



Hollywood
Institute

of Beauty Careers

School Catalog
2023 – 2024

Vol. 1

(Main Campus) Hollywood Institute of Beauty Careers – License #2327

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CAMPUS FACULTY LISTINGS AND CREDENTIALS ARE AN ADDENDUM TO THIS CATALOG

TABLE OF CONTENTS

Mission Statement	4	Excused Absences	16
Philosophy	4	Leave of Absence Policy	17
History	4	Student Services	18
Accreditation	4	Graduation Requirements	18
Licensure	4	Tutoring	18
Approvals	4	Examination of Student Record and Transcripts	19
Professional Memberships	4	(FERPA) Family Educational Rights and Privacy Act	19
Ownership and Statement of Legal Control	4	Administrative Policies	20-22
Advisory Board	4	Changes to Program Equipment	20
Program Offering by Campus	5	Course Numbering System	20
Locations, Facilities and Equipment	5	Copyright Infringement Policies and Sanctions	20
Catalog and Policies	5	Voter's Registration	20
Changes to Program Equipment	5	Vaccination Policy	20
Class Size	5	Internal Complaints and Grievance Procedures	20
Equal Opportunity Policy	6	Dress Code	21
Sexual Harassment and General Anti-Harassment Policy	6	Students' Rights and Responsibilities	21
Application Procedure	7	Student Conduct Policy	22
Requirements for Admission	7	Student Disciplinary Procedures	22
Enrollment	7	Academic and Administrative Dismissal	22
Re-entry	7	Campus Security/Crime Prevention and Safety Programs	23-24
Credit for Previous Training	7	Fire Precautions	24
Transfer of Credit	7	Drug-Free Policy	24
Policy for Registration/Licensure Examinations and Fees	7	Drug and Alcohol Abuse Prevention Information	24
Limitation of Employability Due to Criminal History	7	Anti-Hazing Policy	24
International Student Enrollment Process	8	Program Outlines and Descriptions	25-41
Technology Requirements and Internet Usage Policies	9	General Beauty Culture/Cosmetology Program	25-26
Tuition, Fees, Books, Uniforms, Supplies	10	Barber Program	27
Payment of Tuition	10	Full Specialist Program	28-29
Financial Aid and Financial Services	11-13	Skin Care Program	30-31
Types of Financial Aid	11	Nail Technology Program	32
Eligibility Requirements	12	Massage Therapy Program	33
Financial Aid Verification	12	Skin Care and Electrology Program	34-36
Return to Title IV	13	Skin Care and Massage Therapy Program	37-38
Cancellation and Refund Policy	13	Electrology Program	39-40
Satisfactory Academic Progress Policy	14-17	Laser and Light- Based Hair Removal or Reduction Program	41
Attendance Progress (Quantitative)	14	Holidays	42
Academic Progress (Qualitative)	14	School Calendar	42
Academic Grading System	14	Hours of Operations	42
Determination of Progress	15	Academic Schedule	42
Re-entry	16	Notes	43
Incomplete Grades	16	School Catalog back cover	44
Repeating Assessments/Evaluations	16	Staff and Faculty Addendum	Addendum 1
Attendance	16	Tuition and Fees Addendum	Addendum 2
Non-Credit Remedial Courses	16	Program Disclosures and Consumer Information Addendum	Addendum 3

MISSION STATEMENT

Our mission at Hollywood Institute of Beauty Careers is to provide the motivated student with a quality career-oriented education combined with practical experience to instill the knowledge, skills and confidence necessary to empower the student, upon graduation, to achieve success in the high demand fields of health, beauty and wellness.

PHILOSOPHY

The purpose of Hollywood Institute of Beauty Careers is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. Hollywood Institute of Beauty Careers focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, clinical application and professional development.

Hollywood Institute of Beauty Careers selects experienced individuals as members of its faculty, thus allowing Hollywood Institute of Beauty Careers' students to be educated by professionals who have practical knowledge in their field of study as well as the appropriate level of formal education. Hollywood Institute of Beauty Careers recreates a similar atmosphere to that which the student will encounter in his/her career.

HISTORY

Hollywood Institute of Beauty Careers was founded in 1974 to provide professional training and education to individuals interested in a career in Cosmetology and related career fields leading to licensure and/or certification. Hollywood Institute of Beauty Careers' main campus is located in Hollywood, Florida. Additional branches are located in West Palm Beach and Orlando (Casselberry). The locations are nationally accredited and/or have additional location accreditation by the National Accrediting Commission of Career Arts and Sciences and approved by the U.S. Department of Education to provide Title IV Financial Aid to those students that qualify. We are licensed by the Commission for Independent Education (CIE), Florida Department of Education.

Throughout its long and distinguished 40 year history, Hollywood Institute of Beauty Careers has strived, to continuously update its curriculum and program offerings and upgrade equipment to better serve its students and has done so with the active participation of its graduates, faculty, staff, advisory board and employers of our graduates.

ACCREDITATION

National Accrediting Commission of Career Arts and Sciences (NACCAS) ♦ 3015 Colvin Street ♦ Alexandria, VA 22314 ♦ (703) 600-7600 ♦ E-mail: naccas@naccas.org

LICENSURE

Licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

Florida Department of Education ♦ 325 W. Gaines Street, Suite 1414 ♦ Tallahassee, Florida 32399-0400 ♦ 1-850-245-3200 or 1-888-224-6684 (Toll Free)

- ❖ LICENSE #2327 Main Campus, Hollywood, FL
- ❖ LICENSE #4743 Branch Campus, West Palm Beach, FL
- ❖ LICENSE #4903 Branch Campus, Orlando, FL

APPROVALS

- ❖ The school is approved by the United States Department of Education to offer Title IV-Student Financial Assistance programs to eligible students.
- ❖ Hollywood Institute of Beauty Careers is approved by the U.S Immigration and Customs Enforcement (ICE) to accept non-immigrant students' applications in order that he/she may apply for the M-1 student Visa.

MILITARY BENEFITS

Hollywood Institute of Beauty Careers has been granted approval by the Florida Department of Veterans Affairs (FDVA) State Approving Agency (SAA) to train Veterans and other persons eligible for education benefits under Title 38 U.S.C.

PROFESSIONAL MEMBERSHIPS

- ❖ Florida Association of Postsecondary Schools and Colleges (FAPSC)
- ❖ Florida State Massage Therapy Association (FSMTA)
- ❖ American Association of Cosmetology Schools (AACCS)
- ❖ National Certification Board for Therapeutic Massage and Body Work (NCBTMB)

OWNERSHIP AND STATEMENT OF LEGAL CONTROL

Hollywood Institute of Beauty Careers is owned by Beauty Careers Institute, Inc., which is 100% owned and operated by NT Holdings, LLC.

Neal Heller, Esq. CEO/President
(Corporate Office) 2001 W. Sample Rd., Ste. 318
Pompano Beach, Florida 33064
Phone: (954) 962-2624

Advisory Board

Hollywood Institute of Beauty Careers maintains a current and viable group of professionals that consist of employers, industry experts, and leading educators who provide feedback on the academic delivery method, latest equipment and or product or services to help our students gain the competitive employment advantage to succeed in the fields of Beauty and Wellness.

Advisory Committee Members

- ❖ Ronald Schwab, B.S., L.M.T., Chairman
- ❖ David Pataca, Territory Manager, Syneron/Candela Medical
- ❖ David Uribe, Owner, Prestigious Barber Shop
- ❖ Yasmin Brooks, Colorist and Hairstylist, Truth Hair Studio

Programs Offering by Campus Location

(*Denotes that the program is not approved for Title IV Funding)

Hollywood Campus (Main Campus) Phone: 954-922-5505	West Palm Beach Campus Phone: 561-547-6333	Orlando Campus Phone: 407-681-2410
General Beauty Culture/Cosmetology General Beauty Culture/Cosmetology (Spanish) Barber Full Specialist Full Specialist (Spanish) Skin Care and Massage Therapy Skin Care and Electrology Massage Therapy Electrology *Skin Care *Nail Technology *Laser and Light-Based Hair Removal or Reduction	General Beauty Culture/Cosmetology General Beauty Culture/Cosmetology (Spanish) Barber Full Specialist Full Specialist (Spanish) Skin Care and Massage Therapy Skin Care and Electrology Massage Therapy Electrology *Skin Care *Nail Technology	General Beauty Culture/Cosmetology General Beauty Culture/Cosmetology (Spanish) Barber Full Specialist Full Specialist (Spanish) Skin Care and Massage Therapy Skin Care and Electrology Massage Therapy Electrology *Skin Care *Nail Technology

LOCATIONS, FACILITIES AND EQUIPMENT

Each campus at Hollywood Institute of Beauty Careers consists of a reception area, office facilities, classrooms, dispensary, break area, salon clinic, facial room, massage clinic, manicure/pedicure area, a student resource library and supply storage. All space is completely air conditioned. Our highly qualified instructors deliver education in the theory classroom through lectures, audio-video presentations, and demonstrations. The practical classrooms are furnished with student stations and/or treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. The resource center provides students and faculty with reference materials including computers, internet access, DVD's, books and periodicals to supplement textbooks and lectures. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. There is ample free parking.

Hollywood Campus (Main Campus)

420 S. State Rd. 7, Hollywood, FL 33023

The Hollywood Campus is conveniently located on State Rd. 7 (441) just one block south of Hollywood Boulevard and can easily be accessed via I-95, the Florida Turnpike, or State Rd. 7 (441). The campus occupies approximately 19,000 square feet of floor space. Historic Downtown Hollywood and Hollywood Beach are nearby with boardwalk shops and sidewalk cafes.



West Palm Beach Campus

7587-7599 South Dixie Highway, West Palm Beach, FL 33405

The West Palm Beach Campus is located on Dixie Hwy between Forest Hill & 10th Ave and conveniently accessed via I-95, Dixie Hwy or US 1. The campus occupies approximately 17,000 square feet of floor space. Nearby downtown Clematis Street is a local hot spot of restaurants, shops, and theatres.

Orlando Campus

1271 Semoran Blvd, Suite 131, Casselberry, FL 32707

The Orlando Campus is approximately 23,000-square-foot located just minutes from downtown Orlando, Walt Disney World and many other attractions. Orlando is located just a short ride from Tampa, Florida, and many other Florida hotspots. Orlando is one of the world's most popular travel destinations, an excellent place to launch your new career.



CATALOG AND POLICIES

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in Hollywood Institute, the student agrees to abide by all policies of the Institution. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract. This catalog/publication is true and correct in content and policy.

CHANGES TO PROGRAMS, EQUIPMENT, ETC.

Hollywood Institute reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

CLASS SIZE

In order for students to receive individualized attention, class size will not exceed 30 students per instructor in the classroom. Hollywood Institute of Beauty Careers constantly monitors class size to ensure that program objectives can be met by each student attending. When required, Hollywood Institute of Beauty Careers will monitor and maintain appropriate programmatic instructor/student ratios in laboratory and clinical settings.

EQUAL OPPORTUNITY POLICY

Hollywood Institute of Beauty Careers, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

ACCOMMODATION REQUEST

Hollywood Institute of Beauty Careers complies with all provisions of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, in that no qualified person will be excluded from enrolling in the school. However, individuals should be aware that the regulations of the programs and applicable careers fields require the ability to sit or stand for long periods of time, a high level of manual dexterity and prolonged periods of practical work in the clinic.

Applicants and/or students with a disability seeking accommodation, must make their requests in writing to the Campus Director by completing an Accommodation Request Form, and submitting recent, relevant medical documentation that verifies the nature of the disability, the functional limitations resulting from the disability, the timeframe for the accommodation and must substantiate the need for any accommodation requested. *The type of documentation will vary according to the disability but should give us a basic understanding of what your disability is and how the disability impacts you in the classroom environment. Documentation may include specific recommendations as to the types of reasonable accommodation needed (e.g. extra time for testing, note-taking assistance). It should describe the relationship between the disability and how an accommodation would provide access. The Institute has no obligation to provide or adopt recommendations but will consider them.*

In order to ensure that reasonable accommodation can be provided in a timely manner, all forms and documentation should be received at least six (6) weeks prior to the start of classes, or as early as possible as accommodations cannot be implemented retroactively. Upon receipt of the appropriate documentation, the request will be reviewed for eligibility, additional information may subsequently be requested if necessary.

Decisions pertaining to reasonable accommodation will be made by the Regional Director of Operations, in consultation with other Academic or Administrative Personnel. Written notification of approved accommodations will be provided, and faculty will be notified of the accommodations that have been approved, unless otherwise specified. **Confidentiality Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist the Institute in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodation will be kept separate from other files and only made available to personnel with a need to access the files.*

If a student disagrees with the proposed accommodations, he/she has the right to appeal the decision in writing and should be submitted promptly along with a copy of the paperwork used to request the accommodation. The appeal should state clearly why the student or applicant still believes that they should be provided with the accommodation sought. Students granted a different accommodation than first sought are encouraged to try the alternate accommodation while appealing the decision. Within 20 business days after acknowledging receipt of the ADA policy appeal, the Campus Director will inform the student regarding the institutional response to the written appeal. *The appeal is to be submitted by U.S. mail to:*

Hollywood Institute of Beauty Careers Corporate Office
ATTN: ADA Coordinator
2001 W. Sample Rd., Ste. 318
Pompano Beach, Florida 33064

SEXUAL HARASSMENT & GENERAL ANTI-HARASSMENT POLICY

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Hollywood Institute of Beauty Careers actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.

