



"Master The Business of Beauty"

SCHOOL CATALOG

**113 Banks Station
Fayetteville, Georgia 30214
Phone (470) 278-8882**

Website: www.beauy21academy.com

From Beauty21 Academy...

Welcome to Beauty21 Academy...You are entering a learning experience that will give you the opportunity to be successful in the beauty industry. It is our goal to offer you the basic training of your chosen course to improve your opportunities to take and pass the licensure examination required by the Georgia State Board of Cosmetology & Barbers.

We place emphasis on teaching you how to Master the Business of Beauty in the marketplace and how to gain experience from each operation that you will perform during your training. The operations are an element necessary for you to take the required state board license examination. The state board of Cosmetology & Barber license is required in order to obtain employment as a Cosmetologist/ Esthetician. Your training will take place within an environment like that of your prospective employers. This means that you will be expected to be punctual and respectful toward your instructors, your fellow students and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matter studied in the theory classes, shop management, business concepts, and the elements of personal success.

The training you will receive will allow you to thrive in the beauty industry and understand how to earn a six-figure income behind or beyond the chair. The real experience and the advancements in this industry will depend on your own efforts once you are working within the beauty industry.

It is my absolute pleasure to serve you here at Beauty21 Academy. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. I believe the future of our industry belongs to you. Our students are what the beauty industry needs! Again, welcome to Beauty21 Academy. Our staff wishes you a very successful career in the area of beauty.

Sincerely,



Shannon Smith, Owner
Director of Education
Beauty 21 Academy



beauty
ACADEMY/21

WELCOME

BEAUTY21 ACADEMY is honored that you've decided to pursue your cosmetology career training with us. We have developed an extensively tested curriculum for all our educational programs to ensure the learning process will allow you to **"Master The Art Of Your Creativity and Business"**.

Our teaching system will help you acquire specialized knowledge and techniques for salon readiness. **STARTING NOW**, you'll need to develop habits of dependability, responsibility, and cooperativeness. **STARTING NOW**, you'll need to practice, practice, practice and practice again until every skill and technique learned, and service performed is executed perfectly.

After completing your educational program with us, you'll register to take a written and practical examination specified by the Georgia Board of Cosmetology and Barbering for licensure. You can be assured of easily passing the examination by being diligent in your attendance, theory and practical studies and the clinic salon services you perform on our guests.

STARTING NOW, you'll accomplish these objectives by working consistently to acquire additional knowledge and skill mastery every day.

EVERY DAY OF SCHOOL IS VERY IMPORTANT TO YOU. When you miss one day, you miss an opportunity to learn, to grow, and to improve your skills. Remember, when you're absent you didn't acquire the hours needed to complete your program on time. Each day missed puts you further away from achieving the goals you've set for yourself.

STAY FOCUSED ON THESE (3) MAIN OBJECTIVES:

1. Become one of the best trained cosmetologists, manicurist, or esthetician.
2. Do it in the shortest time possible.
3. And take your state licensure examination as soon as possible after completing your training.

WHY, SO YOU CAN BEGIN TRANSFORMING YOUR LIFE, SO YOU CAN EARN A BETTER LIVING AND GAIN THE RECOGNITION AND RESPECT YOU DESERVE AS A SALON PROFESSIONAL.

Each Instructor at **BEAUTY21 ACADEMY** will offer you their very best professional educational skills with passion. They are "student driven". They get great joy from seeing their students excel.

The transition from cosmetology school to the beauty salon or/day spa will be very easy for you, because you will have been in a salon atmosphere, using salon techniques, skills, products, and applications. Success and satisfaction will surely be yours because you will have the confidence you need to go to the top of this challenging, exciting, and rewarding profession.

THE CHALLENGE AND THE OPPORTUNITIES ARE YOURS . . . DO YOUR BEST ALWAYS AND THE BEST WILL ALWAYS COME BACK TO YOU. . . MULTIPLIED. GO GET IT NOW.

MISSION STATEMENT

“Master The Business of Beauty”

BEAUTY21 ACADEMY is built on the foundation of ethical standards, trust, respect, and commitment to the success of our students. We are student focused. We will provide a quality education to prepare all our students to pass the state board and obtain gainful employment.

Our purpose and philosophy centers on the objective of developing student proficiencies and attitudes, through industry related educational experiences and giving beauty a new definition. We work to instill in our students' strong fundamental skills and a genuine appreciation for the career they have chosen through training, services, assistance, inspiration, and motivation.

Our organizational goal is to promote growth and professional development in each student while inspiring a continuous quest for knowledge.

Our graduates will be able to meet and exceed the expectations of the most discriminating salon owner, while seeking gainful employment.

BEAUTY21 ACADEMY offers “the ultimate educational experience” so our students are equipped with the tools needed to become entrepreneurs, who will open and operate successful businesses that will help enhance the economic structure of their perspective communities.

CONSUMER INFORMATION & POLICY OF TRUTH

This catalog is published to inform prospective **BEAUTY21 ACADEMY** students of program offerings, tuition and fees, faculty, administration, and policies. All information herein is current and accurate as of the effective date printed on the front cover. **BEAUTY 21 ACADEMY** reserves the right to make changes to this catalog; therefore, this catalog is for information purposes only, not intended as a contractual agreement. Each student is expected to read and understand all the information published in this catalog.

Beauty 21 Academy, its staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor, and accuracy in all its communications with students, and the public. Furthermore, the school is using procedures and practices aimed at eliminating errors while communicating with students and the public.

OWNERSHIP – ADMINISTRATION – LICENSING

Beauty21 Academy, Inc., Owns Beauty21 Academy. **BEAUTY21 ACADEMY** is granted occupancy license by the city of Fayetteville, GA.

BEAUTY21 ACADEMY is licensed by: Georgia Board of Cosmetology and Barbering. Additional information regarding this institution may be obtained by contacting the Admissions office.

AFFILIATIONS

Georgia State Board of Cosmetology and Barbering
National Cosmetology Association (NCA)
Cosmetology Educators of America (CEA)
American Association of Cosmetology Schools (AACS)

HISTORY, LOCATION & DESCRIPTION OF FACILITIES

BEAUTY21 ACADEMY, was established by Beauty 21 Academy, LLC in January 2022. It is located at 113 Banks Station, Fayetteville Georgia 30214, (470) 278-8882. BEAUTY 21 ACADEMY occupies a spacious (3,200 sq. ft.), brick building well lighted, air-conditioned, and ventilated. BEAUTY21 ACADEMY has a well-equipped clinic salon, theory and practical classrooms, a learning recourse center, dispensary, student lunch area, locker area and administrative offices. BEAUTY 21 ACADEMY is fully equipped to meet the industry demands with a specifically designed learning environment. **Currently there are no facilities for handicapped students.**

EQUIPMENT

BEAUTY21 ACADEMY has all the supplies necessary and equipment for educating its students in all phases of its academic and clinical programs. A sample of the equipment utilized is as follows:

16 Clinic Salon Workstations	3 Facial Steamer
5 Shampoo Bowls w/ Chairs	3 Facial Bed
10 Hooded Hair Dryers w/Chairs	4 Manicure Tables w/Chairs
2 Paraffin Wax Heater	2 UV Sterilizer
2 Flat Screen TVs	2 Pedicure Units
1 UV Lamp	1 8-Function Basic Skin Care Machine
1 Ultrasound Corporal Machine	1 Magnifiers Light
1 Hot Wax Container	1 3-Headed Red Heat Lamp
1 Hair Steam Machine	
1 Pedicure Station	1 Hot Towel Machine

All class are equipped with student tables and chairs, teacher desk & chair white boards, AV equipment, and storage cabinets.

