

Your Rewarding Career Begins

At the Lia Schorr Institute of Cosmetic Skin Care Training Inc.

57 West 57th Street, Suite 1409

New York, NY 10019

(212) 486-9670

www.liaschorrinstitute.com

CATALOG

The Lia Schorr Institute is licensed by the New York State Education Department -
Bureau of Proprietary Institute Supervision, Room 974, EBA,
Albany, NY 12234 - (518) 474-3969

The Lia Schorr Institute of Cosmetic Skin Care Training, Inc. is accredited by
the National Accrediting Commission of Career Arts & Sciences
(Accreditation on Probation)

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IMPORTANT NOTICES – PLEASE READ

The student should be aware that some information in the Catalog may change. It is recommended that a student considering enrollment should check with the Director to determine if there is any change from the information provided in the Catalog. In addition, a catalog will contain information on the Institute's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the Institute's Catalog may not be approved at the time that a student enrolls in the Institute or the teaching personnel listed in the Catalog may have changed. It is again recommended that the student check with the Institute director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the Catalog.

The Lia Schorr Institute of Cosmetic Skin Care Training, Inc. (the "Institute") does not discriminate on the basis of sex, race, or color, ethnic origin, age or religion.

The Institute accepts transfer students according to the process described on **page 7** of this Catalog, but does not recruit students already attending or admitted to another Institute offering a similar program of study.

With the approval of the Bureau of Proprietary School Supervision, the information in this Catalog is subject to change, and the Institute recommends that those interested in applying for a course call for the most up-to-date information.

This institute only provides training and instruction in the English language.

ABOUT LIA SCHORR

Lia Schorr has operated her own salon since 1981. She established The Lia Schorr Institute of Cosmetic Skin Care Training, Inc. in 1990. (The Lia Schorr Institute) to share her special skin care techniques for women and men. The Lia Schorr Institute prepares students for the New York State Examination for a License in Esthetics. The Institute is approved to offer certificate programs in Advanced Esthetics, Basic Makeup, Theatrical Makeup and Electrolysis. The Institute offers a special review course for individuals who are qualified to take the State Exam for a license in Esthetics. Special programs and seminars are open to professionals who want to enhance their careers.

Lia knows firsthand what has made esthetics one of the most exciting career choices for women and men. Trained in the most prestigious institutions in Eastern Europe and the United States, she has more than 40 years of experience as an Esthetician, with a New York State license in cosmetology and a certification of completion in electrolysis. Lia Schorr is dedicated to improving skin care practices and products. She is recognized throughout the world for her innovative combination of superior traditional practices and advanced state-of-the-art techniques that are vital in contemporary skincare.

Lia has written extensively for such publications as *Les Nouvelles Esthetiques*, *Dermascope*, *Better Nutrition*, *Skin Inc.*, *Spa Management*, *GQ*, and *Nouvelles Esthetiques*. Many prestigious publications, such as *Vogue*, *Cosmopolitan* and *American Health* have written extensively about Lia Schorr's advanced skin care practice. She has authored three books that are widely used in the profession: *Milady Salon Ovations: Advanced Skin Care Handbook*, *Lia Schorr Seasonal Skin Care* and *Lia Schorr Skin Care Guide for Men*.

A member of such professional societies as the Fashion Group, Cosmetic Executive Women and the Society of Chemists, she is invited to lecture at national trade seminars and meetings.

"This was a wonderful place to learn with flexibility, supportive educators and hands on experience." - Stephanie Kramer ★★★★★ Google Maps Review 2017

Lia has greatly contributed to the advancement of excellence in the practice of esthetics as is evidenced by comments from colleagues and customers:

"Lia Schorr is a cut above the rest. Her advice is practical and knowledgeable and, equally important; she knows when a skin problem belongs in the doctor's hands." John Romano, M.D. Dermatologist (1987)

Amidst all the outlandish trends, the wild promises and extravagant fees of the beauty field, Lia's approach to helping women make the most of their looks stands out as being sane, sensible, intelligent and reasonably. Susan Duff, Beauty Author, *Mademoiselle*, *Harper's Bazaar*, *Cosmopolitan* magazines (1988)

Lia Schorr's advice has saved my skin from the heat of stage lights, the stress from travel and the dry, overheated air of recording studios. Melba Moore, Actress/Singer/Entertainer (1988)

Lia takes special care of all her clients. She makes them feel at ease and at home. Her salon treatments are some of the best I have experienced. She makes me feel good about myself. Natural beauty. Lia's cosmetics and treatments make the most of my skin, hair, and nails. Brooke Shields, Actress/Model (1987)

THE LIA SCHORR INSTITUTE OF COSMETIC SKIN CARE TRAINING, INC.

OUR MISSION

The Institute offers students an opportunity to train with Ms. Schorr in a rewarding and demanding program that combines lecture, written assignments and extensive clinical experience. The Institute is committed to preparing Estheticians who are skilled in their craft, committed to professional client care, and have a solid business foundation.

Courses are designed to meet the needs of beginners as well as those who are more advanced and seek to enhance their professional practices as accomplished estheticians or salon owners. Students are train on state-of-the art equipment. They learn the function and application of each machine during treatments.

LOCATION, FACILITIES AND EQUIPMENT

Classes are held at the Institute located at 57 West 57th Street, Suite 1409 on 6th Avenue and in the heart of Manhattan. It is convenient to all modes of public transportation and is handicapped accessible. The facilities include a lecture area and client treatment section. The Institute's equipment includes galvanic, high frequency, ionic toning and steam machines.

ADMINISTRATION AND FACULTY

The Institute is licensed by the New York State Education Department and accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) (Accreditation on Probation). Trained in the most prestigious institutions of the United States and Europe, Ms. Schorr has a New York State license in cosmetology and more than 45 years of experience as an Esthetician. Ms. Schorr has operated her own salon since 1981, and practices the exacting techniques and advanced skin care methods that are vital for contemporary Estheticians.

Courses are taught by Lia Schorr and a team of teachers who are licensed by the New York State Department of State. Guest lecturers include leading dermatologists, plastic surgeons, makeup specialists, career planners, accountants, public relations and marketing specialists.

Owner	Lia Schorr
Director	Jennifer Galante
Financial Aid Officer	Jennifer Galante
Enrollment Agents	Lia Schorr, Jennifer Galante and Heidi Reid
Educational Director	Lia Schorr
Faculty	Lia Schorr
	Heidi Reid
	Sepi Nasseri
	Larissa Gouskova
	Adrienne Vazquez
	Barbara Jozefowicz

OVERVIEW OF ACADEMIC PROGRAM

The Institute offers an opportunity to learn Ms. Schorr's contemporary approach to skin care - state-of-the-art scientific advances combined with traditional European and American techniques. *All courses are approved by the New York State Education Department. The Institute is licensed to offer a full course of study to meet your interests and career goals. These are the courses we currently offer:*

- ❑ **Esthetics, Skin Care and Salon Management**
Esthetics, Skin Care, Salon Management Certificate Program (600 hours) *to prepare for the state licensing examination*
- ❑ **Advanced Esthetics Certificate Program**
60-hour Certificate Program
- ❑ **Preparatory Course for State Examination for Esthetician's License**
60-hour Certificate Program
- ❑ **Oxygen Treatment Certificate Program**
8-hour Certificate Program
- ❑ **Microdermabrasion Certificate Program**
35-hour Certificate Program
- ❑ **Basic Make-Up Certificate Program**
50-hour Certificate Program
- ❑ **Theatrical Make-Up Certificate Program**
35-hour Certificate Program
- ❑ **Paramedical Make-Up Certificate Program**
65-hour Certificate Program
- ❑ **Fashion Editorial Make-Up Certificate Program**
16-hour Certificate Program
- ❑ **Airbrush Make-Up Certificate Program**
8-hour Certificate Program
- ❑ **Introduction to Brazilian Waxing**
6-hour Certificate Program
- ❑ **Basic Electrolysis Certificate Program**
120-hour Certificate Program
- ❑ **Laser Hair Removal and IPL Certificate Program**
40-hour Certificate Program
- ❑ **Eyelash Extension Program**
16-hour Certificate Program
- ❑ **Microblading Program**
35-hour Certificate Program
- ❑ **Threading Program**
8-hour Certificate Program
- ❑ **Holsitic Skin Care**
17-hour Certificate Program
- ❑ **Dermaplaning**
7-hour Certificate Program

CAREER INFORMATION & EMPLOYMENT ASSISTANCE

This industry offers a wide range of career options and levels of compensation. Detailed information is available at the Institute. The Institute **does not** guarantee employment but assists students in their efforts to secure employment. The Institute posts information on job openings and provides graduates with information and assistance. All curriculums provide skill training and practice related to resume development, business letter writing, and the job interview process. The curriculums cover the history of each program, present and future career opportunities.

THE ESTHETICIAN'S LICENSE IN NEW YORK STATE

Upon successful completion of the Esthetics, Skin Care, Salon Management program (600 hours), students are eligible to apply for and take the state examination, which enables an individual to practice Esthetics in New York State. Applications and information on local test sites in the New York City area will be provided.

Tests are administered by the New York State Department of State, Division of Licensing Services, 84 Holland Avenue, Albany, New York 12208-3490. Phone: (518) 474-4429.

Applicants for the license must prove successful completion of an approved course of study of 600 hours esthetics (75 hrs. wax). When the NYS Department of State approves an application, candidate is issued an admission card for the written examination. Upon passing the written exam, candidate is notified by the NYS Department of State date and place of the practical examination. State guidelines with instructions and applications may be obtained from the Lia Schorr Institute or the New York State Department of State, Division of Licensing Services, 84 Holland Avenue, Albany, NY 12208-3490.

75 Hour Wax Course: The above applies to the extent that said student completes 75 hours of wax instruction.

DEFINITION OF ESTHETICS

The New York State definition of the practice of "Esthetics" means providing "services for a fee or any other consideration to enhance appearance of the face, neck, arms, legs or shoulders of a human being by the use of compounds or procedures including makeup, eyelashes, depilatories, tonics, lotions, waxes, or sanding and tweezing. They may be performed by manual, mechanical, chemical or electrical means and instruments, but shall not include the practice of electrology."

