

Prestige Health and Beauty Sciences Academy



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2015-2016 CATALOG

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A MESSAGE FROM THE PRESIDENT

Welcome to Prestige Health and Beauty Sciences Academy.

To become a massage therapist, medical assistant, dental assistant, cosmetologist, esthetician, manicurist, spa technologist or beauty artistry specialist takes hard work, dedication and much determination. These qualities, together with the development of individual potential skills and artistic abilities, will pave the way for a successful and rewarding career.

For those who already have a profession from another country completion of our Vocational English as a Second Language Program will enhance your ability to succeed and reach your career goals.

The primary concern of our faculty, staff and administration is the success of our students. We hope you will take advantage of the learning opportunity available at Prestige Health and Beauty Sciences Academy

1. LEGAL OWNERSHIP/GOVERNING BODY OF ACADEMY

Prestige Health and Beauty Sciences Academy is owned and operated by Luba Bourenina and located at 3845 N.E. 163-rd Street, North Miami Beach FL 33160. The corporate name of the school is **Prestige Beauty Academy International, Inc.**

GOVERNING BOARD:

LUBA BOURENINA

President /CEO – Full Time on Site Chief Administrative Officer

RACHEL LEKHERZAK

Director of Education

Admissions Representative and Registrar / Placement Services / New Program Development

2. INSTITUTIONAL STATEMENT AND PURPOSE

Our purpose is to train and educate qualified students through the delivery of Allied Health Programs leading to a licensure in Massage Therapy, Medical Assistant and Dental Assistant, Beauty School Programs, Spa School Programs and Vocational English as a Second Language Programs in a personalized teaching and learning environment designed to support students' personal and professional career development.

The mission of Prestige Health and Beauty Sciences Academy is to provide each and every student with the ability to achieve his or her dream of a career in the health or spa and beauty industry. Whether it is a career in Massage Therapy, Medical Assistant, Dental Assistant, Cosmetology, Nail Technology, Skin Care or Beauty Artistry we are committed to teaching our students to be both technically proficient and professionally successful in their chosen career fields. We believe strongly in the value of Career Education and employ qualified, experienced faculty to educate, motivate, and support our students through their coursework, licensure process, and industry employment.

We offer a flexible schedule that allows adult students to take advantage of our training program while still meeting adult obligations, such as family and work. We believe that each person has the right to personal and professional growth and a prosperous future and that anyone who is really willing to apply himself or herself to our training program can successfully complete it.

Prestige Health and Beauty Sciences Academy is a private school specializing in vocational training in Massage Therapy, Medical Assisting, Dental Assisting Beauty School Programs, Spa School Programs and Vocational English as a Second Language Programs. It was founded in 2007. Initially Prestige Health and Beauty Sciences Academy has been located in Sunny Isles Beach, and has moved to its current location in North Miami Beach in December of 2010.

3. ACCREDITATION, LICENSING, CERTIFICATIONS

ACCREDITATION

Institutionally Accredited by COUNCIL ON OCCUPATIONAL EDUCATION (COE)

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

(770) 396-3898 or (800) 917-2081 www.council.org

COE is recognized by the U.S. Department of Education as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

LICENSING & CERTIFICATIONS

STATE AGENCIES:

Prestige Health & Beauty Sciences Academy is Licensed by the Commission for Independent Education, Florida Department of Education. License # 3450. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684

The Department and Business and Professional Regulations (DBPR) for professions under Cosmetology. License # PVD 299.

www.myfloridalicense.com/dbpr/index.html

Florida Department of Health Board of Massage Approved School

License #MS 3450

www.doh.state.fl.us/mqa/massage/lst_ma-school.pdf

Florida Department of Health Board of Massage Approved Continuing Education Provider. CE Provider #: 50-15546

<http://www.cebroke.com/>

Florida Department of Health, Board of Dentistry Approved School

http://doh.state.fl.us/mqa/dentistry/dutyprogram_lst.pdf

FEDERAL AGENCIES:

Prestige Health & Beauty Sciences Academy is certified and approved by the United States Department of Education to participate in the Federal student financial assistance programs (Title IV, HEA programs), FEDERAL SCHOOL CODE: 042145

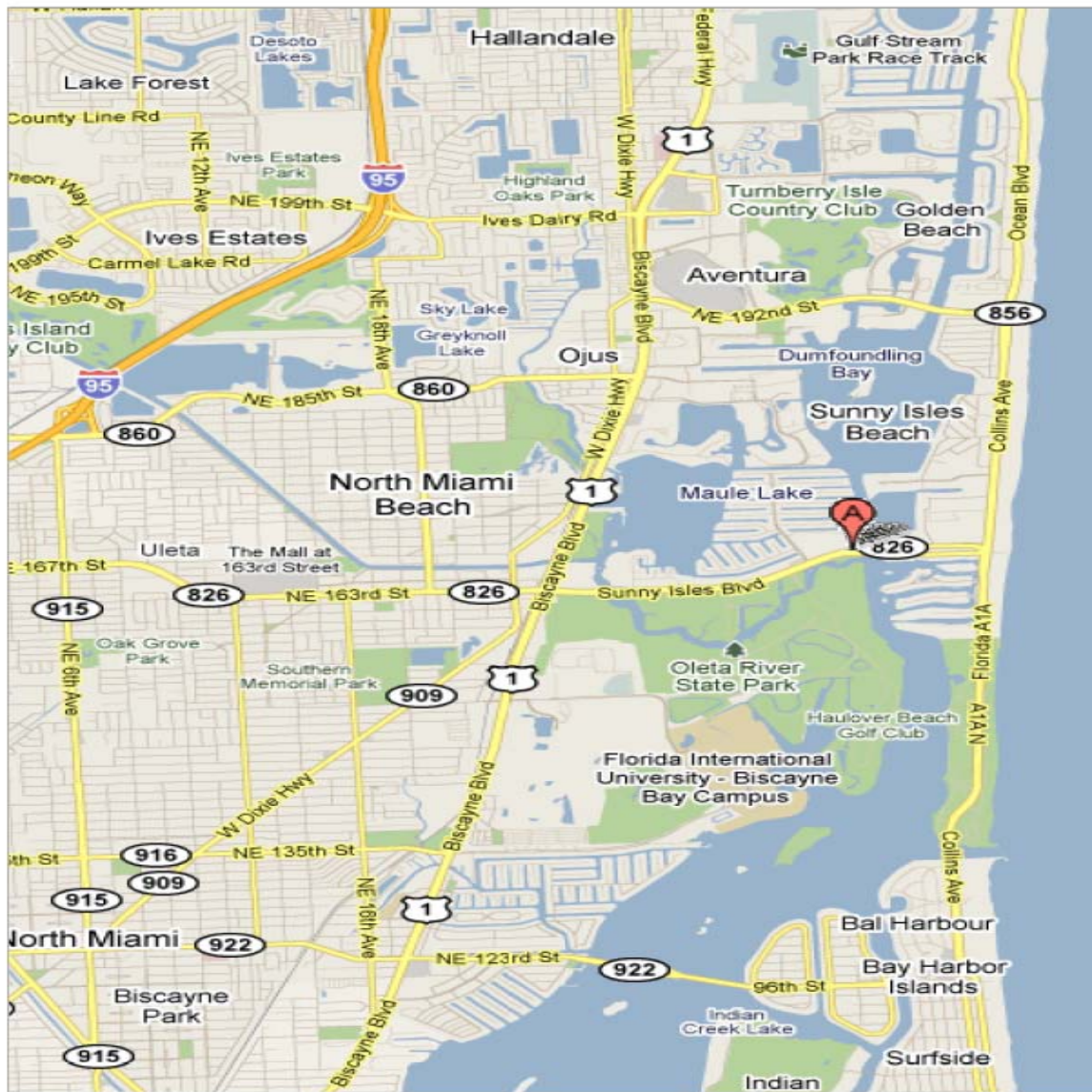
www.fafsa.ed.gov

This school is authorized under Federal law to enroll nonimmigrant alien students www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf. School Code MIA214F01854000

4. FACILITY DESCRIPTIONS AND LOCATION

Prestige Health and Beauty Sciences Academy is located at 3845 NE 163rd Street, North Miami Beach, FL 33160. Its classrooms and practice clinics occupy 5200 square feet of space in the upscale Intracoastal Mall shopping center connected by major highways and also serviced by public transportation.

Our facilities contain lecture rooms, Beauty Sciences and Massage Therapy practice clinic. All lab, clinical and practical application instructions and studies for Medical Assisting and Dental Assisting Programs are delivered in a real environment of nearby hospital, doctor's or dentist's offices, home health care agency, nursing homes, long term care facilities under the supervision of licensed practitioners. Computerized records are kept for all programs.



5. EDUCATIONAL OBJECTIVES

The programs offered by the Prestige Health and Beauty Sciences Academy are designed to prepare graduates to earn licensure through the Florida Department of Health, Board of Massage Therapy and by Florida Department of Business and Professional Regulation. The licensure is necessary for graduates to become successfully employed in their chosen fields of study. The programs provide students with a well-rounded learning environment by combining theory concepts with practical hands-on experience.

The school focuses on providing its students with individualized attention to ensure that graduates meet employer and client expectations with regards to both technical and service skills.