APPLICATION PROCEDURE

All Applicants are required to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

REQUIREMENTS FOR ADMISSION

The student must show evidence of the following:

- ❖ High school Diploma or Recognized Equivalent; or
- ❖ General Equivalency Diploma (GED) or certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or
- ❖ An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- ❖ Foreign High School Graduation- A diploma or transcript from a foreign high school must be translated into English and evaluated by a qualified agency to confirm the equivalence to a U.S. issued diploma; or
- ❖ Evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Students lacking a high school diploma, or its equivalent, may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 233 on the Reading exam, a 235 on the Writing exam and a 230 for the mathematics/arithmetic test on the Accuplacer ATB Test. ****Ability the Benefit Option is not applicable for Massage Therapy/Electrology –FL Department of Health Programs.**

Applicants must be over the compulsory school attendance age (16) to be admitted to cosmetology-related programs. Applicants must be at least (17) years of age or older to apply for the Massage Therapy and Electrology related programs and must be (18) by the time of graduation. *A Parent or guardian signature is required for applicants under the age of 18 at time of application.*

ENROLLMENT

Prospective students must make a formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

RE-ENTRY

A student who has been terminated or withdrawn may reapply to Hollywood Institute of Beauty Careers in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Hollywood Institute of Beauty Careers, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.***

CREDIT FOR PREVIOUS TRAINING

Hollywood Institute of Beauty Careers makes no blanket statement or promise of acceptance of credit from any other Institution. Credit may be granted for training in another school whether in-state, out-of-state, or out-of-country. Documentary proof verifying licensure or school experience must be submitted prior to enrollment. After evaluating the official transcripts of the other institution attended, an evaluation exam may be conducted by the Education department and may include both written and practical examinations. Based upon the recommendation of the Education department and/or Campus Director, Hollywood Institute of Beauty Careers may accept a transfer student's hours and services from another licensed institution. The students' tuition account will be adjusted accordingly to reflect the reduced hours of training. ****No more than 50% of the program credits will be transferred into Hollywood Institute of Beauty Careers from another institution.***

TRANSFER OF CREDIT

Hollywood Institute of Beauty Careers cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at Hollywood Institute of Beauty Careers is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

POLICY FOR REGISTRATION/LICENSURE / EXAMINATIONS AND FEES

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Please see attached addendum for information pertaining to requirements and fees for registration/licensure for each program offered at Hollywood Institute.

LIMITATIONS OF EMPLOYABILITY DUE TO CRIMINAL HISTORY

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion.

This information can be found at:

- ❖ Department of Business & Professional Regulation- Cosmetology Board: <http://www.myfloridalicense.com/dbpr/cosmetology/>
- ❖ Department of Business & Professional Regulation- Barber Board: <http://www.myfloridalicense.com/DBPR/barbers/>
- ❖ Florida Department of Health- Board of Massage Therapy: <http://floridasmassagetherapy.gov/>
- ❖ Florida Department of Health- Electrolysis Council: <https://www.floridahealth.gov/licensing-and-regulation/electrolysis/index.html>

Please contact the Student Services Department if you have any questions or concerns regarding the criminal history and/or other licensure requirements. The school makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. The programs are not intended to prepare graduates for employment in any other state. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

INTERNATIONAL STUDENT ENROLLMENT PROCESS

Hollywood Institute of Beauty Careers is proud of the International character of its diverse student body and welcomes students from other nations. Hollywood Institute of Beauty Careers is authorized by the U.S Citizenship and Immigration Services to issue the I-20 (Certificate of Eligibility) forms. The School accepts M-1 visas for those students wishing to attend our Institution.

International Applicants are encouraged to apply and submit applications for Admissions at least 60 days prior to the start of a program. International students are asked to furnish proof that they can read, write and speak English fluently.

All international students must be fluent in English before they enroll and must be able to demonstrate the following:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by the Campus' designated Educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.
3. For Applicants whose primary language is Spanish, Hollywood Institute of Beauty Careers is proud to **offer select programs in Spanish.**

All students interested in studying with Hollywood Institute of Beauty Careers will need to apply for the M-1 Visa. In support of your application for an M-1 Visa, Hollywood Institute of Beauty Careers is authorized to issue a Form I-20. The following are steps that you must follow in order to successfully enter into the United States to begin studies with Hollywood Institute of Beauty Careers.

STEP 1: APPLY TO HOLLYWOOD INSTITUTE OF BEAUTY CAREERS

After you speak with an International Admissions Representative and decide on the program you want to enroll in, you will fill out the application and submit the necessary documentation to process your Form I-20.

STEP 2: OBTAIN THE FORM I-20 FROM HOLLYWOOD INSTITUTE OF BEAUTY CAREERS

Once your application is complete, Hollywood Institute of Beauty Careers will issue the initial attendance I-20 through SEVIS. The I-20 will be mailed to your international home address.

STEP 3: PAY THE SEVIS I-901 FEE

The Department of Homeland Security has implemented a \$200.00 SEVIS I-901 Fee. Please be advised that Hollywood Institute of Beauty Careers is not involved in the administration of this fee. It is your responsibility to make this fee payment directly to SEVP (Student and Exchange Visitor Program). For more information regarding this fee, you may visit <https://www.fjmfee.com>.

STEP 4: APPLY FOR AN M-1 VISA AT THE US EMBASSY/CONSULATE

After you receive your I-20 and pay the SEVIS fee, you will need to visit the US Embassy/Consulate in your home country to obtain the M-1 Visa.

STEP 5: ARRIVE IN THE US THROUGH THE PORT OF ENTRY

Upon arrival in the US, you will need to be approved entry into the United States through the Port of Entry. To be approved, you must possess a valid M-1 Visa, Form I-20 and passport.

STEP 6: BEGIN TRAINING AT HOLLYWOOD INSTITUTE OF BEAUTY CAREERS

Once you have arrived in the United States, you will check into the campus you will be attending, go through orientation and begin your studies.

Please note: International Student applicants fall into three categories:

1. **International Students** - students who currently reside outside the United States
2. **Change of Status Students** - prospective students who are currently in the United States on a visa type other than an M-1 Student Visa
3. **Transfer Students** - students studying at another school on an M-1 visa who wish to transfer to Hollywood Institute of Beauty Careers

*The application process, as outlined above, will be slightly different if you are a Change of Status or Transfer student. For further information on the M-1 Student Visa, please visit: www.ice.gov/sevis. The U.S. Citizenship and Immigration Services website: www.uscis.gov. The U.S. Department of State website www.state.gov.

Technology Requirements

Access to our LMS Moodle and Milady CIMA is available by using smart phones; however, not all instructors' comments, images, assignments, and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit that complies with the following minimum specs:

- ❖ Intel Core 2 Duo – or AMD – 3 GHz processor
- ❖ 3 GB of RAM (4 GB recommended)
- ❖ Graphics card and monitor capable of 1024×768 display
- ❖ Stereo sound card, speakers and/or headset, microphone
- ❖ A camera is required.
- ❖ Up to date internet browser. Recommended: Microsoft Edge, Safari, Chrome or Firefox.
- ❖ Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader>

Internet Usage Policy

The Internet Usage Policy applies to all students of Hollywood Institute who have access to computers and the Internet to be used during their enrollment at Hollywood Institute. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of the program. Access to the Internet through Hollywood Institute is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at Hollywood Institute and lead up to and include termination from the program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

- ❖ Students are expected to use the Internet responsibly and productively. Internet access is limited to school and/or job search activities only and personal use is not permitted.
- ❖ Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- ❖ Students will be assigned a Hollywood Institute student email account
- ❖ All Internet data that is composed, transmitted and/or received by Hollywood Institute's computer systems is considered to belong to Hollywood Institute and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- ❖ The equipment, services and technology used to access the Internet are the property of Hollywood Institute, and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- ❖ Emails sent via the school's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- ❖ All sites and downloads may be monitored and/or blocked by Hollywood Institute if they are deemed to be harmful and/or not productive to the academic environment.
- ❖ The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.
- ❖ Unacceptable use of the internet includes, but is not limited to:
 - ❖ Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
 - ❖ Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
 - ❖ Stealing, using, or disclosing someone else's password without authorization
 - ❖ Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
 - ❖ Sharing confidential material, trade secrets, or proprietary information outside of the organization.
 - ❖ Hacking into unauthorized websites.
 - ❖ Sending or posting information that is defamatory to the school.
 - ❖ Introducing malicious software onto Hollywood Institute's network and/or jeopardizing the security of the organization's electronic communications system.
 - ❖ Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
 - ❖ Passing off personal views as representing those of Hollywood Institute.
 - ❖ Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
 - ❖ Conducting a business using Hollywood Institute's network for personal business use.
- ❖ If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Campus Director or his/her instructor for further guidance and clarification.

Statement on Program Delivery

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable. While students will have access to our LMS outside of the school, attendance will only count when students are in the classroom. Working on the LMS, assignments, quizzes, forums etc. outside of the school will not count towards attendance.

Tech Support

Please refer to the Orientation Folder in your LMS that contains frequently asked questions, and how to videos.

For additional help:

- ❖ For issues regarding your email account please write to: education@hi.edu
- ❖ For issues regarding the LMS moodle please write to: moodle@hi.edu
- ❖ For issues regarding the LMS Milady CIMA please write to: cimasupport@milady.com

Please send a description and screenshots of the issue you are having and allow 24 to 48 hours for a response

TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee. *The tuition and fee schedule for all programs at Hollywood Institute of Beauty Careers is provided in an addendum to this catalog.

Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to Hollywood Institute of Beauty Careers must be paid, or arrangements for payments must have been made, before a student may re-enter, receive official transcripts or graduate.

Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment

PAYMENT OF TUITION

Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan or has been approved to receive Title IV Federal Financial Aid.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the Financial Aid Department prior to enrollment in order to assess a payment plan. There are a few alternatives to assist students in meeting their financial obligation.

Payment Options:

1. Payment in full before first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

**There is a \$50 fee for any check returned for insufficient funds.*

Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

Textbook and Supply Opt-Out Policy

Hollywood Institute of Beauty Careers (HIBC) currently includes the price of required books and supplies in its Tuition and Fee charges for all Programs. HIBC provides required books and supplies below the competitive market rate and negotiates prices in the students' best financial interest. Per law, HIBC provides students with the ability to opt-out of the way HIBC purchases books and supplies, and allows students opting-out to purchase books and supplies themselves. Program books and kits are required and essential for learning the material needed for the curriculum. A faculty member may request to review that a student has purchased all required materials. Students who opt out of participating in obtaining a books or kits from HIBC may obtain their own kit supplies required by first day of class. For a list of supplies please see administrative office.

If you would like to purchase books on your own and you do not use our book/kit voucher program, any remaining credit balance may be refunded upon request after all institutional charges have been satisfied. Opting-out will not result in an expedited refund. After the form is received by the Office of Student Accounts, it will be reviewed, and a credit will be issued to the student's account. The credit will be the total cost of the books offered in the time period the student has decided to opt out in one sum. In addition to the Book(s) and Kit(s), HIBC includes a lab fee for additional course materials used throughout the program for students participate in clinical training. The student will continue to be required to pay the lab fee, as well as the fees for logo uniform shirts and student ID badges for campus safety purposes. *Please see the financial aid office prior to your program start day if you wish to opt-out of Hollywood Institute of Beauty Careers providing you with the books and supplies required for your program.*

FINANCIAL AID AND FINANCIAL SERVICES

The Financial Aid Department at Hollywood Institute of Beauty Careers provides assistance to students who need financial aid in order to pay tuition expenses at the school. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants. **Financial Aid is available for those students who qualify.**

TYPES OF FINANCIAL AID

The amount of aid a student receives at Hollywood Institute of Beauty Careers is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, part time) and length of attendance within an academic year.

Grants

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Hollywood Institute of Beauty Careers Satisfactory Academic Progress Policy.

❖ Federal Pell Grant

A Federal Pell Grant is an award to assist need-based undergraduates in paying for their education. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant.

❖ Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Direct Loan Program

Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans available to eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education at participating schools. For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive.

❖ Direct Subsidized Loans

Direct Subsidized Loans are for students with financial need. The Institute will review the results of the FAFSA and determine the amount a student can borrow. The student is generally not charged interest while enrolled in school at least half-time. Direct Subsidized Loan Time Limitation Note: Federal regulations limit a first time borrower's* eligibility for Direct Subsidized Loan to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on outstanding Direct Subsidized Loans. For more information on Direct Subsidized Loan Time Limitation, visit:

<https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action> *Generally, a first-time borrower is one who did not have outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

❖ Direct Unsubsidized Loans

Direct Unsubsidized Loans are available to students with and without financial need. Like subsidized loans, the Institute will review the results of the FAFSA to determine the amount a student can borrow. Interest accrues (accumulates) on an unsubsidized loan, even while the student is in school, beginning on the date the loan is initially disbursed. The student can pay the interest, or can allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If a student chooses not to pay the interest as it accrues, this will increase the total amount to be repaid because the student will be charged interest on a higher principal amount.

- **Terms and Conditions-** Students who receive a Direct Loan are subject to the terms and conditions disclosed on the Federal Direct Loan Master Promissory Note (MPN) and the Direct Loan Disclosure Statement.
- **Borrower's Rights and Responsibilities-** Students who receive a Direct Loan also have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Federal Direct Loan Program, visit <http://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized>

❖ Federal Direct PLUS Loan for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. If a parent is unable to secure a Direct PLUS Loan, the dependent student may be eligible for additional unsubsidized loans.

- **Terms and Conditions-** Parent(s) who receive a Direct PLUS loan are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=FDPL-MPN>.
- **Borrower's Rights and Responsibilities-** Parents who receive a Direct PLUS Loan have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement, <http://www2.ed.gov/offices/OSFAP/DirectLoan/plusrights.pdf>, attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Direct Parent PLUS Loan, visit <http://www.studentaid.ed.gov/types/loans/plus>

NOTE: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by Hollywood Institute of Beauty Careers while the student is in school, the student is responsible for all tuition and fees due to Hollywood Institute of Beauty Careers.

Loan Fee (Origination Fee)

The U.S. Department of Education charges a fee for each federal student loan you receive that is a percentage of the total loan amount you're borrowing (gross amount). The loan fee is deducted proportionately from each disbursement of your loan. This reduces the actual loan amount you receive (net amount). The specific loan fee that you're charged will be included in a disclosure statement you'll receive after the first disbursement of your federal student loan. You will be required to repay the gross amount.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment.

Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

- ❖ Show financial need
- ❖ Enroll in an eligible program
- ❖ Be a United States citizen or eligible non-citizen
- ❖ Have a valid social security number
- ❖ Maintain satisfactory academic progress
- ❖ Comply with requirements of the Anti-Drug Abuse Act
- ❖ Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- ❖ Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- ❖ Agree to use any Federal student aid received solely for educational purposes
- ❖ Sign a Statement of Educational Purpose/Certification on refunds and default
- ❖ Sign a Statement of Registration Status if required to register with the Selective Service
- ❖ Be enrolled at least half-time
- ❖ Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
 - a) Have a High School Diploma or general Education Development (GED) Certificate.
 - b) Meet other standards the state establishes that the US Dept. Education has approved.
 - c) Complete a high school education in a home school setting approved under state law.
 - d) Enroll in an eligible program as a regular student seeking a degree or certificate.
 - e) Completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

A complete list of student eligibility standards and conditions may be found on the Department of Financial Aid website: www.studentaid.ed.gov

Financial Aid Verification

The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. Applicants are selected randomly and may be asked to provide additional documentation such as IRS tax transcripts, W-2 forms, verification worksheets or other documents to complete their financial aid application process. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility. Selected and/or flagged records will be reviewed by the Financial Aid Office and notification request letters sent to the applicants. HOLLYWOOD INSTITUTE OF BEAUTY CAREERS's notification request letters for verification require the student to submit requested documents within thirty (30) days of request, or to contact the financial aid office for an extension of time.

The Financial Aid Office will perform verification by comparing all submitted documentation to the student ISIR record. Records found to be correct and complete will be processed for awarding and certification of aid. Corrections to your application may be required if there are any differences between the information you provided on your application and the information on your Verification Worksheet or any additional documents received. All required documents must be submitted, and verification/ conformation completed, before the Financial Aid Office will certify any loan or authorize a disbursement. Failure to provide required documentation before the end of the award year or enrollment period may result in loss of eligibility for financial aid for that period. Failure to submit all required documents by the deadline may result in the forfeiture of your financial aid awards, which would require you to make an alternate payment plan to pay your tuition.

Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify college if defaulting on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student, signing the Free Application for Federal Student Aid (FAFSA) agrees, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms filed or required to be filed. In addition, the parent or student certifies and understands that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If the parent or student signs any document related to the federal student aid programs electronically using a FSA ID, username and password, and/or credential that certifies that he or she is the person identified by the FSA ID, username and password, and/or credential and has not disclosed that PSA ID, username and password, to anyone else. If the parent or student purposely gives false or misleading information, that person may be fined up to \$20,000, sent to prison, or both.

Misrepresentations

Inconsistencies may require further investigation and documentation which will be requested upon discovery. Hollywood Institute of Beauty Careers complies with federal regulation regarding fraud referrals when the school has any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. Specifically, a student will be referred if the school believes that the student or parent applicant intentionally provided false information with the intent of establishing a student's eligibility for federal student aid, including eligibility for need-based aid, and the amounts of aid received.

Examples of this type of information are:

- 1) False claims of independent student status,
- 2) False claims of citizenship,
- 3) Use of false identities,
- 4) Forgery of signatures of certifications, and
- 5) Significantly false statements of income.

Please do not hesitate to contact the Financial Aid Office if you have any questions or need any assistance regarding the verification process.

Financial Aid - Returning Title IV Funds after a Student is Dropped or Withdraws

The law specifies how to determine the amount of Title IV program assistance that you have earned at the time you withdraw or are dropped from school. The institute participates in the following Federal Title IV financial aid programs: Pell Grants; FSEOG, Federal Work Study (FWS), Subsidized and Unsubsidized Stafford Loans, and Direct and PLUS loans for parents of qualified dependent students. Hollywood Institute of Beauty Careers will calculate the amount of Title IV aid that you have earned based on the payment period using a specific formula. The student will be obligated for any tuition, fees, textbooks or equipment not covered by Title IV funds.

The amount of assistance that you earn that will be credited to your student account is determined on a pro rata basis. For example, if you completed 30% of the clock hours of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal.

Return to Title IV Program Funds:

In the event a refund is required on behalf of a student who received any form of federal student aid, under the institution's refund policy, a portion of the refund must be returned to the financial aid program(s) involved. Any unearned Title IV funds will be refunded within 45 days of the date the school determined the student withdrew. Any refunds due will be distributed in the following order:

- ❖ Federal Direct or FFEL Unsubsidized Stafford Loan(s), up to amount disbursed
- ❖ Federal Direct or FFEL Subsidized Stafford Loan(s), up to amount disbursed
- ❖ Direct PLUS loans
- ❖ Federal Pell Grants for which a return of funds is required
- ❖ Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
- ❖ Other Title IV Aid Programs
- ❖ Other federal, state, private or institution aid

**Please note that the United States Department of Education may impose changes to this distribution list at any time.*

Cancellation and Refund Policy

This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

- A. All monies will be fully refunded if the application is not accepted.
- B. All refunds will be made within 30 days of cancellation or withdrawal.
- C. Refunds will not be granted for books, materials, or supplies/kits.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

Cancellation and Refund Policy

1. Cancellation must be made in person or by Certified Mail, for official withdrawals, the cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) Business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 registration fee.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of scheduled hours the student is enrolled to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.
7. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund.
8. Refunds will be made within 30 days of the date of determination or receipt of Cancellation Notice. Date of determination will be within 14 days from last date of attendance.
9. The students' rights under this agreement may not be assigned to any other person.
10. If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
11. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Return of Title IV Funds

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs. Any unearned Title IV funds will be refunded within 45 days of the date the school determined the student withdrew.

The return of Title IV funds under the Federal Refund Policy, follow a specific order:

(1) FFEL/Federal Direct Stafford Unsubsidized Loan (2) FFEL/Federal Direct Stafford Subsidized Loan (3) Perkins Loan (4) FFEL/Direct PLUS (5) Pell Grant (6) FSEOG (7) Other Title IV.

Default Prevention Service:

In an effort to assist our graduates, we contract with Pantheon Student Solutions Services to reduce the rate of defaulted student loans, thereby avoiding financial issues with credit. Pantheon Student Solutions acts as an agent to assist graduates in setting up loan repayment arrangements and preventing default on repayment of student loans. They assist in deferment when necessary and are multi-lingual to serve the entire school population. Pantheon Student Services will contact you as you approach graduation, if you have received a government student loan of any kind, to assist you in arranging a suitable payment schedule.

SATISFACTORY ACADEMIC PROGRESS POLICY

NOTE: Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. **Student receiving benefits from the Department of Veteran Affairs must maintain a minimum of 80% attendance to maintain eligibility for such funds.** *All Applicants are provided a copy of the student catalog prior to enrollment. Upon signing the enrollment agreement, applicants acknowledge that they have received and read the student catalog and the terms, regulations and policies of the Hollywood Institute of Beauty Careers as stated herein.

ATTENDANCE PROGRESS (Quantitative)

MINIMUM ATTENDANCE REQUIRED: Students must attend at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame. *An academic year is defined as a minimum of 26 weeks; and 900 clock-hours. If the program is one academic year or less, is divided into two payment periods, if the program longer than one academic year, the remaining portion is treated as a single payment period. For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time. Payment period progression is based on the time it takes for the student to successfully complete* the credit or clock-hours and weeks of instructional time in the payment period. *Successfully complete means that the student has earned a passing grade or otherwise received credit for the clock-hours in the payment period.*

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 150% of scheduled attendance. Transfer hours that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining maximum time frame. SAP evaluation periods are based on actual contracted hours at the institution. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of hours and weeks the student has successfully completed by the cumulative number of hours and weeks the student has attempted. *Title IV recipients will lose eligibility to receive Title IV funds.*

- ❖ **General Beauty Culture/Cosmetology (1200 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 1,800 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (52.5/60/75 weeks).
- ❖ **Barber (900 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 1350 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (39/45/57 weeks).
- ❖ **Full Specialist (600 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 900 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (30/37.5 weeks).
- ❖ **Massage Therapy (600 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 900 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (30/37.5 weeks).
- ❖ **Electrology (320 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 480 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (16.5/21 weeks).
- ❖ **Skin Care (260 hours):** MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 390 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (13.5/16.5 weeks).
- ❖ **Nail Technology (240 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 360 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (12/15 weeks).
- ❖ **Skin Care and Massage Therapy (900 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 1350 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (45/57 weeks).
- ❖ **Skin Care and Electrology (600 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 900 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (30/37.5 weeks).
- ❖ **Laser and Light-Based Hair Removal or Reduction (30 hours):** MAXIMUM TIME FRAME: The maximum time a student has to complete the course is 45 hours of scheduled hours and 150% of the scheduled weeks based on the student's session (1/2 weeks).

Example:

General Beauty Culture/Cosmetology 1200 hour and 50 Week Program Maximum Time Frame is:
 $1200 \times 150\% = 1800$ hours
 $50 \times 150\% = 75$ Weeks

ACADEMIC PROGRESS (Qualitative)

MINIMUM GRADE REQUIRED:

- General Beauty Culture/Cosmetology: 75%
- Barber: 75%
- Full Specialist: 75%
- Massage Therapy: 75%
- Electrology: 75%
- Skin Care: 75%
- Nail Technology: 75%
- Skin Care and Massage Therapy: 75%
- Skin Care and Electrology: 75%
- Laser and Light-Based Hair Removal or Reduction: 75%

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

DETERMINATION OF PROGRESS

The Campus Registrar is responsible for monitoring and evaluating academic progress continuously. SAP Progress evaluations will be conducted with the student within 7 days of the student reaching the following actual hourly increments. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of hours and weeks the student has successfully completed by the cumulative number of hours and weeks the student has attempted. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request. Evaluations, at a minimum, will occur at the following hourly increments:

- General Beauty Culture/Cosmetology (1200): 450, 900, 1200
- Full Specialist (600): 300, 600
- Skin Care (260): 130, 260
- Nail Technology (240): 120, 240
- Massage Therapy (600): 300, 600
- Electrology (320): 160, 320
- Barber (900): 450, 900
- Skin Care and Massage Therapy (900): 450, 900
- Skin Care and Electrology (600): 300, 600
- Laser and Light-Based Hair Removal or Reduction (30): 15, 30

Satisfactory:

Students with a minimum required grade average in theory and practical and clinic performance, and minimum 67 percent attendance percentage at each hourly increment of scheduled evaluation points, will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Unsatisfactory:

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on SAP warning and complete a corrective action plan until the next scheduled progress evaluation point. **Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Title IV recipients placed on a SAP Financial Aid warning will remain eligible to receive Title IV funds for the period of the initial SAP Financial Aid warning period.*

At the next scheduled progress evaluation point, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. *Title IV recipients will maintain eligibility to receive Title IV funds if found to be meeting the minimum Satisfactory Progress requirements.*

If the student has failed to achieve minimum requirements, the student is subject to termination from the school. *Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.*

SAP Warning

You are considered to be in financial aid warning if at your previous evaluation point you were previously meeting SAP, and you are now failing to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- ❖ You are below the minimum cumulative GPA requirement for your academic level and/or academic program; and
- ❖ You are below the 67 percent minimum course completion rate (quantitative requirement).

Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards by the end of your warning period in order to continue to receive financial aid. Failure to meet the minimum standards after your warning term will result in financial aid termination.

SAP Termination Appeal

If it is determined that a student is not meeting SAP requirements at the evaluation point after the SAP Financial Aid warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. A non-exhaustive list of circumstances for which you may appeal including; the death of a close relative, a serious injury or an illness. The Satisfactory Academic Progress (SAP) Appeal must include:

- ❖ A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;
- ❖ Supporting documentation, as appropriate;
- ❖ A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and
- ❖ An Academic Improvement Plan that has been developed with and is signed by the student's advisor. The plan must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

Regaining Federal Student Aid Eligibility

Except for when an appeal is granted for unusual or mitigating circumstances, students can reestablish eligibility only by taking action that brings them in compliance with the qualitative and quantitative components of the Financial Aid Satisfactory Academic Progress Standards. A student for whom a SAP appeal is approved is placed on Financial Aid Probation and is expected to complete 100% of all coursework by the end of the evaluation period following the approved appeal. Satisfactory progress must be demonstrated before further aid can be awarded. Student's may continue enrollment at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Financial Aid Probation

Once a student is placed on financial aid probation, they will be monitored to ensure that they are on track to successfully complete by the end of the probationary period. The student will be eligible for financial aid during the FA Probation.

Re-Entry

A student who has been terminated or withdrawn may reapply to Hollywood Institute of Beauty Careers in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. The student will be placed on the same SAP status as when they left and will only receive Title IV funds if they were in good SAP standing, FA Warning or still within the FA Probationary period of their academic plan. *Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Hollywood Institute of Beauty Careers, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. *Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.*

Incomplete Grades

If a student is missing a grade for any course in a grading period, the student is given thirty days to comply with the instructor's requirement for receiving a grade unless otherwise approved for an extension. If by the 30th day the student has not complied with the instructor's requirement, the student shall be given a grade of D, which will count towards the student's GPA. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade. If a student complies and receives a failing grade, the grade shall be changed and will count towards the student's GPA. The period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Repeating Assessments/Evaluations

A student may repeat a failed assessment or evaluation if they receive a grade of "D". A student may repeat the same assessment or evaluation only once. The new grade will replace the original grade. If a student does not receive a passing grade, they will meet with the registrar's office to determine if their cumulative GPA is meeting Satisfactory Academic Progress requirements. Cumulative coursework and period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion and the student's GPA. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Attendance/Tardiness

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

Non-Credit Remedial Courses

The institution does not offer non-credit remedial courses. However, Hollywood Institute of Beauty Careers does offer remediation for those students that require a refresher or review of subject matter, or those students who have failed to pass a state board exam.

Excused Absences in Clock Hour Programs

In a clock-hour program, students are allowed to count a limited number of excused absences when deciding whether the student has completed the hours in a payment period. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Up to 10% of total program scheduled clock hours per payment period are eligible for excused time.

Definition of a Clock Hour

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction. Class and break schedules are in the course descriptions provided by each instructor.