REQUIREMENTS FOR OPERATING A SALON

New York State Appearance Enhancement Business License

A separate license is required to own, control, or operate an appearance enhancement business, whether as a sole proprietor, partner, shareholder, officer or independent contractor. **However, each person providing an appearance enhancement service must be licensed by the Department of State as a Cosmetologist, Natural Hair Stylist, Nail Specialist or Esthetician. Instructions and application for the Business or Renter License can be obtained by writing the New York State Department of State, Division of Licensing Services, and 84 Holland Avenue, Albany, NY 12208-3490.**

ADMISSIONS CRITERIA

Prospective students are required to submit all of the following documents. All courses require a high school diploma, G.E.D. certificate or Translated Foreign Diploma except Make-Up artistry and/or certificate classes. If a prospective student has a translated foreign diploma it will only be accepted with verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The following documents are required:

Photo identification i.e., a valid driver's license or State Identification card	*Translated Foreign Diploma with verification by an outside agency that is qualified to translate documents into English and confirms the academic high school Equivalence to a U.S. high school diploma.
U.S Passport, U.S Birth Certificate, or Green card	
Social Security card	
High School diploma, G.E.D. or Translated Foreign Diploma*	
Three (3) unofficial letters of recommendation	

Students accepted into the **Esthetics, Skin Care, Salon Management** or **120 hr. Electrolysis** must submit all of the above documents.

Students enrolling in **Make-Up Artistry Classes** must provide Photo I.D.

60-hour Refresher Course students must provide proof of completion of the **600-hour Esthetic Class**.

Withdrawn students may re-apply and re-enter the program. Withdrawn students may re-apply and re-enter the program.

When accepted for re-enrollment, a student will re-enter under the same Satisfactory Academic Progress status as in place when the student left. If the student is placed on probation, the Institute will ensure all steps to gaining probation have been met prior to putting the student on probation, which will last until the next scheduled evaluation point.

Students who are accepted for admission work with an **Enrollment Agent** to complete the **Enrollment Agreement**, an individual contract of agreement regarding attendance, program tuition payments and refund policies.

The Institute policy on Financial Aid (grant and loans) states that aid cannot exceed tuition fees.

Ability to Benefit Student as defined by the January 2018 edition of NACCAS' Policies and Procedures and our policy: A student who is beyond the age of compulsory education, lacks a high Institute diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. Pursuant to NACCAS guidelines, the records of an Ability-to-Benefit Student must be kept by the institution for 6 years. **THIS INSTITUTE DOES NOT ACCEPT ABILITY TO BENEFIT STUDENTS.**

CREDIT FOR PAST WORK EXPERIENCE OR STUDIES ELSEWHERE

Grandparenting Clause

Individuals who can provide satisfactory evidence of practicing esthetics in New York State for at least one year prior to July 5, 1994 may obtain an esthetics license without examination or education. Detailed information needed is available from the New York Department of State. **This is state policy and procedures, not determined by the Institute.**

Reciprocity between New York State and Other States

An applicant holding a license equivalent to esthetics from another state may obtain a license from New York State if there is a reciprocal agreement. Certification from the state where the individual holds the license that is not over six months old is required. Individuals who have a cosmetology license from other states must contact the Department of State to find out if a *Reciprocity Agreement* exists between the states. *This is New York State policy.*

Requests for Transfer of Hours

The Institute provides an educational curriculum to qualify students to pass the State of New York Licensing examinations. The request to transfer hours completed in an approved program licensed by the State at another Institute must be made when applying for admission to the Institute.

It is the student's responsibility to provide an ***official copy of the transcript*** that includes grade(s) received and hours earned for the course(s) for which credit is being requested. If necessary, the Institute may also require a copy of the Institute's catalog and a full description of the coursework completed to assure that it is comparable to the course of study being offered.

Provided the applicant earned a grade of 70% or higher, The Institute will accept the completed hours as reported officially by the transferring Institute.

College Credit

The Institute does not grant college credits for students who attended a credit-based program as our Institute is clock hours.

Review of Documents

A full review of the documents will be conducted by the Institute. In addition, The Institute will administer both practical and written tests to confirm the student's proficiency before determining the number of hours and course(s) for which credit is to be granted. Approval of the student's transfer and the number of hours of credit must be confirmed by the New York State Education Department.

The criteria for approval and submission is as follows:

- Attended a licensed/accredited Institution that provided an applicable education and curriculum to the Institute
- An official Institute transcript and degree/certificate
- Request for transfer hours must be made in writing and submitted to the Institute prior to Registration
- Request for transfer hours will not be accepted after Registration

* Tuition is based on 600-hours of satisfactory academic and non-academic policies for the Esthetics, Skin Care, Salon Management course. If you receive approval for transfer hours, your tuition will be prorated accordingly.

FALL SCHOOL CLOSURE 2021

CLOSED:

Monday, OCTOBER 11th, 2021

Thursday, November 11th, 2021

Thursday, November 25th

Friday, November 26th

Saturday, November 27th

Sunday, November 28th

Friday, December 24th

Saturday, December 25th

Sunday, December 26th

Friday, December 31st

Saturday, January 1st

Sunday, January 2nd

COURSE OUTLINE AND TUITION

Course Name: **Esthetics, Skin Care and Salon Management**

Course Description

The Esthetics, Skin Care, Salon Management (600 hours) course of study is approved by the State of New York Education Department to prepare students to take the New York State written and practical examinations for a license in Esthetics.

Course Objectives

Students who successfully complete this course of study receive a *Certificate of Completion in Esthetics, Skin Care and Salon Management* issued by the Institute and an application to submit to the state to apply to take the state examination for a license in esthetics. Students who pass both parts, written and practical of the New York State Examination will receive a license and be eligible to practice as an Esthetician.

The Institute policy on Financial Aid (grant and loans) states that aid cannot exceed tuition fees.

The tuition for the Certificate Program is \$9,000.00.

There is a non-refundable registration fee of \$100.00 for this course.

Textbooks and Materials – Textbooks and Skin Care Kit are not included in tuition

Total cost of Supplies (Skin Care Kit) \$175.00

Includes:

- Lia Schorr Cleanser
- Lia Schorr Toner
- Lia Schorr Mask
- Lia Schorr Moisturizer
- Lia Schorr Eye Cream

(If accepted) Total cost of Textbooks listed: \$225.00

Standard Textbook for Professional Estheticians, 11th Ed. by Joel Gerson

Milady's Workbook for Professional Esthetics, 11th Ed.

The total cost of the Esthetics, Skin Care, and Salon Management program is **\$9,500.00**.

Additional textbooks are recommended, but not required. Students will be provided with a list of Make-Up publications and suggested resource materials by the teacher, including Milady's Make-Up Techniques by Pamela Taylor. Lecturers will recommend supplementary materials.

Supplies: Skin Care Kits are required for all Esthetics, Skin Care, Salon Management courses, unless otherwise stated.

Optional purchases of supplies will be discussed with students in class.

Method of Payment: Registration fee of \$100 must be paid before or on start date. All students will pay \$3,900 at the start of class. All Full-Time/Part time/Weekend students will make the following monthly payments of \$1,375 until the balance is paid. The monies owed to the institution can be paid by cash, credit card, check, and/or Title IV/Federal Direct Student Loans (for those who qualify).

Start dates for 2021 for Esthetics, Skin Care, and Salon Management Course:

- October 4th, 2021,
- November 1st, 2021,
- December 6th, 2021.

- *These start dates are pending space and availability.*
- In addition to these dates, the **WEEKEND SCHEDULE** begins the first Saturday of every month, *pending space and availability.*

Esthetics, Skin Care, and Salon Management Class Schedule

Full-time Program: Monday through Friday 10 a.m. to 5 p.m. Break: 1p.m. to 2p.m.
Monday through Friday 2p.m to 8:30 p.m. Break: 5p.m. to 5:30p.m.

Part-time Program: Monday through Friday (One of the following times below)
Morning 10a.m. to 1p.m.
Afternoon 2p.m. to 5p.m.
Evening 5:30p.m. to 8:30p.m.

Weekend Schedule: Saturday and Sunday
9:00am to 5:30p.m. Break: 1p.m. to 1:30pm

Total Hours and Completion weeks

Full-time Schedule: 30 hours of class each week to complete the program in 20 weeks.
Part-time Schedule: 15 hours of classes a week to complete the program in 40 weeks.
Weekend Schedule: 16 hours of class each weekend to complete the program in 38 weeks.

REFUND POLICY I

The Refund Policy based on State guidelines “REFUND POLICY LANGUAGE QUARTERS” is for programs that are 7-14 weeks in duration; two quarters 14-28 weeks in duration; three quarters are 21-42 weeks in duration; four quarters are 42-56 weeks in duration, etc. It is as follows:

- A. A student who cancels within seven (7) days of signing the Enrollment Agreement receives all monies returned with the exception of the non-refundable registration fee. The refund policy according to the State of New York guidelines is detailed below.
- B. An Applicant not accepted for training by the Institute is entitled to a refund of all moneys paid with the exception of the non-refundable registration fee.
- C. *Thereafter, a student will be liable for*
 1. The non-refundable registration fee **plus**
 2. The cost of any textbooks or supplies accepted **plus**
 3. Tuition liability as of the students last date of physical attendance. Liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed.
 4. Students who are on recognized leave-of-absence or are appealing a dismissal are not liable for tuition during the time they are not in class.

Esthetics, Skin Care and Salon Management Refund Calculations:**Full Time Schedule:** (Two Quarters)**1st Quarter:**

If termination occurs	Institute may keep	Amount	Student may keep	Amount
Prior to or during the first week	0%	\$0	100%	\$4,500
During the second week	25%	\$1,125	75%	\$3,375
During the third week	50%	\$2,250	50%	\$2,250
During the fourth week	75%	\$3,375	25%	\$1,125
After the fourth week	100%	\$4,500	0%	\$0

2nd Quarter:

If termination occurs	Institute may keep	Amount	Student may keep	Amount
During the first week	25%	\$1,125	100%	\$4,500
During the second week	50%	\$2,250	75%	\$3,375
During the third week	75%	\$3,275	50%	\$2,250
After the third week	100%	\$4,500	25%	\$1,125

Part Time and Weekend Schedule: (Three Quarters)**1st Quarter:**

If termination occurs	School may keep	Amount	Student may keep	Amount
Prior to or during the first week	0%	\$0	100%	\$3000.00
During the second week	25%	\$750.00	75%	\$2250.00
During the third week	50%	\$1500.00	50%	\$1500.00
During the fourth week	75%	\$2250.00	25%	\$750.00
After the fourth week	100%	\$3000.00	0%	\$0

2nd Quarter:

If termination occurs	School may keep	Amount	Student may keep	Amount
During the first week	25%	\$750.00	100%	\$3000.00
During the second week	50%	\$1500.00	75%	\$2250.00
During the third week	75%	\$2250.00	50%	\$1500.00
After the third week	100%	\$3000.00	25%	\$750.00

3rd Quarter:

If termination occurs	School may keep	Amount	Student may keep	Amount
During the first week	25%	\$750.00	100%	\$3000.00
During the second week	50%	\$1500.00	75%	\$2250.00
During the third week	75%	\$2250.00	50%	\$1500.00
After the third week	100%	\$3000.00	25%	\$750.00

INSTRUCTIONAL METHODS

This Institute uses the following instructional methods presented through comprehensive lesson plans that reflect effective educational methods: lecture, demonstration, case study, clinic, compare and contrast, critique, dialogue, discussion, guest speakers, practice exercise, student participation, quizzes, exams, projects, papers and simulation. Instructors gauge each class and modify the instructional method by class size, students' energy level and subject matter.