Our Massage Therapy program is designed to prepare students for national licensing examination (NCTMB for Massage Therapy) and gainful employment as Massage Therapists. Our Cosmetology Program prepares students for Florida state licensing examination and profitable career as hairdressers, salon managers, salon owners, hair colorists, product demonstrators, school managers, etc.

There is no requirement for Medical Assisting, Dental Assisting as well as Nail Technology, Facial/Skin Care, Full Specialty or Beauty Artistry graduates for state exam.

ALLIED HEALTH SCHOOL PROGRAMS

The **THERAPEUTIC MASSAGE** program prepares students for massage licensing examination and employment in the massage industry.

The **MEDICAL ASSISTING** program prepares students for employment as medical assistants in a clinic, hospital or doctor's offices.

The **DENTAL ASSISTING** program prepares students for employment as dental assistants

SPA SCHOOL PROGRAMS

The **SPA THERAPY TECHNOLOGIES** program combines Massage Therapy/Skin Care programs. The primary objective of SPA Therapy Technologies Program is to prepare students for the for dual licensing as Massage Therapist by examination (MBLEX) and Skin Care/Facial Specialist by registration and gainful employment.

The **BEAUTY ARTISTRY** program combines Skin Care program with extensive Make-up Artistry. The primary objective of the Beauty Artistry Program is to prepare students to become a Licensed Facial Specialist and Makeup-Artists.

BEAUTY SCHOOL PROGRAMS

The **COSMETOLOGY** program prepares students for the state licensing examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

The **NAIL TECHNICIAN** program prepares a person to work as professional nail technician doing manicures, pedicures, a variety of nail extension services, and nail art.

The **SKIN CARE/FACIAL SPECIALIST** program prepares students to work doing facials, spa services, waxing/hair removal, and makeup.

The **FULL SPECIALIST** program combines nail and skin care programs to prepare a person to do manicure, pedicure, and nail extension services, as well as skincare, facial, makeup, color analysis and hair removal services. Graduates will be qualified to work in cosmetology or specialty salons, spas, department stores, or the television, photography, and movie industries.

LANGUAGE SCHOOL PROGRAMS

BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL) program.

Basic Vocational English-as-a-Second-Language (BVESL) objective is to provide quality English language instruction to individuals from around the world who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL) program.

Advanced Vocational English-as-a-Second-Language (AVESL) is for students who possess Basic English Proficiency and need to improve their language skills level for general, social, career and/or academic purposes.

6. ADMISSION STANDARDS

ALLIED HEALTH SCHOOL

Medical Assisting, Dental Assisting, Massage Therapy programs:

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.
4. Enrollment application and \$100 application fee.

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

THERAPEUTIC MASSAGE PROGRAM

Full Time 600 Hours/26 Weeks

MEDICAL ASSISTING

Full Time 1350 Hours/ 43 weeks

DENTAL ASSISTING

Full Time 1275 Hours/ 43 weeks

SPA SCHOOL

Beauty Artistry, Spa Therapy Technologies programs:

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

Spa Therapy Technologies (Massage Therapy/Skin Care Combination Program)

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.
4. Enrollment application and \$100 application fee.

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

Beauty Artistry (Skin Care/Make-up Artist Combination Program)

1. Have Admissions Interview
2. Applicants must provide a copy of their a High School diploma or GED.
3. Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.
4. Enrollment application and \$100 application fee.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

SPA THERAPY TECHNOLOGIES

Full Time 900 Hours/30 Weeks

BEAUTY ARTISTRY

Full Time 600 Hours/26 Weeks

BEAUTY SCHOOL

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to our school a student must:

1. Have Admissions Interview
2. Applicants must provide a copy of their a High School diploma or GED.
3. Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.
4. Enrollment application and \$100 application fee.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

COSMETOLOGY PROGRAM

Full Time 1200 Hours/40 weeks

NAIL TECHNICIAN PROGRAM

Full Time 300 Hours/6 Weeks

SKIN CARE/FACIAL PROGRAM

Full Time 300 Hours/8 Weeks

FULL SPECIALIST PROGRAM

Full Time 600 Hours/26 Weeks

LANGUAGE SCHOOL

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must meet the following requirements:

BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)

Basic Vocational English-as-a-Second-Language (BVESL) Program is limited to persons already possessing occupational competencies who would be employable if they could demonstrate adequate English language skills. Applicants must not be fully English proficient, which Academy defines as having a proficiency level lower than 3 on the ILR Language Proficiency Scale. As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Enrollment application and \$100 application fee.

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)

Prerequisite: Basic Vocational English-as-a-Second-Language (BVESL) or score above 550 on a simulated administration of the Test of English for International Communication (TOEIC). As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

1. Be 17 years of age or older.
2. Proof of High School Diploma or GED
3. Enrollment application and \$100 application fee.

BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)

Full Time 600 Hours/26 Weeks

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)

Full Time 900 Hours/39 Weeks

7. COURSE DESCRIPTIONS

ALLIED HEALTH SCHOOL PROGRAMS

Courses are typically sequential and based on the student's program of study. The first two letters indicate the program or subject as follows: MT – Therapeutic Massage, MA - Medical Assisting, DEA – Dental Assisting.

Therapeutic Massage

This program is approved by the Florida Department of Health Board of Massage

No prerequisites for this Program.

Program Objective

The primary objective of Therapeutic Massage program is to prepare students for the for national licensing examination (NCTMB or MBLEX for Massage Therapy) and gainful employment as Massage Therapists

Program Description

The program covers neuromuscular massage, spa services, and other specialized massage techniques, in both theory and practical work. Students start by learning muscles and application of various massage techniques to muscle groups in theory and classroom workshops and eventually move to full body clinical experiences. They will learn the psychological and physiological affects of massage, ultrasound, electric steam, massage oils/lotions/gels, aromatherapy, body wraps, spa settings, relationship of anatomy and physiology to massage, wellness systems, physiological changes during diseases, kinesiology, ethical practice and decision making.

This program takes **600** clock hours to complete: 26 weeks on a 24 hour per week schedule.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|---------|--|--|-------------|
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 3 |
| MT-01 | Statutes/Rules and History of Massage | Ethical practice & decision making, licensing requirements | 15 |
| MT-02 | Anatomy and Physiology | Relationship of A&P to massage, Wellness Systems, Physiological Change during disease, Pathology and Kinesiology | 190 |
| MT-03 | Massage Theory Techniques & Clinical Practicum | Foundation of Bodywork, Reflexology, Massage Movements, Techniques, Massage Procedures, Therapeutic Exercise, Medical Errors Prevention, Full Body Massage Clinic (50 services required) | 250 |
| MT-04 | Allied Modalities | Specialized and Integrative Massage, Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians, CPR/First Aid | 100 |
| MT-05 | Hydrotherapy | Theory, Modalities, Application, Practice | 22 |
| MT-06 | The Business & Ethics of Massage | Business Planning, Marketing, Record Keeping, Scheduling | 20 |

Clock Hours is a combination of theory and lab hours

Total Theory Hours 430 Total Lab Hours 170/50 services minimum

***Service Requirements are included in each Course Description**

Medical Assisting

(No prerequisites for this Program.)

Program Objective

The primary objective of this program is to prepare students for employment as medical assistants. Upon completion, the graduate will possess a working knowledge in medical terminology, anatomy, human diseases, pharmacology, basic medical office procedures and clinical medical assisting skills. Students will learn front office procedures such as handling patient accounts and records, word processing, and scheduling of patients. The students will also learn back office procedures such as taking patient histories and vital signs, preparing patients for procedures, assisting the physician with examinations and treatments, and performing selected diagnostic tests as directed by the physician. The medical assistant will also learn basic medical laboratory and X-ray procedures.

Upon completion, the graduate may be eligible for the National Certification examination offered by the National Healthcare Association. The Medical Assistant graduate may be prepared to take the Basic X-Ray Machine Operator State exam.

Program Description

The Medical Assisting Program is a 10-month Diploma program. All modules must be completed to be a medical assistant. Students are placed into lab and clinical practice in physicians' offices throughout Miami Dade and Broward County, which offers maximum flexibility to the student, allowing for the development of specific skills within a chosen specialty area. Such skills encompass those of administrator, clinician, or technician. Upon completion of this ten (10) month program the student may be eligible to write the national certification exam of the American Association of Medical Assistants to obtain the credential of Certified Medical Assistant (CMA-AAMA).