Leave of Absence Policy

If an emergency situation arises, such as a family tragedy, medical condition, military obligation, or other extenuating circumstances, making it necessary for a student to interrupt his/her training to request a Leave of Absence (LOA). A 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. Students who need to take an LOA from the school must meet the following criteria:

- ❖ The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
- ❖ The student must provide reasonable assurance that the student will return at the end of the LOA.
- ❖ The school may ask for documentation confirming the reason for the LOA.
- ❖ The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- ❖ Unforeseen Circumstances- Hollywood Institute of Beauty Careers may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances upon notification of the situation. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The begin date of the approved LOA is the date the student was unable to attend school because of the accident. Hollywood Institute of Beauty Careers documents the reasons for our decision to grant an LOA with unforeseen circumstances for a student who could not provide the request prior to the LOA upon notification of the situation, however, the student must still complete the required LOA request documentation via electronic means or upon return.

Students granted a leave of absence are not considered to be withdrawn from school, and no refund calculation is required at that time. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. An enrollment agreement addendum and the leave of absence request must be signed and dated by all parties. The enrollment agreement addendum will outline the extension to the student's contract period and maximum time frame, the student's graduation date will be revised by the same number of days taken in the leave of absence. No additional institutional charges will be assessed during a Leave of Absence.

If a student takes an unapproved leave of absence or does not return from their leave of absence on the scheduled return date they will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

****Pursuant to the Department of Veteran's Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.**

STUDENT SERVICES

Orientation

The orientation program, held prior to the first day of class, is designed to facilitate transition to the Hollywood Institute of Beauty Careers and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the School, rules and regulations, study techniques, and academic standards.

Career Services

It is the policy of Hollywood Institute of Beauty Careers' Career Services Department to assist students in finding a position upon graduation. Prior to, and after graduation, the Placement Office will advise the student in career development skills and assist the students in finding employment in their chosen career field. Students are required to provide the Placement Office with a current resumé and to maintain satisfactory attendance to retain their placement privileges. Although Hollywood Institute of Beauty Careers provides employment placement assistance, it cannot promise or guarantee employment.

Academic Advising

The school provides students with academic advising. Students may meet with the Campus Director, Financial Aid Officer or the Student Services Department to discuss his/her educational options. In addition, the School maintains contacts with various community organizations and agencies to help meet students' personal needs.

Housing

Hollywood Institute of Beauty Careers does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, students must be in good academic and financial standing.

Guest Lecturers

Hollywood Institute of Beauty Careers believes that speakers from the business and professional world, which graduates will be entering, can enhance a student's education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

Graduation

Students who satisfactorily complete their academic requirements for the program in which they are enrolled are eligible to participate in a commencement ceremony.

Graduation Requirements:

- A. Completion of hours and services as stated in the catalog and/or addendum.
- B. Overall minimum grade point average (GPA) of 2.0 ("C") or higher.
- C. All financial obligations owed to Hollywood Institute of Beauty Careers must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate.

Students receive a diploma upon graduation. Hollywood Institute of Beauty Careers does not guarantee employment; however, employment assistance is available. Hollywood Institute of Beauty Careers has a career placement office that provides job development skills and employment assistance upon request.

Resource Center

Additional resource materials including professional reference books and videos are available for student use. These materials are located in the resource center.

Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

EXAMINATION OF STUDENT RECORDS, TRANSCRIPTS AND DIPLOMAS

Hollywood Institute of Beauty Careers maintains permanent records of students' grades and attendance. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling. Records are supervised by the Campus Director and may be reviewed by request. Students are entitled to one copy of their final transcript. ***Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy.** A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

Family Educational Rights and Privacy Act (FERPA)

Policies and procedures concerning the privacy of the students' records maintained by Hollywood Institute of Beauty Careers and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by the campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

Hollywood Institute of Beauty Careers strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

ADMINISTRATIVE POLICIES

School policies have been formulated in the best interests of the student and the school. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the school. Out of necessity, Hollywood Institute of Beauty Careers reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Hollywood Institute of Beauty Careers also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the school. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

CHANGES TO PROGRAMS, EQUIPMENT, ETC.

Hollywood Institute of Beauty Careers reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

COURSE NUMBERING SYSTEM

The course numbering system uses a 5 or 6 digit alpha numeric identifier. The prefixes represent the subject area. The suffixes or course number listed are for description reference only. The prefixes are as follows: EL-Electrolysis; FS-Full Specialist; GBC-General Beauty Culture (Cosmetology); HA-HIV/AIDS; LA-Laser and Light Hair Removal/Reduction; MT-Massage Therapy; SC-Skin Care, BA-Barber; SC/MT-Skin Care and Massage Therapy, SC/EL-Skin Care and Electrology.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Policies regarding copyright infringement and sanctions regarding violation can be found on the website (www.hi.edu) under consumer information.

CONSTITUTION DAY

Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is normally observed on September 17. More information on the Constitution can be found online at: <https://www.constitutionday.com/>

VOTER'S REGISTRATION FOR STUDENTS

United States citizens who are students of voting age can find information specific to their states of residence by visiting http://www.eacc.gov/voter_resources/contact_your_state.aspx. Our school policy is on the website at www.hi.edu.

VACCINATIONS POLICY

Hollywood Institute of Beauty Careers does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination. <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE

Hollywood Institute of Beauty Careers is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the Campus Director, a staff/faculty member, and a third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888)224-6684.

DRESS CODE

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work in.

- ❖ Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building. Short nails must be maintained in the massage and skin care programs.
- ❖ Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. Writing or logos are not permitted on shirts unless it is a Cortiva Institute approved shirt. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.
- ❖ Pants: Pants must be professional and of a solid color that coincides with your program. Capri pants are permitted. Pant length must cover mid-calf. No skirts, dresses, jeans, denim jean look-alikes, leggings, sweatpants, shorts, skorts, warm-up pants, corduroy or overalls.
- ❖ Uniform: A uniform will be supplied at orientation and should be clean, neat, not torn, unstained, unaltered and worn at all times when in the building.
- ❖ Footwear: Footwear must be professional in appearance and must have a closed toe and closed heel. Heels are not permitted on campus. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair.
- ❖ Accessories: Colored accessories may be worn. Hats or bandanas are not permitted. Facial piercings must be small and only studs are allowed on the face.
- ❖ Electronic Devices: Headphones, cell phones and pagers are not allowed in the clinics, classrooms or hallways. These items may only be used in the Student Resource Center or outside the building. Laptops, iPads, tablets, etc., are permitted in the classroom or clinic for school use only.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All Hollywood Institute of Beauty Careers students have the right:

- To see a copy of the documents describing the institution's accreditation or licensing.
- To have access to information about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- To have access to information relating to job placement rates.
- To have access to information concerning the cost of attending.
- To have access to information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To have access to information concerning special facilities and services that are available to the handicapped.
- To ask what financial assistance is available
- To ask who the Financial Services personnel are, where they are located, and how and when to contact them for information.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.
- To freely express themselves academically and have the right to individual integrity.

It is the responsibility of each Hollywood Institute of Beauty Careers student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the school's
- refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.

STUDENT CONDUCT POLICY

Hollywood Institute of Beauty Careers is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis. The following rules and regulations will assist in making your experience at Hollywood Institute of Beauty Careers a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. All students are required to attend school dressed in appropriate attire. School uniform or its equivalent is acceptable. Students dressed inappropriately will not be permitted in class. Shoes for all programs must be flat, rubber soled and closed toed. Students in the massage and skin care program must maintain short nails.
2. Theft of any kind shall result in immediate termination from Hollywood Institute of Beauty Careers.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from Hollywood Institute of Beauty Careers.
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including via text, email, blog, social networks, etc.) shall result in immediate termination from Hollywood Institute of Beauty Careers.
6. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the Campus Director.
8. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
9. Food or Drinks are only allowed in designated areas.
10. Students are not permitted to perform services beyond what the client has scheduled with the teacher and the front desk. Students (with the exception of massage students) can receive gratuities but are prohibited from charging clients directly for services rendered.
11. Smoking is prohibited in school facility.
12. Daily attendance is mandatory. Failure to attend school in accordance with Hollywood Institute of Beauty Careers' attendance policy will result in a written warning, followed by Academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
13. Lateness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
14. All tests, quizzes and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
15. Any student caught attempting to bypass security, change settings or a password on school computers is subject to immediate dismissal from school.
16. If a student is asked to leave the classroom by a faculty member or Hollywood Institute of Beauty Careers' staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from Hollywood Institute of Beauty Careers.
17. Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.
18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.
19. Students shall be required to apply to the State of Florida for licensure and or registration in their career of choice. Please see attached for information pertaining to licensure registration for each program offered at Hollywood Institute of Beauty Careers.
20. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at Hollywood Institute of Beauty Careers. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

STUDENT DISCIPLINARY PROCEDURES

If a student violates Hollywood Institute of Beauty Careers' Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Campus Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Hollywood Institute of Beauty Careers' Standards of Conduct outside the classroom but on campus, the Campus Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

ACADEMIC AND ADMINISTRATIVE DISMISSAL

A student may be dismissed from Hollywood Institute of Beauty Careers for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by Hollywood Institute of Beauty Careers.
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

CAMPUS SECURITY/CRIME PREVENTION AND SAFETY PROGRAMS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Hollywood Institute of Beauty Careers publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual Security report also includes statistics concerning the occurrence of specified types of crimes and campus and at certain off-campus locations.

The annual security report is published each year by October 1st and will contain statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Campus Director or on the website www.hi.edu.

In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours in the Campus Director's office. Hollywood Institute of Beauty Careers will report to the campus community concerning the occurrence of any crime includable in the annual security or local police and that is considered to be a threat to students or employees.

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

VAWA Policy Statement:

Hollywood Institute of Beauty Careers is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Institute.

Definitions:

- Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:
 - ❖ Length of relationship
 - ❖ Type of relationship
 - ❖ Frequency of interactions between the persons involved in the relationship
- Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- Consent-Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

<https://www.hi.edu/titleix>

Timely Warnings

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area.

Reporting Crime

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

1. School Official/Administrator (Instructor)
2. Student Services Department
3. Campus Director

Confidential Reporting Procedure

If you are a victim of a crime and unsure if you want to pursue action within the Institute system or the criminal justice system, you may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for your security, while taking steps to ensure your future safety and the safety of others. With such information, the Institute can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crime statistics for the institution with no identifying information.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion (do not use elevators).
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.

DRUG-FREE POLICY

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, Hollywood Institute of Beauty Careers prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Campus Director's office.

DRUG AND ALCOHOL ABUSE PREVENTION

Research has shown that abuse of alcohol and drugs is a national public health concern. More than 43% of college students report some heavy episodic drinking and thousands of students annually experience problems related to their alcohol use, including unintentional injuries, risky sexual behaviors, sexual assault, fights, and traffic crashes. (Alcohol Policies on College Campuses, Journal of American College Health, Vol 53 (4), Jan/Feb 2005).

Below please find drug alcohol counseling, treatment and rehabilitation programs available to students and employees:

- Alcoholics Anonymous - <http://www.aa.org>
- Mothers Against Drunk Driving - <http://www.madd.org>
- Narcotics Anonymous - <http://www.na.org>
- National Council on Alcoholism and Drug Dependence - <http://www.ncadd.org/>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>
- Partnership for a Drug Free America - <http://www.drugfree.org>
- Al-Anon - <http://al-anon.org/>
- Homeless Shelter Directory - <http://www.homelessshelterdirectory.org/>
- Center for Substance Abuse Prevention (CAPT) - <https://www.samhsa.gov/capt/about-capt>
- Community Anti-Drug Coalitions of America (CADCA) - <http://www.cadca.org/>
- Office of Violence Against Women - <https://www.justice.gov/ovw/local-resources>

ANTI-HAZING POLICY

Hollywood Institute of Beauty Careers adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

General Beauty Culture / Cosmetology Program Outline (1200 HOURS) CIP CODE: 12.0401

****Spanish Cosmetology Program Disclosure-** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Program Description: The General Beauty Culture/Cosmetology program combines theory (Academic Instruction) with extensive hands on (Practical Application) experience to provide you with a complete understanding of beauty and wellness industry. The program includes hair cutting, color, texture services, nail care, makeup application, business development, retail knowledge and the skills needed to meet the competencies for the examination required by the State Board of Cosmetology.

Objective: The objective in the General Beauty Culture/Cosmetology program is to train students in the skills needed to meet the competencies for the examination required by the State Board of Cosmetology. The program includes 496 clock hours of classroom training (Academic Instruction), and 704 clock hours of lab hours (Practical Application) with 920 service requirements under the supervision of a Florida Licensed Cosmetologist. Hollywood Institute of Beauty Careers offers a General Beauty Culture/Cosmetology Program that prepares the student to meet the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded, and the graduate will be eligible for the State Board exam required for licensure. The General Beauty Culture/Cosmetology program is designed to qualify graduates for entry-level employment as a cosmetologist in specialized or full- service salons.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Theory Hours	Lab Hours	Services (If Applicable)
	ACADEMIC INSTRUCTION			
HA101	HIV/AIDS Education	5		
GBC101	Florida Laws and Rules for Cosmetology	10		
GBC102	Technical Hair Sculpture	80	75	75
GBC103	Technical Hair Design	60	200	300
GBC104	Chemical Hair Texture	80	130	65
GBC105	Chemical Hair Color	75	90	45
GBC106	The Study of Nails	30	25	20
GBC107	The Study of Skin	80	75	10
GBC108	Creative Advanced Techniques	5	60	
GBC109	Salon Success	12		
GBC110	State Board Prep		30	
GBC111	Scalp Treatments & Temporary Rinses	5	5	45
GBC112	Shampooing and Draping	6	5	50
GBC113	Salon Ecology	18	2	300
GBC114	Beauty Salon Management	24	4	5
GBC115	Makeup	6	3	5
Subtotal:		496	704	920
	Total Clock Hours			1200

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

**Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.*

General Beauty Culture/Cosmetology Program Description - 1200 Hours

HA101 HIV/AIDS Education (5 hours)

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc., will be discussed.

GBC101 Florida Laws & Rules for Cosmetology (10 hours)

Students learn the laws and rules that govern the field of cosmetology in the State of Florida.

