



School Catalog

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New Dimensions Beauty Academy, Inc.

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GENERAL INFORMATION

HISTORY

The Academy was started in 2006 in Parker, Colorado and moved to the present location in April of 2009. The Academy began as an esthetic and permanent make-up school. In 2006 Cosmetology, Hairstyling, Barbering, Manicuring and advanced classes were added to the program. New Dimensions Beauty Academy is also recognized as NDBA throughout this catalog.

The owners of the Academy are:

Mona Pent, Executive Director - A former Salon owner, licensed Cosmetologist, Certified Permanent Make-up Technician since 1984, and a State Credentialed instructor.

Wendy Peters, Education Director - Bachelor of Science; Behavioral Science, Colorado State Credentialed Teaching License; Former School Teacher, licensed Esthetician, licensed Cosmetologist, Certified Permanent Make-up Technician, and a State Credentialed Instructor.

Dawn MacArthur, Admissions/Marketing Director - Bachelor of Science Marketing Degree, licensed Cosmetologist, certified Permanent Make-up Technician, and a State Credentialed Instructor.

MISSION STATEMENT

It is the goal of the Academy:

- 1) To have an experienced and knowledgeable Staff that will motivate students about their career choice.
- 2) To prepare competent graduates for successful and fulfilling careers in cosmetology, barbering, hairstyling, nails, and esthetics.
- 3) To encourage and guide our graduates to find employment in "just the right place".
- 4) To offer advance training in industry related courses.

GOALS, NATURE, AND OBJECTIVES

- 1) Observe all the rules and regulations issued by the Colorado Board of Barber and Cosmetology and Health Department.
- 2) Strive to improve its operation in order to keep pace with ever- changing technical and educational advancements in cosmetology and all similar programs.
- 3) To offer hands on and theory education. Our school concept offers the latest equipment and salon spa atmosphere to practice and perfect your skills with credentialed instructors. Our goal is to guide you through your training program to enable you to enjoy a lucrative career in the Beauty Industry.
- 4) To familiarize and instruct students in the proper and current methods in their study of choice.
- 5) To qualify and prepare students for the State Board examination.
- 6) To graduate qualified, competent and competitive students to be successful in the field.
- 7) To assist the student in job placement.
- 8) To provide assistance, advisement and to understand the importance of teamwork.

CAREER OPPORTUNITIES

Licensed fields of opportunities exist throughout the industry. The following vocations offer several examples for you to consider:

- Cosmetologist: Stylist, Skin Specialist, Manicurist, Platform Artist, Salon Owner/Manager, Retail Specialist, Product Sales, Representative, Board Member/Examiner
- Barber: Stylist, Platform Artist, Salon Owner/Manager, Retail Specialist, Product Sales, Representative, Board Member/Examiner
- Hair Stylist: Stylist, Platform Artist, Salon Owner/Manager, Retail Specialist, Product Sales, Representative, Board Member/Examiner
- Manicurist: Manicurist, Platform Artist, Salon Owner/Manager, Retail Specialist, Product Sales, Representative, Board Member/Examiner
- Esthetician: Esthetician, Body Treatment Specialist, Make-up Artist, Salon Owner/Manager, Retail Specialist, Product Sales, Representative, Board Member/Examiner

FACILITIES AND EQUIPMENT

New Dimensions Beauty Academy is a private cosmetology institution. There is approximately 8200 square feet in a three level building in a small shopping center. The school layout consists of reception area, large clinic floor, administrative offices, three classrooms, a practical area for cosmetology, manicure and pedicure area, 5 restrooms, two facial rooms with beds, a microdermabrasion room, a waxing room and a dispensary. Reference libraries are located in each classroom and contain books, videos and DVDs. The space also includes a student lounge/lunchroom and lockers. The facilities are designed to meet the criteria for a modern, progressive and advanced cosmetology school.

LICENSING AGENCIES

New Dimensions Beauty Academy is Approved and Regulated:

Colorado Department of Higher Education
 Division of Private Occupational Schools
 1560 Broadway, Suite 1600
 Denver, Colorado 80202
 (303) 866-2723
<http://www.highered.colorado.gov/dpos/>

The National Accrediting Commission of
 Career Arts & Sciences, Inc.
 4401 Ford Avenue Suite 1300
 Alexandria, Virginia 22302-1432
 703-600-7600

Town of Parker Colorado
 Business and Tax License
 20120 E. Main St.
 Parker, CO 80138-7334
 (303)805-3228

Co Dept. of Regulatory Agencies
 1560 Broadway Ste#1600
 Denver, CO 80202
 (303)894-7800

Department of Revenue
 Colorado State Tax License
 Denver, CO 80261

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Colorado plan to hire 6,287 new employees in the next twelve months. The average annual salary for a salon professional in Colorado is \$37,506. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 32,857 professionals employed at Colorado's 5,616 salons. 50% of salons in the state are employer-owned, and 22% are booth-rental salons. The other 28% are a combination of the two. 55% of Colorado salons are classified by their owners as full-service salons; 18% are listed as haircutting salons. Barbershops make up 4% of the total. Nationally, 58% of salons are listed as full-service, meaning that Colorado has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists/Hairstylists(Hairdressers) / 39-5012	\$10.94 / \$22,800	\$12.59 / \$26,200
Barbers / 39-5011	\$11.45 / \$23,800	Not Available
Estheticians (Skin Care Specialist) / 39-5094	\$13.90 / \$ 28,900	\$17.80 / \$37,000
Manicurists / Pedicurists / 39-5092	\$9.45 / \$19,600	\$9.54 / \$19,800

ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at www.onetonline.org.

AWARD YEAR: July 1, 2009 – June 30, 2010	Cosmetology	Barber	Hairstylists	Esthetics	Manicuring
On Time graduation rate for students completing during this award year (perfect attendance as scheduled).					
Percentage of students completing during this award year within Satisfactory Progress standards.					
Total number of students completing in the award year.					
Job placement rate for students completing in the award year.					
Median Title IV loan debt for students completing in the award year.	0	0	0	0	0
Median private or alternative loan debt for students completing in the award year.					
Median Institutional Finance Plan debt for students completing in the award year.					

Tuition information for the programs listed above is located in the Addenda to this catalog.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

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

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

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

ADMISSION POLICY AND PROCEDURES

PROGRAMS OFFERED

The academy offers the following programs:

- Cosmetology - 1800 hours
- Barbering -1500 hours
- Hairstyling -1200 hours
- Esthetics -600 hours
- Manicuring -600 hours

ADMISSIONS REQUIREMENTS

- 1) Interview with an Admissions Representative.
- 2) Complete an Application for Acceptance/Non Refundable Fee.
- 3) Complete an Enrollment Packet /Non-Refundable Registration Fee.
- 4) Affidavit of US Citizenship Eligibility.
- 5) Proof of Age (Driver's License, State I.D., Birth Certificate, or Passport).
- 6) Copy of High School Diploma, GED Certificate, copy of transcript showing high school completion, or state issued credential for secondary completion if home schooled.
- 7) 16 years of age.
- 8) If enrolled under a Training agreement with School District, Government Agency or other entity meet the admissions requirement for all parties involved.
- 9) Secondary students not enrolled under a Training agreement may be admitted, if the applicant meets the state requirements for admission, obtain permission in writing from their secondary school and is in good standing with their secondary school and completes a pre- evaluation.
- 10) Parental/guardianship signature for any required parental consent.
- 11) Understand the English language: read, write and speak. All programs taught in English.
- 12) Students who do not hold a high school diploma or GED, or post-secondary must follow the Ability To Benefit (ATB) Policy. After June 30, 2012, ATB tests will not qualify a student for financial aid.