NON-DISCRIMINATION STATEMENT

BEAUTY21 ACADEMY, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. BEAUTY21 ACADEMY in its admission, instruction and graduation policies does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

DISABILITY PROVISION

POLICY AND PROCEDURES FOR FUTURE PROFESSIONALS WITH DISABILITIES

Beauty21 Academy is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act – Federal laws that prohibit discrimination on the basis of disability. The school does not discriminate against future professionals with disabilities regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a future professional's participation in a program of The School. This policy applies to all future professionals and applicants for admission to The School. The school will provide reasonable accommodation to future professionals with disabilities. w Definitions Accommodation means a modification or adjustment to the education environment that will enable a qualified applicant or future professional with a disability to participate in The School's education program. Accommodation also includes

adjustments to assure that a future professional with a disability has rights and privileges in education equal to those of future professionals without disabilities. ADA/504 Compliance Coordinator means the official of The School responsible for determining and coordinating reasonable accommodation, modification, and/or auxiliary aids and services for prospective, admitted, or enrolled future professionals. Auxiliary Aids and Services means accommodations that enable effective communication in the educational setting. Auxiliary aids and services may include interpreters, notetakers, ergonomic aids, or enlarged text and real-time closed captioning. Future Professional means any individual who has accepted an offer of admission, or who is registered or enrolled in coursework, and who maintains an ongoing educational relationship with The School. Individual with a Disability means a person with a physical or mental impairment that substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment. The determination of whether a future professional has a physical or mental impairment that substantially limits a major life activity will be made on a case-by-case basis. Qualified Future Professional with a Disability means a future professional with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities and who has been approved by The School for reasonable accommodations. Procedures and Responsibilities the School will provide reasonable academic adjustments, auxiliary aids and services, and accommodations to applicants for admission and qualified future professionals with disabilities to ensure applicants and future professionals are not denied the benefits of, or excluded from participation in, The School's educational program. The school will make necessary modifications to academic requirements to ensure that academic requirements do not discriminate against qualified future professionals with disabilities. The school will also ensure that future professionals with disabilities have physical access to The School and use of service animals. The School employee responsible for implementing these procedures is: Darian White ADA/504 Compliance Coordinator 887 West Marietta St. NW, Suite A, Atlanta, GA 30318 (404) 888-0070 darian@atlanta.paulmitchell.edu When a future professional informs a staff member that the future professional has a disability, or needs accommodations or assistance due to a disability, the staff member will refer the future professional to The School's ADA/504 Compliance Coordinator. Learning Leaders should not honor requests for accommodations that have not been approved by the ADA/504 Compliance Coordinator ("the coordinator"). Future Professional Eligibility for Accommodation Applicants for admission and qualified future professionals with disabilities who

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wish to request reasonable accommodations (including campus tours, orientation, academic adjustments, auxiliary aids and services, or modifications) must contact the coordinator and complete the Disability Verification Form. Future professionals must provide documentation of their disability from an appropriate professional, which depends on the nature of the disability. For example, a future professional with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker. The documentation submitted must reflect a date within the past twelve months; if the documentation is older than twelve months, the future professional must provide current documentation to continue their request for accommodation. The coordinator has the discretion to determine the type of documentation necessary to establish the present level of the future professional's disability and its impact on the future professional's needs in the education setting. Any costs related to the initial documentation will be the responsibility of the future professional. All documentation related to an accommodation request, including medical documentation, is treated as confidential, and maintained by the coordinator in accordance with the Records Retention Policy. Access to these files will be limited to those individuals who need to be informed regarding necessary accommodation or other services. Interactive Process to

Request Accommodations Future professionals who plan to request accommodations should contact the coordinator promptly to ensure adequate time for the coordinator to review the future professional's documentation before the future professional begins the class or program for which the accommodation is requested. The coordinator will keep a record of the dates and contacts with the future professional, including a record of the accommodation(s) requested by the future professional. Future professionals who have questions about the type of documentation they need to provide should contact the coordinator to discuss acceptable documentation. The coordinator will schedule a meeting with the future professional to discuss their request for accommodation(s). The future professional and the coordinator will discuss how the future professional's disability impacts them, how the future professional expects the disability to impact them in The School's program, the type of accommodation(s) the future professional has previously received (if any), and the accommodation(s) being requested. The coordinator and the future professional will discuss which accommodations are needed during all phases of their educational program (Core, Adaptive, and Creative), and for classroom instruction, skills-based instruction, and skills practice. To qualify, the documentation must show the nature of the future professional's disability and how it limits a major life activity. The accommodation(s) requested by the future professional should be related to these limitations. There is no pre-set accommodation for specific disabilities. Instead, the Coordinator and the future professional will discuss and determine what the future professional's limitations are, and how they can be accommodated. Examples of Accommodations • A future professional with an orthopedic disability may need a cushioned floor mat, scheduled to, scheduled time to sit, or a particular type of chair. • A future professional with a learning disability may need extended time to take tests in a location that has reduced distractions, like an office instead of a classroom. • A future professional with a learning or psychological disability may need a note taker, a copy of the Learning Leader's notes or presentation, or use of a recording device during instruction. • A future professional with a hearing impairment may need Learning Leaders to use voice amplification systems or may need The School to provide a sign language interpreter. **Determination and Notification Regarding Eligibility** the Coordinator will determine the accommodation(s) to be provided to the future professional. The

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coordinator will consider past accommodations that have been effective for the future professional and will give primary consideration to the type of accommodation requested by the future professional. Alternate accommodation may be provided if it is equally effective for the future professional. The coordinator will determine appropriate accommodations typically no later than ten (10) business days after the future professional submits their request for accommodations and relevant documentation. If the future professional does not submit appropriate documentation at the time the future professional requests an accommodation, the coordinator will determine appropriate accommodations no later than ten (10) business days after the future professional provides appropriate documentation. The coordinator will provide the future professional with written notice regarding the determination and any approved accommodation(s) and/or auxiliary aids/services. The coordinator will communicate the future professional's accommodation(s) to the appropriate Learning Leader(s) and staff. Notification to Learning Leaders and staff will specify which accommodation(s) they are responsible for providing, to whom they will be provided, how to provide the accommodation(s), and when to provide the accommodation(s). The coordinator will maintain written records of the interactive process and notifications of eligibility. The coordinator will verify and ensure that all approved accommodation(s) are implemented. If the future professional informs the coordinator that accommodation is not being fully

implemented, the coordinator will immediately intervene to ensure the accommodation is provided to the future professional. Future professionals with approved accommodations will have a follow-up meeting with the coordinator if the future professional's program is expected to change. The purpose of the meeting is to determine whether the future professional's accommodation(s) should be altered when the future professional's program phase changes, or the type of instruction changes. Limitations] The School is not required to make adjustments or provide aids or services that would result in an undue burden on The School. In this case, the coordinator will promptly search for an equally effective alternate accommodation for the future professional that would not unduly burden the program. The coordinator will offer the alternate accommodation to the future professional.] The school is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of the course or program. When the Coordinator determines that a requested accommodation might fundamentally alter or modify a course or academic program, the coordinator will promptly search for an equally effective alternate accommodation for the future professional and offer the alternate accommodation to the future professional.] Decisions regarding accommodation or auxiliary aids and services may require consultation with The School's Learning Leaders and/or staff to consider the fundamental nature of a course or academic program or whether the accommodation would impose an undue burden on The School.] Accommodation is not retroactive. r Training and Policy Dissemination the Coordinator will deliver training sessions for all School staff members at least once each calendar year. In these training sessions, the coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended) as they apply to The School. The coordinator will provide information regarding:

- The School's responsibility to provide accommodation to future professionals with disabilities and to not penalize future professionals for using approved accommodations.
- How to appropriately interact with future professionals with

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disabilities. • How to implement approved accommodations. • How to support qualified future professionals with disabilities in The School's programs. The coordinator will maintain a record of each training session. The coordinator may also provide training for future professionals who wish to learn about The School's process for requesting accommodations or The School's grievance procedures. The coordinator will publish this policy and procedures on its website and in each handbook or catalog provided to applicants for admission, future professionals, and employees.

ADMISSION REQUIREMENT

BEAUTY21 ACADEMY considers application from students who are at least 18 years of age and possess a high school diploma, or GED.

ADMISSION PROCEDURE

BEAUTY21 ACADEMY does not recruit students already attending another school offering similar programs of study.

BEAUTY21 ACADEMY requires that each student enrolling in the Cosmetology, Nail Technology and Esthetics program be at least 17-18 years of age and submit the following documents:

- Completed Enrollment Application
- Registration Fee (\$50.00 non-refundable)
- Social Security Card
- Driver License or State I.D
- Proof of Age (birth certificate)

- High School Diploma or G.E.D.
- Resident Card or Proof of Citizenship (If Applicable)
- Transcript of Previous Training

If the high school diploma is from a **foreign high school** (any institution outside of the U.S.), then you will need to obtain the services of a foreign credential evaluation service to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. The contact information for the organization that you provide for this service is **Span Tran Educational Services** and their e-mail address is <http://en.spantran-edu.com/>. The diploma must be evaluated and translated (if applicable). The cost of the evaluation is \$85.00 and translation prices vary, please check their website for further information on cost. You should understand that you are responsible for the evaluation fee and the translation fee, even if your diploma is not sufficient or does not meet U.S. equivalency. You will be denied admission to Beauty21 Academy.

Home-schooled students are not considered to have a high school diploma or equivalent, however they are eligible for admission into BEAUTY21 ACADEMY if their secondary school education was in a home school program that state law treats as a home or private school. The prospective student must provide documentation of this fact. Some states issue a secondary school completion credential to homeschoolers; if this is the case in the state where the student was home-schooled, the applicant must obtain this credential to be eligible for enrollment.

❖ **BEAUTY21 ACADEMY Programs (All taught in English)**

Prospective students are required to visit BEAUTY21 ACADEMY to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class or signing Enrollment Agreements. In addition, prospective students are encouraged to read and understand this catalog.

If a student withdraws from BEAUTY21 ACADEMY in good standing and wish to return, they should contact the Director. Re-enrollments are reviewed on a case-by-case basis and are subject to availability. If you are accepted for re-enrollment, you must sign a new Enrollment Agreement, pay a non-refundable registration fee, and settle all outstanding tuition balances if applicable.

TRANSFER CREDITS

THE BEAUTY21 ACADEMY will give credit for previous training, if applicable. Upon written request, the student may be admitted to an advanced level of training, after evaluating the official transcripts from the other educational institution attended. In addition, an evaluation exam may be conducted by the Director and may include both written and practical examinations. The maximum amount of clock hours transferable to **BEAUTY21 ACADEMY** is 50%.

The students' tuition will be adjusted to reflect the reduced clock hours of training needed accordingly. There is a \$100.00 transfer fee for the following programs: Cosmetology, Esthetics, Nail Technology, and Teacher Training. **We do not accept Nail Technology transfer students' hours.**

The transfer transcript from **BEAUTY21 ACADEMY** is transferable at the discretion of the accepting schools. * **BEAUTY21 ACADEMY** accepts clock hour transcripts from all over the world.

- ❖ BEAUTY21 ACADEMY does not allow a transferred student to practice on members of the public until BEAUTY21 ACADEMY receives an official transcript from the transferring school of the student's clock hours attendance and grades within the required curriculum areas.
- ❖ Student(s) wishing to transfer from BEAUTY21 ACADEMY may be accepted for enrollment into the Cosmetology, Esthetics and Nail Technology Programs of the transferring school only after carefully evaluating the student's official sealed transcripts. BEAUTY21 ACADEMY does accept transfer hours from any other licensed institutions. Additionally, BEAUTY21 ACADEMY will only accept 500 transfer hours.

ACCEPTANCE

After a prospective student has completed the Enrollment process, the enrollment team and Director review each applicant and his or her required admissions materials including personal interview to determine acceptance. Upon their decision the applicant receives a written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology and Barbering deny licensure. The Georgia State Board of Cosmetology and Barbering denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. **BEAUTY21 ACADEMY** is not responsible for students denied licensure.

ABSENTEEISM

Included in the **1500 clock hour Cosmetology Program**, shown on the student's Enrollment Agreement are eighty-four (80) clock hours of personal time, for Cosmetology students and 40 clock hours for Manicure and Esthetics student, which can be used at their discretion. If a student should be absent more than eighty (80/ 40) hours, that student will have to attend school after their contract date expires. Those hours are called "over-contract" hours, which are those hours, which will extend beyond a student's contracted program completion date. All over-contract clock hours will be charged to the student, at the hourly rate of \$5.00 per hour. If a student misses too many hours during any **Training Level**, they will be re-evaluated and may be required to repeat that **Training Level** of training.

TARDINESS

If a student arrives later than 15 minutes after the assigned start time (9:00 a.m.), they are considered tardy and **are not** permitted to clock in until after the theory hour. Any time missed due to tardiness must be made up. Excessive tardiness may result in a meeting with the Director. If after the meeting, tardiness persists, **BEAUTY21 ACADEMY** reserves the right to suspend or expel the student.

TIME CLOCK PROCEDURES

All students are assigned a timecard. Attendance is recorded daily. Students must clock in and out every time they arrive or leave the school (when arriving in the morning, when going

in & out for lunch and when leaving at the end of the day). **If a student is not in regulated uniform they are not permitted to clock-in.** All timecards must remain in the school. A lost or stolen timecard can be replaced at a charge of \$50.00.

DRESS CODE

BEAUTY21 ACADEMY has selected a logo t-shirt to be worn by all students along with black pants or all black scrubs, closed toe, non-skid, low-heeled shoes may be worn. Students are not allowed to wear hats and head covering of any type (unless for religious reasons). The esthetician will wear all black scrubs.

LANGUAGES

Currently any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in **BEAUTY21 ACADEMY** to satisfactorily complete the program is written in English in which the program will be taught.