Resource Materials

- Joel Gerson, *Milady's Standard Textbook for Estheticians 11th Ed.* and workbook
- Lia Schorr, *Advanced Skin Care Handbook, Men's Skin Care, Seasonal Skin Care*
- *Color Atlas and Synopsis of Clinical Dermatology*
- *Cosmetic Ingredient Guide*
- *Medical Dictionary*
- *Book of Aromatherapy*
- *Book of Reflexology*
- *Milady's Book of Make-Up*

- Magazines: *Dermascope*, *Skin, Inc.*, *Novelle Esthetique*

Instructional Training Aids

- Anatomy posters and flip charts
- Dry erase board
- Inclusions of sections of books from the Institute library

Equipment

- Steam machines High Frequency
- Loops Beds
- Ionic Waxing Equipment

Demonstrations & Guest speakers: To be announced

Grading Procedures: The students are evaluated as follows:

Class Participation 25% Practical Exams 25% Theory Exams 25% Written Assignment 25%

Grading Scale (Theory and Practical): 90-100% A 80-89% B 70-79% C 60-69% D Below 60% F

Student Evaluations: Student will be given a total of 2 evaluations; one for every completed 300 hours.

Practical Examinations: You are graded on a scale of 1 of 10 (for a maximum score of 100%) in each performance category (cleanse, analysis, massage, steam, extraction, masks, lip wax, body wax and tweezing).

Final Grade Calculation: All theory and practical grades are averaged together to form a final grade. Failed exams can be made up once with both scores averaged to create the final exam grade.

Cumulative Score	Description of Grading Criteria of Student Evaluations
10	For excellent achievement: displaying the highest level of performance and commands of all aspects of the material being tested without any remarkable weaknesses.
9	For excellent achievement: displaying the highest level of performance and commands of all aspects of the material being tested with some minor improvement needed.
8	Very good performance: displaying a high level of command of most aspects of the material being tested with several minor improvements needed.
7	Good performance displaying a command of the material examined with areas of improvement required.
6	Below Satisfactory academic performance (SAP): Fair performance: some command of the material examined with good effort shown, but several areas of improvement are needed.
5	Below SAP: some command of the material examined showing interest in the subject matter.
4	Below SAP: some command of the material examined with interest in the subject matter being difficult to ascertain. Several areas of improvement identified.
3	Below SAP: very little command of the material tested with no interest demonstrated.
2	Below SAP: requires significant improvement in every area being tested.
1	Below SAP: Performance which is unacceptable in every respect.
0	Below SAP: No attempt/no-show with no attempt to reschedule .

Esthetics, Skin Care and Salon Management

Orientation	5 hours	XII. Facial and Body Procedures	240 hours
• School Rules and Regulations • History of Esthetics • The Role of the Esthetician • Qualities of the Professional Esthetician • Code of Ethics • New York State and Federal Laws, Rules, and Regulations • View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course		• Client Consultation • Skin Analysis, Product Selection & Treatment Recommendations • Facial and body Procedures • Overview of Various products to enhance the appearance of the Skin • Facial Procedures with Electrical Equipment • Wet and Dry Exfoliations and Applications • Overview of Advanced Techniques	
I. Safety and Health	8 hours	XIII. Make-Up Techniques	70 hours
• Local, State, Federal Safety Codes • Classrooms/Student Salon Rules and Regulations • Hazardous materials Communications (HAZMAT)		• Color Analysis • Morphology of the Face • Eyebrow Contouring • Make-Up Application • Artificial Eyelashes • Advanced Make-up Techniques	
II. Infection Control	18 hours	XIV. Business Practices	30 hours
• Types and Classification of Bacteria • Viral, Bacterial and Fungal Infections • Bacterial Growth and Reproduction • Immunity and Body Defenses • Methods of Infection Control • Physical and Chemical Agents for Infection Control		• Business Operation • Accounting and Inventory • Payroll Regulations • Ethics and Professional Conduct • Retailing Techniques • Marketing (Advertising, Retailing, and Promotion) • Customer Relations	
III. Anatomy, Physiology	30 hours	XV. Career Skills	12 hours
• Cells, Tissues and Organs • Body Systems		XVI. Introduction to Advanced Esthetics	9 hours
IV. Structure & Function of the Skin	18 hours	• Define Paramedical Procedures • Discuss Scope of Licensure • Overview of Medical Procedures • Pre and Post-Operative Care	
• Physiology and Histology of the Skin • Structure and Functions of the Skin		XVII. Unassigned Hrs. (State Exam Preparation)	23 hours
V. Appendages of Skin			
VI. Nutrition for Healthy Skin & Longevity	5 hours		
VII. Skin Disorders and Disease	12 hours		
VIII. Skin Analysis	18 hours		
IX. Superfluous Hair	60 hours		
• Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis, Blend) • Temporary Methods of Hair Removal: Manual Tweezing, Waxing (Strip & Non-strip)			
IX. Chemistry	3 hours		
• Chemistry as Related to Esthetics • Acidity and Alkalinity			
X. Chemistry Applied to Esthetics	21 hours		
• Cosmetics and Skin Care Products • Massage Creams and Oils • New Product Technologies • FDA Laws Governing Cosmetics & Skin Care • Skin Sensitivity and Allergic Reactions			
XI. Electricity and Equipment	18 hours		
• Electricity as related to Esthetics Equipment • Electrical Equipment Safety • Galvanic Current for Iontophoresis or Disincrustation • High Frequency Current • Esthetics Equipment • Paraffin Unit • Emerging Technologies			

Course Name: Advanced Esthetics (60-Hours)

Objective: Professional Estheticians seeking to expand their skin care and business skills to receive rigorous training in the career-enhancing 60-hour program.

Tuition: The tuition fee for the Certificate is **\$1,300.00**

Fees: There is a non-refundable registration fee of \$100.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$1,400.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$650.00 and one additional payment of \$650.00 at the end of each week.

Class Schedule: Friday & Saturday 10:00 a.m. to 7:00 p.m. Break 1p.m. to 2p.m.

Refund Policy (6 or less weeks in duration)

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$1,300
16-30% of the program	25%	\$325	75%	\$975
31-45% of the program	50%	\$650	50%	\$650
46-60% of the program	75%	\$975	25%	\$325
After 60% of the program	100%	\$1,300	0%	\$0

Course Name: Preparatory Course for State Exam for an Esthetic License (60-Hour)

Objective: To prepare students to take the New York state written and practical exams for Estheticians.

Tuition: The tuition fee for the Certificate is \$1,100.00

Fees: There is a non-refundable registration fee of \$100.00 for this course.

Total Payment: Total cost of the course, with tuition and fees is **\$1,200.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$550.00 and one additional payment of \$550.00 at the end of the following week.

Class Schedule: Friday & Saturday 10:00 a.m. to 6:00 p.m. Break 1p.m. to 2p.m.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	0	100%	\$1,100.00
16-30% of the program	25%	\$275.00	75%	\$825.00
31-45% of the program	50%	\$550.00	50%	\$550.00
46-60% of the program	75%	\$825.00	25%	\$275.00
After 60% of the program	100%	\$1,100.00	0%	\$0

Course Name: Oxygen Treatment (35-Hours)

Objective: This 35-hour course prepares licensed estheticians in the practice of oxygen treatments. Prerequisite: licensed esthetician.

Tuition: The tuition fee for the Certificate Program is **\$450.00**.

Fees: There is a non-refundable registration fee of \$50.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$500.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. \$450 due at start of class.

Class Schedule: Friday and Saturday 9:00 a.m. to 5:00 p.m. Break 12p.m. to 1p.m.

Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$450.00
16-30% of the program	25%	\$112.50	75%	\$337.50
31-45% of the program	50%	\$225.00	50%	\$225.00
46-60% of the program	75%	\$337.50	25%	\$112.50
After 60% of the program	100%	\$450.00	0%	\$0

Course Name: Microdermabrasion (60-Hours)

Objective: This 40-hour course prepares estheticians in micro-dermabrasion treatment, specifically the crystal peel treatment. The prerequisite is to be a license esthetician.

Class Schedule: Monday through Friday 10:00 a.m. to 5:00 p.m. Break: 1pm-2pm

Tuition: The tuition fee for the Certificate Program is **\$850**

Fees: There is a non-refundable registration fee of \$85.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$935.00**

Method of Payment:

All students must pay registration fees upon execution of enrollment. \$425 due at start of class and one final payment of \$425 at the end of the following week.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$850.00
16-30% of the program	25%	\$212.50	75%	\$637.50
31-45% of the program	50%	\$425.00	50%	\$425.00
46-60% of the program	75%	\$637.50	25%	\$212.50
After 60% of the program	100%	\$850.00	0%	\$0

Course Name: Fashion Editorial Makeup (16-Hours)

Objective: This 16-hour (2-day) course prepares students for fashion make-up artistry.

Class Schedule: Saturday and Sunday 9:00 a.m. to 5:30 p.m. Break: 2 p.m. to 2:30 p.m.

Tuition: The tuition fee for the Certificate Program is **\$600.00**

Fees: There is a non-refundable registration fee of \$50.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$650.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$600.

Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$600
16-30% of the program	25%	\$150	75%	\$450
31-45% of the program	50%	\$300	50%	\$300
46-60% of the program	75%	\$450	25%	\$150
After 60% of the program	100%	\$600	0%	\$0

Course Name: Paramedical Camouflage (65-Hours)

Objective: This 65-hour course is an advanced make-up training course geared toward helping people help themselves.

The prerequisite is a Basic-Makeup certificate or Esthetic license.

Class Schedule: **Part Time-** Monday & Tuesday 5 p.m. to 8:45 p.m. –or- **Weekend-** Sunday 10 a.m. to 5:30 p.m. Break: 1:00p.m.- 1:30p.m.

Tuition: The tuition fee for the Certificate Program is **\$2,250.**

Fees: There is a non-refundable registration fee of \$100.00 for this course

Supplies: N/A

Total Payment: Total cost of the course, with tuition and fees is **\$2,350.**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$1,125 and one payment of \$1,125 due at the end of the following week.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$2,250.00
16-30% of the program	25%	\$562.50	75%	\$1,687.50
31-45% of the program	50%	\$1,125.00	50%	\$1,125.00
46-60% of the program	75%	\$1,687.50	25%	\$562.50
After 60% of the program	100%	\$2,250.00	0%	\$0

Course Name: Basic Make-Up (50 hours)

Students who successfully complete this 50-hour course of study receive a *Basic Make-Up Certificate* issued by the Institute. The course is designed to provide a solid foundation for students who are interested in beginning a career as a *Make-Up Artist* or who want to develop these skills for personal enhancement.