Start dates are provided in the Addenda addition of this catalog. Enrollments are accepted year round. Financial Assistance is available for those who qualify. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Ability-To-Benefit Policy

- 1) Definition of an Ability-to-Benefit Student – A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.
- 2) Admissions of Ability-to-Benefit Students – In order to be admitted on the basis of his or her ability to benefit, a student shall, prior to admission, complete: a nationally recognized standardized, or industry developed test which meets the guidelines.

- 3) established by NACCAS (see Part II, Admissions Testing) and which measures the applicant's aptitude to complete successfully the program or course to which he or she has applied.

The test is administered by appointment at:

Arapahoe Community College located at the University Center at Chaparral, 15653 Brookstone Drive, Parker, CO, 80134, 303-734-4822. During regular semesters, they are open from 9:00 am to 9:00 pm, Monday through Thursday, and 9:00 am to 5:00 pm on Fridays. Also open most of the Saturdays and Sundays, between 9:00 am and 4:00 pm. Students will need to present her/his photo ID prior to the test and there will be a \$25 charge.

The school will recognize all students whose ATB score show passed or have a combined test result of a mean above 60. The test consists of reading comprehension, sentence skills and arithmetic.

The school does not recruit students attending or admitted to another school offering a similar program of study.

Policy on Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school diplomas.

GRADUATION REQUIREMENTS

The graduation requirements for any of New Dimensions Beauty Academy program courses are as follows:

- 1) Complete the required credits and hours determined by the State of Colorado.
- 2) Maintain an academic 75% cumulative grade point average and a cumulative attendance of 70%.
- 3) Take a final examination on all practical and theory with a score of no less than 80%.
- 4) All workbooks and tests must be completed with a passing grade.
- 5) Fulfill all financial obligations to the school and complete an exit interview.
- 6) Students will not be eligible to register for the state exam until all requirements have been met.

A CERTIFICATE OF COMPLETION WILL BE AWARDED UPON GRADUATION FOR ALL PROGRAM COURSE AND STAND ALONE CLASSES.

STUDENT SCHEDULE CHANGES

Student's permanent schedules will be determined and approved on the enrollment contract. Schedule changes are not permitted during basic core training. A permanent schedule change that requires your weekly hours to change on your enrollment contract requires an addendum to the enrollment contract and a schedule change fee.

CANCELLATION/COURSE CHANGES

With prior approval from the Directors, a student may transfer from one course to another course per the following criteria:

- 1) The student must pay a cancellation/course change fee.
- 2) The student will only receive applicable credits to another course with the required academic and attendance records in accordance with the State of Colorado.

NON DISCRIMINATION STATEMENT

The school in its admission, instruction and graduation policies does not discriminate on basis of age, sex, race, ethnic origin, color, gender, religion, citizenship, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. If accepted, NDBA will do its best to accommodate the students, based on their needs. NDBA reserves the right to discontinue their program/education if the school cannot accommodate a student's needs. This facility is accessible to and can accommodate the handicapped.

TRANSFER POLICY

Students transferring to NDBA with existing hours must fulfill the following admissions requirements:

- 1) Fulfill NDBA Admissions requirements.
- 2) Upon receipt and evaluation of previous training, up to 100% of a program may transfer to NDBA. The percentage of transfer hours/credits accepted is at the discretion of the school. Administration will determine the level of competency by evaluating a written and practical transfer evaluation test. A Transfer Evaluation Test fee will be assessed. Acceptance of sanitation hours may not require an evaluation test.

- 3) All the equipment, books and supplies necessary to participate in the program are required.
- 4) Tuition will be adjusted by a credit hour rate equivalent to the program.
- 5) This policy does not financially or in any way affect the refund policy.

Students transferring from NDBA with existing hours must fulfill the following requirements:

- 1) All transfers must be requested in writing to the Education Director.
- 2) The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.
- 3) Unpaid tuition, kit or an open balance must be paid in full.

STUDENT SUPPORT SERVICES

ORIENTATION

NDBA requires all students to attend an orientation which provides information about the instructional programs, goals of each course, policies and services available to students.

STUDENT ADVISING SERVICES

Students have access to advisement from members of the school Staff regarding their program of study, progress, financial affairs, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are counseled and provided additional assistance if available.

OTHER AVAILABLE SERVICES

NDBA is centrally located in Parker, Colorado

- 1) Close to public transportation
- 2) Food and lodging nearby
- 3) Housing, banking, shopping and all other conveniences of a large city

NDBA SCHOLARSHIP PROGRAMS

- 1) NDBA may participate in scholarship thru discounts, donations, or coupons to Local area School District fund raisers, or other promotional events such as Parker Days, Elizabeth Stampede, Career Days or Expos at City, County and State Levels.
- 2) The Academy will post the scholarships, discounts, donations and location on the web site prior to the event.

ADDITIONAL PROGRAMS

Students enrolling in multiple programs may be eligible to transfer credits from one program to the other.

STUDENT COMPLAINT POLICY AND PROCEDURE

In accordance with the institution's objectives, NDBA will make every effort to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

- 1) The student should first try to resolve the grievance with the Staff member nearest the source.
- 2) If the grievance cannot be resolved it may be taken to a Director. The complaint must be in writing on a Student Complaint Report Form.
- 3) Within 15 days the complaint will be reviewed by school administration and then discussed and written with the student to work toward a resolution. Depending in the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution.
- 4) If the case needs further investigation, the student will receive a response after the investigation has been completed.
- 5) Should the student find the response to be unsatisfactory, the student may appeal that decision to owner/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation.
- 6) The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 60 days of receipt.
- 7) Students should exhaust the institution's internal complaint process before submitting the complaint to the school's governing agencies, however if the student is unsatisfied, a grievance may be filed with the School's accrediting agency or other oversight agencies.
- 8) A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to section 12-59-117, by a school or agent shall first exhaust all complaint and appeals processes available at the school. If the person's complaint is not resolved to the person's satisfaction, the person may file with the board a written complaint against the school or agent.

The Colorado Division of Private Occupational Schools has a two-year limitation for action on student complaints. Complaints must be filed in writing, online at website: <http://www.highered.colorado.gov/dpos/> (303)866-2723. They can also be made at the National Accrediting Commission of Career Arts and Sciences, website: <http://www.naccas.org>.

LICENSING REQUIREMENTS

The Office of Barber and Cosmetology monitors and dictates admission to the licensing examination through a designated testing agency- ***Pearson Vue***. An applicant must be a graduate of a state approved school in Barbering (50 credits), Cosmetology (60 credits), Hairstyling (40 credits), Esthetics (20 credits) or Nails (20 credits). The applicant must have completed the required credits for the prescribed course, submitted certified proof of graduation, made application and paid the required examination fee for the prescribed examination. The Office of Barber and Cosmetologist Licensing/designated testing agency conducts all examinations in English and applicants shall submit answers in English. All education and learning environments in our school are conducted in English, including classroom activity and clinic floor education. The applicant must have a valid social security number prior to licensure examination, and have filled out an affidavit of eligibility form. For further information, please refer to *COLORADO BARBER and COSMETOLOGY CANDIDATE HANDBOOK* by Pearson Vue.

CONTINUING EDUCATION CLASSES

The Academy offers advanced classes throughout the year that are posted as scheduled.

All advanced and Stand Alone Courses are listed under Programs of Study. Class Fees are listed in the Addenda.

CAREER SERVICES

While we will assist in your job search, we make no guarantee, expressed or implied, of future employment. Preparation for an effective interview, client building skills, retail sales, etiquette and professionalism are taught throughout the program.

