stretches	40 hours
Aromatherapy	5 hours
Clinical/ Deep Tissue	15 hours
Prenatal/ Side lying	10 hours
Sports/ Injuries/ Trigger Points	10 hours
One on One with Instructor	10 hours

One on One with Licensed Massage Therapist	15 hours
Student Practice Massage Sessions (Reviewed and Critiqued by Instructor)	40 hours
<b>Business and Ethics</b>	<b>10 Hours</b>
<b>Basic Anatomy, Physiology and Kinesiology</b>	<b>150 Hours</b>
Nervous System	5 Hours
Integumentary System	5 Hours
Endocrine System	5 Hours
Circulatory and Lymph System	5 Hours
Respiratory System	5 Hours
Urinary System	5 Hours
Lower and Upper Body Landmarks	10 Hours
Skeletal System	5 Hours
Cell, Tissue, and Body Compass	5 Hours
Muscular System Overview	5 Hours
Shoulder Girdle, Shoulder Joint, Elbow and Wrist	
Face and Neck, Trunk, Hip and Knee	20 Hours
Foot and Ankle Muscles and Actions, Finger and Thumb Muscles and Actions	20 Hours 20 Hours
Kinesiology	25 Hours
Exams	10 Hours
<b>Practical Pathology</b>	<b>40 Hours</b>
<b>Body Mind</b>	<b>10 Hours</b>
<b>Aromatherapy</b>	<b>20 Hours</b>
<b>Craniosacral Therapy</b>	<b>20 Hours</b>
<b>Deep Tissue Massage</b>	<b>20 Hours</b>
<b>Hot Stone Massage</b>	<b>5 Hours</b>

<b>Medical Massage and Research</b>	<b>30 Hours</b>
<b>Prenatal Massage</b>	<b>25 hours</b>
<b>Sports Massage</b>	<b>15 Hours</b>
<b>Spa Techniques</b>	<b>30 Hours</b>
<b>Preparing for Licensing</b>	<b>25 Hours</b>

### **INSTRUCTOR PROGRAM OUTLINE (400 HOURS)**

**DESCRIPTION:**

**Requirement:** Student must have completed the esthetics course, nails course, barber course or cosmetology course and licensed or in the process of licensure for. Student must maintain licensure in course of study in order to maintain instructor's license. Student may be allowed to start instructor's class upon completion of course; however, will not be able to receive instructor's license until they receive license in course of study.

The Esthetics Instructor Course or Cosmetology Instructor Course teaches student how to be a professional instructor as a Esthetician or Cosmetologist. They learn to identify the characteristics of their students as well as different learning abilities. Students will also learn to write lesson plans, design tests, study guides, and worksheets. In addition, they will grade tests and learn how to properly maintain students' records.

**OBJECTIVES:**

Upon completion of the course, student will receive a certificate of completion, and will qualify to become licensed as an Esthetics Instructor, Nails Instructor, Barber Instructor or Cosmetology Instructor. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. School works on clock hours and the total tuition based on the cost of the course and not credit hours.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning

and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

- 93 - 100 ----- EXCELLENT**
- 85 - 92 ----- VERY GOOD**
- 75 - 84 ----- SATISFACTORY**
- 74 and BELOW ---- UNSATISFACTORY**

**Instructor: (400 hours)**

**1. Orientation (25 hours)**

- a. School policies
- b. State law, regulations and professional ethic

**2. About Teaching (175 hours)**

- a. history of teaching
- b. profile of master educator
- c. education relationships
- d. developing a dynamic program of study
- e. developing and using educational aids
- f. teaching skills and presentation techniques
- g. results

**3. About Skills (75 hours)**

- a. industry needs
- b. teaching in a dynamic clinic
- c. student evaluation and teaching methods

**4. About Learning (75 hours)**

- a. teaching to diverse learning styles
- b. powerful teaching and learning methods
- c. achieving learner results

**5. About Professional Career (50 hours)**

- a. professional performance evaluation
- b. preparing for licensure and employment

**MAKE UP WORK POLICY**

The "make up work policy" affords student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours

## MIRACLE BEAUTY AND NAILS ACADEMY RULES & REGULATIONS

---

- Student and School have herein set out a complete and full description of services the School is to furnish for which the student is to pay. Such description as to classes and hours, conduct and schedules may be augmented by bulletins and other notice furnished to the student by the school.
- Student agrees to attend class regularly as scheduled and as may appear on all bulletins and notices, to prepare all lessons and perform all duties incident thereto and abide by all the rules of the school.
- Any student who is under 18 years of age will require a guarantor who will be liable to the school for the fees agreed to in this agreement if the student should default in any payment thereof.
- Students are to arrive to school on time. Repeated tardiness, excused and unexcused absences may lead to suspension or termination.
- Students are only permitted to attend class during their regularly scheduled time. A student may not "show up" to school at their leisure, and may not clock in more than 15 minutes earlier than their scheduled time. If a student wishes to come in during a non-scheduled time they must put in written a request three school days in advance, and will thereby be held accountable to the attendance and tardy policies. If student arrives during a nonscheduled time, they will not be able to attend class that day.
- No cell phones, or electronic devices are allowed. No making phone calls, talking inside or directly outside of the building, answering the phone, phone ringing. \* Special exceptions may apply
- Student must arrive to school in proper uniform, neatly groomed, with black shoes and socks. No head gear such as du rags or scarfs. No opened toe shoes.
- Students are to be in their area of study (classroom or library,) or assigned area of practice during class hours.
- Students are to show up with all kits and supplies and materials needed for the course of enrollment. \*In addition, if a client should arrive or is scheduled and student does not have necessary supplies, they will be required to purchase supplies from the school if applicable.
- Students will be assigned duties to perform daily; your duty must be done before leaving that day. School official must give you approval to clock out for the day.
- Students are to be dismissed for lunch by the instructor at the same time, unless working on a client, or completing scheduled training. Lunch begins at the time of dismissal. If a student is not clocked in one hour after dismissal they will be considered late.
- Students are not to clock out for the day, for lunch or leave the building at any time unless they have been dismissed from school by a school official. All duties must be checked and purple folder must be verified.
- Students must maintain an average grade of 75% or higher to maintain a place in the class, pass the course, and be recommended for state board examinations, or employments.
- If a student fails to turn in special assignments three days after original due date student will automatically receive a 0 as the grade.
- The school is not responsible for any lost or property damaged in the school during school hours or items left at school. This includes books, manikins, etc. You are encouraged to write your name on

all of your supplies. A locker is provided for students to store possessions during class. You are responsible for providing the lock.

- When a student has been given an assignment by the instructor, student is expected to promptly execute, and complete the assignment. When the student has finished the assignment, student shall come to the Instructor for further assignments.
  - Students must maintain at least an 75% rate of pursuit attendance average.
  - Students are to maintain a professional attitude and behave in a professional manner (no profanity, gossiping, and no arguing) Cell phones are not allowed on the clinic floor. No one is allowed to talk on cell phones out front, or inside the building.
  - Students are allowed to perform services on each other if there are no customers. This will only be allowed at designated times. Students will not choose when to perform services on each other. Students must be in designated area when performing services.
  - No change or representation in the contract will be recognized unless made in writing and signed by both parties.
  - Students are responsible for their own equipment and personal property.
  - Students must obey all rules of personal hygiene, sanitation, and sterilization while in school.
  - Students will not be permitted to class without a clean, proper uniform and necessary equipment and supplies.
  - Basic services are free. These services include shampoo and basic styles, basic facials, facial waxing, and all nail services. All other services are 50% off.
  - Students are responsible for making payments on due dates. Late payment will result in a nonrefundable \$25.00 late fee.
  - Students must request in writing needed time off and get written approval from the school official.
  - Disrespecting or insubordination to school officials will not be tolerated and may lead to termination.
  - Telephone calls, except for bona fide emergencies, are not permitted while in school. Cellular phones must be kept on vibrate and cannot be used during classroom time.
  - Students who fail to comply with the rules and regulations of the school may be suspended and/or terminated and charged according to the refund policy.
- 

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology:	500, 1200 clocked (actual) hours
Barber:	300, 750 clocked (actual) hours
Nail Technology:	75 clocked (actual) hours
Esthetics:	300 clocked (actual) hours
Master Esthetics	300 clocked (actual) hours
Massage Therapist:	300 clocked (actual) hours
Instructor:	200 clocked (actual) hours
Wax Technology:	55 clocked (actual) hours