GBC102 Technical Hair Sculpture (155 hours, 75 services)

This course provides proficiency in hair sculpting (cutting) and instruction in the selection of proper hair cutting, implements and proper style selection. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

GBC103 Technical Hair Design (260 hours, 300 services)

This course provides proficiency in hairstyling. Lectures will cover principles of hair design, hairstyling, braiding and braid extensions, and wig and hair enhancements. Emphasis will be placed on creating hairstyles on mannequins and classmates. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

GBC104 Chemical Hair Texture (210 hours, 65 services)

Emphasizes theory of permanent waves and chemical relaxers. Enables the student to practice different wrapping techniques required by trend styles.

GBC105 Chemical Hair Color (165 hours, 45 services)

This course provides proficiency in all types of hair coloring and bleaching. Emphasis will be placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and basics of chemistry. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

GBC106 The Study of Nails (55 hours, 20 services)

This course is designed to establish proficiency in manicuring and pedicuring and in applying artificial nails and nail wraps.

GBC107 The Study of Skin (155 hours, 10 services)

This course provides proficiency in facials and makeup. Lectures center on skin structure and growth, anatomy and physiology, electricity, hair removal, facials and makeup.

GBC108 Creative Advanced Techniques (65 hours)

This course provides proficiency in all phases of cosmetology procedures. The focus is to perform cosmetology services on patrons in a salon setting. Students learn to increase their speed while sharpening their skills. All competencies, assignments, practical services, and hours are completed as preparation is made to apply to the Florida Board of Cosmetology for examination.

GBC109 Salon Success (12 hours)

This course provides proficiency in employability skills, communication, and math required to succeed in the salon industry. Lectures center on history and career opportunities, life skills, professional image, communicating for success.

GBC110 State Board Preparation (30 hours)

The course comprises of a comprehensive review of curriculum and skills in preparation for the Florida state board exam to complete the requirements for licensing.

GBC111 Scalp Treatments and Temporary Rinses (10 hours, 45 services)

This course provides proficiency in scalp treatments and temporary color.

GBC112 Shampooing and Draping (11 hours, 50 services)

This course provides proficiency in hair shampooing and draping, Required 50 services.

GBC113 Salon Ecology (20 hours, 300 services)

Students are taught the regulations regarding sanitation, disinfection, and sterilization as well as how to perform these mandatory processes.

GBC114 Beauty Salon Management (28 hours, 5 services)

The course will touch on entrepreneurship plus an overview of State Board of Cosmetology requirements, laws, rules and regulations. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.

GBC115 Make-Up (9 hours, 5 services)

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction.

Barber Program Outline (900 Hours) CIP CODE: 12.0402

Program Description: The Barber program teaches theory, lab and hands on practice in shaving, hot towel, beard design, hair sculpting. Students will learn state law that governs barbering, sterilization, and will be eligible to sit for the state Barber licensure examination, which upon successful completion, will qualify graduates to work as Barbers in Florida.

Program Objective: The objective in the restricted barber program is to train students in the skills needed to meet the competencies for the examination required by the State of Florida Barber's Board. The program includes clock hours of classroom training (Academic Instruction), and clock hours of lab hours with service requirements under the supervision of a Florida Licensed Barber. The Barber program is designed to qualify graduates for entry-level employment as a Barber in Barber shops.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Barber	Theory Hours	Lab Hours	Services (If Applicable)
	ACADEMIC INSTRUCTION			
BA101	Florida Laws and Rules for Barbering	200		
BA102	Safety, Sanitation and Sterilization	100	170	100
BA103	Hair Structure, Cutting and Cleansing	70	110	50
BA104	Shaving, Beard & Mustache	15	30	50
BA105	Chemical Services & Advanced Cutting	90	90	50
BA106	The Barber Business	25		
Subtotal:		500	400	250
Total Hours:		900		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Barber Program Description (900 hours)**BA101 Florida Laws and Rules for Barbering (200 hours)**

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the field of Barbering.

BA102 Safety, Sanitation and Sterilization (270 hours, 100 services)

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc. will be discussed. This course includes 4hours of HIV/AIDS Education necessary for licensure. A review of care and maintenance of equipment is covered as well.

BA103 Hair Structure, Cutting and Cleansing (180 hours, 50 services)

Emphasis will be placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and treatments of the hair and scalp, to identify different shampoos, conditioners, product knowledge, PH factors as they relate to hair care products, proper draping procedures and scalp massage techniques and treatments. This course also provides proficiency in hair sculpting (cutting) and instruction in the selection of proper hair cutting, implements and proper style selection. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

BA104 Shaving, Beard & Mustache (45 hours, 50 services)

Students will learn general sanitation and safety precautions associated with shaving, standard cutting positions and strokes with a straight razor, to identify the 14 shaving areas of the face, facial and neck shaves utilizing hot towels as well as proper set up for shaving.

BA105 Chemical Services & Advanced Cutting (180 hours, 50 services)

This course provides proficiency in all types of hair coloring and lightening. Emphasizes theory of permanent waves and chemical relaxers and enables the student to practice different wrapping techniques required by trend styles. This course provides proficiency in hair sculpting (cutting) and instruction in the selection of proper hair cutting, implements and proper style selection.

BA106 The Barber Business (25 hours)

This course instructs students in salon and barbershop management and successful customer interaction. Specific areas may include retail marketing, advertising, and job search skills. Other topics included are theory and history of barbering, ethics, professional image, and social media marketing.

Full Specialist Program Outline (600 Hours) CIP CODE: 12.0499 – 12.0410 -12.0409

****Spanish Full Specialist Program Disclosure-** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Program Description: The full specialist program combines care of the skin and care and beautification of the nails of the hand and feet. This program is designed for the student who wishes to become dually licensed in skin care and nail technology. The program includes 292.50 clock hours of classroom training (Academic Instruction), and 307.50 lab hours (Practical Applications) under the supervision of a Facial Specialist, Nail Technologist and/or Full Specialist licensed in Florida.

Objective: The Full Specialist Program prepares the student to meet the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion of the State and school requirements a diploma will be awarded, and the student is eligible for registration as a full specialist with the State Board of Cosmetology (DPBR). The Full Specialist program is designed to qualify graduates for entry-level positions as facial specialist, estheticians, nail specialists, nail technicians, make-up artists, skin care consultants or related career fields; like salon assistants.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Full Specialist	Theory Hours	Lab Hours	Services (If Applicable)
ACADEMIC INSTRUCTION				
HA101	HIV and AIDS Education	8		
NT101	Florida Laws and Rules for Nail Technology	5		
NT102	Nail Salon Ecology	4		
NT103	Career Essentials	2		
NT104	Nail Theory, Practice and related subjects	85		
NT105	Manicures		20	20
NT106	Pedicures		10	10
NT107	Tips with Overlay		37.5	15
NT108	Sculpting Using a Form		37.5	15
NT109	Nail Wraps and/or Mending		15	10
NT110	Nail Fill-ins		10	10
NT111	Artificial Nail Removal		5	5
NT112	Polishing and Nail Art		5	10
SC101	Florida Laws and Rules for Esthetics	5		
SC102	Salon Center Ecology	10		
SC103	Career Essentials	2		
SC104	Principles of Electricity	8		
SC105	Treatments and Services	66		
SC106	Chemistry for Estheticians	8		
SC107	Hair Removal	2.5		
SC108	Makeup	2		
SC109	Skin Physiology	85		
SC110	Facials		40	40
SC111	Electrical Devices		1.25	5
SC112	Hair Removal		5	20
SC113	Make-up Application		5	10
SC114	Lash and Brow Tints		5	10
SC115	Eyelash Application		10	10
SC116	Extractions		1.25	5
FS101	Advanced Techniques		100	
Nail Technology Subtotal:		100	190	95
Skin Care Subtotal:		192.5	117.5	100
Total Hours:		600		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

**Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.*

Full Specialist Program Description (600 hours)

HA101 HIV/AIDS Education (8 hours)

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc. will be discussed.

NT101 Florida Laws and Rules for Nail Technology (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lectures and open class discussion, so each student becomes familiar with the laws and rules governing the field.

NT102 Nail Salon Ecology (4 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

NT103 Career Essentials (2 hours)

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program. This course covers ethics for working in the field of nail technology.

NT104 Nail Theory, Practice & related subjects (85 hours)

During this course all areas of nail technology are addressed including: manicuring, pedicuring, extensions with wraps, gels, acrylics as well as the physical and anatomic structure of the nail, shaping and how to identify nail growth, and diseases and disorders.

NT105 Manicures (20 hours, 20 services)

Students practice manicure services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. The manicure course covers basic manicure techniques of nail cutting and filing. Additional topics covered are spa manicures, paraffin baths, hand massage, and hot oil manicures. This course is taught by hands-on learning and practice.

NT106 Pedicures (10 hours, 10 services)

Students practice pedicure services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. Like the manicure course, the pedicure course covers topics in basic pedicure techniques. Specific areas of study include foot massage, spa pedicures, foot wraps and paraffin baths. This course is taught by hands-on learning and practice.

NT107 Tips with Overlay (37.5 hours, 15 services)

Classes in this category teach students to work with artificial nails, specifically acrylic nails. Students learn how to apply acrylic nails on top of nail tips. This course is taught by hands-on learning and practice.

NT108 Sculpting Using a Form (37.5 hours, 15 services)

Students will learn the application of acrylic products using a form featuring pink and white technique. This course taught is by hands-on learning and practice.

NT109 Nail Wraps and/or Mending (15 hours, 10 services)

Students will learn how to apply silk wraps and to fix natural nail cracks with artificial components. This course is taught by hands-on learning and practice.

NT110 Nail Fill-ins (10 hours, 10 services)

As a part of this course students learn how to fill in the area between the real and artificial nail so that it appears blended. This course is taught by hands-on learning and practice.

NT111 Artificial Nail Removal (5 hours, 5 services)

This course covers topics on how to properly remove artificial nails. This course is taught by hands-on learning and practice.

NT112 Polishing and Nail Art (5 hours, 10 services)

Students will learn the process of using polish, paint and other decorative elements on the nails. This course is taught by hands-on learning and practice.

SC101 Florida Laws and Rules for Esthetics (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lectures and open class discussion, so each student becomes familiar with the laws and rules governing the field.

SC102 Salon Center Ecology (10 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

SC103 Career Essentials (2 hours)

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program and in specific sessions with our Placement Director.

SC104 Principles of Electricity (8 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Skin Care.

SC105 Treatments and Services (66 hours)

Students are taught both the techniques and theories of various Facial Treatments which are the core procedures a Skin Care/Facial Specialist executes. Students are taught a variety of manual hand techniques used in facial massage and toning of the face and neck. Students are taught both the theory and techniques of peels. Both the theory and application of various types of masks is taught.

SC106 Chemistry for Estheticians (8 hours)

Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product for a specific application, based on the ingredient list stated on the product container.

SC107 Hair Removal (2.5 hours)

Students are taught the methods available for superfluous hair removal as well as the actual techniques used. The benefits, as well as the risks, of these procedures are explained.

SC108 Makeup (2 hours)

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction.

SC109 Skin Physiology (85 hours)

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders. Students will be given basic understanding of the anatomy and physiology of the face, head and neck, as well as how the skin covering these sensitive areas grows and repairs itself.

SC110 Facials (40hours, 40 services)

This course includes practical training and performance of facials, including skin analysis, client consultation and customizing treatments.

SC111 Electrical Devices (1.25 hours, 5 services)

The proper use of high frequency and galvanic machines are the focus of this course. This course is hands on learning and practice.

SC112 Hair Removal (5 hours, 20 services)

This course focuses on waxing techniques for the face and body using soft and hard wax as well as tweezing and shaping of brows. This course is hands on learning and practice.

SC113 Make-up Application (5 hours, 10 services)

Students will be instructed in color theory & analysis, facial features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction.

SC114 Lash & Brow Tints (5 hours, 10 services)

This course teaches students to tint eyebrows and eyelashes using safe professional products. This course is hands on learning and practice.

SC115 Eyelash Application (10 hours, 10 services)

Students learn to apply individual lashes and lash bands. This course is hands on learning and practice.

SC116 Extractions (1.25 hours, 5 services)

Students are taught how to safely extract comedones. This course is hands on learning and practice.

FS101 Advanced Techniques (100 hours)

Students are taught advanced techniques pertaining to skin care and nails. Topics may include microdermabrasion, peels, speed waxing, eyebrow threading, competition nail art, trends in nail care, specialty treatments, medical skin and foot care, etc.

Skin Care Program Outline (260 Hours) CIP CODE: 12.0409

Course Description: The Skin Care program concentrates on the care of the skin and the different techniques used in areas of skin care & make-up. This program is designed for the student who wishes to specialize in skin care and make-up application. The Skin Care program is designed to qualify graduates for entry-level positions as facial specialist, estheticians, make-up artists, skin care consultants or related career fields; like salon assistants.

Objective: The Objective of this class is to prepare the student to become a skin care and makeup artist, to follow proper safety and sanitation procedures and to successfully complete the State and school requirements to become eligible for registration as a facial specialist with the State Board of Cosmetology (DPBR). The program includes 192.5 clock hours of classroom training (Academic Instruction), and 67.5 clock hours of service requirements (Practical Applications) under the supervision of a Facial Specialist licensed in Florida. (The terms Esthetician, Skin Care Professional, Facial Specialist are used interchangeably. The official State of Florida term is Facial Specialist.) Hollywood Institute of Beauty Careers offers a Skin Care Program that prepares the student to meet the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Skin Care	Theory Hours	Lab Hours	Services (If Applicable)
ACADEMIC INSTRUCTION				
HA101	HIV and AIDS Education	4		
SC101	Florida Laws and Rules for Esthetics	5		
SC102	Salon Center Ecology	10		
SC103	Career Essentials	2		
SC104	Principles of Electricity	8		
SC105	Treatments and Services	66		
SC106	Chemistry for Estheticians	8		
SC107	Hair Removal	2.5		
SC108	Makeup	2		
SC109	Skin Physiology	85		
SC110	Facials		40	40
SC111	Electrical Devices		1.25	5
SC112	Hair Removal		5	20
SC113	Make-up Application		5	10
SC114	Lash and Brow Tints		5	10
SC115	Eyelash Application		10	10
SC116	Extractions		1.25	5
Subtotal:		192.50	67.50	100
Total Hours:		260		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Skin Care Program Description (260 hours)**HA101 HIV/AIDS Education (4 hours)**

Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

SC101 Florida Laws and Rules for Esthetics (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lectures and open class discussion, so each student becomes familiar with the laws and rules governing the field.