- 1) Employment opportunities are posted in the Career Book and on the Student Bulletin Board for all students and post graduates.
- 2) The School participates in events allowing students to network with licensed professionals.
- 3) Graduates are contacted after graduating to follow-up on the job placement.

Post graduates are encouraged to keep the Academy posted of any changes to their employment, allowing further assistance if they so desire.

NDBA DISCLAIMER

Policy Changes, Cancellation, Course Revisions

- 1) NDBA reserves the right to change contents of this catalog at any time if it improves the daily operation of the Academy.
- 2) NDBA reserves the right to change any program or schedule due to state regulation changes, employer requirements or demands of the industry.
- 3) NDBA reserves the right to change or cancel start dates or programs.
- 4) The current tuition rates, books, supplies, and fees are available in the Addenda in this catalog. All rates and fees are subject to change without notice.

STUDENT SERVICES, HOUSING AND COUNSELING

The school conducts an orientation program prior the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

MEDICAL CONDITIONS

Any students enrolling or attending school with pre-existing medical conditions or the need for prescribed medication must disclose this to the Directors prior to enrollment. All information will be kept strictly confidential.

PERSONAL CALLS AND CELLULAR PHONES

Students may not receive incoming calls on the School's business line other than an emergency. Every effort will be made to locate the student if an emergency call is received. Cellular phones may be used in the break room and outside the building only. This rule applies to both verbal and texting on phones. Student must be on break or clocked out while taking personal calls. All other areas are off limits as they are distracting to classmates and our clients receiving services.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Colorado at www.registertovote.org, and at www.longdistancevoter.org.

VACCINATIONS

While the school encourages its students to lead happy health lifestyles and stay disease free it does not have any specific vaccination policy.

SMOKING

We are a non-smoking facility. Smoking is only allowed in designated areas 100 feet from any building entrance. Cigarette butts will be properly disposed of or disciplinary action will be taken. If you smoke in your vehicle it must also be 100 feet away from any entrance or exit. This applies to all the businesses adjacent or near the academy.

DRUG AND ALCOHOL POLICY

The school actively supports the prevention of drug abuse. Upon enrollment, students and employees are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is available to anyone requesting assistance. Use, possession, or distribution/sale of drugs (including alcohol) is not allowed on school premises. Students or employees whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, illegal drugs, or any unknown substance will be asked to leave the premises.

SAFETY

Maintain a safe environment by:

- 1) assisting disabled and elderly guests;
- 2) using equipment properly;
- 3) following manufacturer's directions when using chemicals and products;
- 4) wiping all spills found on the floor;
- 5) work stations must be free from personal items and debris, cords, etc.;
- 6) report building and equipment safety hazards to Staff;
- 7) Blood Borne Pathogens Act requires proper disposal of implements and blood spills.

MEDICAL EMERGENCIES: First Aid Kit is located in the Dispensary

Notify an instructor or Staff member immediately if any medical emergency arises. Instructors or Staff member will:

- 1) determine if medical assistance is needed;
- 2) call 911;
- 3) know address of the building;
- 4) locate person in the building;
- 5) make sure someone is with the injured person;
- 6) have someone meet the Emergency personnel;
- 7) keep the area clear of bystanders ;
- 8) document the medical emergency on Incident Report.

OSHA REQUIREMENTS

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

PRIVACY AND RECORD ACCESS POLICY

The Family Educational Rights Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and parents/or guardian of dependent children. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. Forms are available at the Director's office. To review a student file, a written request must be made with a Director. A student may review or give permission to an outside individual to review his/her student records. These records may include academic, financial and counseling records. A student may not review income and asset information on parents in the file without written consent of the parents. The school will maintain complete student records for a minimum of six years from the date the student graduated or discontinued training, in accordance with the Colorado Private Educational Act of 1981. Rules and Regulations were revised January 2, 2003. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information.

SAFEGUARDING STUDENT INFORMATION

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

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

Records for prospective students who are not accepted or who do not enroll in the school will be held for 36 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

ESCAPE ROUTES

Each floor of the building has floor plan posted showing a direct escape route.

Please familiarize yourself with the escape routes in all areas.

TORNADO WARNINGS

Whenever there is a danger of tornado touchdown, the tornado warning sirens should sound. Based on weather-service information the Staff will make the decision when to evacuate everyone to the basement.

BOMB THREATS

- 1) immediately contact the Staff member or Police;
- 2) follow all directions from Police authorities;
- 3) remain calm.

FIRE

NDBA is equipped with a monitored alarm and sprinkler system.

Whenever a fire is detected, a continuous siren will sound and water will spray.

In cases of a fire alarm, students and Staff must:

- 1) instruct all guests to evacuate the building;
- 2) assist all guests;
- 3) evacuate the building immediately.

Fire Department or Security will notify when it is safe to return to building.

Fire drills will be conducted to prepare for an emergency. Everyone must follow normal procedures in evacuating the building.

Only Staff personnel will give clearance to re-enter the building upon completion.

INCIDENT/ACCIDENT REPORTS

For all minor or serious accidents, gather the following information on an incident report form and give to school's administration:

- 1) name, address, phone number of the injured person;
- 2) name of student/instructor working on the guest (if applicable);
- 3) date and time of accident;
- 4) description of how the accident happened; and
- 5) document all witnesses to the accident with pertinent information.

PRODUCTS

Products used to perform services on our clients and for practical experience are selected by the school. Products are available for students in the dispensary for clinic floor use only. Products not approved by the school are not permitted to be used on campus without administration approval.

VISITORS

Persons visiting a student are required to enter the school through the front door and check in at the front desk. Students must not receive visitors unless they are clients. Clients and friends are not allowed in the break room, classroom or any of the offices. These rooms are for the students and Staff ONLY. The clinic floor areas are for servicing the clients. If friends or family come to meet you at school for lunch or at the end of a shift please let them know they will need to wait in the reception area.

Administration reserves the right to authorize exceptions to this policy.

PARKING

Students will park in the areas designated for student parking/ public parking, which is the lot northeast to the back door. If the back lot is full you may have to park on the street north of the school. The school does not provide security for cars and is not responsible for student vehicles or its contents.

CAMPUS CRIME STATISTICS & SECURITY

The school makes every effort to provide a safe and secure learning environment for students. A handout detailing crime statistics on our campus is provided at the time of enrollment and is also made available upon request from the school Director.

LOST AND FOUND

Students should report lost items and turn in any found items to their Instructor. The school is not responsible for lost, damaged or stolen items. Any unclaimed items turned into the school will be kept for 10 days. After that time the items will be considered abandoned. Students are advised to take all belongings with them at the end of each day or put them into a locker or their roll-about.

Off Campus classes/beauty industry shows

Instruction hours may be modified by the school to accommodate special events or training i.e. career fairs, fashion shows, and community involvement. Students will be notified in advance of upcoming events. All outside classes must be preapproved.

EQUIPMENT AND SUPPLIES

- 1) Students will need to send in their warranty cards for all equipment disbursed in their kit. Once a student signs for their Kit equipment and supplies, it becomes solely their responsibility (i.e. warranties included). There will be no redistribution of kit items. Any items not disbursed due to back order will be disbursed as soon as delivered. Most items can be replaced through the school if needed at replacement cost. All implements, equipment, towels and stations should be appropriately sanitized before use on any client as required by the state regulatory agency.
- 2) Personal items must be kept in your assigned locker or not brought into the building.
- 3) Kit items left out will be placed in Lost and Found and disposed of after 10 days.
- 4) Students are required to have all **of their equipment and supplies** available and in working order each day. Supplies needed for State Board Testing and baby boards are the responsibility of each student and are not supplied by NDBA. Certain items carried by NDBA can be purchased.