The Medical Assisting takes **1350 clock hours/43 weeks** to complete.

| Course# | Course Name | Course Outline/Description | Clock Hours* |
|---------|---------------------------------|--|--------------|
| BHC-1 | Introduction to Health Care: | Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions. | 85 |
| BHC-2 | Health Careers Core HIV/AIDS | Hours: theory – 72, lab – 18, clinical -0 | 5 |
| MA-T | Medical Terminology | Provides a broad survey of the language of medicine in the health science professions. This course will familiarize the student with the use of medical terms and their meanings, commonly used term and word roots, abbreviations, terminology and pathology by system. Hours: theory – 50, lab – 0, clinical - 0 | 50 |
| MA-OR | Medical Office Receptionist | This course will provide knowledge in medical office procedures including management of manual and computerized records, insurance, equipment and supplies, reception, interpersonal relations, and office security and safety. The student will be familiarized with introductory computer concepts in the health care environment. | 100 |

| | | | |
|----------|--|--|-----|
| | | Hours: theory – 50, lab – 50, clinical - 0 | |
| MA-PA | Phlebotomist, MA | This course is designed to provide the student with the knowledge, skills, and technique necessary to perform phlebotomy in the healthcare setting. Instruction will also include infection control protocols following universal precautions, as well as the transporting and processing of specimens, and the practice of quality assurance and safety. Hours: theory – 20, lab –20, clinical -35 | 75 |
| MA-EA | EKG Aide, MA | This course will provide the student with a base of knowledge and the appropriate skill for patient preparation and the competency necessary to perform an adequate electrocardiogram. Identification of normal and abnormal heart rhythms, artifacts, mechanical problems, and cardiac emergencies will also be included. Hours: theory – 20, lab –20, clinical -35 | 75 |
| MA-1 | Theoretical Aspects of Clinical Skills | Designed to orient the medical assistant to all phases of patient care in the physician's examining room relating to: vital signs, physical examination, minor surgery, instrumentation sterilization, preparation of medications, physical therapy modalities and electrocardiography. Hours: theory – 20, lab – 0, clinical - 0 | 20 |
| MA-1 L/C | Application of Clinical Skills | Laboratory practice in procedures relating to: taking vital signs, assisting at the physical examination and minor surgery, sterilization of instruments, preparation and administration of medications, assisting with physical therapy modalities and taking electrocardiograms. Hours: theory – 0, lab – 50, clinical - 60 | 110 |
| MA-2 | Anatomy and Physiology | Anatomy and Physiology is the introductory course which focuses on the study of the structure and function of the human body and its systems. It covers the human body, cell structure, functions and the various systems including the Integumentary, Skeletal, Muscular, Nervous, and the Endocrine system. Hours: theory – 60, lab – 0, clinical - 0 | 60 |
| MA-3 | Pathophysiology & Disease for Medical Assistants | This course will introduce students to common diseases and medical conditions which affect patients who present themselves to medical offices for diagnosis and treatment. Hours: theory – 20, lab – 20, clinical - 40 | 80 |
| MA-4 | Pharmacology for the Medical Assistant | This course is designed to introduce students to principles of pharmacology, the role and responsibility of medical assistants in administering medication. Various methods and routes of administration, as well as dosage calculation will be covered. Hours: theory – 50, lab – 20, clinical - 0 | 70 |

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| MA-5 | Radiology for the Medical Assistant | This course focuses on the basic principles of x-ray, film handling and processing, radiographic technique, and radiation biology. The course prepares the student to take the examination for certification as a Basic X-ray Machine Operator Hours: theory – 80, lab – 60, clinical - 100 | 240 |
| MA-6 | Administrative Office Procedures Medical Coding Insurance Billing with Collections | Office management procedures, including planning and organization; financial and medical record keeping procedures; billing and collection; processing insurance claims using procedural and diagnostic coding. Billing, electronic claims transmission, and collection systems are emphasized. Hours: theory – 60, lab – 0, clinical - 0 | 60 |
| MA-6 L/C | Administrative Practicum for the Medical Assistant | The student is assigned to a physician's office, clinic, laboratory, or other community health care facility. Emphasis is on integrating basic administrative skills demonstrated in previous courses Hours: theory – 0, lab – 40, clinical - 0 | 40 |
| MA-7 | Medical Law And Ethics Professional Issues for the Medical Assistant | Legal and ethical responsibilities; credentialing and other professional issues of medical assisting. The course will teach the student professional and proper conduct as it pertains to patient/client interaction, medical liability, patient/client confidentiality, rights, abuse and neglect. Hours: theory – 30, lab – 0, clinical - 0 | 30 |
| MA-8 | Clinical/ Diagnostic Practicum for the Medical Assistant | This course is designed to provide students with experiences in the practice of the clinical and the diagnostic aspect of medical assisting. Students will be assigned to physician's office or clinics where they will provide where they will perform diagnostic clinical laboratory procedures, electrocardiographic and basic x-ray procedures and direct patient care under the guidance of an experienced Medical Assistant. Hours: theory – 40, lab – 0, clinical - 210 | 250 |

***Clock Hours is a combination of theory, lab and clinical hours**

Total Theory Hours 572

Total Lab Hours 298

Total Clinical Hours 480

Dental Assisting

This program is approved by the Florida Department of Health Board of Dentistry

(No prerequisites for this Program)

Program Objective

The primary objective of this program is to prepare students for employment as dental assistants. Upon completion, the graduate will possess a working knowledge of dental office and patient management, basic dental laboratory procedures, dental terminology, dental instrument and equipment utilization, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, and may be eligible to take the Dental Assisting National Board Examination.

Program Description

The Dental Assisting Program is a 10-month Diploma program. Students are placed into lab/clinical practice in dentist's offices throughout Miami Dade and Broward County, which offers maximum flexibility to the student, allowing for the development of specific skills including expanded duties competencies approved by the Florida Board of Dentistry. The content includes, as a minimum, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

The Dental Assisting takes **1275 clock hours/43 weeks** to complete on 30 hours per week schedule

| Course# | Course Name | Course Outline/Description | Clock Hours* |
|---------|------------------------------------|--|--------------|
| BHC-1 | Introduction to Health | Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions. | 85 |
| BHC-2 | Care: Health Careers Core HIV/AIDS | Hours: theory – 72, lab – 18, clinical -0 | 5 |
| DEA-T | Dental terminology | Use of dental/medical terms and their meanings. Commonly used term and word roots. Abbreviations, terminology and pathology. Demonstrate the appropriate level of knowledge of dental/medical terminology, and the ability to utilize communications skills both oral and written for workplace effectiveness. Hours: theory – 45, lab – 0, clinical - 0 | 45 |
| DEA-1 | Dental Theory | Dental and oral anatomy, tooth identification and numbering system Instrument nomenclature and identification for all aspects of General Dentistry Equipment operation, chair positioning, assistant equipment usage Treatment options available, depending on oral conditions Legal Ethical and Professional issues Hours: theory – 124, lab – 29, clinical - 35 | 188 |
| DEA-2 | Pharmacology & Anesthesia | The functions of pharmacology and anesthesia as they relate to dentistry. Common drugs used in dentistry | 80 |

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|-------|---|--|-----|
| | for the Dental Assistant | Preparation and application of topical anesthetic. Preparation of syringes for local anesthetics. Monitor and adjust the use of nitrous oxide-oxygen conscious sedation. Hours: theory – 45, lab – 35, clinical - 0 | |
| DEA-3 | Receptionist - Front Desk Office Management | Phone techniques and appointment book control. Billing: accounts receivable and accounts payable, collections. Filing insurance forms and pre-treatment estimates. Insurance terminology Hours: theory – 40, lab – 0, clinical - 0 | 40 |
| DEA-4 | Chair-Side Dental Assisting | A. Instrument transfer techniques, chair-side assisting and patient suctioning. B. Chair-side doctor-patient-assistant positioning C. Tub and tray systems of instruments and materials D. Familiarity and use of instruments and materials in assisting for: 1. Operative Dentistry-amalgam and composite restorations 2. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, haemostatic agents, introduction into various crown types. 3. Endodontics - instruments, medicaments and materials: how and why they are used .4. Periodontics - disease origin and usual treatment methods. 5. Pedodontics - commonalty and differences in treating children vs. adult patients. Hours: theory – 170, lab – 0, clinical - 340 | 510 |
| DEA-5 | Radiology | X-ray theory and technique, use of Rinn© holders and other methods. Intraoral, bitewing, panoramic, and endodontics exposure methods. Developing x-rays using the automatic processor. Darkroom care and maintenance. X-ray identification, interpretation, safety and precautions. Hours: theory – 40, lab – 0, clinical – 60 | 100 |
| DEA-6 | Impressions and Model Trimming | Impression materials and practice in their uses: alginates, poly vinyl siloxane etc. Wax bites, counter impressions, model pouring and trimming. Hours: theory – 30, lab – 45, clinical - 45 | 120 |
| DEA-7 | Cements and Liners | Introduction to various cements and liners used in dentistry Practice mixing cements and liners. Hours: theory – 35, lab – 45, clinical - 0 | 80 |
| DEA-8 | Sterilization Techniques | Sterilization theory and terminology, autoclave operation. Instrument and equipment sterilization / disinfection. Treatment room disinfection and asepsis techniques. Handpiece care and maintenance. Hours: theory – 5, lab – 15, clinical - 0 | 20 |
| DEA-9 | Job Interview Assistance | Proper image, dress, resume, and how to prepare for the job interview itself Difficult questions you may face - how to answer them. Do's and don'ts during the interview, what to expect. Hours: theory – 2, lab – 0, clinical - 0 | 2 |

***Clock Hours is a combination of theory, lab and clinical hours
Total Theory Hours 608 Total Lab Hours 187 Total Clinical Hours 480**

SPA SCHOOL PROGRAMS

Spa Therapy Technologies

The Program listed below is exact combination of the Therapeutic Massage and Skin Care/Facial programs listed on previous pages.

No prerequisites for this Program

Courses are typically sequential and based on the student's program of study. The first two letters indicate the program or subject as follows: MT – Therapeutic Massage, FA – Skin Care

Program Objective

The primary objective of SPA Therapy Technologies Program is to prepare students for the dual licensing as Massage Therapist by examination (MBLEX) and Skin Care/Facial Specialist by registration and gainful employment in a SPA industry.