Permanent Cosmetic: 50 clocked (actual) hours  
 Master Permanent Cosmetics 50 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75 % of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>ACTUAL HRS/WKS/ HOURS</b>	<b>MAX WKS/HOURS</b>
Cosmetology:	FT; 35 hours/43 weeks - 1500 hours	62 weeks/2145 hours
Cosmetology:	PT; 20 hours/75 weeks - 1500 hours	107 weeks/2145 hours
Barber:	FT; 35 hours/32 weeks - 1100 hours	50 weeks/1573 hours
Barber:	PT; 20 hours/55 weeks - 1100 hours	79 weeks/1573 hours
Nail Technology:	FT, 35 hours/4.5 weeks - 158 hours	6.5 weeks/226 hours
Nail Technology:	PT 20 hours/8 weeks - 158 hours	11.5 weeks/226 hours
Esthetics:	FT, 35 hours/17.25 weeks - 600 hours	24.75 weeks/858 hours
Esthetics:	PT, 20 hours/30 weeks - 600 hours	43 weeks/ 858 hours
Master Esthetics:	FT, 35 hours/17.25 weeks - 600 hours	24.75 weeks/858 hours
Master Esthetics:	PT, 20 hours/30 weeks - 600 hours	43 weeks/858 hours
Massage Therapy:	FT, 35 hours/17.25 weeks - 600 hours	24.75 weeks/858 hours
Massage Therapy:	PT, 20 hours/30 weeks - 600 hours	43 weeks/858 hours
Wax Technology:	FT,35 hours/3.5wk - 115 Hrs.	5 weeks/164.5 hours
Wax Technology:	PT,20 hours/5.75wk - 115 Hrs.	8 weeks/164.5 hours
Permanent Cosmetics:	FT, 35 hours/3 weeks - 100 Hrs.	4.25 weeks/143 hours
Permanent Cosmetic:	PT, 20 hours/5 weeks - 100 Hrs.	7.25 weeks/143 hours
Master Permanent Cosmetics:	FT, 35 hours/3 weeks - 100 Hrs.	4.25 weeks/143 hours
Master Permanent Cosmetics:	PT, 20 hours/5 weeks - 100 Hrs.	7.25 weeks/143 hours
Instructor:	FT. 35 hours/11.5 weeks - 400 Hrs.	16.5 weeks/572 hours
Instructor:	PT. 20 hours/20 weeks - 400 Hrs.	29 weeks/572 hours

The maximum time allowed for re-entry students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

**93 - 100 ----- EXCELLENT**  
**85 - 92 ----- VERY GOOD**  
**75 - 84 ----- SATISFACTORY**  
**74 and BELOW UNSATISFACTORY**

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **PROBATION**

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



### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **RE-ENTRY HOURS**

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

### **WARNING**

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students are not required to appeal a Warning Status.

### **APPEAL AND PROBATION**

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point. A student may be placed on Probation Status for one payment period.

### **APPEAL PROCEDURE**

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will be permitted to continue in school.

#### **DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

#### **REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%.

#### **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incomplete, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Progress Policy.

#### **Special Assignment**

Students will have a Portfolio due prior to completion of program. Their portfolio will display before and after pictures of the services they performed. This is something they can also use to showcase to future employers.

Goal sheets are also due as assigned. The purpose of the goal sheet is to keep students on track with their finish date.

Students **must always** bring **all** school supplies, including school books, and any supplies and products for training.

#### **Students Rights, Privileges and Responsibilities**

Students have the right to discuss any problems that they might have. Their first point of contact would be with their instructor. If the situation could not be corrected, their next point of contact would be with the school's director.

#### **Additional information and School Activities:**

Miracle Beauty and Nails Academy offers unique training techniques, which prepares students for the salon, salon management and business ownership upon completion of the course.

Students are expected to maintain a professional attitude at all times toward fellow student, school staff and clients.

Miracle Beauty and Nails Academy offers a school association: Miracle Student Association (MSA), for students that are interested, which provide extracurricular activities for students to better prepare them for a successful career in the beauty industry.

The training motivates student to take initiative, be responsible, and to make sound business decisions. These techniques especially benefit that student who is searching to make their dream a reality.

Students are responsible for performing any services in their scope of training during the time enrolled in school. We accept customers on practical days and students will have the opportunity to practice their skills on customers.

Students are required to maintain a regular schedule until they have completed the course, which includes- required hours, performances and test. Tests includes chapter test, unit test and final exam.

Students are provided with a very detailed course outline and students are required to read it in its entirety.

Minimal school assignments will be given for home. Students will have allotted classroom time to read and do study guide. Training includes classroom theory training and hands-on training.

### **Additional Information**

Miracle Beauty and Nails Academy provides scheduled time and days before or after school for students requiring additional assistance. This time can be used for academic advising and/or tutoring.

Official school transcripts fee is \$25.00. Transcripts will only be released when all fees are paid in full.