If you lose, break, ruin, or use up your kit supplies YOU must replace them within 10 days. If you do not, NDBA may replace them for you and you will be charged the replacement cost of those items.

STUDENT SANITATION DUTIES

- 1) Each student is assigned a daily sanitation duty to be performed. Sanitation credit hours are required and set by the Colorado State Board of Barber and Cosmetology.
- 2) Failure to perform the assigned duty may result in disciplinary action.
- 3) In addition to daily sanitation duties, it is the student's responsibility to clean and sanitize their own work station daily.
- 4) Students are to keep all equipment and tools in proper safety and sanitary conditions.
- 5) Students are expected to store all their belongings each day upon departure.
- 6) Proper sanitation procedures are to be used in all areas at all times in accordance with each specific area.
- 7) Pedicure stations are to be cleaned, sanitized and documented in the sanitation log after each use

POLICY ON FEES CHARGED

Fee charges are listed in the Addenda.

- 1) In the event the student fails to complete their course by the completion date, the student may be permitted to continue their program if they adhere to the rules and regulations of the Academy. *Extra Instructional Charges* will incur to any student failing to complete their course by the scheduled completion date on their enrollment contract.
- 2) Additional copies of Certificates of Completion will incur a fee.
- 3) Fees are charged for copies of documents or paperwork for students. A reasonable amount of time must be allowed to complete the request.
- 4) Staff or students are not permitted to write checks or use credit card machine for cash. Any returned checks written to the school for tuition or services will be charged a fee if check is returned to the school for insufficient funds or closed account.
- 5) Any collection charges or legal fees incurred as a result on returned checks or monies will be the responsibility of the student.
- 6) There is a Friday/Saturday fee if you are not present on a scheduled attendance date.
- 7) Application fee is charged at time of application.
- 8) Course Registration Fee is charged at time of enrollment.
- 9) Re-enrollment or re-entry fee charged at time of re-entry.
- 10) Stand Alone Class Registration fee is charged at time of enrollment.
- 11) Transfer Evaluation Test fee for transfer students.
- 12) Charges for missed days on courses such as permanent make-up, piercing, tattooing, eyelash extensions etc. require additional cost to students. An hourly rate will apply.
- 13) LOA paperwork fee will apply.
- 14) Students having to repeat a Segment of Basics due to not passing will have to retake and will be charged the current hourly rate.
- 15) If a student wants online longer than one year, they will incur an additional online fee.

FINANCIAL PRACTICES AND MANAGEMENT

FINANCIAL ASSISTANCE

Financial assistance may be available for those who qualify from private banking institutions, credit unions, or student loan programs available through the school.

More information is available from the Financial Aid Director. The school complies with all State, and/or Federal regulations in any advisement to students.

Cash or Check Installment Method

All students are eligible to make monthly, interest free cash payments. If a student chooses this method, payments are determined by the total amount due divided by the months the student will be in school. All monthly payments are due the 1st of the month. They are subject to a \$10 late fee on the 6th day and \$2 per day thereafter until payment is received. All payments over 30 days late will be sent to collections. At which time the student/guardian will be responsible for legal fees, collection fees and all monies owed the school. Any student who pays their tuition in full by cash or check will qualify for a 5% discount off tuition only for all courses at 600 hours or more.

Other State and Federal Programs

Financial assistance may be available through such government programs as the Bureau of Indian Affairs (for documented American Indians), Colorado Vocational Rehabilitation (for the physically or mentally impaired), Work Investment Act (operated through the Douglas County Job Service), the Air Force Aid Society or Army Educational Assistance Program (for children of active duty military personnel), and Colorado Workforce.

FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Entrance and Exit Counseling:

Students receiving Federal Direct Loans must complete a Student Loan Entrance Counseling prior to disbursement of funds and a Student Loan Exit Counseling within 30 days of graduating or withdrawing from school.

Title IV Credit Balances:

Tuition and fees are charged by academic year. Federal student aid is received by payment periods. Generally there are two payment periods in a full academic year. When Title IV funds received for the academic year are greater than the charges for the academic year, a credit balance is created on the student's account. This credit balance will be refunded to the student (or parent in the case of a Parent PLUS loan), within 14 calendar days of the credit balance being created on the student's account.

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. Department of Education regulations (34 CRF 668.16 (g) require schools to refer the Department's office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The school will report any suspected fraud to OIG at 1-800-MISUSED.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

2011/2012 Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
630.00	241.00	469.00	Case by Case	1,340.00

2011/2012 Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
940.00	360.00	700.00	Case by Case	2,001.00

CONFLICTING INFORMATION

The School understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Return of Title IV Funds

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grant, Direct Student Loans and Direct PLUS Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. A calculation is done to determine the percentage of credit hours the student completed in the payment period. Next, a calculation is done to determine the student's rate of progression. Then the amount of aid received for the payment period is multiplied by the rate of progression figure to determine the amount of aid earned. When the result of this calculation is greater than 60%, the student earns all the assistance that he/she was scheduled to receive for that period.

The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of Calendar days completed in the period}}{\text{Total number of calendar days in the period}}$$

The completion date of the payment period must be projected based on the student's progress as the withdrawal date. In general, to calculate the number of days in the period:

Example:

Determine the percentage of credits earned:

Number of credits completed (4)

Number of credits in payment period (15) = Percentage of credits earned (.267)

Determine the number of days in the period:

Number of days attended (43)

Percentage of credits earned (.267) = Number of days in the period (161)

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and books/supplies. For all other school charges, the school needs your permission to use post-withdrawal disbursement. If the student does not give his/her permission (some schools ask for this upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in the school catalog.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

CODE OF CONDUCT

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

SCHOOL REFUND POLICY

Cancellation/Postponement and Refunds

- 1) An applicant not accepted he/she is entitled to a refund of all monies paid except an application fee within 30 days.
- 2) If a student or legal guardian cancels his/her contract in writing within three business days of the signing of the enrollment agreement all monies collected by NDBA shall be refunded except the non-refundable application fee. This policy will apply regardless of whether or not the student has actually started training.
- 3) Students withdrawing in writing after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less.
- 4) Postponement of Start Date, whether at the request of NDBA's or student, must be a written agreement stating:
 - a) Postponement was for the convenience of NDBA or student
 - b) A deadline for new start date, which will not be postponed.
- 5) The student will receive a full refund of tuition and fees paid if the school cancels or discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- 6) Additional charges for kit equipment, books or supplies that have been dispersed to a student are non-refundable and will not be in the calculations of the Refund Policy.
- 7) The policy for granting credit for previous training shall not impact the refund policy.