Program Description

SPA Therapy Technologies provides comprehensive training in neuromuscular massage, spa services, and other specialized massage techniques, in both theory and practical work. Students start by learning muscles and application of various massage techniques to muscle groups in theory and classroom workshops and eventually move to full body clinical experiences. They will learn the psychological and physiological affects of massage, ultrasound, electric steam, massage oils/lotions/gels, aromatherapy, body wraps, spa settings, relationship of anatomy and physiology to massage, wellness systems, physiological changes during diseases, kinesiology, ethical practice and decision making as well as skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, fantasy, photographic and camouflage makeup, facial manipulations, masques, skin care machines(steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments(i.e. oxygenating, glycolic, hydrating, etc.)

This program takes **900 hours/39 weeks** to complete.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|---------|---------------------------------------|--|-------------|
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 3 |
| MT-01 | Statutes/Rules and History of Massage | Ethical practice & decision making, licensing requirements | 15 |
| MT-02 | Anatomy and Physiology | Relationship of A&P to massage, Wellness Systems, Physiological Change during disease, Pathology and Kinesiology | 190 |
| MT-03 | Massage Theory Techniques & Clinical | Foundation of Bodywork, Reflexology, Massage Movements, Techniques, Massage Procedures, | 250 |

| | | | |
|---------|----------------------------------|--|-----|
| | Practicum | Therapeutic Exercise, Medical Errors Prevention, Full Body Massage Clinic (50 services required) | |
| MT-04 | Allied Modalities | Specialized and Integrative Massage, Modalities including Myofacial Release, Trigger, Muscle Energy, Structural Integration, Eastern Basics, Meridians, CPR/First Aid | 100 |
| MT-05 | Hydrotherapy | Theory, Modalities, Application, Practice | 22 |
| MT-06 | The Business & Ethics of Massage | Business Planning, Marketing, Record Keeping, Scheduling | 20 |
| FA-01 | Facials/Skin Care | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02 | Essential Oils | Use in Aromatherapy and Skin Care (2 serv min) | 2 |
| FA-03 | Hair Removal | Tweezing / Waxing (20 serv min) | 35 |
| FA-04 | Makeup | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min) | 29 |
| FA-05 | Color Analysis | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min) | 10 |
| HIV-COS | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 4 |

***Clock Hours is a combination of theory/lab/service hours**

Total Theory Hours 545 Total Clinical Hours 355

Beauty Artistry

(Makeup - Color Analysis - Facials - Skin Care - Hair Removal)

No prerequisites for this Program

Program Objective

The primary objective of the Beauty Artistry Program is to prepare students to become a Licensed Facial Specialist and Makeup-Artists.

Program Description

We start with skin analysis and basic facial techniques, followed by treatment facials and machine applications, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, facial manipulations, masques, skin care machines (steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments (i.e. oxygenating, glycolic, hydrating, etc.) then move onto MAKEUP FUNDAMENTALS, which includes industry terminology, tools of the trade, color theory & skin tonality, makeup foundation, followed by SPECIALTY MAKEUP for special events, fashion and bridal, makeup for men, teens and aging skin and move to ADVANCED MAKEUP such as camouflage, airbrush makeup, lashes and advanced makeup techniques.

This program takes **600 hours/26 weeks** to complete

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|----------------|---------------------|--|--------------------|
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 4 |
| FA-01 | Facials/Skin Care | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02 | Essential Oils | Use in Aromatherapy and Skin Care (2 serv min) | 2 |
| FA-03 | Hair Removal | Tweezing / Waxing (20 serv min) | 35 |
| FA-04 | Makeup | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min) | 29 |
| FA-05 | Color Analysis | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min) | 10 |
| PM-01 | MAKEUP FUNDAMENTALS | The Evolution of Makeup Artistry, Infection Control: Principles and Practices, Facial Anatomy and Physiology, Tools of the Trade, Color Theory, Client Consultation. (50 services min) | 85 |

| | | | |
|-------|--------------------|---|----|
| PM-02 | MAKEUP FOUNDATIONS | Creating the Canvas, Facial Features, The Everyday Applications. (15 services min) | 25 |
| PM-03 | SPECIALTY MAKEUP | Special Events (Bridal, Prom etc.), The World of High Fashion and High-Definition, Makeup for Men, Makeup for Teens, Makeup for Aging Skin. (50 services min) | 90 |
| PM-04 | ADVANCED MAKEUP | Camouflage Makeup, Airbrush Makeup, All About Lashes, Advanced Makeup Techniques. (50 services min) | 90 |
| PM-05 | BUSINESS SKILLS | Your Professional Image, The Business In Makeup, Marketing Yourself. | 10 |

Clock Hours is a combination of theory and lab/clinic hours

Total Theory Hours 215 Total Clinical Hours 385

BEAUTY SCHOOL PROGRAMS

Courses are typically sequential and based on the student's program of study. The first two letters indicate the program or subject as follows: COS - Cosmetology, FL - Florida Laws or HIV/AIDS, FA -Facial Specialist, NA - Nail Technology, etc.

Cosmetology

(Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials and Makeup) No prerequisites for this Program

Program Objective

The primary objective of Cosmetology Program is to prepare students for the State Licensing Examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

Program Description

Basic theory and technique for cutting movements, including shear, razor and clipper techniques, precision cutting principles and current trends, permanent and lightning services, ethnic techniques, trends in styling, makeup, hair removal, manicures, pedicures and introduction to nail extensions.

The Cosmetology program takes **1200 clock hours/40 weeks** to complete. That is, for instance, 8-9 months for a full time student on a 30 hour per week schedule. Scheduling may be somewhat individualized to meet a student's needs.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|----------------|------------------------------------|---|--------------------|
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 4 |
| COS-01 | Hair Shaping | Basic techniques, using various implements and cutting movements, to include shear, razor and clipper techniques, precision cutting principles and current trends. (min.75 serv). | 235 |
| COS-02 | Hair Coloring | Basic application and theory for semi permanent, permanent & lightening services. Retouching, restoring hair to original color, frosting, & corrective (min. 75 services). | 185 |
| COS-03 | Chemical Waving | Basic theory and application of procedures for waving and relaxing hair, including long hair wraps (Perms) and Relaxing; chemical reformation curl (min. 65 services). | 185 |
| COS-04 | Shampoos and Rinses | Basic theory and technique for cleansing and conditioning the scalp and hair in preparation for additional salon services, including scalp manipulations. (min. 50 services) | 30 |
| COS-05 | Scalp Treatments, Hair Care Rinses | Basic Theory and technique for treatments for healthy scalp and improve appearance of a client's hair (min. 45 services). | 50 |

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|--------|---------------------------------------|--|-----|
| COS-06 | Hairstyling | Blow-dry, iron styling, pressing, wet mold, roller sets, comb outs, ethnic techniques, trends in styling (min. 300 serv) | 250 |
| COS-07 | Facials including Hair Removal | Facials, Makeup, masques, hair removal, brow tinting. (min. 10 services) | 105 |
| COS-08 | Manicures, Nail Extensions, Pedicures | Manicures, pedicures, introduction to nail extensions. (min. 20 services). | 120 |
| COS-09 | Sanitation, Florida Law, Bacteriology | Basic theory and application of these principles | 36 |

Clock Hours is a combination of theory and lab hours

Total Theory Hours 430

Total Lab Hours 770/610 minimum services

***Service Requirements are included in each Course Description**

Nail Technician

(Basic and Advanced Manicure/Pedicure/Nail Extensions)

No prerequisites for this Program

Program Objective

The primary objective of Nail Technician Program is to prepare students to become a Nail Technician. This program is one of the quickest ways to enter the cosmetology field. A person can qualify for state registration to work in Florida doing manicures, pedicures, and nail extensions.

Program Description

We start with manicures and pedicures, followed closely by nail extensions of all types. Theory and practice, including acrylic nail, spa technique and booth manicure, paraffin treatments and theory and practice of related subjects, including nail disorders and diseases, corrections, advanced nails, rebalancing nails, use of electric drill under tip and for shaping/smoothing acrylics as well as personal ethics and salon management.

The Nail Technician program takes **300 hours/13 weeks** to complete on the 24 hours per week schedule with the minimum of 165 nail services.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|----------------|---------------------------|--|--------------------|
| FL-01 | FLA Law | Florida Cosmetology laws and rules | 5 |
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the workplace | 4 |
| NA-01 | Sanitation | Bacteriology and Sanitation Theory and Procedures | 6 |
| NA-02 | Ethics | Applications of Principles to the Salon | 2 |
| NA-03 | Manicures | Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.) | 40 |
| NA-04 | Pedicures | Theory and practice, including Spa Techniques (Min.30 serv.) | 40 |
| NA-05 | Tips with Overlay | Application of Nail Tips with Acrylic (min 15 serv.) | 32 |
| NA-06 | Sculpting using a form | Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv) Theory/Practice using assorted products (Min 2 serv.) Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.) | 56 |
| NA-07 | Nail Wraps and/or Mending | Use of various materials to wrap and mend (10 serv.) | 10 |
| NA-08 | Nail Fills | Filling regrowth w/ appropriate technique (min.10 serv.) | 25 |
| NA-09 | Artificial Nail Removal | Safely removing Artificial Nails (Min 5 Services) | 5 |
| NA-10 | Polishing and Nail Art | Theory/ Practice using various materials (Min 10 serv.) | 10 |
| NA-11 | French Manicures | Theory/Practice using assorted techniques (Min 5 serv.) | 6 |

| | | | |
|-------|------------------------|--|----|
| NA-12 | Paraffin | Theory/Practice of Paraffin Treatments (Min.1 serv.) | 2 |
| NA-13 | Gels & Fiberglass | Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.) | 15 |
| NA-14 | Nail Theory & Practice | Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques | 42 |

Clock Hours is a combination of theory and lab hours

Total Theory Hours 114

Total Lab Hours 186/165 services minimum

***Service Requirements are included in each Course Description**

Skin Care/Facial Specialist

(Makeup - Color Analysis - Facials - Skin Care - Hair Removal)

No prerequisites for this Program

Program Objective

The primary objective of the SKIN CARE/FACIAL SPECIALIST Program is to prepare students to become a Facial Specialist.