SCHOOL HOLIDAYS

BEAUTY 21 ACADEMY observes the following holidays, during which the school will be closed:

New Years Day	January 1, 2024
Dr. Martin Luther King	January 18, 2024
President's Day	February 15, 2024
Spring Break	April 1- 5, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Thanksgiving	November 27-29, 2024
Veterans Day	November 11, 2024
Christmas Day (Winter Break)	December 25 – January 6, 2025

SCHEDULE OF CLASSES

Full-time students are scheduled to attend classes 30 hours per week, Monday through Friday from 9:00 a.m. to 3:30 p.m.

CLOCK HOURS

BEAUTY21 ACADEMY is designated to be a clock hour school for defining program length. A clock hour is 50 minutes of instruction in the classroom or in the clinic salon.

ACADEMIC YEAR

BEAUTY21 ACADEMY has determined that an academic year is the successful completion of 900 clock hours.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

(Progress is monitored through evaluations as follows:)

COSMETOLOGY: Three times during the program 450, 900, and 1200 hours.

NAIL TECHNOLOGY: Once during the program at 300 hours.

ESTHETICS: Once during the program at 400 hours.

TEACHER TRAINING: Once during the program at 300

A Satisfactory Academic Progress (SAP) policy is provided to all students prior to enrollment. The Satisfactory Academic Progress (SAP) reports are maintained in the student's file. This

policy complies with the guidelines established by Georgia State Board of Cosmetology and Barbering regulations.

These progress evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The consistent basis of evaluations ensures that students have sufficient opportunities to meet both the attendance and academic progress requirements of at least one evaluation by mid-point in the program.

ACADEMIC PROGRESS EVALUATIONS

Academic progress evaluations include cumulative qualitative elements which is a system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two practical skills evaluations will be conducted during the program. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Beauty21 Academy. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

ATTENDANCE PROGRESS EVALUATIONS

Maintain at least 67% cumulative attendance of the instruction hours offered for each evaluation period to be considered maintaining satisfactory attendance. The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled. At the end of each evaluation period, BEAUTY21 ACADEMY will determine if the student has maintained at least 67% cumulative attendance since the beginning of the program 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 150% of the program length) allowed for student to complete each program at satisfactory progress is as follows:

PROGRAM	MAXIMUM TIME ALLOWED
Cosmetology (1500 total clock hours) Full Time: 35 clock hours weekly	Full-time students have 50 weeks to complete the program. 800 scheduled hours.
Nail Technology (600 total clock hours) Full Time: 20 clock hours weekly	Full-time students have 18 weeks to complete the program. 450 scheduled hours.
Esthetics (1000 total program hours) Full Time: 35 clock hours weekly	Full-time students have 32 weeks to complete the program. 1000 scheduled hours
Teacher Training	

(750 total program hours)

Full Time: 24 clock hours weekly

Full-time students have 32 weeks to complete.

the program.

750 scheduled hours

The maximum time allowed for transfer students who need less than the full program requirements will be determined at 75% transferring hours.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are given a warning and considered to be making satisfactory progress during the warning period, which is until the next (1st) evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next (2nd) evaluation period. If at the end of the next (2nd) evaluation period.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period the student 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 can meet satisfactory academic progress policy standards by the end of the evaluation period will 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 (1st) evaluation period or BEAUTY21 ACADEMY develops an academic plan for the student that, if followed, will ensure that the student is able to meet BEAUTY21 ACADEMY satisfactory academic progress requirement by a specific point within the maximum timeframe established for the individual student. 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 (2nd) evaluation. If at the end of that probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress set forth by academic plan, the student will be determined as **NOT** making satisfactory academic progress and if will be suspended from Beauty21 Academy.

APPEAL PROCESS

If a student is determined to not be making satisfactory 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, a student's disability or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school 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 review 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.

RIGHT TO PRIVACY POLICY

BEAUTY21 ACADEMY complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which protects the rights of students in access and release of information contained in student records (Federal Law 93-380).

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Any person/agency requesting information about a student must do so in writing. The student **must** give written permission for the release of such information to the school Director.

The student will be granted supervised access to their records within five business days of the request. **BEAUTY21 ACADEMY** requires a release form be completed for each third-party request of information. Beauty21 Academy, provides access to student records without written consent to the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information on file.

Student records will be permanently kept in the school's file in a secure location (safeguarded against loss, theft, identity theft or damage),

LEAVE OF ABSENCE POLICY

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. The school may grant up to two leaves of absence, each one for up to 90 days. The student must apply in advance for an LOA. There are two types of LOA, one for personal reasons, the other one for medical reasons. The request for leave must be in writing from the student, it must specify the reasons with documented proof, the inclusive dates and the student's signature. The school will extend the student's contract period by the same number of days taken in the LOA. Changes to the Enrollment Agreement must be initiated by all parties. If the student does not return to school by the return date stated on leave of absence form, that student will be withdrawn from school and refunds will be made according to the Refund Policy and the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. If the student has attained unsatisfactory progress upon leaving the school, the student will have unsatisfactory progress whenever they return. **BEAUTY21 ACADEMY** does not assess the student any additional charges because of the LOA.

WITHDRAWAL

Students who voluntarily withdraw from the school must do so in writing by regular mail or in person at **BEAUTY21 ACADEMY** administrative office. As stated in the Enrollment Agreement those students that cancel their contract within 3 business days after signing the contract will be entitled to a full refund of ALL monies paid, except for the registration fee. Those students that wish to withdraw after the third business day, but before the first class, will receive a refund of ALL monies paid, with the exception of the registration fee. The student's last day of attendance will be utilized in computing a refund according to the school's published refund policy and be paid within 30 days from the day the school officially withdraws the student.

RE-INSTATEMENT

Students whose enrollment has been terminated for unsatisfactory academic progress, unsatisfactory attendance, financial or disciplinary reasons may request reinstatement of the enrollment after 30 days of the effective date of the termination. This request must be in writing, addressed to the school's Director, and specify the reasons for the request.

The Director will reinstate the student if he/she is convinced that the reasons for the termination have been corrected. The decision of the Director regarding reinstatement is final. Those students who are put on a financial leave of absence and do not comply with payment within the 30 days will be terminated and will not be eligible to return for an additional 30 days. At that time, the student will be required to pay 50% of their outstanding balance to be admitted in school again. Upon re-instatement, the students Title IV Aid will resume, taking into consideration the previous aid awarded to the student. If the student attained unsatisfactory progress prior to reinstatement, then the student must re-establish satisfactory progress status again within the next evaluation period before Title IV Aid will be reinstated.

GRADING SYSTEM (Academic Progress)

Faculty members keep progress records for each student, which are recorded and distributed to students on their progress reports. The following factors will be measured to determine academic progress.

- Theory Work (Test Grades, Homework, Etc.) • Practical Work (**P** - passed **F** - failed)

work will be graded according to the following scale:

93 – 100	Excellent
85 – 92	Very Good
75 – 84	Satisfactory
70 – 74	Below Standards – Unsatisfactory

PROGRESS REPORTS

Each program has theory and the practical exam requirements that must be completed by the students to receive a Diploma. To ensure the student stays on track and in compliance a progress report is provided, electronically, monthly. It is reviewed and signed by the student.

A signed copy of the progress report card will be kept in the student's educational file until they graduate. The test will be graded by the instructor and the graded answer sheet will be returned to the student to keep after the grade has been posted. It is the student's responsibility to keep their returned grade sheets.

Academic progress evaluations include qualitative elements which is a system of grading as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study.