Miracle Beauty and Nails Academy does not guarantee licensing in another state

Students are required to clock in while present and to clock out each time they leave the premises (for example, lunch). If you fail to do so, you will only be given credit according to your time sheet, which will be given to you on a regular basis. You are responsible for informing school director of any errors on the part of the school and to keep your copy of time sheet to keep count of your hours. In the event that there are problems with time sheet, we will use manual time sheets.

Students may bring in family members or friends to practice services on. Please be advised, you must schedule them through the school, and they will be required to pay for the service they receive. Family members will receive a 25% discount on week days and a 10% discount on weekends (Friday and Saturday).

### **STUDENT GRIEVANCE POLICY / PROCEDURE**

In accordance with the institution's objectives, Miracle will make every effort to resolve student grievances. The school maintains an open door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. If an issue cannot be resolved by school Director the student may then forward their grievance in writing to the administration for mediation. 1) The written grievance should be given to the School Director/designee. 2) The information will be reviewed by the school owner/administration and a response will be sent in writing, every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been

completed. 3) Should the student find the response to be unsatisfactory, the student may appeal that decision to owner/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation. The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 60 days of receipt. Student should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the School's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement.

**Student Dress Code:**

Cosmetology, Barber & Nails: black socks, all black shoes and black uniform scrubs.  
Waxing, Esthetics and Master Esthetics: black socks, all black shoes and white scrubs.  
Permanent Makeup: burgundy scrubs with black socks and all black shoes.  
Massage: black shoes and socks, navy blue scrubs.

Student Instructors must dress in professional attire at all times. Black slacks or skirts, blouse tops and jacket tops or dresses. No open toe shoes are to be worn when performing practical training. School uniforms must be worn at all times. No jeans are permitted (except assigned dress down days). On dress down day, no open toe shoes, sleeveless top, sweats, shorts, head gear (unless reason discussed with director), or skirts more than 1" above the knees are permitted. Uniforms must be clean at all times and free of stains. If uniforms become stained, faded or damaged, a new uniform must be purchased by student.

Waxing, Esthetics and Permanent make-up students' hair must be pinned up off the face and neck during hands on performances.

---

## REFUND POLICY

---

Miracle Beauty and Nails Academy refund policy is as follows:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$50 non-refundable application fee.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

**Withdrawal Procedure:**

A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

D. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows: (Please note that the following text provides the minimum refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code; the school may exceed these standards and be more generous to students. If the school is eligible to participate in the federal financial aid programs, the school's refund policy must also comply with the federal guidelines and be described in the enrollment agreement.):

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 OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. **Students who withdraw or terminate prior to course 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. All fees are identified in the catalog and in this enrollment agreement.

Miracle Beauty and Nails Academy refund policy for students is as follows:

- Withdrawal before class beginning date: 100% refund
- Withdrawal up to 25% of hours are completed= 75% refund
- Withdrawal after 26-50% of hours completed = 50% refund
- Withdrawal after 51-75% of hours completed= 25% refund
- Withdrawal after 76% or more hours completed= no refund

In the case of a VA student, withdrawal or termination, the school will perform the withdrawal calculation based on VA refund formula.



### **Reporting a crime or Emergency**

Any person in immediate danger or emergency should contact local police immediately by dialing 911. All crimes should be reported to school official along with local authorities once crime has taken place. Miracle Beauty and Nails Academy will not be held responsible for any personal incident but must be aware of any altercations that any and all faculty and students may be involved in on school property.

### Campus Owner

Oanh "Tina" Dang (757)559-8009

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus the academy will, without delay, and taking into account the safety of the community:

1. Confirm the existence of a significant emergency or dangerous situation
2. Determine the appropriate facility to receive an emergency notification
3. Determine the content of the notification and initiate the notification system

### Safety tips

Here are some safety tips for personal safety and loss prevention:

- Protect your possessions: keep book bags and purses with you at all times or locked in a secure place

- When working late or attending evening classes, always have a buddy system. Never leave the building without someone else with you.
- Walk with other people whenever possible and avoid alleys and poorly lit or deserted parking lots and streets
- Walk with confidence: show you are alert and in control. Be aware of your surroundings
- If you think someone is following you abruptly switch directions or cross the street
- Have your car or house keys available before you reach your door
- Don't flash large amounts of cash or other valuable objects
- Avoid using i.d tags with your name, address or license number on your keys; if lost, they could lead to theft
- Keep car doors and windows locked
- If your purse or wallet is being stolen, don't fight for it. Rather than risk personal injury, release it and report the incident to local police and school personnel