Objective: Coursework includes: Preparing a Client, Eyebrow Arching, Product Analysis & Chemistry. Make-Up Application, Correction Make-Up, False Eyelashes, Sanitation, Sales & Marketing Techniques & Customer Relations. Guided development of practical skills is emphasized.

Instructional Methods:

This course will be delivered using a variety of effective teaching methods, including, but not limited to the following: lecture, demonstrations, hand on, problem solving question and answer, guest speakers, videos, etc.

Class Schedules:

1. Monday – Thursday 10:00 a.m. to 5 p.m. Break 1:pm. -1:30p.m (total of 2 weeks)
2. Tuesday & Wednesday 5:30 p.m. – 8:30 p.m. (9 consecutive weeks)
3. Saturday from 10:00 a.m. to 6:10 p.m. Break 1:00p.m.- 2p.m. (7 consecutive Saturdays)
4. Sunday from 10:00 a.m. to 6:10 p.m. 1:00p.m.- 2p.m. (7 consecutive Sundays)

Tuition: The tuition fee for the Certificate Program is **\$900.00.**

Fees: There is a non-refundable registration fee of \$85.00 for this course

Supplies: N/A

Total Payment: Total cost of the course, with tuition and fees is **\$985.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$450 and one payment of \$450 due at the end of the following week.

Textbooks and Materials: *All supplies and materials are included in the tuition* Additional textbooks are recommended but not required. *Supplies Optional purchases of supplies will be discussed with students in class.*

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$900.00
16-30% of the program	25%	\$225.00	75%	\$675.00
31-45% of the program	50%	\$450.00	50%	\$450.00
46-60% of the program	75%	\$675.00	25%	\$225.00
After 60% of the program	100%	\$900.00	0%	\$0

BASIC MAKE-UP

The 50-hour Basic Make-Up Course gives students a comprehensive background in Make-Up and its enhancement of the skin:

I. Introduction	1 hour	VII. Make-Up Application	15 hours
II. Preparing & Evaluating Clients	1 hour	Sanitation and Safety	
Setting Up the Make-Up Room		Application Procedures	
Consultation		Contours	
		Selection and Sales	
III. Color Analysis	5 hours	VIII. Intro. to Corrections & Contouring	9.5 hours
Primary, Secondary and Tertiary Colors		Consultation and Analysis	
Warm, Cool and Tonal colors		Prepare a client	
Skin Pigmentation		Corrective Make-Up	
Contrast and Harmony			
IV. Morphology of the Face	4 hours	IX. False Eyelashes	2 hours
Bone structure		Type	
Facial Structures		Adhesives	
Skin Analysis		Client consultation	
		Application	
V. Products and Chemistry	7 hours	Removal	
Cosmetics for Facial Make-Up/ Properties			
Skin Types		X. Job Skills	1.5. hours
Product Selection		Letters	
Sales		Resumes	
Record-keeping		Interviews	
		Job and Training Opportunities	
VI. Eyebrow Contouring	4 hours		
Shape and Placement.			

Course Name: **Brazilian Waxing (6-Hours)**

Objective: This 6-hour certification course provides you with a solid foundation for a career in Brazilian waxing.

Class Schedule: Saturday 10:00 a.m. to 5:00 p.m. Break: 12pm. to 1p.m.

Tuition: The tuition fee for the Certificate Program is \$375.00

Fees: There is a non-refundable registration fee of \$25.00 for this course

Total Payment: Total cost of the course, with tuition and fees is \$400

Method of Payment: All students must pay registration fees upon execution of enrollment. \$375 due at start of class.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$375.00
16-30% of the program	25%	\$93.75	75%	\$281.25
31-45% of the program	50%	\$187.50	50%	\$187.50
46-60% of the program	75%	\$281.25	25%	\$93.75
After 60% of the program	100%	\$375.00	0%	\$0

Course Name: Theatrical Make-Up (35-hours)

Students who successfully complete this 35-hour course receive a *Basic Theatrical Make-Up Certificate* issued by the Institute. The training prepares students for beginning careers as Make-Up Artist in Theatre, Film, Photography or Television. This course requires previous training in Basic Make-Up.

Objective

Coursework includes: Preparing the Model, and Analyzing the Model Skin, Evaluating Character, Role and Setting, Setting Up the Make-Up Room, Lighting, Character Evaluation, Physiognomy, Corrective Make-Up, Youth, Middle Age and Aging, Straight Make-Up for Men and Women, Ethnic Make-Up and Special Effects.

Class Schedule: Monday 5:00 p.m. to 8:00 p.m. (Total of 12 weeks) –or- Sunday 10:00 a.m. to 5 p.m. Break 1:00p.m.- 2p.m. (Total of 6 weeks)

Tuition: The tuition fee for the Certificate Program is **\$950.00**.

Fees: There is a non-refundable registration fee of \$65.00 for this course

Supplies: There is a supplies fee (if accepted) of \$35.00 for this course.

Total Payment: Total cost of the course, with tuition and fees is **\$1050.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. First payment due at start of class for the amount of \$492.50 and one payment of \$492.50 due at the end of the following week.

Textbooks and Materials

All supplies and materials are included in the tuition.

Additional textbooks are recommended but not required.

Supplies

Optional purchases of supplies will be discussed with students in class

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$950.00
16-30% of the program	25%	\$237.50	75%	\$712.50
31-45% of the program	50%	\$475.00	50%	\$475.00
46-60% of the program	75%	\$712.50	25%	\$237.50
After 60% of the program	100%	\$950.00	0%	\$0

THEATRICAL MAKE-UP

I. Introduction 2 hours II. Getting Started 4 hours Set Up Room/Work Area, Appropriate lighting/Mirror Preparing Client Supplies Brushes III. Color and Blending 3 hours Definitions Color Perception Contrast and Harmony Varied Effects IV. Working in Advertising, Theater & Film 3 hours Similarities Differences Further preparation needed to specialize V. Basic Make-Up Techniques 3 hours Creation begins with script and character VI. Corrective Make-Up 4.5 hours Techniques and approaches VII. Straight/Multi-ethnic Makeup 3 hours Ethnic and gender Differences Overview Materials Application Overview How age shows Materials Techniques	VIII. Middle Age 2.5 hours Overview How age shows Materials Techniques IX. Old Age 2.5 hours Overview How age shows Materials Techniques X. Introduction to Wigs & Facial Hair 1.5 hours Construction Application Face and Hair Pieces Nose, chin, etc. Brows XI. Introduction to Special Effects 6 hours Blood Sweat Tears
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Course Name: Basic Course in Electrolysis (120 hours)

Objective: New York State Education Department approved 120-hour Electrolysis course. New York State has no specific licensing requirement for the practice of Electrolysis. Topics include: History of Electrolysis, Skin Anatomy, Endocrinology, Trichology, Causes of Superfluous Hair, Bacteriology, Sterilization, Electricity, Dermatology and much more. Students who successfully complete this course will receive a *Certificate of Completion for Basic Electrolysis 120-hour Program* issued by the Institute.

Class Schedule: Monday - Friday 10 am to 5 pm Break 12pm to 1pm or Saturday & Sunday 10 am to 5 pm Break 12pm to 1pm

Tuition: The tuition fee for the Certificate Program is **\$3,900.00**

Fees: There is a non-refundable registration fee of \$100.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$4,000.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. Initial payment of \$1,900.00 at the start of class and two weekly payments of \$1,000.00. (Weekend schedule)

Method of Payment: All students must pay registration fees upon execution of enrollment. Initial payment of \$1,950 at start of class and one additional payment of \$1950 the start of the following week. (Monday through Friday schedule)

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$3900.00
16-30% of the program	25%	\$975.00	75%	\$2925.00
31-45% of the program	50%	\$1950.00	50%	\$1950.00
46-60% of the program	75%	\$2925.00	25%	\$975.00
After 60% of the program	100%	\$3900.00	0%	\$0

Course Name: Laser Hair Removal and IPL (40 Hours)**Class Schedule:**

Full Time	Part Time	Weekend
Monday through Friday 9:00 a.m. to 1:30 p.m. 4 hours per day Break: 11 a.m. - 11:30 a.m. 20 hours per week Duration: 2 weeks	Monday & Thursday 9:00 a.m. to 3:00 p.m. 5 hours per day Break: 10am-11am 10 hours per week Duration: 4 weeks	Saturday & Sunday 9:00 a.m. to 6:00 p.m. 8 hours per day Break: 12pm-1pm 16 hours per week Duration: 3 weeks

Objective: This 40-hour course prepares estheticians for laser hair removal practice. Prerequisite: licensed esthetician. Students who successfully complete this course receive a Certificate of Completion in Laser Hair Removal & IPL issued by the Institute.

Tuition: The tuition fee for the Certificate Program is **\$2,650.00**

Fees: There is a non-refundable registration fee of \$100.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$2,750.00**

Method of Payment All students must pay registration fees upon execution of enrollment. First payment of \$1,325 at start of class and last payment the end of the following week of \$1,325.

Textbooks and Materials: Supplies, and materials are included in the tuition.

Supplies: Optional purchases of supplies will be discussed with students in class.

Mini Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$2,650.00
16-30% of the program	25%	\$622.50	75%	\$1987.50
31-45% of the program	50%	\$1,325.00	50%	\$1,325.00
46-60% of the program	75%	\$1987.50	25%	\$662.50
After 60% of the program	100%	\$2,650.00	0%	\$0

Course Name: Eyelash Extension (16 Hours)**Class Schedule:**

Weekday	Weekend
Tuesday and Thursday 9:00 a.m. to 6:00 p.m. 8 hours per day Break: 12pm-1pm 16 hours per week: Duration: 1 week	Saturday and Sunday 9:00 a.m. to 6:00 p.m. 8 hours per day Break: 12pm-1pm 16 hours per week: Duration: 1 week

Objective: For those interested in learning the art of individual eyelash extension application. Students learn the basic technique to apply eyelash extensions, safety procedures and proper client care. Students practice applying individual eyelash extensions on a mannequin head, and on a live model (provided by the student) under the supervision of a Master Level Trainer.

Tuition: The tuition fee for the Certificate Program is **\$1,550.00**.

Fees: There is a non-refundable registration fee of \$100.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$1,650.00**.

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment due of \$1,550 start of class.

Textbooks and Materials: Supplies, and materials are included in the tuition.