At least two practical skills evaluations will be conducted during the program. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a **P**-passing grade on all practical assignments and clinic salon services.

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet the requirements for the next evaluation period. Theory test grades and practical work are used to evaluate the student's academic progress. During

probation, students are making satisfactory progress.

At the end of the 1-month probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be considered making satisfactory progress. If the student fails to meet minimum requirements, he or she is placed on probation for a 2nd 30-day period. If the student is still not making satisfactory progress, they will be terminated from Beauty 21 Academy. No more than four (4) probationary periods will be allowed during the program.

STATE REQUIREMENTS FOR PROGRAM LICENSURE REGISTRATION

The Georgia Board of Cosmetology and Barbering requires program clock hours of training at an approved school of cosmetology. At Beauty 21 Academy, our service requirements are higher because we believe that the more practice a student completes the better. Students should be aware that a license by Georgia is necessary for employment as a Cosmetologist, Nail Technology, Esthetics and Teacher Training to practice in the State of Georgia.

REFUND POLICY & PROGRAM CANCELLATION

This policy applies to all cancellations for any reason, by either party, including student decision, program cancellation, or school closure. Refund calculations will be performed, and refunds will be made within 45 days.

If an applicant is not accepted for training, **BEAUTY21 ACADEMY** will refund ALL monies paid by the student.

If the student (or in the case of a student under legal age, his/her parent or guardian) cancels their enrollment in writing and requests his/her money back within three business days of the signing of the contract, all monies collected by the school will be refunded. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the BEAUTY21 ACADEMY Director in person. This policy applies regardless of whether the student has started the program.

If a student cancels his/her enrollment after three business days of signing and prior to entering classes, he/she shall be entitled to a refund of all monies paid less a re-enrollment fee of \$100.00 and cost of books and kit if used.

If a student cancels his/her enrollment after the first day of attendance and prior to completion of 5% of the program, he/she shall be entitled to a partial refund of monies paid less a enrollment fee of, 10% of tuition or \$300.00 whichever is less, and cost of books and materials received.

For students who withdraw from the program, the following schedule of tuition/fees is owed to **BEAUTY21 ACADEMY** based upon the percentage of the program completed:

<u>Completed</u>	<u>% Owed to School</u>
1% to 9.9%	20% of tuition
10% to 19.9%	30% of tuition
20% to 29.9%	30% of tuition
30% to 39.9%	40% of tuition
40% to 44.9%	45% of tuition

45% to 49.9%
50% & over

70% of tuition
100% of tuition

In the case of a student who officially or un-officially withdraws from Beauty21 Academy, any monies due will be refunded within 45 days of the determination of the withdrawal date.

When situations of mitigating circumstances are in evidence the school may provide a refund, which exceeds this refund policy. Students who terminated prior to completion will also be charged a \$50.00 administrative fee.

If **BEAUTY21 ACADEMY** is permanently closed and no longer offering programs after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

If the program is cancelled after a student's enrollment, **BEAUTY21 ACADEMY** shall at its option:

1. Provide a full refund of all monies paid or
2. Provide completion of the program.

Refunds shall be made in this order:

1. Scholarship (if applicable)
2. Financial Assistance Source
3. Student

THIS REFUND POLICY PERTAINS BOTH VOLUNTARY AND INVOLUNTARY WITHDRAWALS.

STUDENT RIGHTS

Your education costs you time, money, and effort. To help you make the right decision on selecting the proper academic programs and learn about our facilities, cost of education, and refund policy, you have the right and are encouraged to ask for the following information:

- The name and address of the Licensing Organization if you have a complaint.
That goes unresolved.
- The special facilities and services available to the handicapped.
- How the school determines whether you are making satisfactory academic progress and what happens in the case that you are not.
- Information about the school's programs, faculty, and facilities.
- The cost of attending and the policy on refunds for students who drop out.
- Information regarding student completion, licensing, and employment rates.
- Information dealing with the campus security act, which reveals the schools.
crime rate and procedures of reporting crime to school personnel.

STUDENT RESPONSIBILITIES

As a student, it is your responsibility to:

Read all information **about the school's programs and services before you enroll.**

Read, understand, and keep copies of all forms that you sign.

Notify the school if you change your home address or attendance status.

Understand the school's refund policy.

SCHOOL & CLINIC RULES & REGULATIONS

The main purpose of the clinic salon is to provide the students with the opportunity to obtain practical experience in all areas of cosmetology and prepare them with the entry-level skills necessary to work in salons upon completion of the program.

This part of your training is very important and always demands your active participation. The prices we charge them are way below salon prices. This is designed to attract clients to come into the school so you can attain the practical training on "real people" instead of mannequins and cover the costs of related clinic salon expenses.

You will need to complete various services on clients to meet graduation requirements. In some cases, you may get graded on these services and the grades will be posted and kept on file as required by the State of Georgia Board of Cosmetology and Barbering.

The following rules and regulations are subject to change and may be augmented at any time by way of bulletin board notification and other written notices furnished to the students by the school. The following must always be followed while attending Beauty 21 Academy.

1. All students agree to attend class regularly as scheduled on their Enrollment Agreement and as may appear in written notices and bulletins board notifications.
2. School begins promptly at 9:00 a.m. Monday – Friday. You must be clocked in by 9:15. If you arrive after 9:15 a.m. you are considered tardy and cannot clock in until after theory.
3. Students must call **BEAUTY21 ACADEMY** by 8:30 a.m. to let the school know they are going to be absent. Students must also call the school by 8:30 a.m. if they are going to be late due to an emergency. If the Manager approves their excuse, they can come to school but cannot clock in until after theory class.
4. Every **BEAUTY21 ACADEMY** student must clock IN and OUT every day.
5. Students are allowed 30 minutes for lunch. They must clock IN and OUT for lunch.
6. **Clocking IN or OUT for another student is prohibited and is grounds for expulsion.**
7. Timecards are not allowed out of the building at any time. At no time is any student permitted outside of the school building unless they have permission and are clocked out.
8. Students are expected to maintain a high standard of personal hygiene at all times; i.e., daily showers, teeth brushing and hair grooming. Hair, make-up, and nails must look

professional and be of no offense to the general public. Uniforms are to be freshly laundered and without spots or tears.

9. All students must wear clean, ironed school approved uniforms. Uniform bottoms are to be **ALL** black and tops are school logo t-shirts or school smocks.
10. Shoes worn must be **ALL** black or **ALL** white closed toed. Tennis shoes may be worn.
11. A student's kit and supplies are their personal responsibility. Sanitary procedures must be followed very closely when sterilizing equipment. Periodically, lockers will be inspected to insure they are clean and sanitary.
12. **BEAUTY21 ACADEMY** reserves the right to conduct inspections of lockers or student kits at the school's discretion. If necessary, local authorities will be contacted regarding stolen property and they will conduct the search and inspect bags and personal property as they deem necessary.
13. Students are responsible for keeping their personal work area clean and orderly. Consideration is to always be shown for **BEAUTY21 ACADEMY** materials and property. The lunchroom, locker room and lockers are to be kept clean and sanitary.
14. Clinic salon students wanting personal services may do so after 11:30 on Thursday **ONLY** with their Instructors permission. **No personal work is permitted on Monday thru Wednesday.**
15. Anyone wanting to use special products from the dispensary must show a **PAID** receipt before products are given out to them.
16. Only students who are assigned to work at the front desk and dispensary will be allowed behind those areas. No student is to touch the cash register at any time, unless authorized by the Manager.
17. An instructor must check and sign off on **ALL** clinic salon services. No grade will be given until the instructor who saw the service performed signs off on it.
18. Students are responsible for the cleanliness of their workstations, equipment, and general sanitation of the school for the purpose of client protection. Daily sanitation begins at 4:00 a.m. After sanitation is completed, students must return to their assigned area.
19. **Cell phones are to be put on vibrate while in school;** they can be checked during breaks and at lunchtime. The school's telephone is to be used to take **EMERGENCY** calls only.
20. Students may not play radios or wear headphones at any time during class or on the clinic salon floor.
21. Beverages or food are not permitted in the classroom or in the clinic salon area. **Food is to be eaten in the lunchroom area only.**