Program Description

We start with skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, fantasy, photographic and camouflage makeup, facial manipulations, masques, skin care machines (steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments (i.e. oxygenating, glycolic, hydrating, etc.)

This program takes **300 hours/13 weeks** to complete on the 24 hours per week schedule with a minimum 150 facial services as detailed below.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|----------------|--------------------|--|--------------------|
| FA-01 | Facials/Skin Care | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02 | Essential Oils | Use in Aromatherapy and Skin Care (2 serv min) | 2 |
| FA-03 | Hair Removal | Tweezing / Waxing (20 serv min) | 35 |
| FA-04 | Makeup | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min) | 29 |
| FA-05 | Color Analysis | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min) | 10 |
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the Workplace | 4 |

Clock Hours is a combination of theory and lab hours

Total Theory Hours 115

Total Lab Hours 185/132 services minimum

***Service Requirements are included in each Course Description**

FULL SPECIALIST COMBINATION CHOICE

The Program listed below is exact combination choice of the programs listed on previous pages. This applies to the hours, services, courses, course numbers, and time involved. Combination program "open more doors" for the graduate seeking job entry, as well as the ability to more quickly build a client base and more ways to serve their clients. Savings in application fees are an added benefit, as the student only enrolls once rather than twice.

Full Specialist

No prerequisites for this Program.

Program Objective

The primary objective of Full Specialist Program is to prepare students to become a skin care/facial specialist and nail technician.

Program Description

This program covers skin analysis and facial techniques, followed by treatment facials and machine applications, makeup, waxing, product knowledge as well as theory and practice of manicures and pedicures, acrylic nail, spa technic and booth manicures, paraffin treatments including nail disorders and diseases, corrections, advanced and rebalancing nails use of electric drill under tip and for shaping/smoothing acrylic nails.

This program is a combination of Nail Technician and Skin Care/Facial program.

This program takes **600 hours/26 weeks** to complete on the 24 hours per week schedule

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|----------------|---------------------------|--|--------------------|
| FL-01 | FLA Law | Florida Cosmetology laws and rules | 5 |
| HIV-01 | HIV/AIDS | Awareness, Precautions, applications to the workplace | 4 |
| NA-01 | Sanitation | Bacteriology and Sanitation Theory and Procedures | 6 |
| NA-02 | Ethics | Applications of Principles to the Salon | 2 |
| NA-03 | Manicures | Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.) | 40 |
| NA-04 | Pedicures | Theory and practice, including Spa Techniques (Min.30 serv.) | 40 |
| NA-05 | Tips with Overlay | Application of Nail Tips with Acrylic (min 15 serv.) | 32 |
| NA-06 | Sculpting using a form | Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv) Theory/Practice using assorted products (Min 2 serv.) Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.) | 56 |
| NA-07 | Nail Wraps and/or Mending | Use of various materials to wrap and mend (10 serv.) | 10 |
| NA-08 | Nail Fills | Filling regrowth w/ appropriate technique (min.10 serv.) | 25 |
| NA-09 | Artificial Nail Removal | Safely removing Artificial Nails (Min 5 Services) | 5 |

| | | | |
|-------|------------------------|--|-----|
| NA-10 | Polishing and Nail Art | Theory/ Practice using various materials (Min 10 serv.) | 10 |
| NA-11 | French Manicures | Theory/Practice using assorted techniques (Min 5 serv.) | 6 |
| NA-12 | Paraffin | Theory/Practice of Paraffin Treatments (Min.1 serv.) | 2 |
| NA-13 | Gels & Fiberglass | Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.) | 15 |
| NA-14 | Nail Theory & Practice | Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques | 42 |
| FA-01 | Facials/Skin Care | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02 | Essential Oils | Use in Aromatherapy and Skin Care (2 serv min) | 5 |
| FA-03 | Hair Removal | Tweezing / Waxing (20 serv min) | 35 |
| FA-04 | Makeup | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min) | 30 |
| FA-05 | Color Analysis | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min) | 10 |

Clock Hours is a combination of theory and lab hours

Total Theory Hours 229

Total Lab Hours 371/279 services minimum

***Service Requirements are included in each Course Description**

This program is the exact combination of the **Nail Technician and Skin Care/Facial Specialist Programs**. Students may start with the Nail **or** the Facial portion of the program. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work.

LANGUAGE SCHOOL PROGRAMS

BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)

No prerequisite for this program.

Program Objective

Basic Vocational English-as-a-Second-Language (BVESL) objective is to provide quality English language instruction to individuals from around the world who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.

Program Description

BVSEL starts with Level 0 on the ILR (Interagency Language Roundtable Language Proficiency Scale) in Reading, Writing, Speaking and Listening, which means No practical ability to read, write, speak or understand the language and progress to Level 2, with sufficient comprehensions to read simple, authentic written materials, ability to write routine social correspondence and prepare documentary materials required for most limited work requirements, be able handle with confidence most normal, high-frequency social conversational situations including extensive, but casual conversations about current events, as well as work, family, and autobiographical information. After reaching Proficiency Level 2 we move to Career Technical and Technology Skills, which address specific areas of student's occupational competencies and Workplace Readiness Skills, which covers ability to locate, evaluate, and interpret career information, identify interests, skills, and personal preferences that influence career choices, identify career cluster and related pathways that match career and education goals, develop and manage a career and education plan.

This program takes **600 hours/26 weeks** to complete.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|---------|-----------------------------|--|-------------|
| BVSEL-1 | READING COMPETENCIES 1-2 | 1. Read and understand basic English commonly encountered in the environment to address immediate survival needs, such as menus, road signs, maps, advertisements, signs on buildings, and bus routes or schedules. 2. Read and understand non-technical English commonly encountered in everyday social and business environments, such as menus, road signs, maps, advertisements, signs on buildings, bus routes or schedules, travel guides, and magazine articles. | 100 |
| BVSEL-2 | WRITING COMPETENCIES 1-2 | 1. Write a short response on a given topic using simple sentences, a list of items to bring on vacation or to buy at the store, and a letter describing personal details to a friend. 2. Write a response on a given topic using simple sentences in the past, present, and future tenses, a letter or e-mail requesting information or making a formal complaint, and a personal article for a newsletter | 100 |

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|---------|---|--|-----|
| BVSEL-3 | SPEAKING 1-2 | <p>1. Speak using simple statements, short sentences, basic questions, and memorized phrases to handle immediate survival needs, such as introductions, exchanging personal information, asking for directions, and ordering from a menu.</p> <p>2. . Speak in polite conversations during routine social situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.</p> | 100 |
| BVSEL-4 | LISTENING 1-2 | <p>1. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss simple topics that are familiar</p> <p>2. Listen to and understand someone speaking normally in routine social interactions and when conducting basic business transactions either in person or on the telephone</p> | 100 |
| BVSEL-5 | CAREER, TECHNICAL AND TECHNOLOGY SKILLS | Specific topics related of student’s occupational competencies, specific terminologies. | 100 |
| BVSEL-6 | WORKPLACE READINESS SKILLS | Locate, evaluate, and interpret career information, identify interests, skills, and personal preferences that influence career choices, identify career cluster and related pathways that match career and education goals, develop and manage a career and education plan. | 100 |

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)

Prerequisite: Basic Vocational English-as-a-Second-Language (BVESL) or score above 550 on a simulated administration of the Test of English for International Communication (TOEIC).

Program Objective

Advanced Vocational English-as-a-Second-Language (AVESL) is for students who possess Basic English Proficiency and need to improve their language skills level for general, social, career and/or academic purposes.

Program Description

AVSEL starts with Proficiency Level 3 on the ILR (Interagency Language Roundtable Language Proficiency Scale) in Reading, Writing, Speaking and Listening, and progress to Level 4, with sufficient comprehensions to reach a level of full proficiency in English and ability to use the language fluently and accurately in most situations. This course will also challenge you with production activities to advance your knowledge of idiomatic and colloquial language encountered in everyday social and professional settings. Sample themes include banking and retail, diseases and medication, courts of law, religions and beliefs, and emotions and psychology as well as your specific professional topics.