Mini refund policy (6or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$1550.00
16-30% of the program	25%	\$387.50	75%	\$1162.50
31-45% of the program	50%	\$775.00	50%	\$775.00
46-60% of the program	75%	\$1162.50	25%	\$387.50
After 60% of the program	100%	\$1550.00	0%	\$0

Course Name: Microneedling Course (7-Hours)

Objective: This 1-day course offers a comprehensive seminar with practice of Micro-Needling skin resurfacing

Class Schedule: Thursday or Saturday 9 am – 5 pm (One Day) Break 12p.m. to 1p.m.

Tuition: The tuition fee for the Certificate Program is **\$775.00**

Fees: There is a non-refundable registration fee of \$75.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$850.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. \$775 is due at start of class.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	School may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$775
16-30% of the program	25%	\$193.75	75%	\$581.25
31-45% of the program	50%	\$387.50	50%	\$387.50
46-60% of the program	75%	\$581.25	25%	\$193.75
After 60% of the program	100%	\$775	0%	\$0

Course Name: Microblading (35) Hours

Objective: Microblading, also known as eyebrow embroidery, is a comprehensive course on the use of blades and needles to create semi-permanent hair strokes on clients by the application of pigment under the skin. Students will learn the safety procedures and techniques in Microblading. Students will receive the opportunity to practice microblading on a mannequin head, and on a live model (provided by the student) under the supervision of a Master Level Trainer.

Class Schedule: Monday through Friday 10a.m. to 6p.m. Break: 12p.m. to 1p.m. OR Friday, Saturday, & Sunday 10a.m.-6p.m. Break from 12p.m. to 1p.m.

Tuition: The tuition fee for the Certificate Program is **\$4,300.00**.

Fees: There is a non-refundable registration fee of \$100.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$4,400.00**.

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment due of \$2,150 at start of class and one final payment of \$2,150 due at the end of the following week.

Textbooks and Materials: *Supplies, and materials are included in the tuition.*

Mini Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$4,300
16-30% of the program	25%	\$1,075	75%	\$3,225
31-45% of the program	50%	\$2,150	50%	\$2,150
46-60% of the program	75%	\$3,225	25%	\$1,075
After 60% of the program	100%	\$4,300	0%	\$0

Course Name: Airbrushing Course (8-Hours)

Objective: This one-day course is an introduction to use of airbrushing tools that are the latest innovation in the makeup field.

Class Schedule: Saturday 10 a.m. to 7 p.m. (One Day) Break 12p.m. to 1p.m.

Tuition: The tuition fee for the Certificate Program is **\$410.00**

Fees: There is a non-refundable registration fee of \$40.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$450.00**

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment of \$410 due start of class.

Mini refund policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$410.00
16-30% of the program	25%	\$102.50	75%	\$307.50
31-45% of the program	50%	\$205.00	50%	\$205.00
46-60% of the program	75%	\$307.50	25%	\$102.50
After 60% of the program	100%	\$410.00	0%	\$0

Course Name: Threading (8) Hours

Objective: Learn the art of threading, which is also known as banding. Hair removal using a looped and twisted cotton thread maneuvered by the technician's fingers. The student will be taught the benefits of threading service and learn about the most common area for threading - the Eyebrow.

Class Schedule: Tuesday 9 a.m. to 6 p.m. Break: 12 p.m. to 1p.m. – or - Saturday 10 a.m. -7 p.m. Break: 1 p.m. to 2:00 p.m.

Tuition: The tuition fee for the Certificate Program is **\$455.00**.

Fees: There is a non-refundable registration fee of \$45.00 for this course

Total Payment: Total cost of the course, with tuition and fees is **\$500.00**.

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment of \$455 due first day of class.

Textbooks and Materials Supplies, and materials are included in the tuition.

Mini Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$455
16-30% of the program	25%	\$113.75	75%	\$341.25
31-45% of the program	50%	\$227.50	50%	\$227.50
46-60% of the program	75%	\$341.25	25%	\$113.75
After 60% of the program	100%	\$455	0%	\$0

Course Name: Dermaplaning Course (7) Hours

Objective: This 1-day course teaches an alternative method of exfoliating with a sharp blade.

Class Schedule: A 7-hour course offered on either a Wednesday or Sunday from 9 am to 5 pm. Break 12 pm – 1 pm.

Tuition The tuition fee for the Certificate Program is \$740.00.

Supplies: Student Kit: **\$60**

Fees: There is a non-refundable registration fee of \$50.00 for this course

Total Payment: The total cost for the Certificate Program is \$850.00.

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment of \$800 due first day of class.

Textbooks and Materials Supplies, and materials are included in the tuition.

Mini Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	School may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$740
16-30% of the program	25%	\$185	75%	\$555
31-45% of the program	50%	\$370	50%	\$370
46-60% of the program	75%	\$555	25%	\$185
After 60% of the program	100%	\$740	0%	\$0

Course Name: Holistic Skin Care (17) Hours

Objective: Dietary strategies and powerful nutritional supplementation will be discuss in detail, so that you will leave this seminar with a clear idea of how to analyze a client's lifestyle and make suitable and effective recommendation that will improve their skin quality from the inside, not just the outside.

Class Schedule: Saturday & Sunday 10:30a.m. to 8:00p.m. Break 12p.m. – 1pm.

Tuition The tuition fee for the Certificate Program is **\$600.**

Fees: There is a non-refundable registration fee of \$50.00 for this course

Total Payment: Total cost of the course, with tuition and fees is \$650.00.

Method of Payment: All students must pay registration fees upon execution of enrollment. Payment of \$600 due first day of class.

Textbooks and Materials *Supplies, and materials are included in the tuition.*

Mini Refund Policy (6 or less weeks in duration). A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$600.00
16-30% of the program	25%	\$150.00	75%	\$270.00
31-45% of the program	50%	\$300.00	50%	\$300.00
46-60% of the program	75%	\$450.00	25%	\$450.00
After 60% of the program	100%	\$600.00	0%	\$0

PAGE RESERVED FOR FUTURE COURSES



RESERVED FOR FUTURE COURSES

Esthetics, Skin Care and Salon Management

INSTITUTE RULES & REGULATIONS

- Students must read the Catalog and Enrollment Agreement, which explains all policies in detail. Students are expected to ask for clarification on policies, curriculum, examinations, etc. The Enrollment Agreement must be signed before beginning coursework.
- Attendance is taken manually by the instructors. Students must be present for the full session to receive credit
- Characteristics of an ideal student: Punctuality, appearance, enthusiasm, a demonstrated interest in coursework, respectful to Instructors and fellow classmates and focused on adding value to the program experience. Active class participation is required.
- Students are encouraged to become involved in professional associations and to seek opportunities for professional growth.
- In order to receive a Certificate, all written and clinical work must be completed and tuition must be paid in full.
- Students must adhere to sanitary procedures at all times and are expected to use recommended procedures for discarding chemicals
- During theory, students may only have a notebook and the required textbook. No extra reading materials allowed unless specified for use during a particular lesson.
- **The Institute is not responsible for personal belongings;** shopping bags, book bags and purses are not permitted in either the classroom or in the clinic. However, we do offer a personal locker for rent during the time you are currently enrolled.
- Your full cooperation is essential: All students are required to receive clinical services from other students to ensure adequate practice and experience.

Student Conduct:

- Make all calls during breaks. **No cellular phones or beepers are allowed in the classroom or clinic rooms.**
- No smoking (in class, front of building, stairwell and roof) policies are in effect at all times.
- Students are expected to respect Institute property as well as that of other students and staff.
- Even if student is done, the students may not leave classroom while examinations are in progress. An Instructor will dismiss you.

Violation of any of these regulations may result in termination. Please refer to the termination section of this catalog.

STUDENT'S APPEARANCE

- Dress can be casual whites, but professional appearance is required.
- Students must be neat and clean at all times.
- Students will be required to wear "Whites" at all times.
- Short nails are required, no free edge, no polish.

MAINTENANCE OF INSTITUTE RECORDS

Student academic records will be maintained by the Institute for at least 20 years after the student has completed coursework. Financial records will be maintained for up to ten years.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory progress in attendance and academic work is required of all enrolled students and applied consistently throughout the entire student body. It is detailed for the Esthetics, Skin Care and Salon Management Course (600 hours). The academic year for the Esthetics, Skin Care, and Salon Management program is 900 hours. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. The satisfactory academic progress policy is set forth herein below **on this page**. Our satisfactory academic progress policy is provided to all applicants prior to their enrollment. All satisfactory academic progress policy evaluations may be obtained from this institute's Director.

ACADEMIC EVALUATION

The student's ability to progress will be evaluated every 150 completed hours by the class instructor for the Esthetics, Skin Care, Salon Management program according to the following criteria:

ACADEMIC PROGRESS

Both academic and attendance performance are evaluated on a cumulative basis.

Grading System	
<i>These factors will be measured to determine academic progress:</i>	
√	Theory work (test grades, homework, class participation, etc.)
√	Practical work
√	Laboratory work

Theory work will be graded based on the following letter system:

√	A = 90% to 100% - Excellent
√	B = 80% to 89% points - Good
√	C = 70% to 79% points - Satisfactory
√	D = 60% to 69% points - Unsatisfactory
√	E = Below 60%; considered a failing grade

- **Teachers will give the following grades:** A+, B+, C+, D+ for work that falls in the top three points of every grade range (97-100, 86-89, 76-79, 66-69).
- Teachers will grade students with an A-, B-, C-, D- to indicate when the grade falls on the border of the lower grade.

Practical and Laboratory Work will be graded according to the following scale:

√	4 = 90% to 100% - Excellent
√	3 = 80% to 89% - Good
√	2 = 70% to 79% - Satisfactory
√	1 = 60% to 69% - Unsatisfactory
√	0 = Below 60%; considered a failing grade

Students must maintain a C grade average (minimum of 70% in theory work and 2 in practical/clinic work) in order to be considered making satisfactory progress.

Each student must successfully complete the required number of clock hours, but not longer than 143% of the published length of the education program measured in clock hours completed, and pass all written and practical examinations with a 70% average. Students will be withdrawn if they exceed the maximum time-frame of the program.

SAP continued ...

DETERMINATION OF PROGRESS

Satisfactory progress in attendance and academic work is required for all students enrolled at the Institute. Students are expected to successfully complete all coursework.

Students in all programs meeting minimum requirements for attendance and academic performance at evaluation will be considered making **Satisfactory Progress** until the next scheduled evaluation. Only students who maintain satisfactory progress are eligible to receive Title IV financial aid assistance for the Esthetics, Skin Care, Salon Management course. The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. In order for a student in all programs to be considered making satisfactory progress as of the mid-point of the course, the student **MUST** meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress by the teachers, a written notice will be submitted to the Director. If the student fails to meet minimum requirements, the student will be terminated from the Institute. The students are allowed two probationary periods (not consecutive). Such students will be notified in writing and their financial aid eligibility shall also be impacted.