SC102 Salon Center Ecology (10 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

SC103 Career Essentials (2 hours)

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program and in specific sessions with our Director of Career Services.

SC104 Principles of Electricity (8 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Skin Care.

SC105 Treatments and Services (66 hours)

Students are taught both the techniques and theories of various Facial Treatments which are the core procedures a Skin Care/Facial Specialist executes. Students are taught a variety of manual hand techniques used in facial massage and toning of the face and neck. Students are taught both the theory and techniques of peels. Both the theory and application of various types of masks is taught.

SC106 Chemistry for Estheticians (8 hours)

Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product for a specific application, based on the ingredient list stated on the product container.

SC107 Hair Removal (2.5 hours)

Students are taught the methods available for superfluous hair removal as well as the actual techniques used. The benefits, as well as the risks, of these procedures are explained.

SC108 Makeup (2 hours)

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction

SC109 Skin Physiology (85 hours)

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders. Students will be given basic understanding of the anatomy and physiology of the face, head and neck, as well as how the skin covering these sensitive areas grows and repairs itself.

SC110 Facials (40 hours, 40 services)

This course includes practical training and performance of facials, including skin analysis, client consultation and customizing treatments.

SC111 Electrical Devices (1.25 hours, 5 services)

The proper use of high frequency and galvanic machines are the focus of this course. This course is hands on learning and practice.

SC112 Hair Removal (5 hours, 20 services)

This course focuses on waxing techniques for the face and body using soft and hard wax as well as tweezing and shaping of brows. This course is hands on learning and practice.

SC113 Make-up Application (5 hours, 10 services)

Students will be instructed in color theory & analysis, facial features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction.

SC114 Lash & Brow Tints (5 hours, 10 services)

This course teaches students to tint eyebrows and eyelashes using safe professional products. This course is hands on learning and practice.

SC115 Eyelash Application (10 hours, 10 services)

Students learn to apply individual lashes and lash bands. This course is hands on learning and practice.

SC116 Extractions (1.25 hours, 5 services)

Students are taught how to safely extract comedones. This course is hands on learning and practice.

Nail Technology Program Outline (240 Hours) CIP CODE: 12.0410

Program Description: The program includes 100 clock hours of classroom training (Academic Instruction), and 140 hours of service requirements (Practical Applications) under the supervision of a Nail Technologist licensed in Florida. Hollywood Institute of Beauty Careers offers a Nail Technology Program that prepares the student to meet educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded.

Objective: The Nail Technology program concentrates on the care and beautification of the nails of the hands and feet. The objective of this class is to provide comprehensive training in the field of nail technology and to successfully complete the State and school requirements to become eligible for registration as a nail specialist with the Board of Cosmetology (DBPR). The Nail Technology program is designed to qualify graduates for entry-level positions as nail specialists, nail technicians, or related career fields; like salon assistants.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Nail Technology	Theory Hours	Lab Hours	Services (If Applicable)
	ACADEMIC INSTRUCTION			
HA101	HIV and AIDS Education	4		
NT101	Florida Laws and Rules for Nail Technology	5		
NT102	Nail Salon Ecology	4		
NT103	Career Essentials	2		
NT104	Nail Theory, Practice and related subjects	85		
NT105	Manicures		20	20
NT106	Pedicures		10	10
NT107	Tips with Overlay		37.5	15
NT108	Sculpting Using a Form		37.5	15
NT109	Nail Wraps and/or Mending		15	10
NT110	Nail Fill-ins		10	10
NT111	Artificial Nail Removal		5	5
NT112	Polishing and Nail Art		5	10
Subtotal:		100	140	95

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Nail Technology Program Description (240 hours)**HA101 HIV/AIDS Education (4 hours)**

This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

NT101 Florida Laws and Rules for Nail Technology (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lectures and open class discussion, so each student becomes familiar with the laws and rules governing the field.

NT102 Nail Salon Ecology (4 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

NT103 Career Essentials (2 hours)

Students are prepared for the professional environment they will encounter in the workplace. The importance of a consistently polished appearance, pleasant manners and good communication skills are emphasized as mandatory to their success throughout the training program. This course covers ethics for working in the field of nail technology.

NT104 Nail Theory, Practice, and related subjects (85 hours)

During this course all areas of nail technology are addressed including: manicuring, pedicuring, extensions with wraps, gels, acrylics as well as the physical and anatomic structure of the nail, shaping and how to identify nail growth, and diseases and disorders.

NT105 Manicures (20 hours, 20 services)

Students practice manicure services on customers in a salon environment by applying knowledge and skills learned in their related theory lab classes. The manicure course covers basic manicure techniques of nail cutting and filing, spa manicures, paraffin baths, hand massage, and hot oil manicures.

NT106 Pedicures (10 hours, 10 services)

Students practice pedicure services on customers in a salon environment by applying knowledge and skills learned in their related theory classes. Like the manicure course, the pedicure course covers topics in basic pedicure techniques, foot massage, spa pedicures, foot wraps and paraffin baths.

NT107 Tips with Overlay (37.5 hours, 15 services)

Classes in this category teach students to work with artificial nails, specifically acrylic nails. Students learn how to apply acrylic nails on top of nail tips. This course is taught by hands-on learning and practice.

NT108 Sculpting Using a Form (37.5 hours, 15 services)

Students will learn the application of acrylic products using a form featuring pink and white technique. This course taught is by hands-on learning and practice.

NT109 Nail Wraps and/or Mending (15 hours, 10 services)

Students will learn how to apply silk wraps and to fix natural nail cracks with artificial components. This course is taught by hands-on learning and practice.

NT110 Nail Fill-ins (10 hours, 10 services)

Students learn how to fill in the area between the real and artificial nail so that it appears blended. This course is taught by hands-on learning and practice.

NT111 Artificial Nail Removal (5 hours, 5 services)

This course covers topics on how to properly remove artificial nails. This course is taught by hands-on learning and practice.

NT112 Polishing and Nail Art (5 hours, 10 services)

Students use polish, paint, and other decorative elements on the nails. This course is taught by hands-on learning and practice.

Massage Therapy Program Outline (600 Hours) CIP CODE: 51.3501

Program Description: Students are taught manual techniques to manipulate the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress; and, to promote health and wellness. Topics include anatomy, physiology, massage theory, Florida Law, HIV/AIDS education, hydrotherapy eastern and allied modalities taught in small classes. Students gain hands-on experience through clinical applications.

Objective: The Massage Therapy program is designed to qualify graduates for entry-level employment in a health care setting, spa environment or as an independent practitioner. The program includes 600 clock hours split into 400 hours classroom training (Theory), and 200 hours in a clinical setting taught under the supervision of a Florida licensed Massage Therapist. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for a Board approved exam to become licensed as a Florida Licensed Massage Therapist. Hollywood Institute of Beauty Careers offers a Massage Program that prepares the student to meet the educational requirements of the Florida Department of Health, Board of Massage Therapy, and the curriculum outlines of the Florida Department of Education.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Massage Therapy	Theory Hours	Lab Hours	Services (If Applicable)
ACADEMIC INSTRUCTION				
HA 101	HIV and AIDS Education	3		
MT 101	Massage Theory and History	100		
MT 102	Anatomy and Physiology	165		
MT 103	Theory and Practice of Hydrotherapy	15		
MT 104	Allied Modalities	76		
MT 105	Eastern Modalities	10		
MT 106	Medical Errors	2		
MT 107	Professional Ethics	4		
MT 108	Business	15		
MT 109	Florida Laws and Rules: Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C	10		
MT 110	Clinical Practicum		200	50
Subtotal:		400	200	50
Total Hours:		600		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Massage Therapy Program Description (600 hours)

HA101 HIV/AIDS Education (3 hours)

This class complies with the guidelines set forth by the Florida Department of Health for Massage Therapists. This class covers the causes, transmission and prevention of HIV/AIDS. This course is designed to convey current and factual HIV/AIDS information.

MT101 Basic Massage Theory and History (100 hours)

A comprehensive study of the history, theory and practice of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene. Discussion will also include consultation, proper intake forms, making appointments and good record keeping. It will also cover professional procedures regarding a full Body Massage, such as draping and professional courtesy. Students will get hands on training while practicing massage techniques on fellow classmates. Students will work on the public once they demonstrate competency and professionalism.

MT102 Anatomy and Physiology (165 hours)

This will be an in-depth look at form, structure and function of the body. All systems of the body will be examined, as well as the importance of their work in conjunction with the body as a whole from the perspective of Western and Eastern medicine viewpoints. Students will look at words through the nomenclature of word origins and derivation. Students will learn the major pathologies of each system.

MT103 Theory and Practice of Hydrotherapy (15 hours)

Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows. This class will be taught with trauma and acute injuries in mind. It will give an explanation of the best ways to assess an injury, as well as the best form of modality, be it heat or ice along with proper assessment of time and duration.

MT104 Allied Modalities (76 hours)

This course offers the student an overview of different modalities that may include Aromatherapy, Craniosacral Therapy, Medical Massage, Myofascial Release, Seated Chair Massage, Sports Massage, Pregnancy and Infant Massage, Reflexology, Shiatsu, Neuromuscular, Trigger point, Thai massage.

MT105 Eastern Modalities (10 hours)

This course provides a brief overview of meridians, acupoints and energy flow.

MT106 Medical Errors (2 hours)

The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a health care professional.

MT107 Professional Ethics (4 hours)

This course provides the student with a working knowledge of running a massage business as well as ethical codes of practice.

MT108 Business (15 hours)

Massage practitioners need to understand the business setting for their work including Patient Management, Insurance Billing, Practice type/location and Marketing.

MT109 Florida Laws and Rules (10 hours)

This course familiarizes the student with the laws governing the practice of massage in the state of Florida Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C as well as massage establishment operation.

MT110 Clinical Practicum (200 hours, 50 services)

Students will get hands on training while practicing massage techniques on fellow classmates. Students will work on the public once they demonstrate competency and professionalism.

Skin Care and Electrology Program Outline (600 Hours) CIP CODE: 12.0404 – 12.0409

Program Description: The Skin Care and Electrology program is designed for the student who wishes to become dually licensed as an esthetician and electrologist. The objective of this program is to prepare the student to become a skin care and makeup artist and teach comprehensive training in permanent hair removal. Upon successful completion the student becomes eligible for registration as a facial specialist with the Board of Cosmetology (DBPR) and will qualify to apply for state license examination and the national certification testing as an electrologist with the Florida Department of Health (DOH). A diploma will be awarded upon graduation from the program.

Objective: The Skin Care and Electrology program is designed to qualify graduates for entry-level positions as facial specialist, estheticians, make-up artists, skin care consultants or related career fields; like salon assistants and entry-level preparation to work in the field of Electrology. Students gain hands-on experience through clinical applications of electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities. Students will also be taught to adhere to the highest standards of sanitation and cleanliness in maintaining equipment and the environment of the electrolysis office. The skin care portion of the program concentrates on the care of the skin and the different techniques used in areas of skin care and make-up. The program includes 312.5 clock hours of classroom training (Academic Instruction), and 287.5 hours of service requirements (Practical Applications) under the supervision of a Facial Specialist and Electrologist licensed in Florida.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Theory Hours	Lab Hours	Services (If Applicable)
	Skin Care and Electrology			
HA101	HIV and AIDS Education	4		
SC101	Florida Laws and Rules for Esthetics	5		
SC102	Salon Center Ecology	10		
SC103	Career Essentials	2		
SC104	Principles of Electricity	8		
SC105	Treatments and Services	66		
SC106	Chemistry for Estheticians	8		
SC107	Hair Removal	2.5		
SC108	Makeup	2		
SC109	Skin Physiology	85		
SC110	Facials		40	40
SC111	Electrical Devices		1.25	5
SC112	Hair Removal		5	20
SC113	Make-up Application		25	10
SC114	Lash and Brow Tints		5	10
SC115	Eyelash Application		10	10
SC116	Extractions		1.25	5
HA101	HIV and AIDS Education	5		
LA201	Laser and Light-based hair removal physics	5		
LA202	Laser safety and precautions	5		
EL101	Introduction to electrolysis techniques	15		
EL102	Principles of electricity	5		
EL103	Integumentary System	6		
EL104	Circulatory and nervous systems	6		
EL105	Endocrine system	6		
EL106	Biology of hair growth	10		
EL107	Skin assessment	20		
EL108	Ecology	7		
EL109	Clinic and Office management	5		
EL110	Florida Law for electrolysis	5		
EL111	Consultations	20		
EL112	Coordination Skills		5	
EL113	Insertions		15	
EL114	Sanitation/Sterilization Procedures		10	
EL115	Laser and Light-Based Equipment Training		15	
EL116	Thermolysis Equipment Training		10	
EL117	Blend and Galvanic Equipment Training		10	
EL118	Client Pre/Post Treatment		10	
EL119	Client Assessment		15	
EL120	General Treatment Procedures		80	
EL121	Consultations		15	
EL122	Visuals/Library		5	
EL123	Review/Exam Preparation		10	
Skin Care Subtotal:		192.50	87.5	100
Electrology Subtotal:		120	200	
Total Hours:		600		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Skin Care and Electrology Program Description (600)

HA101 HIV/AIDS Education (14 hours)

Study of blood borne pathogens and types of hepatitis. Safety and sanitation procedures that include, but are not limited to, wearing gloves, surgical masks, protective eyewear when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

SC101 Florida Laws and Rules for Esthetics (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lectures and open class discussion, so each student becomes familiar with the laws and rules governing the field of Skin Care.

SC102 Salon Center Ecology (10 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

SC103 Career Essentials (2 hours)

Students are prepared for the professional environment they will encounter in the workplace.

SC104 Principles of Electricity (8 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Skin Care.

SC105 Treatments and Services (66 hours)

Students are taught both the techniques and theories of various Facial Treatments peels and masks which are the core procedures a Skin Care/Facial Specialist executes. Students are taught a variety of manual hand techniques used in facial massage and toning of the face and neck.