This program takes **900 hours/30 weeks** to complete.

| Course# | Course Name | Course Outline/Description * | Clock Hours |
|---------|-----------------------------|--|-------------|
| AVSEL-1 | READING COMPETENCIES 3-4 | 3. Read and understand non-technical and some technical English commonly encountered in formal and informal social and business environments, such as menus, road signs, maps, advertisements, travel guides, magazine articles, newspaper articles, memos, and instruction manuals. 4. Read essentially all materials in student's special field, including official and professional documents and correspondence. Recognize all professionally relevant vocabulary known to the educated non-professional native, read reasonably legible handwriting without difficulty. | 200 |
| AVSEL-2 | WRITING COMPETENCIES 3-4 | 3. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, a letter or e-mail to request information, complain or compliment a business, and a letter or editorial stating and defending an opinion, comprehend printed materials with multiple paragraphs and read a popular novel, read critically to identify supporting details and the organization of ideas. 4. Write the language precisely and accurately in a variety of styles pertinent to professional/educational needs, express opinion, interpret, reformulate, and build on other people's views as well as express agreement and disagreement tactfully and forcefully, express insights | 300 |

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|---------|---------------------------------|--|-----|
| | | into educational and professional experiences and relate personal skills and qualities to formative experiences. | |
| AVSEL-3 | LISTENING and SPEAKING 3-4 | <p>3. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches, answer objections, justify decisions, clarify points, conduct meetings, and give instructions.</p> <p>Listen to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone, watch and understand the gist of movies without the assistance of subtitles.</p> <p>4. Speak in formal and informal conversations within the range of their own personal and professional experience with a high degree of fluency as well as in a range of contexts such as meetings or conferences, give advice, describe mechanical or medical problems, speak clearly to make ideas easily understandable to native speakers.</p> <p>Listen to and understand normal speech in audio recordings, news broadcasts, movies, and in formal and informal conversations at work, when conducting business transactions, and on the telephone, understand native speakers.</p> | 300 |
| AVSEL-4 | CAREER SPECIFIC LANGUAGE SKILLS | Specific topics related of student's professional competencies, specific terminologies. | 100 |

Course Cancellation

Prestige Health and Beauty Sciences Academy reserves the right to cancel any courses listed in the Catalog prior to enrollment of the students. School will notify the potential applicants by letter, telephone call, or in person and suggest alternative start dates or different schools in the area that offer the courses, which were cancelled.

8. SCHOOL CALENDAR

Prestige Health and Beauty Sciences Academy operates on a continuous basis throughout the 2015-2016 school year. The school will be closed during the following periods:

July 4th - **Independence Day**

September - **Labor Day**

November - **Thanksgiving Day**

Winter recess - Christmas Eve, December 24th, 2015 - January 10, 2016

January - **Martin Luther King Jr. Day**

February – **President’s Day**

May - **Memorial Day**

CLASS START DATES: July, 2015 - June, 2016*

* **Class start dates are subject to change. Please check with admissions.**

ALLIED HEALTH SCHOOL PROGRAMS

MASSAGE - Once a month

MEDICAL ASSISTING - Once a month

DENTAL ASSISTING - Once a month

SPA SCHOOL PROGRAMS

Spa Therapy Technologies - Once a month

Beauty Artistry – Every other week

BEAUTY SCHOOL PROGRAMS

COSMETOLOGY - Once a month

NAIL TECH, SKIN CARE, and FULL SPECIALIST – Every other week

LANGUAGE SCHOOL PROGRAMS

BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL) - Once a month

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL) - Once a month

9. TUITION, FEES AND CREDENTIALS

Students are required to pay the school the tuition and fees for the program selected in advance prior to the start of classes. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied.

The student's tuition may be paid by cash, check, and money order or through school no interest term payment plan.

The fee for licensure for Therapeutic Massage, Patient Care Technician, Cosmetology, Nail Technician, Skin Care/Facial, Full Specialist, is not included in the cost of tuition.

ALLIED HEALTH PROGRAMS

2015-2016 Tuition and Fee Schedule

*****Prices subject to change without notice*****

| COURSE | Application | Cengage Books | Sales Tax (7%) | KIT | Sales Tax (7%) | TUITION | Additional Fees* | TOTAL |
|---------------------|-------------|---------------|----------------|----------|----------------|-------------|------------------|-------------|
| Therapeutic Massage | \$100.00 | \$200.00 | \$14.00 | \$250.00 | \$17.50 | \$8,500.00 | \$185.00 | \$9,266.50 |
| Dental Assisting | \$100.00 | \$950.00 | \$66.50 | | | \$12,500.00 | \$885.00 | \$14,501.50 |
| Medical Assisting | \$100.00 | \$975.00 | \$68.25 | | | \$12,900.00 | \$885.00 | 14,928.25 |

* Insurance

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.

THERAPEUTIC MASSAGE PROGRAM The student that completes the Therapeutic Massage Program will receive a Diploma from the Academy. To receive their Massage Therapy License, the student must submit an application to the National Certification Board for Therapeutic Massage and Bodywork to take the NCBTMB Examination, which charges a fee. After passing the National Examination, to receive their Florida Massage Therapy License, the student must submit an application to the Department of Health, along with licensing fee and proof of passing the National Exam. The school will submit to the Department of Health an official transcript showing all requirements have been met and passed.

All students should be aware that Application for Licensure by the Board of Massage Therapy contains questions regarding criminal history. For further information contact Board of Massage Therapy at 850-488-0595 or www.doh.state.fl.us/mqa/massage/ma_home.html

MEDICAL ASSISTING PROGRAM The student that completes the Medical Assisting Program will receive a Diploma from the Academy. Upon completion of each Occupational Completion Points module the student will be issued a certification as per Florida Department of Education Curriculum Framework for Medical Assisting Program. There are no licensing or certification requirements to work as a Medical Assistant in Florida.

DENTAL ASSISTING PROGRAM The student that completes the Dental Assisting Program will receive a Diploma from the Academy. There are no licensing or certification requirements to work as a Dental Assistant in Florida.

SPA SCHOOL PROGRAMS

2015-2016 Tuition and Fee Schedule

Prices subject to change without notice

| COURSE | Application | Cengage Books | Sales Tax (7%) | KIT | Sales Tax (7%) | TUITION | Additional Fees* | TOTAL |
|--------------------------|-------------|---------------|----------------|----------|----------------|-------------|------------------|-------------|
| SPA Therapy Technologies | \$100.00 | \$500 | \$35.00 | \$700.00 | \$49.00 | \$11,000.00 | \$285 | \$12,669.00 |
| Beauty Artistry | \$100.00 | \$600 | \$36 | \$1,000 | \$70.00 | \$7,950 | 0 | \$9,756.00 |

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.

The student that completes the SPA Therapy Technologies Program will receive a Diploma from the Academy.

To receive their Massage Therapy License, the student must take the Examination (MBLEX), which charges a fee. After passing the Examination, the student must submit an application to the Department of Health, Board of Massage along with licensing fee and proof of passing the Exam. The school will electronically submit to the Department of Health an official transcript showing all requirements have been met and passed.

All students should be aware that Application for Licensure by the Board of Massage Therapy contains questions regarding criminal history. For further information contact Board of Massage Therapy at 850-488-0595 or www.doh.state.fl.us/mqa/massage/ma_home.html

To receive their Skin Care/Facial License, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

The student that completes the Beauty Artistry will receive a Diploma from the Academy.

To receive their Skin Care/Facial License, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>
There are no licensing requirements for makeup artist in Florida.

LANGUAGE SCHOOL PROGRAMS

2015-2016 Tuition and Fee Schedule

Prices subject to change without notice

| COURSE | Application | Books | Sales Tax (7%) | TUITION | TOTAL |
|--|-------------|-------|----------------|---------|------------|
| BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE | \$100.00 | \$200 | \$14.00 | \$3,550 | \$3,874.00 |
| ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE | \$100.00 | \$300 | \$21.00 | \$5,400 | \$5,821.00 |

BEAUTY SCHOOL PROGRAMS

2015-2016 Tuition and Fee Schedule

*****Prices subject to change without notice*****

| COURSE | Application | Cengage Books | Sales Tax (7%) | KIT | Sales Tax (7%) | TUITION | TOTAL |
|-------------------------|--------------------|----------------------|-----------------------|-----------------|-----------------------|--------------------|--------------------|
| Cosmetology | \$100.00 | \$500.00 | \$35.00 | \$950.00 | \$66.50 | \$12,000.00 | \$13,651.50 |
| Skin Care/Facial | \$100.00 | \$300.00 | \$21.00 | \$450.00 | \$31.50 | \$3,600.00 | \$4,502.50 |
| Full Specialist | \$100.00 | \$600.00 | \$42.00 | \$850.00 | \$59.50 | \$4,800.00 | \$6,451.50 |
| Nail Technician | \$100.00 | \$300.00 | \$21.00 | \$250.00 | \$17.50 | \$1,300.00 | \$1,988.50 |
| Body Wrapping* | | | | | | \$450.00 | \$450.00 |

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.

COSMETOLOGY Upon the successful completion of the Cosmetology Program, the student receives a diploma. To receive their Cosmetology license, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

NAIL TECHNICIAN PROGRAM or SKIN CARE/FACIAL PROGRAM The student that completes the Nail Technician or Skin Care/Facial Program will receive a Diploma from the Academy. To receive their Nail or Skin Care/Facial License, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

FULL SPECIALIST PROGRAM The student that completes the Full Specialist Program will receive a Diploma from the Academy. To receive their Full Specialist license, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

All students should be aware that Application for Licensure by the Department of Business and Professional Regulation contains questions regarding criminal history. For further information contact DBPR at 850-487-1395 or www.myfloridalicense.com

The Body Wrapping program is not licensed by the Commission for Independent Education.