Approved Leave of Absence Request extends the student's contact end date the maximum time-frame by the same amount of days taken by the leave.

Students who are on academic probation must meet with the Director and appropriate teachers to establish a written plan of action for make-up hours, extra help or special assistance by the teaching staff that will assure that the student will make satisfactory progress before the end of the probationary period.

ATTENDANCE POLICY

An attendance record will be kept for each scheduled meeting for all programs. Absences may occur, and make-up opportunities are available to assist students in keeping up with scheduled progress.

- A 70% attendance rate is required to meet Satisfactory Academic Progress.
- Students must arrange to make up missed classes.
- If a Leave of Absence is required, the Leave of Absence Form provided in this Catalog must be submitted and approved.
- Students must call or email before missing a class period or if the student will be late to class. If a student fails to call, the absence will not be excused.
- At the next evaluation point, after all steps to gaining probation have been met (prior to placing a student on probation), which will last until the next scheduled evaluation point.
- Continuous tardiness while class is in session will not be tolerated and will lead to immediate dismissal.
- Academic records are reviewed by the Master Teacher or the Director at least once a month. Teachers are also required to report any problems on a weekly basis.

TEACHER EVALUATIONS AND ACADEMIC COUNSELING

Instructors provide verbal feedback in every class. They provide one-on-one counseling as soon as the student is not progressing satisfactorily. For the programs that are more than 100 hours, students are evaluated within 7 business days of each 150 completed hours. By 150-hour evaluation, the Instructor or Director meets individually with each student to provide a full analysis of the student's work to date and make any recommendations. For programs under 100 hours, students are evaluated within 7 business days of each 25 completed hours. At each 25-hour evaluation, the Instructor or Director meets individually with each student to provide a full analysis of the student's work to date and make any recommendations.

All evaluations are submitted to the Director for review. At the next scheduled evaluation point, the director will decide if the student should be placed on probation after all steps to gaining probation have been met (prior to placing a student on probation), which will last until the next scheduled evaluation point.

An institution may only allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress policy if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress policy during this or the previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress policy standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress policy requirements by a specific point within the maximum timeframe established for the individual student. **A student must first meet each element above prior to being placed on the status of probation.**

REMEDIATION

- Instructors will provide guidance in all counseling sessions. Students will have the opportunity to work on weekends to repeat a session or study quietly.
- Instructors will set up makeup time as needed to help students who are experiencing difficulty. Students with deficient GPAs will be required to attend this class, which will target all areas of inadequacy.

ACADEMIC PROBATION

1. Students failing to meet minimum progress requirements will be placed on probation until the next scheduled evaluation. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students in all programs are considered to be making satisfactory progress. Financial aid funds will be disbursed to eligible students in the Esthetics, Skin Care, Salon Management course. A student who does not achieve the minimum standards is no longer eligible for Title IV, if applicable, unless the student has prevailed upon appeal of the determination that has resulted in the status of probation.
2. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academic and attendance he or she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, he or she may be terminated from the Institute. If the student in the Esthetics, Skin Care, Salon Management course fails to meet minimum requirements, he or she will be terminated from Title IV programs is no longer eligible for Title IV, if applicable, unless the student has prevailed upon appeal of the determination that has resulted in the status of probation. The students are allowed two non-consecutive probationary periods during the program.

APPEAL PROCESS (SAP)

Students who are terminated after failing to achieve minimum requirements may appeal this determination for the reasons of an extenuating circumstance. Federal regulations require students to demonstrate Satisfactory Academic Progress (SAP) toward an eligible certificate program to qualify to receive financial assistance. If you are no longer eligible for financial aid assistance due to failing to achieve minimum requirements, the student may appeal this determination with **documented extenuating circumstances**, along with an appeal form to re-establish your financial aid eligibility. (Please see the Director for an appeal form). **Extenuating circumstances** are considered significant life experiences that impacted the student's emotional and/or physical health so much that the student was unable to make good academic progress while meeting SAP. Examples of significant extenuating circumstances include:

Medical illness and/or injury	Divorce	Military Deployment
Legal Problems or Police Matters	Foreclosure or Eviction	Death of an Immediate Family Member

The student must submit a written explanation as to how the circumstances have been resolved so that the student can make satisfactory academic progress in the future. Include the steps/resources the student plans to take to improve the student's academic record to the Director of Education, along with any documented extenuating circumstances and a request to have the determination of progress re-evaluated. The Director must receive this within seven (7) business days of termination. Should the student fail to appeal, the decision within that timeframe, the decision will stand.

Upon receiving a written appeal, the Director will schedule an appeal hearing within five (5) business days, which will be attended by the Director, the Director of Education, the student and all appropriate teachers. A decision will be made on the appeal within (3) business days. That decision will be communicated to the student in writing by the Director of Education and will be final. A copy of the appeal form written by the student, supporting documents and a letter of Decision will be placed into the student's file. If the appeal is successful, the student will automatically re-enter the program with a status of "satisfactory progress." The student will automatically re-enter the course.

TRANSFER HOURS (SAP)

With regard to Satisfactory Academic Progress policy, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Evaluations will determine if

the student has met the minimum requirements for satisfactory academic progress policy. The frequency of evaluations ensures that students have many opportunities to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

INCOMPLETED COURSES, WITHDRAWAL AND REPETITION

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in the student file as to progress at the point of withdrawal.

Students must provide a request for withdrawal in writing and will be considered to have withdrawn based on the postmark date.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the Institute and will be considered to be making satisfactory progress at the point of re-entry.

Withdrawn students may re-apply and re-enter the program. When accepted for re-enrollment, a student will re-enter under the same Satisfactory Academic Progress status as in place when the student left. If the student is placed on probation, the Institute will ensure all steps to gaining probation have been met prior to putting the student on probation, which will last until the next scheduled evaluation point.

Students will be withdrawn if they exceed maximum time-frame of the program.

Pursuant to §5002(3) of the New York State Education Law (Standards for Licensed Private Career Institutes), a student's failure to immediately notify the Director in writing of the student's intent to withdraw, may delay a refund of tuition to the student.

Course incompletes, withdrawals, repetitions and non-credit remedial courses have no affect on this institution's SAP policy.

Temporary Interruptions: As it pertains to SAP, a student returning from a Leave of Absence or other official interruption of training must return to Institute in the same satisfactory progress status as prior to departure. There must be a reasonable expectation that the student will return from the Leave of Absence.

The status of the student when the student leaves the Institution shall be the same status as when said student re-enters.

GROUND FOR TERMINATION

The Institute maintains the right to terminate students immediately if they do not comply with the Institutes academic and non-academic policies such as Institute regulations, attendance, payment policies and others as defined in the Catalog. The Applicant agrees to comply with the rules and policies and understands that the Institute maintains the right to terminate this contract and enrollment at any time for violation of the rules and policies (academic or non-academic) as outlined in the Catalog. In the case that the rule and regulations are revised at any time, with the approval from the Bureau of Proprietary Institute Supervision, the Applicant understands that he/she will be advised of any and all modifications.

LEAVE OF ABSENCE

A student returning from a Leave of Absence (“LOA”) or other official interruption of training must return to Institute in the same satisfactory progress status as prior to departure. There must be a reasonable expectation that the student will return from the Leave of Absence.

Students requesting a Leave of Absence will be required to request a Leave of Absence in writing according to State Regulations Sec. 126.4 (e)(6), which states:

“In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or his designee. The written request by the student must include: (i) a reason and (ii) the student’s signature. Additionally, the student must apply for a Leave of Absence in advance, unless there exists unforeseen circumstances. The Institution may grant a Leave of Absence to a student who did not provide the request prior to the Leave of Absence due to unforeseen circumstances, if the Institution establishes the start date of the approved LOA as the first date the student was unable to attend and documents the reason for its decision and collects the request from the student at a later date. The approval of such Leaves of Absence shall be in writing by the Institute’s Director.

A student who meets Leave of Absence criteria is not considered to have withdrawn, and no refund calculation is required at that time. No monetary charges or accumulated absences may be assessed to the student during a Leave of Absence. If a student fails to return from his/her approved Leave of Absence or if the student takes an unapproved LOA, the withdrawal date for the purpose of calculating a refund is always the student’s last date of attendance. When a student returns from an approved Leave of Absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his or her return in accordance with the following:

- I. **for leaves of absence less than 30 calendar days**, the Institute shall assess the student’s retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student’s level of retention in the instructional program; **or**
- II. **for leaves of absence 30 calendar days or longer not to exceed 180 calendar days, within a 12 month period**, the Institute shall assess the student’s retention level either through a written or oral evaluation instrument designed to measure a student’s level of retention in each course in the curriculum;
- III. The approved Leave of Absence Request and Approval Form will also act as an addendum to the contract with the institute showing the adjustment and extension of the students contract end date by the same days taken by the leave and will be attached to the students contract in the file. The addendum to the enrollment agreement must be signed by all parties.
- IV. The approved Leave of Absence Request extends the student’s maximum time-frame and contract period by the same number of days taken in the leave of absence.
- V. Documentation that such evaluation took place pursuant to subparagraphs I and II of this paragraph along with the actual evaluation instruments, student results and evidence the student was appropriately placed according to skill level shall be placed in the student’s file.”

A sample of our Leave of Absence Request form is on the next page.

Leave of Absence Request and Approval Form Contract Addendum

Student's Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone _____ email address _____

☐ advance request by student - or - ☐ by unforeseen circumstances

I am requesting a Leave of Absence starting on _____ and returning on _____.

I understand that the return date is just a request and the final determination of the return date is at the sole discretion of the Lia Schorr Institute of Cosmetic Skin Care Training, Inc. (the "Institute")

Reason for my Leave of Absence is: _____

Please attach supporting documentation to this form

I am applying under 34 CFR 106.40(5)

Please attach a medically necessary statement from your Physician (this is a requirement and without it, your request will not be approved.)

The Institute's administration will make the final determination to approve or disapprove the Leave of Absence request based on information you provided as part of this request.

- I understand that I am expected to complete my studies at the Institute.
- I understand that if approved by the Institute administration the return date will be determined based on the educational program, how it works with my educational program requirements, and how the allowed time best fits into the Institute's current program schedule. I also understand that the Institute's policy for returning from a Leave of Absence, at the minimum, will not allow me to return to the Institute until the next scheduled start date following the first start date after my Leave of Absence begins. I also understand that if approved, my contract with the Institute will be extended to match the number of days that this Leave of Absence is finally approved for.
- I understand if approved and return, I am not considered withdrawn and no refund calculation is required at the time.