22. Any student who receives an early dismissal, suspension, or expulsion notice **must leave the school premises immediately.**
23. If you need to leave earlier than your scheduled time notify your instructor as soon as possible
24. If you report to school earlier than your scheduled hours, or if you stay later than your scheduled hours, go to the office to make sure the additional hours are recorded on make-up hours slip, which requires an instructor's signature.
25. **BEAUTY21 ACADEMY** reserves the right to suspend any student from the school for any of the following reasons:
- insubordination
 - excessive tardiness/absence
 - non-payment of tuition
 - causing discord or disruption of class
 - clocking another student in or out of school
 - refusing to service clients
26. The following infractions will result in immediate expulsion:
- use, distribution, or sale of controlled substance
 - use, of alcoholic beverages or non-prescribed drugs during school hours
 - forging of Instructor signatures
 - cheating or stealing
 - sexual harassment or assault
 - physical violence of any nature
27. Once a student has completed their program or withdraws from school, all locker contents must be removed within 30 days, or they will be removed by School Director and discarded.
28. Students may not, under any circumstance, bring children or guests to school and receive hours.

JOB PLACEMENT/ ASSISTANCE

Although the school does not guarantee employment, it provides an active job placement assistance program for its students and graduates. Students in the last quarter of their academic training will receive classroom instruction on job search techniques, which include resume & cover letter writing, interviewing techniques, telephone adequate, professional image, portfolio preparation and role-playing. The school will also conduct a job outreach program to find the available jobs in the geographic area for its graduates. Periodically, the school contacts its graduates to determine their success and advancement in the cosmetology industry. **BEAUTY21 ACADEMY** will assist our current and licensed students with seeking employment but cannot guarantee employment.

ADVISING/COUNSELING

Individual academic advisement and other services are available to all students who are enrolled. Students are encouraged to speak initially to their instructor about any problem that

may be interfering with their educational progress. If advisable, the school's Director will conduct an advising session with the students to try and resolve the problem. Records of advisement are maintained in the student file.

INTERNAL COMPLAINT PROCEDURE

According to the school's mission statement, we must make every attempt to resolve any student complaint that is not frivolous or without merit.

- Complaint procedure must be clearly identified in materials provided to the students.
- Complaint procedure must be provided to the students during class orientation.
- Student, Instructor or interested party may file a complaint against the school within 60 days of the date that the act which is the subject of the grievance occurred. The complaint must be made in writing directed to the **BEAUTY21 ACADEMY** Director and should outline the nature of the complaint.
- After reviewing the complaint, a meeting with the complainant will be held within 24 hours. **BEAUTY21 ACADEMY** administration will document the meeting and a copy of this is to be given to the complainant.
- If the problem is not resolved, the student can have his grievance heard by the **BEAUTY21 ACADEMY** complaint committee.
- The committee should meet within 7 days from the date grievance was submitted. If no further information is needed by the committee, a response by the committee will be given in 3 days. The committee will state, in a letter, the steps taken to correct the problem, if any, or information showing that allegations were not warranted or based on facts.
- A copy of this letter will be sent to students via certified mail and a copy placed in the student file.
- Information should be given to the student if the student wishes to proceed with a grievance.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the Georgia State Board of Cosmetology and Barbering.

It is understood that the health and safety of students and staff are the institution's primary concern. In the event of extreme cases, it may be necessary for the institution to take immediate disciplinary action. Records of complaints and their resolution, as applicable, are retained by the Beauty21 Academy.

OUTSIDE COUNSELING PROGRAMS AVAILABLE

The following are phone numbers of hotlines and rehabilitation centers offering recovery programs for both alcohol abuse and narcotic abuse:

Counseling for alcohol abuse is offered by:	Substance Abuse Hotline
Alcoholics Anonymous Fayetteville County -	Drug Treatment Center
Counseling for narcotic abuse is offered by:	Women In Distress-

In addition, these are hotlines that will provide you with assistance:

COSMETOLOGY PROGRAM

The 1500 clock hour curriculum for students enrolled in the Beauty 21 Academy, Cosmetology Program consists of theoretical and practical instruction, which is divided into individual units of learning. Within the 1500 clock hour program students will be taught through the medians of theory and practical instruction and written and practical exams pursuant to the requirements of the Georgia Board of Cosmetology and Barbering. Theory instruction means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical instruction means the actual hands-on performance, by the student, using skills they have learned and then perform them on clinic salon clients, other students and on mannequins. The program of instruction is as follows and business management, customer service, salon retailing, and target marketing classes are taught throughout the program.

Program Title	Clock Hours
Level I – Total Clock Hour	250
Theory	50
Georgia Laws & Rules	50
Laboratory	50
Social Skills	50
Hairstyling, Shampoo & Comb-Out	200
Hair Cutting & Shaping	125
Permanent Waving	180
Chemical Relaxing	100
Hair Color & Lightening	140
Scalp & Hair Treatment & Conditioners	50
Facial/Skin Care/Make-Up	55
Hair Removal	30
Shampooing & Conditioning	75
Manicure/Pedicure/Nail Sculpting	90
Sanitation & Disinfection of Implements	5
TOTAL	1500

ADMISSION REQUIREMENTS

To be admitted to any **BEAUTY21 ACADEMY** program, all prospective students must meet the following requirements.

- Students must attend a **BEAUTY21 ACADEMY** orientation class which time all policies and procedures, program curriculum and objectives will be thoroughly explained.
- Students must be at least 17 years of age by the first day of school.
- Students must submit documentation proving they have completed the 10th grade with a GED or have a high school diploma.
- Students must complete the enrollment application, interview with the Director of Admissions and pay the appropriate fees.
- Students must agree to follow **ALL BEAUTY21 ACADEMY** rules and regulations.

GRADUATION REQUIREMENTS

Students must complete all required clock hours, obtain a minimum passing grade of 75% in all theory and clinical work, receive a **P**-passing grade on all clinic salon services and satisfy all financial obligations to the school before a graduation **Diploma** is awarded. Once students receive their Diploma, they are eligible to register for a state licensing examination. The current charge for this program is \$15.00 and is subject to change without notice.

ADDITIONAL TRAINING

Students will study Georgia law, rules, and regulations. Students may also receive credit for field trips taken, but they must be under the direction and supervision of a licensed Instructor. Date, time, and description of field trip shall be recorded on student's daily record.

All students must complete the specified minimum required theory classes and practical services upon completion of the 1500 clock hour cosmetology program. A record of all practical services is recorded, and theory class hours are maintained by the instructor and recorded in student's records. All practical work performed must be signed off by the instructor who saw the task performed.