Refunds for Withdrawals/Leave of Absence/Terminations or Dismissals/School Closure

- 1) NDBA will retain a cancellation fee, application and enrollment fee plus a percentage of tuition according to the Colorado State Refund Policy chart shown below.
- 2) All withdrawals must be in writing and state the reason for submitting the request to withdrawal.
- 3) All refunds will be made within 30 days from the date of withdrawal or termination which shall be determined by
 - a) Student failure to return from an excused Leave of Absence (LOA) the official date of withdrawal is the earlier date the academy determines the student is not returning or the day following the expected return date (per DPOS)
 - b) Postmark or the date written notice is delivered to a School Director in person.
 - c) Termination/Dismissal will be the date on which the student violates published school policy which provides for dismissal, which shall occur no more than 14 calendar days from the last day of physical attendance (excluding LOA).
- 4) The refund policy will apply to tuition and fees charged in the enrollment agreement.
 - a) Students owing monies to the school will be asked to pay off all debts in full or make payment arrangements with Financial Director.
 - b) Students defaulting on any payment arrangement will incur an interest rate of 18% be assessed on the first day after default.
 - c) Any payment arrangement not met will require NDBA to follow legal action and will go to collections at the student's expense including any legal fees, interest charges, any other fees that may have occurred due to a default of payment.
 - d) Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Other Federal, state, private or institutional aid, 6) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- 5) Reasons for dismissal:
 - a) Not fulfilling financial obligation to the school.
 - b) Failure to comply with the rules and regulations of the school.
 - c) Failure to comply with the tardiness/attendance/academic policy of the school.
 - d) Insubordination or failure to follow NDBA STANDARDS OF CONDUCT.
 - e) After a student has been absent for 14 calendar days from their last date of physical attendance.
 - f) In the case of a LOA, the documented date of return, student does not return.
- 6) School Closure Policy:
 - a) NDBA will continue to teach out all students,
 - b) Or arrange to have students transferred and accepted to another school in our geographic area and shall not charge the students a greater amount than original school would be entitled under its contract and for which the student has not yet paid.
 - c) Or student shall be entitled to a refund according to New Dimensions/Colorado State Refund Policy Chart

<u>% of Days attended</u>	<u>Amount of Tuition & Fees REFUNDED</u>	<u>Amount of Tuition & Fees CHARGED</u>
First week of school through 10%	90% minus \$150 cancellation charge	10% plus \$150 cancellation charge
10 % through 25%	75% minus \$150 cancellation charge	25% plus \$150 cancellation charge
25 % through 50%	50% minus \$150 cancellation charge	50% plus \$150 cancellation charge
50 % through 75%	25% minus \$150 cancellation charge	75% plus \$150 cancellation charge
75% and over	NO REFUND	100% OF TUITION WILL BE CHARGED

STUDENT INFORMATION

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory progress policy applies to all students enrolled in a NACCAS approved program while receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement and to continue eligibility for funding. To ensure all students receive information on our Satisfactory Progress Policy, the policy is stated in our student handbook, catalog and given to all students prior to enrollment.

ATTENDANCE

All students must attend school; in accordance with our Satisfactory Progress schedule. It is a requirement of the school to attend classes promptly and follow the schedule you have been given. Attendance is evaluated on a cumulative basis. Students may make-up hours if approved by the Education Director and only at specified times. If a student leaves early without approval, they will lose their hours for the day unless the **Education Director** determines extenuating circumstances apply and grants an approval. Actual Attendance is based on the number of successful completed credit hours divided by the number of possible credit hours. Students are required to maintain a 70% of credits achieved verses attempted. During basics students are encouraged not to be absent as information may not be repeated until the next basics class. Continued absences may result in warning/termination. Poor attendance will affect your GPA and SAP. Practical grade sheets are turned in weekly. Incomplete grade sheets will have to be made up at the end of your program resulting in additional monies being owed. If a grade sheet is lost or misplaced a new one will be issued and the student will have to begin it again. Students are not allowed to have more than one grade sheet at any given time, unless approval has been received by the Education Director. Transfer Hours accepted by the school are counted as both attempted and completed hours.

ACADEMIC PROGRESS

Qualitative factors will be evaluated by test, projects and practical worksheets using the following grading system.

GRADING SYSTEM			
92 - 100	A = Excellent	83-91	B = Good
75-82	C = Average	74 and below = Failure	

If a student grade on their weekly practical sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of credits will only be awarded to students maintaining a 75% grade point average, weekly grade sheet score and test scores, and a 70% in attendance. A cumulative GPA must be maintained in order to meet SAP requirements.

DETERMINATION OF PROGRESS

For the purposes of Title IV funding and Satisfactory Progress evaluation, a credit hour is defined as 37.5 clock hours. Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements in both quantitative (academic terms) and qualitative (academic performance). Students will be evaluated at the end of each evaluation period (points), and notified of SAP results:

Course / Program	Part-time/Full-time	Attempted Credit Hour (Defined as 37.5 Clock Hours) Evaluation Points
Cosmetology: 48 Credit Hours	24 hrs wk/30 hrs wk	12, 24, 36, 48
Barber: 40 Credit Hours	24 hrs wk/30 hrs wk	12, 24, 32, 40
Hairstyling: 32 Credit Hours	24 hrs wk/30 hrs wk	12, 24, 28, 32
Esthetics: 16 Credit Hours	24 hrs wk/30 hrs wk	8, 16
Manicuring: 16 Credit Hours	24 hrs wk/30 hrs wk	8, 16

WARNING

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

APPEAL AND PROBATION

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period. The academy determines Satisfactory Academic Progress at the Evaluation points stated in the chart under Determination Of Progress, mathematically, should they not meet SAP by the following evaluation period they are placed on probation.

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within ten (10) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

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

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 70%.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

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

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

DISMISSAL

It is the Academy's intent to prepare every student for a career in their field of choice, the Staff and Directors will advise all students should any difficult situation arise. The final decision for any dismissal will be made by the Directors. If a student has been dismissed from school they will be considered for re-enrollment and re-entry fees will apply. Any student will be dismissed if it is determined that the student cannot complete his/her program in the allotted 143% maximum time period. The school may dismiss a student prior to the completion of his/her program for one or more of the following:

1. Not fulfilling financial obligation to the school.
2. Failure to comply with the rules and regulations of the school.
3. Failure to comply with the tardiness/attendance/academic policy of the school.
4. Insubordination or failure to follow NDBA STANDARDS OF CONDUCT.
5. After a student has been absent for 14 calendar days from their last date of physical attendance without notifying the school's administrative office.
6. In the case of a LOA, the documented date of return, student does not return.

FRIDAY/SATURDAY ATTENDANCE POLICY

Scheduled Fridays/Saturdays are mandatory for the entire day unless prior arrangements were made in writing and approved with the **Education Director**. A fee will be charged to your account for each Friday/Saturday missed unless pre-approved in writing with the **Education Director** and Student/Client Coordinator. You may have one pre-excused Friday/Saturday per program for every scheduled evaluation period. Calling in on any given Friday/Saturday will not be approved as an excused absence without a signed licensed Physician's excuse.

TARDIES

Excessive tardiness may affect your satisfactory progress resulting in disciplinary action. Students more than 10 minutes late for the theory class will not be allowed to interrupt without instructor approval.

LEAVE OF ABSENCE (LOA)

A student must submit a leave of absence form to the **Education Director** unless an unforeseen circumstance prevents a student from providing a written request. NDBA will document a decision and collect the written request at a later date. When a student takes a LOA, the student's graduation date will be adjusted to reflect the length of the LOA. The Financial Services Department will be notified of the student leave.

- 1) LOA's are on an approval basis with the Education Director's discretion. Some reasons that an LOA may not be granted: LOA may not be granted if a situation arises that may affect students who are currently on probation for attendance or academic issues; scheduling conflict; late request.
- 2) A leave of absence will extend the student's contract date and maximum time frame by the same number of days of the leave of absence.
- 3) All students who are on a leave of absence must continue to meet their obligations of payments.
- 4) No Title IV loan funds (for example, Stafford loans or PLUS loans) will be disbursed while a student is on a leave .
- 5) No state financial aid will be disbursed while a student is on a leave.
- 6) There will be minimal fee for each LOA paperwork.