SC106 Chemistry for Estheticians (8 hours)

Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product for a specific application, based on the ingredient list stated on the product container.

SC107 Hair Removal (2.5 hours)

Students are taught the methods available for superfluous hair removal as well as the actual techniques used. The benefits, as well as the risks, of these procedures are explained.

SC108 Makeup (2 hours)

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction

SC109 Skin Physiology (85 hours)

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders. Students will be given basic understanding of the anatomy and physiology of the face, head and neck, as well as how the skin covering these sensitive areas grows and repairs itself.

SC110 Facials (40 hours, 40 services)

This hands-on course includes practical training and performance of facials, including skin analysis, client consultations and customizing treatments.

SC111 Electrical Devices (1.25 hours, 5 services)

The proper use of high frequency, galvanic and microdermabrasion machines

SC112 Hair Removal (5 hours, 20 services)

Waxing techniques for the face and body using soft and hard wax as well as tweezing and shaping of brows.

SC113 Make-up Application (25 hours, 10 services)

Using knowledge from SC108 students will apply makeup for different looks.

SC114 Lash & Brow Tints (5 hours, 10 services)

This course teaches students how to tint eyebrows and eyelashes using safe professional products.

SC115 Eyelash Application (10 hours, 10 services)

Students learn to apply individual lashes and lash bands to enhance the eyes.

SC116 Extractions (1.25 hours, 5 services)

Students are taught how to safely extract comedones.

HA101 HIV/AIDS Education (5 hours)

Study of blood borne pathogens and types of hepatitis and HIV/AIDS. Training in following universal precautions in Electrolysis Procedures. Precautions that include, but are not limited to, wearing gloves, surgical masks, protective eyewear when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

LA201 Laser and Light-Based Removal Physics (5 hours)

Concepts of natural and stimulated laser light are explained and discussed, and students will come to understand the differences and their applications.

LA202 Safety and Precautions (5 hours)

A review of the Federal, State and local agencies which regulate laser safety, as well as a detailed discussion of the ways to ensure that safety.

EL 101 Introduction to Electrolysis (15 hours)

Overview of what the student can expect by taking the program and various aspects of the Electrologist's role will be discussed. The course includes the basic principles and procedures of hair removal, the history of Electrolysis describing the evolution of methods of hair removal, guidelines of sanitation/sterilization & hygiene as prescribed by OSHA, and the following types of modalities: Galvanic, Thermolysis, Blend, and laser and light-based.

EL102 Principles of electricity (5 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity, epilator functions, and adjustments and its role in Electrology.

EL103 Integumentary System (6 hours)

Introduction to the Integumentary System, the structure of the skin, and its various layers, the Pilosebaceous Unit, the hair follicle and its appendages, will also be discussed. Curriculum includes: the layers of the epidermis, appendages within the dermis, major functions of the skin, and components of the Pilosebaceous unit.

EL104 Circulatory & Nervous Systems (6 hours)

Introduction to the Circulatory System including: Functions of the Heart, its layers, chambers, the Cardiac Cycle, Blood Vessels, types of circulation, blood types, and blood and the lymph system. Introduction to the Nervous System including: the Central Nervous System, the Peripheral Nervous System, the Autonomic Nervous System, and the Somatic Nervous System.

EL105 Endocrine System (6 hours)

Introduction to the Endocrine System including: the Pituitary, Thyroid, Parathyroid, Adrenal, Gonads, Islets of Langerhans, and Pineal Gland as well as a review of disorders affecting the skin, hair, and nails.

EL106 Biology of Hair Growth (10 hours)

The "Pilosebaceous Unit", is discussed in greater detail. Curriculum includes topics such as the layers of the hair, types of hair and the stages of hair growth.

EL107 Skin Assessment (20 hours)

This unit teaches the student to recognize different skin types and apply the correct amount of current for a specific area.

EL108 Ecology (7 hours)

The study of the Flora and Fauna of the human skin Introduction to the microorganisms that normally live on, or in, an individual's body. Types of microorganisms will be discussed including: bacteria, viruses, fungi, and protozoa. Body defense mechanisms dealing with microorganisms will be reviewed. Sanitation and safety procedures including demonstrations in accordance with Rule 64B8-56.001, F.A.C.

EL109 Clinic & Office Management (5 hours)

This unit gives the student an overview of ethics necessary for proper conduct of the professional Electrologist as well as facility management.

EL110 Florida Law for Electrolysis (5 hours)

The study of Title 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 456, Part II, F.S

EL111 Consultations (20 hours)

Curriculum includes demonstration of items to be included when discussing treatment procedures with a client.

EL112 Coordination Skills (5 hours)

Training in the use of probes will range from how to determine the correct diameter size, sterilization, to the necessary amount of current needed. Lab skills and practice will be examined using Forceps.

EL113 Insertions (15 hours)

Lab skills and practice using the material learned in EL112. The student will demonstrate that they understand "Histolysis" by sliding down the follicle with a Probe and applying the proper current to accomplish hair removal.

EL114 Sanitation/Sterilization Procedures (10 hours)

Clinical Skills involving the study of Chapter 64B8-56.001, FAC, Sanitation & Safety Requirements of the Delivery of Electrolysis. This Chapter of the Standards includes: Hand Washing, Use of Gloves, Pre-Treatment Procedures, Post-Treatment Procedures, Cleaning & Sterilizing Instruments, and other precautions.

EL115 Laser and Light-Based Equipment Training (15 hours)

The course curriculum involves skills related to Laser and Light-Based Hair Removal or Reduction. The principle of how Laser and Light-Based Hair Removal or Reduction Equipment works will be demonstrated. Precautions needed to prevent damage to the skin will be reviewed.

EL116 Thermolysis Equipment Training (10 hours)

The course curriculum involves skills related to Thermolysis and the theory of how Thermolysis works will be introduced, the principle of how heat damages the cells that cause hair growth, and thus results in hair removal will be demonstrated. Precautions needed to prevent damage to the skin from excess heat will be reviewed.

EL117 Blend and Galvanic Equipment Training (10 hours)

The course curriculum involves skills related to the Blend and Galvanic Method. Both Galvanic and Thermolysis Modalities combine to become the Blend Technique Skills will be taught that show how the two are combined alternately, or simultaneously, to produce hair removal. The principle of how Galvanic Electrolysis works will be demonstrated. Standard precautions to prevent damage to the skin will be reviewed.

EL118 Client Pre/Post Treatment (10 hours)

Lab skills using a checklist of Pre and Post Treatment Guidelines.

EL119 Client Assessment (15 hours)

Lab skills involving the area of treatment, the client's medical history, the client's allergies, health problems, previous treatments, hair color, and skin type. The curriculum includes the use of a signed statement that the client understands the procedures, and the cost involved for the procedure.

EL120 General Treatment Procedures (80 hours)

Hands-On Lab skills demonstrating the transfer of theory to the practice of Electrolysis and Laser and Light-Based Hair Removal or Reduction.

EL121 Consultations (Clinical) (15 hours)

Lab skills using materials and techniques learned in Course EL112.

EL122 Visuals/Library (5 hours)

Course curriculum involves assignments from the school's library. Research and documentation, in the form of a term paper will be required from data found in books in the school library, the internet, school videos, and school subject matter DVDs. The research is designed to improve the skills of the student in the profession. A written report will be required on subjects pertaining to Electrolysis.

EL123 Review/Exam Preparation (10 hours)

The Academic and Lab Applications of the program's curriculum will be reviewed to prepare the student to take the State of Florida Electrolysis Licensing Exam.

Skin Care and Massage Therapy Program Outline (900 Hours) CIP CODE: 51.3501 -12.0409

Program Description: The program includes 900 clock hours split into classroom training (Theory) and a clinical setting taught under the supervision of a Florida licensed Massage Therapist and Facial Specialist. Massage topics include anatomy, physiology, massage theory, Florida Law, HIV/AIDS education, hydrotherapy, eastern and allied modalities taught in small classes. The Skin Care portion of the program concentrates on the care of the skin and the different techniques used in areas of skin care and make-up. Students gain hands-on experience through clinical applications. Upon successful completion of the program, a diploma will be awarded, and the student is eligible to register as a Facial Specialist and is prepared to sit for a Board approved exam to become licensed as a Florida licensed Massage Therapist.

Objective: The Skin Care and Massage Therapy program is designed to qualify graduates for dual licensure and entry-level employment in a health care setting, spa environment or as independent practitioner specializing in massage, skin care and make-up application.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Theory Hours	Lab Hours	Services (If Applicable)
	ACADEMIC INSTRUCTION			
HA 101	HIV and AIDS Education	4		
MT 101	Basic Massage Theory and History	100		
MT 102	Anatomy and Physiology	165		
MT 103	Theory and Practice of Hydrotherapy	15		
MT 104	Allied Modalities	75		
MT 105	Eastern Modalities	10		
MT 106	Medical Errors	2		
MT 107	Professional Ethics	4		
MT 108	Business	15		
MT 109	Florida Laws and Rules: Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C	10		
MT 110	Clinical Practicum		200	50
SC101	Florida Laws and Rules for Esthetics	5		
SC102	Salon Center Ecology	10		
SC103	Career Essentials	6		
SC104	Principles of Electricity	8		
SC105	Treatments and Services	66		
SC106	Chemistry for Estheticians	8		
SC107	Hair Removal	2.5		
SC108	Makeup	9.5		
SC109	Skin Physiology	85		
SC110	Facials		40	40
SC111	Electrical Devices		1.25	5
SC112	Hair Removal		5	20
SC113	Make-up Application		37.5	10
SC114	Lash and Brow Tints		5	10
SC115	Eyelash Application		10	10
SC116	Extractions		1.25	5
Massage Therapy Subtotal:		400	200	50
Skin Care Subtotal:		200	100	100
Total Hours:		900		

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

**Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.*

Skin Care and Massage Therapy Program Description (900 HOURS)

HA101 HIV/AIDS Education (5 hours)

Study of blood borne pathogens and types of hepatitis. Training in following universal precautions in Massage Procedures. Precautions that include, but are not limited to, wearing gloves, surgical masks, protective eyewear when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

SC101 Florida Laws and Rules for Esthetics (5 hours)

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the field

SC102 Salon Center Ecology (10 hours)

Students are taught the regulations regarding sanitation, disinfecting and sterilization as well as how to perform these mandatory processes.

SC103 Career Essentials (6 hours)

Students are prepared for the professional environment they will encounter in the workplace.

SC104 Principles of Electricity (8 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity and its role in Skin Care.

SC105 Treatments and Services (66 hours)

Students are taught both the techniques and theories of various Facial Treatments peels and masks which are the core procedures a Skin Care/Facial Specialist executes. Students are taught a variety of manual hand techniques used in facial massage and toning of the face and neck.

SC106 Chemistry for Estheticians (8 hours)

Students will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. This training will enable the practitioner to determine the appropriateness of any product for a specific application, based on the ingredient list stated on the product container.

SC107 Hair Removal (2.5 hours)

Students are taught the methods available for superfluous hair removal as well as the actual techniques used. The benefits, as well as the risks, of these procedures are explained.

SC108 Makeup (9.5 hours)

Students will be instructed in the following areas in the makeup portion of the program: Color Theory & Analysis, Facial Features & Shapes, Client Consultation, Tools & Product Instruction, Corrective & Camouflage, Contouring and Highlighting, Lip Color, Shapes and Correction.

SC109 Skin Physiology (85 hours)

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition, lack of hydration, etc. to sun damage, damage inflicted by smoking, etc., along with numerous therapies to mitigate, if not eliminate, these disorders. Students will be given basic understanding of the anatomy and physiology of the face, head and neck, as well as how the skin covering these sensitive areas grows and repairs itself.

SC110 Facials (40 hours, 40 services)

This hands-on course includes practical training and performance of facials, including skin analysis, client consultations and custom treatments.

SC111 Electrical Devices (1.25 hours, 5 services)

The proper use of high frequency, galvanic and microdermabrasion machines

SC112 Hair Removal (5 hours, 20 services)

Waxing techniques for the face and body using soft and hard wax as well as tweezing and shaping of brows.

SC113 Make-up Application (37.5 hours, 10 services)

Using knowledge from SC108 students will apply makeup for different looks.

SC114 Lash & Brow Tints (5 hours, 10 services)

This course teaches students how to tint eyebrows and eyelashes using safe professional products.

SC115 Eyelash Application (10 hours, 10 services)

Students learn to apply individual lashes and lash bands to enhance the eyes.

SC116 Extractions (1.25 hours, 5 services)

Students are taught how to safely extract comedones.

MT101 Basic Massage Theory and History (100 hours)

A comprehensive study of the history, theory and practice of massage therapy that provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene. Discussion will also include consultation, proper intake forms, making appointments and good record keeping. It will also cover professional procedures regarding a full Body Massage, such as draping and professional courtesy. Students will get hands on training while practicing massage techniques on fellow classmates. Students will work on the public once they demonstrate competency and professionalism.

MT102 Anatomy and Physiology (165 hours)

This will be an in-depth look at form, structure and function of the body. All systems of the body will be examined, as well as the importance of their work in conjunction with the body as a whole from the perspective of Western and Eastern medicine viewpoints. Students will look at words through the nomenclature of word origins and derivation. Students will learn the major pathologies of each system. The main emphasis is preparing the student for licensing, exams and practical applications.

MT103 Theory and Practice of Hydrotherapy (15 hours)

Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows. This class will be taught with trauma and acute injuries in mind. Including the best ways to assess an injury, as well as the best form of modality, be it heat or ice. It will also discuss the different forms in which this therapy can be administered along with proper assessment of time and duration.

MT104 Allied Modalities (75 hours)

This course offers the student an overview of different modalities that may include Aromatherapy, Craniosacral Therapy, Medical Massage, Myofascial Release, Seated Chair Massage, Sports Massage, Pregnancy and Infant Massage, Reflexology, Shiatsu, Neuromuscular, Trigger point, Thai massage.

MT105 Eastern Modalities (10 hours)

This course provides a brief overview of meridians, acupoints and energy flow.