*** Body Wrapping program is approved by the Department of Business and Professional Regulation and accredited by COE.**

10. Refund Policy

1. Student must cancel in writing, in person, by electronic mail or by Certified Mail.
2. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
3. If a student cancels his/her enrollment prior to the end of the third (3rd) business day after signing the enrollment agreement, he/she shall be entitled to a refund of all monies paid to the school.
4. If a student cancels his/her enrollment after the third (3rd) business day, but before the first class, he/she shall be entitled to a refund of all money paid less application fee (not to exceed \$100.00).
5. All extra costs, such as books, equipment, student kit, etc., which are not included in the tuition costs are non-refundable.
6. Termination of enrollment after attendance has begun, but prior to 55% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
7. Withdrawal after completing 55% of the program will result in no refund. This policy applies to all programs.
8. Termination Date: The last date of actual attendance by the student shall be used in calculation of the refund unless earlier written notice was received.
9. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
10. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to 100% refund of all monies collected by the school, unless train out is provided.
11. If a program is cancelled subsequent to a student's enrollment, the school shall either provide a full refund of all monies paid, or provide completion of the program, at the option of the school.

11. Financial Aid

To make your education at Prestige Health & Beauty Sciences Academy more affordable, our Financial Aid Office can help you identify, understand and qualify for a variety of financing and financial aid options. Available assistance includes federal financial aid programs and other aid, such as military education benefits, scholarships, and tuition benefit programs.

Federal Financial Aid Programs

Federal financial aid programs are available for students who qualify. These include both grants, which do not need to be repaid, and loans, which must be repaid after six months from your last date of enrollment.

- Federal Grants. Federal financial aid grants, such as Pell and FSEOG do not have to be repaid as long as the student meets specified requirements.

- Federal Loans. Federal loans are also available to help finance your education. These loans offer funds at a reduced interest rate or with deferred payments.

However, loans are borrowed funds that must be repaid.

For more information please visit www.fafsa.ed.gov

Prestige Health & Beauty Sciences Academy's mission is to help people improve their lives through education. Our Financial Aid Team works diligently to access any and all funding sources available to the individual student. Each enrolling student meets confidentially with a Financial Aid Counselor to discuss student need, budgets, and qualifications for Federal Student Aid.

The Net Price Calculator is a tool that you can use to estimate your “net price” to attend a particular college or university. Net price is the difference between the full cost to attend a specific college, minus any grants and scholarships for which you may be eligible. This cost includes **direct charges (tuition and fees, books and kits)** and **indirect costs** (off- campus room and board transportation, and personal expenses).

Please keep in mind that **direct costs are set by the school. Indirect costs** (off- campus room and board, transportation and personal expenses) **depend on the preference and living style of the individual student** (For example, a monthly rent for a room in a shared apartment is going to be different than renting one bedroom apartment all for yourself). This should be kept in mind when reviewing college "net price" calculations which include costs other than tuition and books.

Employer Tuition Assistance

Many companies provide tuition benefits to their employees in the form of either direct payment to the school or by reimbursing tuition expenses directly to the employee/student. Please check with your company's Human Resources or Training and Education department for more information about the education benefits available to you.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen with a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default of student loans
- Use financial aid for educational purposes only

For more detailed information on Grants, Student Loans, Retention and Placement data, Median debt load, see our Consumer Information Handbook and Gainful Employment Disclosure.

Prestige Health & Beauty Sciences Academy In-House Payment Programs

Prestige Health & Beauty Sciences Academy offers its students zero interest in-house payment programs in addition to the above illustrated funding services. Affordable contracted payment schedules are available for persons wishing to pay their tuition on their own or to supplement their payment schedule along with other payment options offered. Inquire with the Financial Aid Department for more details.

12. STATEMENT OF NONDISCRIMINATION

Prestige Health and Beauty Sciences Academy, in admission, instruction, educational and graduation policies, does not discriminate on the basis of sex, age, race, financial status, religion, color or ethnic origin. The school also makes every effort to assist handicapped and/or disabled students in becoming gainfully employed in the field for which they were trained.

13. SATISFACTORY ACADEMIC PROGRESS

DEFINITION

A student must maintain satisfactory academic progress in both attendance and academics for continued enrollment in this academy. Satisfactory academic progress complies with all laws and regulations applicable to the academy. Satisfactory academic progress applies to all students enrolled regardless of payment source. Students receiving any Federal Title IV financial aid funds must maintain satisfactory academic progress during each payment period in order to remain eligible.

SATISFACTORY ATTENDANCE PROGRESS

Students must satisfactorily complete a minimum number of hours (percent of work) toward their educational goals, based on time increments, and complete their course of study within 1½ times the normal time frame for completion. The Academy defines its academic year as 900 hours and 26 weeks. Students receiving any Federal Title IV financial aid funds are being evaluated for academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the Academy must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

At Prestige Health & Beauty Sciences Academy, minimum satisfactory progress is defined by the following criteria:

1. A grade point average of 75% and above, and
2. An attendance of a minimum of 70% of the contracted time frame per week

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation point.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

| | |
|--------------------|-----------------|
| 100% to 94% is an | A |
| 93% to 85% is a | B |
| 84% to 75% is a | C |
| 74% and below is a | D (FAIL) |

Theory grades are based on test grades and homework assignments. The practical grades are based on the following criteria:

- 1) Student is able to satisfactory complete all work assignments.
- 2) Student is able to communicate with instructors, clients and other students.

- 3) Student is able to perform practical tasks using required equipment.
- 4) Student's participation in practical hands-on classes as offered by the Academy and outside educators.
- 5) Student follows Academy rules, demonstrates responsibility and professional ethics.

The 75% passing grade is constantly monitored. Students falling below the minimum average are encouraged, and given the opportunity, to retake an exam for which they have received a failing grade.

Written progress reports are maintained by the Academy. These progress reports are distributed at the time of the students' Satisfactory Academic Progress evaluation point for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

MAXIMUM TIME FRAME

At Prestige Health & Beauty Sciences Academy a student has to complete any course is 1½ times the published course length. 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 time frame has been exhausted. Time frame is calculated based on the period of time reflected on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left.

SAP Evaluation Statuses

Good Standing – A student is in good Standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.

Warning – A student is in an Academic/Financial Aid Warning status when he/she is not maintaining Satisfactory Academic Progress pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, he/she is returned to Good Standing status

Probation – A student is in a Probation status when he/she did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain his/her financial aid, he/she will need to submit an Appeal. See below for directions on the Appeal process. All students in Probation status will be placed on an Academic Plan that includes monitoring. If the student fails to follow the Academic Plan, he/she will be Academically Dismissed and will no longer be eligible to receive financial aid. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status and will also remain eligible for federal financial aid.

14. APPEALS

APPEAL PROCESS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Academy Manager or President 10 business days of receiving the notice of Warning. The letter should list any mitigating circumstances, which in student's opinion deserve further consideration. It also should state in as much detail the changes that will allow the student to achieve Satisfactory Progress by the end of the next payment period. Examples of mitigating circumstances may include family or medical emergencies, military or National Guard services, other similar situations, for which the student either by choice or omission has not requested a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should an appeal decision be in student's favor, the student will be placed on Probation for the following payment period and Financial Aid will be reinstated. A personalized Improvement Plan to ensure the student is able to meet Satisfactory Academic Progress by the end of the probationary period shall be implemented. A copy of the student's improvement plan will be kept in the student's file. The student must be achieving Satisfactory Progress at the end of the probationary period or all Financial Aid will be terminated.

In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Cash paying students can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The Financial Aid department will then request the appropriate Federal funds in their behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination from the program.

COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS

Course incompletes affect the student's satisfactory progress status by lowering their grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status.

Posthumous Graduation

The leadership of the Prestige Health & Beauty Sciences Academy believes that service to its students should include responsive compassion in times of loss for the family and the Academy. Prestige Health & Beauty Sciences Academy may award a Diploma/Certificate posthumously if the student, at the time of death, was enrolled and making satisfactory progress in their final coursework at the program of study that they were enrolled in. Such a conferral of the posthumous credentials requires the approval of the President, and certification by the Business Office that financial obligations to the Academy have been resolved.

PROCEDURE: CONFERRING POSTHUMOUS CREDENTIALS

1. Student's Next of Kin Contacts the Academy and submits the death certificate to the Business Office.
2. President notifies Next of Kin on the decision.
3. POSTHUMOUS CREDENTIALS either issued to the Next of Kin in person or mailed to their address.

15. GRADUATION REQUIREMENTS

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.

To better prepare students for a competitive profession, school requirements will exceed minimum standards set by the State of Florida. Detailed lists of these requirements for each program are available upon request. Prestige Health and Beauty Sciences Academy uses a computerized record keeping system, which counts practical and theory activities as individual "services."

Upon completion of any program, a diploma is issued stating the class or classes that the student has completed. We do not, however, guarantee the successful completion and passing of the state board examinations.

16. CREDITS FOR PREVIOUS TRAINING

Acceptance of hours from other approved schools and institutions is at the sole discretion of Prestige Health & Beauty Sciences Academy. Students who have had prior training must furnish proof of the number of hours of training to the Academy. 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. At least 25 percent of the hours required for completion of a program must be earned through instruction at this institution. The Academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours, providing certain Academy obligations have been satisfied.