School policy allows multiple leaves during their enrollment at the discretion of the **Directors**. If a student takes multiple leaves the total amount cannot exceed 180 calendar days in a given year, based on the first day the first LOA was taken. LOA requests will not be approved for less than five (5) consecutive calendar days, and may not be approved during the basic-training phase of a program, unless special permission by the **Education Director** has been obtained. During Basics if a LOA is granted the student may have to continue their LOA until the missed module repeats, depending on the subject of the module. If the student is unable to return to school within the maximum time frame for a LOA, their enrollment will be terminated. A returning student on LOA will incur no additional charges by NDBA. If a student fails to return from LOA, or an extended LOA the official date of withdrawal is the earlier date the Academy determines the student is not returning or the day following the expected return date. All refund calculations will be based on that date.

TIME CLOCK POLICY

Students are responsible to clock in and out for days/hours attended in order to receive their credit hours.

- 1) Anyone who has not clocked in will be subject to loss of hours.
- 2) If at any time you leave the building, (smoke breaks, walks, talking/texting on your cell phone, etc.) you are required to clock out. If you are at lunch or on a break outside of the building you must notify the student/client coordinator.
- 3) You may not clock in or out for another student.
- 4) Violations concerning the Time Clock Policy are grounds for disciplinary action and or termination.

DRESS CODE

Student's dress attire is a reflection of the school. Students not complying with the dress code can be sent home and put on probation. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements. Students are required to wear **ONLY** the following attire. Items of clothing not listed are not permitted. Exceptions to the dress code may be made at the discretion of the Directors or documented medical circumstances only.

- 1) All students will wear a name card if you are clocked in. If you do not have it on, a new one will be issued at a fee of \$10 which will be invoiced to your school account.
- 2) Personal Items should be kept in your locker when you are on the clinic floor.
- 3) NDBA requires that students dress in a professional manner. A NDBA smock, pressed and hemmed, black/white/or grey medical scrubs, slacks(Dark Black jeans are ok), capris, or black skirt (long or 2" above knee). Leggings are permitted only if covered by smock or tunic five inches above knee. Optional black, grey or white tops with no logos or pattern. Clothing is to be in a good state of repair/condition at all times, clean and professional looking. Items of clothing that are faded, torn, or ragged are not permitted.
- 4) Students must wear black or white shoes. Close-toed shoes are required to be worn by hair students. No high heels. Socks and hosiery are permitted. Flip-flop and slipper shoes are not permitted. No dirty or multi colored tennis shoes. Shoes must be clean, professional, and in a good state of repair/condition at all times.
- 5) Hair and makeup (for female students) is to be professionally styled. This needs to be done before clocking into school. Do not arrive at school to do your hair and makeup before or after your class has begun.
- 6) Students must be hygienically clean, use deodorant, have fresh breath and be well groomed at all times.
- 7) No sweatshirts, hoodies, sleeveless tops, midriff tops, shorts, no advertisements, no spaghetti straps, spandex or see through shirts. During cold weather students are permitted to layer items.
- 8) Trendy stylish hats or caps are permitted by pre-approval only.
- 9) Body Piercing will be discreet and not outlandish. The Academy reserves the right to determine appropriateness piercing(s).
- 10) Tattoos will be discreet and not outlandish. The school Directors reserves the right to determine appropriateness of tattoo(s).
- 11) Each student must always present an appearance for his/her gender according to the student's driver's license and or state identification.

Remember that you are in a professional service and fashion business. Our appearance to the public states our desire to be a professional in all areas of our chosen profession.

STANDARDS OF CONDUCT

The student STANDARDS OF CONDUCT have been prepared to provide the necessary guidelines for effective student relationships and apply to all students enrolled at NDBA. If these standards are not followed then the school may place a student on probation, suspension or dismissal.

- 1) All students must attend classes as scheduled and on time daily. Some exception(s) to this is if the student has a documented doctor/dentist visit or a documented court appointment. Students are required to maintain a cumulative attendance of 70%, 100% is required for graduation therefor, make-up hours are available.
- 2) Students are responsible to get their worksheets/sanitation sheets signed daily and after performing their task. If a sanitation duty is not to be completed you must inform your instructor or the client/student coordinator why, and you will be assigned another task.
- 3) Cigarette smoking and gum chewing is not permitted except in designated areas and NEVER inside the school. Eating and drinking are only permitted in the lunchroom. The only exception is a water bottle at your station.
- 4) Staff and clients must be treated courteously and professionally at all times. Clients should never be left waiting; students will adjust lunch periods and breaks accordingly. If necessary, a client may be moved to another student to be completed to accommodate lunch or break.
- 5) Only topics of ethical and professional subject matter may be discussed among students while serving clients, in classrooms, or on break time on the school premises. Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping is not permitted. Tips should not be discussed.
- 6) Students may NOT refuse to perform a client service or sanitation duty. If this occurs, the student may be sent home, put on probation and /or suspended. **Exceptions** not to perform a service could be if a client has a communicable disease which will be determined by the floor instructor.
- 7) Conflicts of any nature with another student or Staff member is not permitted on school premises.
- 8) Insubordination (defiance of authority) is not permitted.
- 9) Use, possession, or sale of nonprescription drugs is not allowed on school premises. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance will be asked to leave.
- 10) Cheating, dishonesty, falsification of records or theft is not permitted. NDBA reserves the right to search personal property if just cause is present.
- 11) A student must have Staff approval for breaks and lunch. NDBA follows the Department of Labor & Employment concerning breaks and lunch.
- 12) Willful destruction of school property is not permitted. Any student vandalizing school property or equipment will be financially responsible for replacement of the article(s) and will be subject to disciplinary action.
- 13) NDBA prohibits the presence of firearms, weapons, or other hazardous devices or substances on school grounds.
- 14) NDBA prohibits the use of electronic devices such as cameras, camera phones, recording devices, etc. on school premises without advance permission by the Directors and the stated individual. Uses of these devices are a violation of individual's personal privacy. Any pictures of clients require permission for a student portfolio.
- 15) You will be given a "traveler" (ticket) for each client, friend or family member or personal service. Make sure to circle every service you do on every traveler. If you have any questions about additional charges ask your instructor/receptionist.
If you do not bill your client, friend or family member correctly, you will be held responsible to collect the money.
- 16) Suggest retail products to educate your client on proper hair, nail or skin home care. Walk your client to the front and ask them if they would like to reschedule.
- 17) You must clean and sanitize your own work area, roll about, and sanitation duties daily.
- 18) Return all supplies that you have used to where they belong.
- 19) If any personal items are left at school and no contact has been made to retrieve their items, they will be removed after 30days and we will not be held responsible.

COSMETOLOGY COURSE Credit Hours – 60

Colorado defines that 1 credit hour is equal to 30 clocked hours

Upon completion of course student will receive a Certificate of Completion

INSTRUCTIONAL METHODS USED

Milady Standard Textbook of Cosmetology
 Milady Theory Workbook
 Practical Workbook
 Milady Online Testing
 Comprehensive Lesson Plans
 Interactive lectures
 Students Salon Activities/labs

Other Methods:

Verbal, audio demos, handouts, visual aid and instructors' personal experience, guest speakers, field trips and other related learning methods

GRADING PROCEDURES:

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated monthly. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If a student grade on their weekly practical grade sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of credits will only be awarded to students maintaining a 75% Grade Point Average in Academics. Students are required to maintain a 70% cumulative attendance average and 70% average of credits achieved verses attempted. This will be evaluated monthly. If a student does not pass a test with a minimum of 75%, it must be retaken and the higher grade will be the grade of record.