By signing this request for a Leave of Absence, I understand that my contract with the Institute will have this form attached to it as an addendum to the contract and is binding on both parties.

Student's signature _____ Date _____

Institute's Section

Approved: Yes or No Starting _____ Returning _____

Contract start date _____ Original end date _____ Contract adjustment end date _____

Institute Administrator's Signature _____

Date _____

The Lia Schorr Institute of Cosmetic Skin Care Training, Inc., 57 W. 57th St., Suite 1409, New York, NY 10019 (212) 486-9541

GRADUATION REQUIREMENTS

To graduate, students must complete academic, attendance and financial requirements. To graduate from all programs each student must successfully complete the required number of clock hours, but not longer than 143% of the published length of the education program measured in clock hours completed, pass all written and practical examinations with a 70% average and satisfy all financial obligations to the Institute as specified in the Catalog and the Enrollment Agreement. A leave of absence may extend the student's contract period and maximum time-frame by the same number of days in the Leave of Absence.

Attendance. A 70% attendance rate is required to meet Satisfactory Academic Progress.

Academic. Complete all assignments and maintain a C grade average (minimum of 70% in theory work and 2 in practical/clinic work) in order to be considered making satisfactory progress.

Financial. Fulfill all financial obligations

Upon graduation, a certificate will be issued.

COLLEGE CREDIT DISCLAIMER STATEMENT

Licensed private career Institutes offer curricula measured in clock hours not credit hours. Certificates of completion, i.e., Institute diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and or completed a program a licensed private career Institute is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

SPECIFIC REQUIREMENTS FOR THE ESTHETICS, SKIN CARE, SALON MANAGEMENT COURSE SCHEDULE

Full-Time

Full Time students have 30 hours of study a week and are scheduled to complete the Esthetics, Skin Care, Salon Management program in 20 weeks. The Institute allows a two-week grace period for completing the course without charging additional tuition. Beginning on the 23rd week, the student may begin to pay a supplementary tuition of \$15 per hour for any hours remaining. The course must be completed by the 30th week. After that time, the student will be terminated and will be required to re-apply for admittance to the Institute.

Part-Time

Part-time students have 15 hours of study a week and are scheduled to complete the Esthetics, Skin Care, Salon Management program in 40 weeks. The Institute allows a two-week grace period for completing the course without charging additional tuition. Beginning on the 43rd week, the student may be required to pay \$15 per program hour for any hours remaining. The program must be completed by the 60th week. After that time, the student will be terminated and will be required to re-apply for admittance to the Institute.

Weekend

Weekend students have 16 hours of study a week and are scheduled to complete the Esthetics, Skin Care, Salon Management program in 38 weeks. The Institute allows a two-week grace period for completing the course without charging additional tuition. Beginning on the 41st week, the student may be required to pay \$15 per program hour for any hours remaining for completion. The program must be completed by the 57th week. After that time, the student will be terminated and will be required to re-apply for admittance to the Institute.

STUDENT ACCESS TO RECORDS

The Institute guarantees a student access to his/her own Institute records. Accordingly, student records are available for review upon request to the Institute Director. The Student will be required to sign a log requesting the file. Original records may not be removed from the Administrator's office, however requests for copies of materials (no copies of exams will be given) will be made to the Administrator who will then provide the information to the student. The Institute will provide and permit access to student and other Institute records as required for any accreditation process initiated by the institution. Detailed written information is provided with the Orientation Packet on the Access to Records Policies and Procedures and a form for requesting information. In cases where the student is a dependent minor, parents or guardians of the dependent minor student will be afforded the same rights to access the student's records.

RELEASE OF INFORMATION TO THIRD PARTIES

The Institute maintains its policy that no student information will be provided to a third party without requests in writing from the student as well as the party requesting information. In cases where the student is a minor, requests in writing will be accepted by parents or guardians of the minor students only in order to release information.

REFUND PROCESS & PROCEDURES

Please note that students may only cancel their enrollment or officially pro from a course in writing. **The date of cancellation will be determined to be the postmark date on the letter informing the Institute of the cancellation. “The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002(3) of the Education Law.”**

Students who have an approved leave of absence and who inform the Institute by letter that they are canceling their enrollment in the Institute, will be eligible for a refund of any tuition paid that exceeds the last day of attendance in class. A leave of absence may extend a student's contract period and maximum time-frame by the same number of days in the leave of absence. For more detailed information please contact the financial aid administrator.

Refund calculations are performed and refunds will be processed within 14 business days of receiving the letter of cancellation and request for refund.

In the event that a course is canceled, the Institute will refund all tuition paid to that date, if it is not possible to provide an alternative program. The New York State refund policy related to an Institute closing is provided on **page 35-36**.

Student attendance is considered when determining completion of any course. Each month, the director reviews the attendance documents to determine if students are complying with attendance requirements. Those students who are absent for consecutive 30 days are determined to be “unofficial withdrawals” and will be terminated.

If the institute closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the Institute must make arrangements for students. The Institute has, at its option, to provide a pro rata refund or participate in a Teach-Out Agreement.

Course Cancellation Policy: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the Institute shall, at its option:

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

If the institute decides to cancel a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the Institute shall at its option:

- a. Provide a pro rata refund for all students transferring to another Institute based on the hours accepted by the receiving Institute; or
- b. Provide completion of the course and/or program; or
- c. Participate in a Teach-Out Agreement; or
- d. Provide a full refund of all monies paid

Any student expelled will be treated as a withdrawn student.

REFUND POLICY I

The Refund Policy based on State guidelines “REFUND POLICY LANGUAGE QUARTERS” is for programs that are 7-14 weeks in duration; two quarters 14-28 weeks in duration; three quarters are 21-42 weeks in duration; four quarters are 42-56 weeks in duration, etc. It is as follows:

A. A student who cancels within seven (7) days of signing the Enrollment Agreement but before the second week of instruction begins, receives all monies returned with the exception of the non-refundable registration fee. The refund policy according to the State of New York guidelines is detailed below.

B. An Applicant not accepted for training by the Institute is entitled to a refund of all moneys paid with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for

The non-refundable registration fee **plus** the cost of any textbooks or supplies accepted **plus**

Tuition liability as of the student's **last date of physical attendance**. (actual hours) Liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed. Students who are on recognized Leave-of-Absence or are appealing a dismissal are not liable for tuition during the time they are not in class. The chart below sets forth the state mandated refund percentages that this Institute must adhere to for all programs over six (6) weeks. Please refer to your specific program's refund policy for exact financial calculations (applying these percentages below to your tuition amount).

(a) First Quarter

If termination occurs,	Institute may keep	Student may keep
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

(b) Subsequent Quarters

If termination occurs,	Institute may keep	Student may keep
During the first week	25%	100%
During the second week	50%	75%
During the third week	75%	50%
After the third week	100%	25%

REFUND POLICY II

The Refund Policy based on State guidelines “REFUND POLICY LANGUAGE - MINI PROGRAM” is for programs that are 1-6 weeks in duration. It is as follows:

- A. A student who cancels within seven (7) days of signing the Enrollment Agreement but before instruction begins, receives all monies returned with the exception of the non-refundable registration fee.
- B. The \$100 Registration Fee will be charged for any student who withdraws after the first week, which is the non-refundable registration fee.
- C. Thereafter, a student will be liable for
1. The non-refundable registration fee **plus**
 2. The cost of any textbooks or supplies accepted **plus**
 3. **Tuition liability as of the students last date of physical attendance.** (actual hours)Liability is determined by the percentage of the program offered to the student.
 4. Students who are on recognized leave-of-absence or are appealing a dismissal are not liable for tuition during the time they are not in class, in these situations.

If termination occurs,	Institute May Keep	Student May keep
0-15% of the program	0%	100%
16-30% of the program	25%	75%
31-45% of the program	50%	50%
46-60% of the program	75%	25%
After 60% of the program	100%	0%

Refunds can only be given for tuition.

Textbooks, supplies, kits (if accepted) and registration fees are non-refundable.

Refund Charts per Course & Schedule
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Esthetics, Skin Care and Salon Management Refund Calculations:

Full Time Schedule: (Two Quarters)

1st Quarter:

If termination occurs	Institute may keep	Amount	Student may keep	Amount
Prior to or during the first week	0%	\$0	100%	\$4,500
During the second week	25%	\$1,125	75%	\$3,375
During the third week	50%	\$2,250	50%	\$2,250
During the fourth week	75%	\$3,375	25%	\$1,125
After the fourth week	100%	\$4,500	0%	\$0

2nd Quarter:

If termination occurs	Institute may keep	Amount	Student may keep	Amount
During the first week	25%	\$1,125	100%	\$4,500
During the second week	50%	\$2,250	75%	\$3,375
During the third week	75%	\$3,275	50%	\$2,250
After the third week	100%	\$4,500	25%	\$1,125

Part Time and Weekend Schedule: (Three Quarters)

1st Quarter:

If termination occurs	School may keep	Amount	Student may keep	Amount
Prior to or during the first week	0%	\$0	100%	\$3000.00
During the second week	25%	\$750.00	75%	\$2250.00
During the third week	50%	\$1500.00	50%	\$1500.00
During the fourth week	75%	\$2250.00	25%	\$750.00
After the fourth week	100%	\$3000.00	0%	\$0

2nd Quarter:

If termination occurs	School may keep	Amount	Student may keep	Amount
During the first week	25%	\$750.00	100%	\$3000.00
During the second week	50%	\$1500.00	75%	\$2250.00
During the third week	75%	\$2250.00	50%	\$1500.00
After the third week	100%	\$3000.00	25%	\$750.00

3rd Quarter:

If termination occurs	School may keep	Amount	Student may keep	Amount
During the first week	25%	\$750.00	100%	\$3000.00
During the second week	50%	\$1500.00	75%	\$2250.00
During the third week	75%	\$2250.00	50%	\$1500.00
After the third week	100%	\$3000.00	25%	\$750.00

Refund Policy (6 or less weeks in duration)

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability is divided by the number of hours in the program. Total tuition liability is limited to the program during which the student withdrew or was terminated and any previous hours completed. Tuition liability is determined as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Mini Refund Policy Chart for Advanced Esthetics:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$1,300
16-30% of the program	25%	\$325	75%	\$975
31-45% of the program	50%	\$650	50%	\$650
46-60% of the program	75%	\$975	25%	\$325
After 60% of the program	100%	\$1,300	0%	\$0

Mini Refund Policy Chart for Preparatory Course for State Exam for an Esthetics License:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	0	100%	\$1,100.00
16-30% of the program	25%	\$275.00	75%	\$825.00
31-45% of the program	50%	\$550.00	50%	\$550.00
46-60% of the program	75%	\$825.00	25%	\$275.00
After 60% of the program	100%	\$1,100.00	0%	\$0