At the end of the program a copy of student attendance, practical and theory work and all required test grades will be submitted to the Manager for review and must approved by School Director before student can register to take state examination.

NAIL TECHNOLOGY PROGRAM

The 600-clock hour curriculum for students enrolled in Beauty 21 Academy, Nail Technology Program consists of theoretical and practical instruction divided into individual units of learning. Within the 600 clock hour program students will be taught through the medians of theory and practical instruction and written and practical exams, pursuant to the Georgia Board of Cosmetology & Barbering. Theory instruction means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical instruction means the actual hands-on performance, by the student, using skills they have learned and then perform them on clinic salon clients, other students and on mannequin (fabricated hands and feet). The program of instruction is as follows and business management, customer service, salon retailing, and target marketing classes are taught throughout the program.

Program Title	Clock Hours
Georgia Laws & Rules	40
Sanitation & Sterilization	50
Acrylic Applications	160
Manicures & Pedicures	100
Nail Extensions	50
Nail Disorders	65
Related Chemistry	50
Salon Management	75
TOTAL	600

ADMISSION REQUIREMENTS

To be admitted to any **BEAUTY21 ACADEMY** program, all prospective students must meet the following requirements.

- Students must attend a **BEAUTY21 ACADEMY** orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained.
- Students must be at least 17 years of age by the first day of school.
- Students must submit documentation proving they have completed the 10th grade with a GED or have a high school diploma.
- Students must complete the enrollment application, interview with the Director of Admissions and pay the appropriate fees.
- Students must agree to follow **ALL BEAUTY21 ACADEMY** rules and regulations.

GRADUATION REQUIREMENTS

Students must complete all required clock hours, obtain a minimum passing grade of 75% in all theory and clinical work, receive a **P** - passing grade on all clinic salon services and satisfy all financial obligations to the school before a graduation **Diploma** is awarded.

ADDITIONAL TRAINING

Learn Georgia rules and regulations. Students may also receive credit for field trips taken, but they must be under the direction and supervision of a licensed Instructor. Date, time, and description of field trip shall be recorded on student's daily record.

All students must complete the specified minimum required theory classes and practical services upon completion of the 600-clock hour Nail Technology Program. A record of all practical services and theory class hours shall be maintained by the student and signed by the instructor who saw the task performed.

At the end of the program a copy of student attendance, clinic service record and theory test grades will be submitted to Student Services Manager and approved before student can register to take state board examination.

ESTHETICS PROGRAMS PROGRAM

The 1000 clock hour curriculum for students enrolled in the Beauty21 Academy, Esthetics program consists of theoretical and practical instruction divided into individual units of learning. Within the 1000 clock hour program students will be taught through the medians of theory and practical instruction and written practical and theory pursuant to the Georgia Board of Cosmetology & Barbering. Theory instruction means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical instruction means the actual hands-on performance, by the student, using skills they have learned and then perform them on clinic salon clients, other students and on mannequins. The program of instruction is as follows and business management, customer service, salon retailing, and target marketing classes are taught throughout the program.

Program Title	Clock Hours
Esthetics Theory: Professional Practices	150
Theory: Professional Ethics	20
Theory: Business Practices	80
Sciences: History of Skin	20
Sciences: Dermatology & Physiology	100
Sciences: Theory	200
Cleansing & Disinfection of Tools, Implements and Equipment	5
Body Treatment: Massage	25
Body Treatment: Wraps	15
Body Treatment: Cellulite	10
Body Treatment: Aromatherapy	10
Body Treatment: Reflexology	10
Facials: Spa	75
Facials: Machine	30
Facials: Pre Op Therapy	5
Facials: Post Op Therapy	5
Make Up: Client Consultation & Skin analysis	20
Makeup: Application	30
Makeup: Contouring	20
Makeup: Color accent	20
Makeup: Camouflage Make-up	10
Makeup: Eye Lash Tabbing & strips	10
Hair Removal: Lip, chin, face (tweezing, waxing, & threading)	10
Hair Removal: Leg Waxing	20
Hair Removal: Bikini Waxing	10
Hair Removal: Torso, back & arm waxing	10
Hair Removal: Brow Waxing	10

Hair Removal: Tweezing	10
Hair Removal: Brow lashing & tinting	5
Spa/Salon Management	75
Total	1000

ADMISSION REQUIREMENTS

To be admitted to any **BEAUTY21 ACADEMY** program, all prospective students must meet the following requirements.

- Students must attend a **BEAUTY21 ACADEMY** orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained.
- Students must be at least 17 years of age by the first day of school.
- Students must submit documentation proving they have completed the 10th grade with a GED or have a high school diploma.
- Students must complete the enrollment application, interview with the Director of Admissions and pay the appropriate fees.
- Students must agree to follow **ALL BEAUTY21 ACADEMY** rules and regulations.

GRADUATION REQUIREMENTS

Students must complete all required clock hours, obtain a minimum passing grade of 75% in all theory and clinical work, receive a **P**-passing grade on all clinic salon services and satisfy all financial obligations to the school before a graduation Diploma is awarded. Once students receive their Diploma, they are eligible to register for a state licensing examination. The student will also be responsible for completing the HIV/AIDS program required by the State of Georgia to register for state licensure. The current charge for this program is \$15.00 and is subject to change without notice.

ADDITIONAL TRAINING

Learn Georgia law, rules and regulations. Students may also receive credit for field trips taken, but they must be under the direction and supervision of a licensed Instructor. Date, time, and description of field trip shall be recorded on student's daily record card.

All students must complete the specified minimum required theory classes and practical services upon completion of the 1000 clock hour by the student and signed off by the instructor who saw the task performed.

At the end of the program a copy of student attendance, clinic service record and theory test grades will be submitted to Student Services Manager and approved before student can register to take state board examination.

TEACHER TRAINING PROGRAM

The 750 clock hour curriculum for students enrolled in the Beauty 21 Academy, Esthetics program consists of theoretical and practical instruction divided into individual units of learning. Within the 750 clock hour program students will be taught through the medians of theory and practical instruction and written practical and theory pursuant to the Georgia Board of Cosmetology & Barbering. Theory instruction means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical instruction means the actual hands-on performance, by the student, using skills they have learned and then perform them on clinic salon clients, other students and on mannequins. The program of instruction is as follows and business management, customer service, salon retailing and target marketing classes are taught throughout the program.

Program Title	Clock Hours
Georgia Law	10
Sanitation & Sterilization	40
History of Teaching	25
Profile of Master Educator	25
Educator Relationships	50
Developing Dynamic Programs	50
Developing and Using Educational Aids	50
Teaching Skills & Presentation Techniques	50
Results-Oriented Classroom Management	50
Industry Needs	25
Teaching in a Dynamic Clinic	50
Student Evaluation & Testing Methods	50
Teaching To Diverse Learning Styles	50
Classroom Management	50
Power Teaching & Learning Methods	50
Achieving Learning Methods	50
Achieving Learner Results	50
Professional Performance Evaluations	50
Preparing for Licensure & Employment	25
TOTAL	750

ADMISSION REQUIREMENTS

To be admitted to any **BEAUTY21 ACADEMY** program, all prospective students must meet the following requirements.