Numerical grades are considered according to the following scale:

92 - 100 A = Excellent	83-91 B = Good
75-82 C = Average	74 and below = Failure

Optional Stand Alone Classes: Microdermabrasion- 14 hours
 Chemical Peel- 24 hours
 Electric Nail File - 8 hours
 Permanent Makeup - 132 hours

COURSE OBJECTIVES: To educate the student with the skills, information and training through theory and practical instruction to successfully complete the program and pass the licensure required by the Colorado Department of Higher Education. To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement. Students

COURSE #	COURSE TITLE & DESCRIPTION	CREDIT HRS.
CBHEN 100	LAWS,RULES & REGULATIONS	1.0
CBH 110	SCALP TREATMENTS AND SHAMPOOING	2.0
CBH 120	BASIC HAIRSTYLING	1.5
CBH 220	INTERMEDIATE I & II HAIRSTYLING	3.5
CBH 320	ADVANCED HAIRSTYLING	2.0
CBH 130	BASIC HAIRCUTTING	1.0
CBH 230	INTERMEDIATE I & II HAIRCUTTING	5.0
CBH 330	ADVANCED HAIRCUTTING	2.0
CBH 140	BASIC CHEMICAL SERVICES	1.0
CBH 240	INTERMEDIATE I & II CHEMICAL SERVICES	2.0
CBH 340	ADVANCED CHEMICAL SERVICES	1.0
CBH 150	BASIC HAIR COLOR SERVICES	1.0
CBH 250	INTERMEDIATE I & II HAIR COLOR SERVICES.	4.5
CBH 350	ADVANCED HAIR COLOR SERVICES	2.5
CBHEN 101	MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	1.0
CBH 170	BASIC DISINFECTION, SANITATION & SAFETY	1.0
CBH 270	INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY	3.5
CBH 370	ADVANCED DISINFECTION, SANITATION & SAFETY	1.5
CBE 100	BASIC SKIN CARE	1.0
CE 110	INTRODUCTION TO MAKE-UP	1.0
CE 120	HAIR REMOVAL	3.0
CE 210	INTERMEDIATE I & II SKIN CARE/CLINIC FLOOR	4.0
CE 310	ADVANCED SKIN CARE/CLINIC FLOOR	2.0
NAT 100	BASICS NAIL TECHNOLOGY	1.0
NAT 105	BASICS NAIL ENHANCEMENTS	2.0
NAT 200	INTERMEDIATE I & II NAIL CLINIC FLOOR/TECHNOLOGY	6.0
NAT 300	ADVANCED NAIL CLINIC FLOOR	3.0
Total Credit Hours		60.0

BARBERING COURSE Credit Hours – 50

Colorado defines that 1 credit hour is equal to 30 clocked hours
Upon completion of course student will receive a Certificate of Completion

INSTRUCTIONAL METHODS USED

Milady Standard Textbook of Cosmetology
 Milady Theory Workbook
 Practical Workbook
 Milady Online Testing
 Comprehensive Lesson Plans
 Interactive lectures
 Students Salon Activities/labs

Other Methods:

Verbal, audio demos, handouts, visual aid and instructors' personal experience, guest speakers, field trips and other related learning methods

COURSE OBJECTIVES: To educate the student with the skills, information and training through theory and practical instruction to successfully complete the program and pass the licensure required by the Colorado Department of Higher Education.
 To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE OBJECTIVES: To educate the student with the skills, information and training through theory and practical instruction to successfully complete the program and pass the licensure required by the Colorado Department of Higher Education.
 To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE #	COURSE TITLE & DESCRIPTION	CREDIT HRS.
CBHEN 100	LAWS, RULES & REGULATIONS	1.0
CBH 110	SCALP TREATMENTS AND SHAMPOOING	2.0
CBH 120	BASIC HAIRSTYLING	1.5
CBH 220	INTERMEDIATE I & II HAIRSTYLING	5.5
CBH 320	ADVANCED HAIRSTYLING	2.0
CBH 130	BASIC HAIRCUTTING	1.0
CBH 230	INTERMEDIATE I & II HAIRCUTTING	5.5
CBH 330	ADVANCED HAIRCUTTING	2.5
CBH 140	BASIC CHEMICAL SERVICES	1.0
CBH 240	INTERMEDIATE I & II CHEMICAL SERVICES	5.0
CBH 340	ADVANCED CHEMICAL SERVICES	2.0
CBH 150	BASIC HAIR COLOR SERVICES	1.0
CBH 250	INTERMEDIATE I & II HAIR COLOR SERVICES	4.5
CBH 350	ADVANCED HAIR COLOR SERVICES	2.5
CBHEN 101	MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	1.0
CBH 170	BASIC DISINFECTION, SANITATION & SAFETY	1.0
CBH 270	INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY	3.5
CBH 370	ADVANCED DISINFECTION, SANITATION & SAFETY	1.5
BAR 180	BASICS OF SHAVINGS	1.0
BAR 280	INTERMEDIATE I&II SHAVING	1.0
BAR 380	ADVANCED SHAVING	1.0
CBE 100	BASIC SKIN CARE	1.0
CBE 210	INTERMEDIATE I & II SKIN CARE	1.5
CBE 310	ADVANCED SKIN CARE	.5
Total Credit Hours		50.0

HAIRSTYLING COURSE Credit Hours – 40

Colorado defines that 1 credit hour is equal to 30 clocked hours
Upon completion of course student will receive a Certificate of Completion

INSTRUCTIONAL METHODS USED

Milady Standard Textbook of Cosmetology
 Milady Theory Workbook
 Practical Workbook
 Milady Online Testing
 Comprehensive Lesson Plans
 Interactive lectures
 Students Salon Activities/labs

Other Methods:

Verbal, audio demos, handouts, visual aid and instructors' personal experience, guest speakers, field trips and other related learning methods

GRADING PROCEDURES:

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated monthly. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If a student grade on their weekly practical grade sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of credits will only be awarded to students maintaining a 75% Grade Point Average in Academics. Students are required to maintain a 70% cumulative attendance average and 70% average of credits achieved verses attempted. This will be evaluated monthly. If a student does not pass a test with a minimum of 75%, it must be retaken and the higher grade will be the grade of record.

Numerical grades are considered according to the following scale:

92 - 100 A = Excellent	83-91 B = Good
75-82 C = Average	74 and below = Failure

COURSE OBJECTIVES: To educate the student with the skills, information and training through theory and practical instruction to successfully complete the program and pass the licensure required by the Colorado Department of Higher Education. To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE #	COURSE TITLE & DESCRIPTION	CREDIT HRS.
CBHEN 100	LAWS, RULES & REGULATIONS	1.0
CBH 110	SCALP TREATMENTS AND SHAMPOOING	2.0
CBH 120	BASIC HAIRSTYLING	1.5
CBH 220	INTERMEDIATE I & II HAIRSTYLING	3.5
CBH 320	ADVANCED HAIRSTYLING	2.0
CBH 130	BASIC HAIRCUTTING	1.0
CBH 230	INTERMEDIATE I & II HAIRCUTTING	5.0
CBH 330	ADVANCED HAIRCUTTING	2.0
CBH 140	BASIC CHEMICAL SERVICES	1.0
CBH 240	INTERMEDIATE I & II CHEMICAL SERVICES	2.0
CBH 340	ADVANCED CHEMICAL SERVICES	1.0
CBH 150	BASIC HAIR COLOR SERVICES	1.0
CBH 250	INTERMEDIATE I & II HAIR COLOR SERVICES	4.5
CBH 350	ADVANCED HAIR COLOR SERVICES	2.5
CBHEN 101	MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	1.0
CBH 170	BASIC DISINFECTION, SANITATION & SAFETY	2.0
CBH 270	INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY	5.0
CBH 370	ADVANCED DISINFECTION, SANITATION & SAFETY	2.0
	Total Credit Hours	40.0

STAND ALONE HAIR CLASSES

Stand Alone Classes shown in Contact Hours not Credit Hours.
30 Contact Hours = 1 Credit Hour

Advanced Certification Hair Classes

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

Advanced Hairstyling	2 days
Classic Cuts	1 ½ days
Classic Color	1 ½ days
Advanced Color & Cutting	1 - 3 days
Haircutting	1 ½ days
Advanced Coloring	1 ½ days
Men's Cuts	1 day
Corrective Color	1 day
Chemical Texturing	2 days
Back to Basics Color & Cuts	3 days
Hair Extensions	1-3 days
Choose what type of extensions you want to learn about.	