MT106 Medical Errors (2 hours)

The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a health care professional.

MT107 Professional Ethics (4 hours)

This course provides the student with a working knowledge of running a massage business as well as ethical codes of practice.

MT108 Business (15 hours)

Massage practitioners need to understand the business setting including Patient Management, Insurance Billing, Practice type/location and Marketing.

MT109 Florida Laws and Rules (4 hours)

This course familiarizes the student with the laws governing the practice of massage in the state of Florida Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C as well as massage establishment operation.

MT110 Clinical Practicum (200 hours, 50 services)

Students will get hands on training while practicing massage techniques on fellow classmates. Students will work on the public once they demonstrate competency and professionalism.

Electrology Program Outline (320 Hours) CIP CODE: 12.0404

Program Description: The program includes 120 clock hours of classroom training (Theory), and 200 clock hours of instruction in a clinical setting (Lab Applications). The Classroom and Lab Training is under the supervision of an Electrologist licensed in Florida. The Electrology Program prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council, and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-53, and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for the Florida Electrolysis Council Exam to become licensed as a Florida licensed Electrologist.

Objective: This program is designed to train students in permanent hair removal by Electrology. The course is designed to give the students thorough entry-level preparation to work in the field of Electrology. Students gain hands-on experience through clinical applications of electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities. The Electrology program is designed to qualify graduates for entry-level preparation to work in the field of Electrology.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title Electrology	Theory Hours	Lab Hours	Services (If Applicable)
HA 101	HIV/AIDS Education	5		
LA201	Laser and Light-based hair removal physics	5		
LA202	Laser safety and precautions	5		
EL101	Introduction to electrolysis techniques	15		
EL102	Principles of electricity	5		
EL103	Integumentary System	6		
EL104	Circulatory and nervous systems	6		
EL105	Endocrine system	6		
EL106	Biology of hair growth	10		
EL107	Skin assessment	20		
EL108	Ecology	7		
EL109	Clinic and Office management	5		
EL110	Florida Law for electrolysis	5		
EL111	Consultations	20		
EL112	Coordination Skills		5	
EL113	Insertions		15	
EL114	Sanitation/Sterilization Procedures		10	
EL115	Laser and Light-Based Equipment Training		15	
EL116	Thermolysis Equipment Training		10	
EL117	Blend and Galvanic Equipment Training		10	
EL118	Client Pre/Post Treatment		10	
EL119	Client Assessment		15	
EL120	General Treatment Procedures		80	
EL121	Consultations		15	
EL122	Visuals/Library		5	
EL123	Review/Exam Preparation		10	
Subtotal:		120	200	
Total Hours:			3	
			2	
			0	

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Electrology Program Description (320 hours)**HA101 HIV/AIDS Education (5 hours)**

Study of blood borne pathogens and types of hepatitis and HIV/AIDS. Training in following universal precautions in Electrolysis Procedures. Precautions that include, but are not limited to, wearing gloves, surgical masks, protective eyewear when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc, will be discussed.

LA201 Laser and Light-Based Removal Physics (5 hours)

Concepts of natural and stimulated laser light are explained and discussed, and students will come to understand the differences and their applications.

LA202 Safety and Precautions (5 hours)

A review of the Federal, State and local agencies which regulate laser safety, as well as a detailed discussion of the ways to ensure that safety.

EL101 Introduction to Electrolysis (15 hours)

An overview of what the student can expect by taking the program and various aspects of the Electrologist's role will be discussed. The course includes the basic principles and procedures of hair removal, the history of Electrolysis describing the evolution of methods of hair removal, guidelines of sanitation/sterilization & hygiene as prescribed by OSHA, and the following types of modalities: Galvanic, Thermolysis, Blend, and laser and light-based.

EL102 Principles of electricity (5 hours)

This unit will give the student technical knowledge to grasp the fundamental properties and behavior of electricity, epilator functions, and adjustments and its role in Electrology.

EL103 Integumentary System (6 hours)

Introduction to the Integumentary System, the structure of the skin, and its various layers, the Pilosebaceous Unit, the hair follicle and its appendages, will also be discussed. Curriculum includes: the layers of the epidermis, appendages within the dermis, major functions of the skin, and components of the Pilosebaceous unit.

EL104 Circulatory & Nervous Systems (6 hours)

Introduction to the Circulatory System including: Functions of the Heart, its layers, chambers, the Cardiac Cycle, Blood Vessels, types of circulation, blood types, and blood and the lymph system. Introduction to the Nervous System including: the Central Nervous System, the Peripheral Nervous System, the Autonomic Nervous System, and the Somatic Nervous System.

EL105 Endocrine System (6 hours)

Introduction to the Endocrine System including: the Pituitary, Thyroid, Parathyroid, Adrenal, Gonads, Islets of Langerhans, and Pineal Gland as well as a review of disorders affecting the skin, hair, and nails.

EL106 Biology of Hair Growth (10 hours)

The "Pilosebaceous Unit", is discussed in greater detail. Curriculum includes topics such as the layers of the hair, types of hair and the stages of hair growth.

EL107 Skin Assessment (20 hours)

This unit teaches the student to recognize different skin types and apply the correct amount of current for a specific area.

EL108 Ecology (7 hours)

The study of the Flora and Fauna of the human skin Introduction to the microorganisms that normally live on, or in, an individual's body. Types of microorganisms will be discussed including bacteria, viruses, fungi, and protozoa. Body defense mechanisms dealing with microorganisms will be reviewed. Sanitation and safety procedures including demonstrations in accordance with Rule 64B8-56.001, F.A.C.

EL109 Clinic & Office Management (5 hours)

This unit gives the student an overview of ethics necessary for proper conduct of the professional Electrologist as well as facility management.

EL110 Florida Law for Electrolysis (5 hours)

The study of Title 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 456, Part II, F.S

EL111 Consultations (20 hours)

Curriculum includes demonstration of items to be included when discussing treatment procedures with a client.

EL112 Coordination Skills (5 hours)

Training in the use of probes will range from how to determine the correct diameter size, sterilization, to the necessary amount of current needed. Lab skills and practice will be examined using Forceps.

EL113 Insertions (15 hours)

Lab skills and practice using the material learned in EL112. The student will demonstrate that they understand "Histolysis" by sliding down the follicle with a Probe and applying the proper current to accomplish hair removal.

EL114 Sanitation/Sterilization Procedures (10 hours)

Clinical Skills involving the study of Chapter 64B8-56.001, FAC, Sanitation & Safety Requirements of the Delivery of Electrolysis. This Chapter of the Standards includes: Hand Washing, Use of Gloves, Pre-Treatment Procedures, Post-Treatment Procedures, Cleaning & Sterilizing Instruments, and other precautions.

EL115 Laser and Light-Based Equipment Training (15 hours)

The course curriculum involves skills related to Laser and Light-Based Hair Removal or Reduction. The principle of how Laser and Light-Based Hair Removal or Reduction Equipment works will be demonstrated. Precautions needed to prevent damage to the skin will be reviewed.

EL116 Thermolysis Equipment Training (10 hours)

The course curriculum involves skills related to Thermolysis and the theory of how Thermolysis works will be introduced, the principle of how heat damages the cells that cause hair growth, and thus results in hair removal will be demonstrated. Precautions needed to prevent damage to the skin from excess heat will be reviewed.

EL117 Blend and Galvanic Equipment Training (10 hours)

The course curriculum involves skills related to the Blend and Galvanic Method. Both Galvanic and Thermolysis Modalities, combine to become the Blend Technique Skills will be taught that show how the two are combined alternately, or simultaneously, to produce hair removal. The principle of how Galvanic Electrolysis works will be demonstrated. Standard precautions to prevent damage to the skin will be reviewed.

EL118 Client Pre/Post Treatment (10 hours)

Lab skills using a checklist of Pre and Post Treatment Guidelines.

EL119 Client Assessment (15 hours)

Lab skills involving the area of treatment, the client's medical history, the client's allergies, health problems, previous treatments, hair color, and skin type. The curriculum includes the use of a signed statement that the client understands the procedures, and the cost involved for the procedure.

EL120 General Treatment Procedures (80 hours)

Hands-On Lab skills demonstrating the transfer of theory to the practice of Electrolysis and Laser and Light-Based Hair Removal or Reduction.

EL121 Consultations (Clinical) (15 hours)

Lab skills using materials and techniques learned in Course EL112.

EL122 Visuals/Library (5 hours)

Course curriculum involves assignments from the school's library. Research and documentation, in the form of a term paper will be required from data found in books in the school library, the internet, school videos, and school subject matter DVDs. The research is designed to improve the skills of the student in the profession. A written report will be required on subjects pertaining to Electrolysis.

EL123 Review/Exam Preparation (10 hours)

The Academic and Lab Applications of the program's curriculum will be reviewed to prepare the student to take the State of Florida Electrolysis Licensing Exam.

Laser and Light-Based Hair Removal or Reduction Program Outline (30 Hours) CIP CODE: 12.0404 **Only available Hollywood Campus*

Program Description: The program includes 30 clock hours of classroom training (20 Academic Instruction and 10 hours of service requirements (Practical Applications) under the supervision of an ARNP in Florida. Hollywood Institute of Beauty Careers offers a Laser and Light-Based Hair Removal/Reduction Program that prepares the student to meet educational requirements of the Department of Health, Electrolysis Council and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded.

Objective: This program is designed to educate participants about laser and light-assisted hair growth delay. The program will cover hair anatomy and growth, past and current applications available for affecting hair growth, background into laser and light-assisted hair removal systems, how federal and state define & control these systems, & their current marketplace. The Laser and Light-Based Hair Removal or Reduction program is designed to qualify licensed electrologist to meet the continue education requirements required to register for the Certified Medical Electrologist (CME) examination process for laser and light-based hair removal, through the Society of Clinical & Medical Hair Removal, Inc. (SCMHR), the CME certification is needed to obtain entry-level employment providing Laser and light-based hair removal services.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Theory Hours	Lab Hours	Services (If Applicable)
	ACADEMIC INSTRUCTION			
LA101	Historical Overview of Hair Depilation	2		
LA102	Mechanical Modalities Laser and Light Sources	2		
LA103	Hair Anatomy, Growth Cycles and Medical Conditions contributive to excess hair growth.	2		
LA104	Endocrinology	2		
LA105	Laser and Light-Based Removal Physics	2		
LA106	Desired Energy Transfer Parameters	2		
LA107	Definitions of Hair Terminology by the FDA	2		
LA108	Safety and Precautions	2		
LA109	Current Consumer Marketplace	2		
LA110	Review of Current Laser and Light Energy Transfer Systems available in the marketplace	2		
LA111	Applied Clinical Training		10	
Subtotal:		20	10	
Total Hours:			30	

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory

**Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.*

Laser and Light-Based Hair Removal or Reduction Program Description (30 hours)**LA101 Historical Overview of Hair Depilation (2 hours)**

Review of the history of various technologies of and means of the removal of unwanted hair, from Ancient Egypt to today.

LA102 Mechanical Modalities Laser and Light Sources (2 hours)

Short history of the techniques involving the electrolysis and related modalities of hair removal, followed by the introduction and history of the development of the accepted laser and light-based hair reduction system. Students will develop a deep understanding of these devices.

LA103 Hair Anatomy, Growth Cycles and Medical Conditions contributive to excess hair growth (2 hours)

The student will review the biology of hair and integumentary system covered in the Electrolysis Program. The course will review the topics of the structure of hair, the follicular, the hair shaft, and stages of hair growth. Further study will include an in-depth histological review of the skin.

LA104 Endocrinology (2 hours)

The students will learn about the endocrine glands (and a detailed study of how they work and their hormones) and their influences over many of the body's functions. A detailed study of endocrine disorders, and their effects on hair growth, will be covered to prepare the students for their practices.

LA105 Laser and Light-Based Removal Physics (2 hours)

Concepts of natural and stimulated laser light are explained and discussed, and students will come to understand the differences and their applications.

LA106 Desired Energy Transfer Parameters (2 hours)

Students will learn about heat transfer, and how this makes possible the effective disabling of the hair follicle, while maintaining the skin's safety.

LA107 Definitions of Hair Terminology by the FDA (2 hours)

The student will learn different FDA approved lasers such as Ruby, Alexandrite, Diode, Nd:Yag, IPL, and others.

LA108 Safety and Precautions (2 hours)

A review of the Federal, State, and local agencies which regulate laser safety, as well as a detailed discussion of the ways to ensure that safety.

LA109 Current Consumer Marketplace (2 hours)

Students will receive a generic patient intake form and learn how to assess and evaluate the clients' responses in a proper consultation.

LA110 Review of Current Laser and Light Energy Transfer (2 hours)

Systems Available in the Marketplace. A guest lecturer will review the marketplace and discuss different lasers and light-based systems available at this time. This includes an at-length question and answer period.

LA111 Applied Clinical Training (10 hours)

Hands on experience with laser and light-based devices to include hair removal or reduction from all areas of the body.

HOLIDAYS

The school observes the following Holidays and will be closed on those dates:

- ❖ New Year’s Day
- ❖ Martin Luther King, Jr. Day
- ❖ President’s Day
- ❖ Memorial Day
- ❖ Independence Day (July 4th)
- ❖ Juneteenth
- ❖ Labor Day
- ❖ Thanksgiving and Friday after Thanksgiving
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year’s Eve

The school President may declare additional Holidays, which will be announced at the appropriate time with proper notice.

HOURS OF OPERATION

Office Hours

- ❖ Monday-Friday 8:30 A.M. - 8:00 P.M.
- ❖ Saturday 9:30 A.M. - 4:00 P.M.

Academic Schedule

Day Mon-Fri. 9:00 A.M.-3:20 P.M. (30 Hours a Week) and 9:00 A.M.-4:20 P.M. (35 Hours a Week)
 Evening Mon-Thurs. 5:45 P.M. – 10:15 P.M. & Saturday 10:00 A.M. – 4:20 P.M. (24 Hours a Week)

ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin weekly on Monday.

2023 CALENDAR														2024 CALENDAR																																									
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Hollywood Institute

of Beauty Careers

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West Palm Beach, FL 33405

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