Mini Refund Policy Chart for Oxygen Treatment:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$450.00
16-30% of the program	25%	\$112.50	75%	\$337.50
31-45% of the program	50%	\$225.00	50%	\$225.00
46-60% of the program	75%	\$337.50	25%	\$112.50
After 60% of the program	100%	\$450.00	0%	\$0

Mini Refund Policy Chart for Microdermabrasion:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$850.00
16-30% of the program	25%	\$212.50	75%	\$637.50
31-45% of the program	50%	\$425.00	50%	\$425.00
46-60% of the program	75%	\$637.50	25%	\$212.50
After 60% of the program	100%	\$850.00	0%	\$0

Mini Refund Policy Chart for Fashion Editorial:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$600
16-30% of the program	25%	\$150	75%	\$450
31-45% of the program	50%	\$300	50%	\$300
46-60% of the program	75%	\$450	25%	\$150
After 60% of the program	100%	\$600	0%	\$0

Mini Refund Policy Chart for Paramedical Camouflage:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$2,250.00
16-30% of the program	25%	\$562.50	75%	\$1,687.50
31-45% of the program	50%	\$1,125.00	50%	\$1,125.00
46-60% of the program	75%	\$1,687.50	25%	\$562.50
After 60% of the program	100%	\$2,250.00	0%	\$0

Mini Refund Policy for Basic Makeup:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$900.00
16-30% of the program	25%	\$225.00	75%	\$675.00
31-45% of the program	50%	\$450.00	50%	\$450.00
46-60% of the program	75%	\$675.00	25%	\$225.00
After 60% of the program	100%	\$900.00	0%	\$0

Mini Refund Policy Chart for Brazilian Waxing:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$375.00
16-30% of the program	25%	\$93.75	75%	\$281.25
31-45% of the program	50%	\$187.50	50%	\$187.50
46-60% of the program	75%	\$281.25	25%	\$93.75
After 60% of the program	100%	\$375.00	0%	\$0

Mini Refund Policy Chart for Theatrical Makeup:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$950.00
16-30% of the program	25%	\$237.50	75%	\$712.50
31-45% of the program	50%	\$475.00	50%	\$475.00
46-60% of the program	75%	\$712.50	25%	\$237.50
After 60% of the program	100%	\$950.00	0%	\$0

Mini Refund Policy Chart for Electrolysis:

If termination occurs,	Institute may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$3900.00
16-30% of the program	25%	\$975.00	75%	\$2925.00
31-45% of the program	50%	\$1950.00	50%	\$1950.00
46-60% of the program	75%	\$2925.00	25%	\$975.00
After 60% of the program	100%	\$3900.00	0%	\$0

Mini Refund Policy Chart for Laser Hair Removal & IPL:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$2,650.00
16-30% of the program	25%	\$622.50	75%	\$1987.50
31-45% of the program	50%	\$1,325.00	50%	\$1,325.00
46-60% of the program	75%	\$1987.50	25%	\$662.50
After 60% of the program	100%	\$2,650.00	0%	\$0

Mini Refund Policy Chart for Eyelash Extension:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$1550.00
16-30% of the program	25%	\$387.50	75%	\$1162.50
31-45% of the program	50%	\$775.00	50%	\$775.00
46-60% of the program	75%	\$1162.50	25%	\$387.50
After 60% of the program	100%	\$1550.00	0%	\$0

Mini Refund Policy Chart for Microneedling:

If termination occurs,	School may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$775
16-30% of the program	25%	\$193.75	75%	\$581.25
31-45% of the program	50%	\$387.50	50%	\$387.50
46-60% of the program	75%	\$581.25	25%	\$193.75
After 60% of the program	100%	\$775	0%	\$0

Mini Refund Policy Chart for Microblading:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$4,300
16-30% of the program	25%	\$1,075	75%	\$3,225
31-45% of the program	50%	\$2,150	50%	\$2,150
46-60% of the program	75%	\$3,225	25%	\$1,075
After 60% of the program	100%	\$4,300	0%	\$0

Mini Refund Policy Chart for Airbrushing:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$410.00
16-30% of the program	25%	\$102.50	75%	\$307.50
31-45% of the program	50%	\$205.00	50%	\$205.00
46-60% of the program	75%	\$307.50	25%	\$102.50
After 60% of the program	100%	\$410.00	0%	\$0

Mini Refund Policy Chart for Threading:

If termination occurs,	Institute may keep	Amount	Student May Keep	Amount
0-15% of the program	0%	\$0	100%	\$455
16-30% of the program	25%	\$113.75	75%	\$341.25
31-45% of the program	50%	\$227.50	50%	\$227.50
46-60% of the program	75%	\$341.25	25%	\$113.75
After 60% of the program	100%	\$455	0%	\$0

Mini Refund Policy Chart for Dermaplaning:

If termination occurs,	School may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$740
16-30% of the program	25%	\$185	75%	\$555
31-45% of the program	50%	\$370	50%	\$370
46-60% of the program	75%	\$555	25%	\$185
After 60% of the program	100%	\$740	0%	\$0

Mini Refund Policy Chart for Holistic Skin Care:

If termination occurs,	Institute may keep	Amount	Student may keep	Amount
0-15% of the program	0%	\$0	100%	\$600.00
16-30% of the program	25%	\$150.00	75%	\$270.00
31-45% of the program	50%	\$300.00	50%	\$300.00
46-60% of the program	75%	\$450.00	25%	\$450.00
After 60% of the program	100%	\$600.00	0%	\$0

STATE TUITION REIMBURSEMENT NOTICE

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary Institutes. If a Institute closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses that you have paid. If you drop out of Institute prior to completion and you file a complaint against the Institute with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or to the Commissioner's Regulations.

To file a claim with the **Tuition Reimbursement Fund**, you must first file a complaint with the Bureau of Proprietary Institute Supervision, New York State Education Department, 116 West 32 Street, New York, New York 10001 or telephone number (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a **Tuition Reimbursement Form** (a sample of this form should be provided to you upon enrollment.)

COMPLETION AND PLACEMENT RATES

In 2016, (**2015 Data**) our Student Graduation Rate was 75%, Licensure Rate was 100% and Job Placement Rate was 66.67 %.

In 2017(**2016 Data**) our Student Graduation Rate was 89%, Licensure Rate was 100% and Job Placement Rate was 63%.

In 2018(**2017 Data**) our Student Graduation Rate was **89%**, Licensure Rate was **100%** and Job Placement Rate was **70.73%**.

Although our rates are impressive, we cannot guarantee employment.
Students and graduates are encouraged to check the job board on premises and call in for any new leads.

FINANCIAL AID

The Lia Schorr Institute of Cosmetic Skin Care Training, Inc. offers financial aid to those who qualify and are maintaining satisfactory progress for the Esthetics, Skin Care, Salon Management program only. The Institute policy on Financial Aid (grant and loans) states that aid cannot exceed tuition fees.

- Financial agreements are discussed with the Financial Aid Administrator.
- Check writing policy - if a student bounces a check (one) there is a \$30.00 fee and the student can no longer make tuition payment via check.
- Borrower's Right and Responsibilities:

If you have any questions about the borrower's rights and responsibilities or the terms and condition of hour loan(s) you may contact applicant services.

U.S Department of Education
Attn: COD Applicant services
P.O Box 9002
Niagara Falls, NY 14302

COMPLAINT PROCEDURES GUIDELINES

A Copy of this Statement is posted on the Staff and Student Bulletin Boards

The Institute is committed to maintaining informal, ongoing communication among students, teachers and staff. However, should a complaint become unresolvable using a more informal process, we have established the following **Complaint Procedures Guidelines**:

A. A student, teacher or invitee may file a complaint against the Institute. The dated complaint should be in writing addressed to the Institute Owner and include the following:

1. Nature of complaint
2. Date of Incident(s) (if any)
3. Persons involved
4. Steps that have been taken thus far to resolve the problem (if any and by whom).
5. What, in your opinion, is required to successfully address your concern.

B. Within 10 business days after the receipt of the written complaint, the Institute owner will meet with the complainant in an attempt to resolve the matter during that meeting. This and all subsequent meetings will be documented and a copy of its minutes will be provided to the Complainant upon his/her request.

C. The Complaint Committee is comprised of three or more individuals (the Institute owner or its administrator, an instructor, another student or a member of the public interest), will meet within twenty-one (21) days of receipt of the complaint and review its allegations.

D. If the Complaint Committee determines that additional information is required, a letter will be sent to the Complainant clearly delineating what else is needed.

E. If no further information is required, the Complaint Committee will act within 10 business days on the allegations and a letter will be sent to the Complainant within fifteen (15) business days stating the steps recommended to resolve the problem – or providing explanation that the allegations were not warranted.

F. The determination letter will include a copy of the New York State Complaint procedures outlined below **on this page** of this catalog and information on the complaint form that can be provided by National Accrediting Commission of Career Arts and Sciences. Full names and addresses will be provided.

G. The Institute will maintain a written record of all complaints in its archives. All complaints shall remain strictly confidential. Only parties directly involved in the complaint may request a copy of such records.

STATE COMPLAINT PROCEDURES

If you are or were a student or an employee of a licensed private or registered business Institute in the State of New York and you believe that the Institute, or anyone representing the Institute has acted unlawfully, you have a right to file a complaint with the New York State Education Department. You may make complaints about the conduct of the Institute; advertising; enrollment agreement; standards and methods of instruction; facilities, or equipment; qualification of teaching and management personnel; methods of collecting tuition and other charges; Institute license or registration; Institute and student records; and private Institute agents.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department, Bureau of Proprietary Institute Supervision, 116 West 32 Street, New York, New York 10001 or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an Enrollment Agreement, Financial Aid Application, Transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a Complaint Form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years of the alleged illegal conduct took place. The Bureau cannot investigate any complaint more than two years after the date of the occurrence.
3. The Investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with your Institute informally. If the Department determines that violations of law have been committed and the Institute fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the Institute. Use the Institute's internal grievance procedures or discuss the problems with teachers, department heads or the Institute director. We suggest that you do so in writing and that you keep copies of all correspondence with the Institute. However, the Institute cannot require you to do this before you file a complaint with the New York State Education Department. Please advise the Bureau of any action that you take to attempt to resolve your complaint.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all Institutes that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a Institute beyond the high Institute level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the Institute. Institutes are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Institutes may charge a fee for copies.
- Parents or eligible students have the right to request that a Institute correct records which they believe to be inaccurate or misleading. If the Institute decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the Institute still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, Institutes must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Institutes to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - Institute officials with legitimate educational interest;
 - Other Institutes to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the Institute;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Institutes may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Institutes must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the Institute not disclose directory information about them. Institutes must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each Institute.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**