17. TRANSFERABILITY OF CREDITS

The transferability of credits you earn at Prestige Health & Beauty Sciences Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Prestige Health & Beauty Sciences Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

18. WITHDRAWAL

Student's Right to Cancel or Withdraw from the Academy

A student may voluntarily terminate his or her training by notifying the President or Director of Education and Training in writing. The letter should explain his/her reasons for the termination and the date the termination is to be effective

WITHDRAWALS/RE-ENTERING

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school up to within 180 days from the date of interruption and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for re-enrollment. (Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school).

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every fourteen (14) days. Student is considered to have withdrawn if he missed school for 14 consecutive calendar days. Student's "withdrawal date" is always the "last date of attendance" as determined by the school from its attendance records.

Withdrawal Date

Prestige Health & Beauty Sciences Academy determines when a student ceases to attend the institution. Determination occurs when:

- a student notifies Prestige Health & Beauty Sciences Academy of his or her intent to withdraw, or
- the institution dismisses the student, or
- the student ceases attending the institution, or
- a student fails to return from an approved Leave of Absence (LOA)

When a student fails to return from an approved LOA, the withdrawal date is the last date the student performed an academic-related activity.

When a student ceases attending the institution, the withdrawal date is the last date the student performed an academic-related activity. The date of determination is:

- the date the student notified the Academy of their intent to withdraw, or
- the date the Academy dismissed the student, or
- the end date of an approved LOA, or
- 14 days after the last date of attendance

The withdrawal process begins on the date of determination.

From the date of determination, Academy makes no further disbursements of Title IV aid and holds any credit balances due the student until the Return To Title IV calculation is completed. Academy returns funds within 45 days of the date of determination. The exception to this rule is if the student or parent (dependent student) is eligible for a post withdrawal disbursement of funds earned but not disbursed.

19. GRIEVANCES

A student who has a grievance should schedule an appointment to see the Director of Education to try to resolve any grievances internally. The purpose is to provide a prompt and equitable process of resolving student grievances.

Students who feel a grievance is unresolved may refer their grievance to:

Commission for Independent Education,
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200
or Toll Free (888)224-6684.

COUNCIL ON OCCUPATIONAL EDUCATION (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
www.council.org

20. STUDENT CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Professional conduct is the only level of conduct we expect from our students.

Our rules are developed to provide an atmosphere that encourages and motivates each student in a learning experience. At the time of enrollment and for the duration of his training, each student must agree to abide by the rules and regulations as listed. Students should not interfere with other students' rights, safety or health, or right to learn.

Violations of student conduct include, but are not limited to:

- Theft
- Disruptive behavior
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
- Vandalism, or threats of actual damage to property or physical harm to others
- Possession, sale, transfer, or use of illegal drugs
- Appearance under the influence of alcohol or illegal drugs

Prestige Health and Beauty Sciences Academy reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

(a). ALCOHOL-DRUG POSSESSION, USAGE AND DISTRIBUTION POLICY

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), no employee or student of this school shall have in his or her possession any alcoholic beverage or controlled substance (illicit drug) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal and/or referral to authorities for prosecution, as appropriate.

(b). DRESS

Students are expected to dress in a manner that would not be constructed as detrimental to the student body and the educational process at Prestige Health and Beauty Sciences Academy

(c). USE OF SCHOOL EQUIPMENT AND PROPERTY

School equipment and property are not to be removed from the building. A student wishing to use the equipment may do so during classes.

21. LEAVE OF ABSENCE

School permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. A student requesting a leave of absence must submit a request in writing or in person in advance of the leave. In order for a student to be granted an LOA, the student must sign and date completed ENROLLMENT AGREEMENT ADDENDUM.

STUDENT WOULD RE- ENTER IN THE SAME PROGRESS STATUS AS WHEN THEY LEFT.

Any student receiving Title IV HEA program funds who has been granted an approved Leave of Absence: is not considered to be withdrawn from school; will not be charged any additional fees as a result of the LOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their LOA. The maximum time limit for a student taking a leave of absence is 180 days in any 12-month period

22. ATTENDANCE / MAKEUP WORK

School attendance must be regular to benefit most from the program. Standard full time day schedules are 9:00am - 4:00pm M-F and 10:00am – 3:00 pm on Saturday.

Lunch break of 30 minutes provided on 8 hours scheduled days

Students are given 10 minutes break for each 60 minutes of instruction.

Massage students are limited by state law to a maximum of 6 hours/day and 30 hours/week

Part-time and flexible schedules may be arranged, but students must meet course hour

requirements to graduate. If students are scheduled to be in class, they will receive credit only for that portion of the class they attend. Students are asked to call in any day they will be absent.

Students may make up time and work missed. All absences of 14 days or more must be covered by a leave of absence or the enrollment must be terminated.

23. DISCONTINUANCE

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school up to within 180 days from the date of interruption and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for re-enrollment. (Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school.

24. RULES AND REGULATIONS

Each student will be supplied with Prestige Health and Beauty Sciences Academy, catalog which sets forth the policies and regulations under which the school operates. It is responsibility of the student to become familiar with these policies and regulations and to comply accordingly. The regular discipline plan provides that: (a) on the first offense, the student will be counseled in an attempt to solve the problem and work out a solution that puts the student's behavior in line with the school's guidelines; (b) on the second offense, the student will be suspended from the school for three (3) to five (5) days and may return after this period; and (c) on the third offense, the student will be expelled. The following are examples of activities that are subject to disciplinary action:

1. Changes in schedule must be put in writing and approved by the administrative office.
2. Students are responsible for their own records. Each person must be sure that their time of arrival and departure each day is entered on their Daily Student Record (DSR) and initialed by a staff member. The student should turn in all credits on the day they occur, and then check computer printouts to ensure that proper credits were made. If errors are not reported to the office within two weeks, the official record will be considered accurate.
3. Students must meet dress code and be professionally groomed at all times.
4. If a student has a problem that would make it necessary to limit clinic assignments for the day, they must get special permission from the office.
5. Use of alcohol or illegal drugs during school, on or off campus, may be grounds for dismissal.
6. No obscenity at any time. Weapons of any type are forbidden.
7. Smoking is illegal in the building.
8. All students must show respect for the school, and the requests and decisions of all the staff.
9. Students are to mark all equipment with student number, and make sure it is cleaned and sanitized when not in use. Stations must be cleaned after each service, including the floor around the station, and the chair base. Hair MUST be swept up/vacuumed immediately after a cut is completed. Water, chemicals, and powder that get on the floor are dangerous.
10. Each student is assigned a sanitation assignment for the day, as well as being held responsible for their work area.
11. All cuts, perms and colors must be sectioned, and signed by an instructor for credit.
12. Students are required to stay with their patrons during chemical services.
13. The following services require completion of a record card, and a new release card: Perms, Relaxers, Colors, Skincare, Massage and Nail Extensions.
14. Each student has a responsibility to give their full attention to each patron. Call an instructor to assist if necessary, and consider the "professionalism" of all comments and conversations.
15. Students may assist another student with instructor's permission.
16. Students' pagers and mobile phones must be on "silent" mode.
17. Students are expected to protect the school's property. Dishonesty will not be tolerated.
18. Student is expected to carry Student ID card at all times.
19. Use of Unprescribed Drugs, Controlled Substances, Marijuana, or Alcohol. This will result in an automatic termination from school and the student may be turned over to the authorities for an investigation.
20. Improper Conduct. See Student Conduct. Should a student's conduct be improper toward a customer patronizing the school, another student, or staff member, he/she may be suspended or expelled depending on the seriousness of the offense, at the discretion of the President.

25. STUDENT RECORDS

In accordance with the Family Education Right and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the school unless the student waives this right. All personal records and files are kept in the administration office. All records are kept confidential and under lock and key and accessible only to the administrative staff. All other persons needing access to these records and files must have written release on a previously signed waiver from the student. The student shall have access to his/her files at all times upon written request and under the direct supervision of a school official. For complete FERPA policy please see Consumer Information Handbook

26. PERSONAL SERVICES

Prestige Health and Beauty Sciences Academy students who wish to have beauty or massage services may do so at the discretion of the school, and under the system currently in effect. An instructor's written permission, and proof of payment for materials to be used, is required before the service is started. Students are encouraged to request assistance from the school as often as needed. Students are encouraged to participate in styling shows and contests while in school.

27. HOUSING

The school does not provide housing. There are plenty of apartments and rooms to rent nearby, with easy access to public transportation. We will be happy to assist out-of-town students in their selection of a suitable place to stay. Some of our students have found housing through on-line sources using search words such as "roommates."

28. EMPLOYMENT ASSISTANCE

There is job placement assistance at Prestige Health and Beauty Sciences Academy. We cannot guarantee any student a job but Prestige Health and Beauty Sciences Academy graduates' will be provided with list of medical and dental offices, other healthcare facilities, spas, salons and other personal treatment establishments. We will invite potential employers to attend our monthly career days. A bulletin board with job offer postings is updated constantly and is prominently displayed. Staff members are available for questions about specific job opportunities. Placement services to all graduates will be provided without additional charge.

29. PAYMENT OPTIONS

It is preferred that tuition costs and all fees be paid in full at start of classes.

We accept cash, check, money orders, and Visa/MasterCard. We also offer school term payment plan as described below.

School Term Payment Plan

This plan is for students who cannot afford to pay the tuition expense in full at start of classes or who may not qualify for the extended payment plan beyond the graduation date. This no interest plan requires a set deposit towards tuition and then equal weekly or monthly installments over the term of the program. The total balance must be satisfied prior to graduation.