- Students must attend a **BEAUTY21 ACADEMY** orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained.
- Students must be at least 17 years of age by the first day of school.
- Students must submit documentation proving they have completed the 10th grade with a GED or have a high school diploma.
- Students must complete the enrollment application, interview with the Director of Admissions and pay the appropriate fees.
- Students must agree to follow **ALL BEAUTY21 ACADEMY** rules and regulations.

GRADUATION REQUIREMENTS

Students must complete all required clock hours, obtain a minimum passing grade of 75% in all theory and clinical work, receive a **P**-passing grade on all clinic salon services and satisfy all financial obligations to the school before a graduation Diploma is awarded. Once students receive their Diploma, they are eligible to register for a state licensing examination. The student will also be responsible for completing the HIV/AIDS program required by the State of Georgia to register for state licensure. The current charge for this program is \$15.00 and is subject to change without notice.

ADDITIONAL TRAINING

Learn Georgia law, rules, and regulations. Students may also receive credit for field trips taken, but they must be under the direction and supervision of a licensed Instructor. Date, time, and description of field trip shall be recorded on student's daily record card.

All students must complete the specified minimum required theory classes and practical services upon completion of the 1000 clock hour by the student and signed off by the instructor who saw the task performed.

At the end of the program a copy of student attendance, clinic service record and theory test grades will be submitted to Student Services Manager and approved before student can register to take state board examination.

ADMINISTRATION & STAFF

ADMINISTRATION:

____ Shannon Smith - Director
____ Demetrius Echols - Financial Aid Manager
____ Shannon Smith - Admissions Officer

STAFF:

____ Olivia Barr - Director of Education
____ LaShonda Turner, Zakiya Copeland - Cosmetology Instructor
____ - Nail Technology Instructor
____ Vonda Hendericks - Esthetics Instructor

ADVISORY BOARD:

____ Shannon Smith – Owner of Beauty21 Academy/ ShaMari Hair Salon Inc.
____ Jameia Johnson – Realtor/ Provider Relations Specialist
____ Miriam Smith Robinson – Senior Vice President of Sullivan Wickley
____ Demetrius Echols Sr. – Master Chief Petty Officer/ Navy (RET.)
____ Dr. Constance Abbott - Director of Clinical Practice at Morehouse School of Medicine
____ LaMarva E. Ivory – Deputy Commissioner External Affairs Department of Human Resources

TEXTBOOKS FEE

Cosmetology	Milady	CIMA Theory Workbook	ISBN - 13:978-1285769417	\$300.00
			ISBN - 13-978-1439059235	\$175.00
			IBSN - 13-978-1439059227	\$150.00
Esthetics	Milady	CIMA Theory Workbook	ISBN - 13:978-1285769417	\$300.00
			ISBN - 13-978-1439059235	\$175.00
			IBSN - 13-978-14390059227	\$110.00
Nail Technology	Milady	CIMA Theory Workbook	ISBN - 13:978-1285769417	\$300.00
			ISBN - 13-978-1439059235	\$175.00
			IBSN - 13-978-14390059227	\$150.00
Teacher Training	Milady	Theory Workbook	ISBN - 13:978-1285769417	\$210.00
			ISBN - 13-978-1439059235	\$200.00

BEAUTY21 ACADEMY textbooks and kit items are available only through supplies that sell to licensed professions: cosmetology, barber, esthetics, nail technology, and teacher training academics. BEAUTY21 ACADEMY pays regular cost for these textbooks and kit items and then passed on to our students.

The textbooks and kit items are non-refundable. The cost for the textbook and kit items includes shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, BEAUTY21 ACADEMY will warranty the item for 30 days from the date the student received the item.

The textbooks and kits provided are to be used on BEAUTY21 ACADEMY clinic salon clients and/or models as assigned to develop required skills and speed. To keep learning materials current, Beauty21 Academy, from time to time, may change textbooks and kit items. The student is responsible for any additional textbook and kit costs. The replacement kit items can be purchased from the admission office. Borrowing is not encouraged or tolerated.

PROGRAM COSTS

COSMETOLOGY (1500 clock hours)

Registration Fee	\$ 100.00
Tuition	9,500.00
Books	175.00
Kit Fee	1,000.00
Sales Tax (8%)	<u>80.00</u>
	\$ 10,855.00

NAIL TECHNOLOGY (600 clock hours)

Registration Fee	\$ 100.00
Tuition	3,500.00
Books	175.00
Kit Fee	600.00
Sales Tax (8%)	<u>48.00</u>
	\$ 4,423.00

ESTHETICS (1000 clock hours)

Registration Fee	\$ 100.00
Tuition	9,500.00
Books	175.00
Kit Fee	700.00
Sales Tax (8%)	<u>56.00</u>
	\$ 10,531.00

TEACHER TRAINING

Registration Fee	\$ 100.00
Tuition	2,500.00
Books	210.00
Sales Tax (8%)	<u>16.80</u>
	\$ 2,826.80

Beauty21 Academy _____ Date: _____

PROGRAM SCHEDULES

PROGRAM	HRS	WEEKS	FT/PT	SCHEDULE	HRS
Cosmetology	1500	50	FT	Mon - Fri. 9:00 am - 3:30pm	30
Esthetics	1000	34	FT	Mon - Fri. 9:00 am - 3:30pm	30
Nail Technology	600	20	FT	Mon - Fri. 9:00 am - 3:30pm	30
Teacher Training	750	32	PT	Mon - Thur. 9:00 am - 3:30pm	24

PROGRAM START DATES

2024

2025

January 8, 2024

January 6, 2025

March 4, 2024

March 3, 2025

May 6, 2024

May 5, 2025

July 8, 2024

July 7, 2025

September 2, 2024

September 1, 2025

November 4, 2024

November 3, 2025

PROGRAM ENDING DATES

BEAUTY21 ACADEMY academic programs vary in length from 8 weeks for the Nail Technology Program to one year for the Cosmetology Program. A student's specific ending date will depend on the educational program they have chosen, and the holidays and break time fall within their enrollment period. All these factors will be taken into consideration to determine an exact ending date on the student's Enrollment Agreement.

FOR VETERAN STUDENTS ONLY

The following policies pertain to individuals receiving Veterans Education benefits.

I. Standards of Progress: Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.

II. Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study, and no credit will be granted for any successfully completed courses.

Grading System

90-100 A

80-89 B

75-79 C

70-74 D

69 and below F

III. Leave of Absence Policy. Any student who begins a period of leave of absence will be terminated from GI Bill education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill education benefits after

return to classes. Should a second period of leave of absence occur students will be terminated from the veteran education benefits and the education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

IV. Student Conduct Policy. Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft of damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

V. Policy for granting credit for previous education and training: Veteran education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be

reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

VI. Refund Policy. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

BEAUTY21 ACADEMY ACKNOWLEDGEMENT FORM

Sign and complete the form below and return it to the administration office.

I, _____, understand the policies and standards of the Beauty21 Academy as outlined in this school handbook. I agree to follow all Beauty21 Academy processes and protocols as outlined in this handbook to the best of my ability and as I have interpreted them. I agree to abide by the institution's guidelines and to meet all standards to the best of my ability. As a student of Beauty21 Academy, I agree to abide by the Honor Code, and to always operate with integrity and respect to my instructors and colleagues, and to the best of my ability.

Signature:_____ Date:_____