ESTHETICS COURSE Credit Hours – 20

Colorado defines that 1 credit hour is equal to 30 clocked hours

Upon completion of course student will receive a Certificate of Completion

INSTRUCTIONAL METHODS USED

Milady Standard Textbook of Cosmetology
 Milady Theory Workbook
 Practical Workbook
 Microderm/Chemical Peel Exfoliation Book
 Milady Online Testing
 Comprehensive Lesson Plans
 Interactive lectures
 Students Salon Activities/labs

Other Methods:

Verbal, audio demos, handouts, visual aid and instructors' personal experience, guest speakers, field trips and other related learning methods.

Microdermabrasion, Chemical Peel will receive a Certificate awarded upon licensure by State Board.

GRADING PROCEDURES:

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated monthly. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If a student grade on their weekly practical grade sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of credits will only be awarded to students maintaining a 75% Grade Point Average in Academics. Students are required to maintain a 70% cumulative attendance average and 70% average of credits achieved verses attempted. This will be evaluated monthly. If a student does not pass a test with a minimum of 75%, it must be retaken and the higher grade will be the grade of record.

Numerical grades are considered according to the following scale:

92 - 100	A = Excellent	83-91	B = Good
75-82	C = Average	74 and below	= Failure

COURSE OBJECTIVES: To educate the student with the skills, information and training through theory and practical instruction to successfully complete the program and pass the licensure required by the Colorado Department of Higher Education. To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement. The student will receive their chemical peel and microdermabrasion certificates once they have completed and passed their state board testing.

COURSE #	COURSE TITLE & DESCRIPTION	CREDIT HRS.
EST 100	BASIC SKIN CARE	2.0
CE 110	FACIAL MAKE-UP	1.0
CE 120	HAIR REMOVAL	3.0
EST 200	INTERMEDIATE I&II SKIN CARE	2.0
ESTC 300	MICRODERMABRASION	.5
ESTC 303	CHEMICAL PEELS	1.0
EST 300	ADVANCED SKIN CARE	1.5
EST 130	BASIC DISINFECTION, SANITATION & SAFETY	2.0
EST 230	INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY	3.5
EST 330	ADVANCED DISINFECTION, SANITATION & SAFETY	1.5
CBHEN 100	LAWS, RULES & REGULATIONS	1.0
CBHEN 101	MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	1.0
	Total Credit Hours	20.0

STAND ALONE ESTHETICS CLASSES

Stand Alone Classes shown in Contact Hours not Credit Hours.

Prerequisite: Esthetic or Cosmetology student, licenced Esthetic or Cosmetologist.

Microdermabrasion **14 contact hours (This class is included with Esthetics Course)**

Upon passing grade of 80% or higher, a Certificate of Completion is issued.

All Certification classes will incur a Registration fee.

OCCUPATIONAL OBJECTIVE: To educate the Cosmetologist/Esthetician student or licensed technician in all necessary elements relating to Microdermabrasion procedures. The student will learn to perform Microdermabrasion safely on clients using machine and manual techniques. Student will be educated in all aspects of sanitation and safety while performing all Microdermabrasion services. Students will have an opportunity to use an approved salon grade microdermabrasion machine, as well as perform Microdermabrasion services (manually) on school clients. Students will be given a final written test and must have 80% or higher to pass this class.

Chemical Peels **24 contact hours (This class is included with Esthetics Course)**

Upon passing grade of 80% or higher, a Certificate of Completion is issued.

All Certification classes will incur a Registration fee.

OCCUPATIONAL OBJECTIVE: To educate the Cosmetologist/Esthetician Student or licensed technician in all necessary elements relating to Chemical Peel procedures. Students will be educated in the aspects of sanitation and safety during application of Chemical peels. Students have to perform a demonstration of Chemical peels. Students will be given a final written test and must have 80% or higher to pass this class.

Semi-Permanent Eyelashes **6 contact hours**

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

Basic kit included with class.

OCCUPATIONAL OBJECTIVE: To educate the Cosmetologist/Esthetician student or licensed technician in the application of semi-permanent eyelashes. Students will be educated in the aspects of sanitation and safety during application of semi-permanent lashes. Students will have opportunities to apply semi-permanent lashes on school clients. Students have to perform a demonstration of application of lashes will be given a final written test.

Additional Esthetics Workshops

Certificate issued on Workshop completion.

All Certification workshops will incur a Registration fee.

Skin Analysis	1 Day
Esthetics Refresher	2 Days
Warm Stone Facial	2 Days
Spa Body Treatment	1 Day
Makeup Application	1 - 3 Days
Day 1 Color Theory and Face Proportion and Shape	
Day 2 Makeup Services, Consultation thru Application	
Day 3 Beyond the Basics and Camouflage	

STAND ALONE ESTHETICS CLASSES (continued)

Stand Alone Classes shown in Contact Hours not Credit Hours.
30 Contact Hours = 1 Credit Hour

Permanent Make Up 132 contact hours - home study, theory & practical

Prerequisite: Esthetic or Cosmetology student, licenced Esthetic or Cosmetologist.

Upon passing grade of 80% or higher, a Certificate of Completion is issued.

All Certification classes will incur a Registration fee.

OCCUPATIONAL OBJECTIVE: To educate the Licensed Cosmetologist / Esthetician (for Colorado technicians, check your own state requirements) in the Art of Permanent Makeup from a cosmetic viewpoint. Students will be educated in the aspects of sanitation and safety of Permanent Makeup. Students are taught machine and manual techniques with main focus on machine application. Our program follows and fulfills all of Colorado requirements. Students will fulfill a home study segment with the remainder of the class being theory, practical and hands-on. Students work on patrons throughout the practical segment class. Students will be given a final written test and must have 80% or higher to pass this class.

Permanent Make Up Syllabus

SANITATION, STERILIZATION, AND SAFETY	Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.	12 Hours
SKIN ANALYSIS	Skin Analysis, Composition/Layers, healing process of skin and its care, diseases, disorders and skin conditions.	8 Hours
EQUIPMENT AND SUPPLIES	Operation and maintenance of different machines, manual hand tools, needle groupings and uses, pigments and anesthetics	8 Hours
COLOR THEORY AND EFFECTS	Understanding color relationships, color-wheel, identifying skin tones	32 Hours
CLIENT CONSULTATION	Client Profile, Medical History, Consent Forms, and Liability Issues.	8 Hours
APPLICATION OF PIGMENT	Eyebrow, Eyeliner and Lip Application, Manikin and Model Applications.	64 Hours
	Total contact hours	132 Hours

Advance Permanent Make Up

Prerequisite: Permanent Make Up Class or be a certified technician

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

These classes are available for technicians who are already practicing Permanent Makeup and would like more hands on training.

Advanced Lip 1 Day

Hair-line Stroke Eyebrow 1 Day

Areolas 1 Day

NAILS COURSE Credit Hours – 20

Colorado defines that 1 credit hour is equal to 30 clocked hours
Upon completion of course student will receive a Certificate of Completion

INSTRUCTIONAL METHODS USED

Milady Standard Textbook of Cosmetology
 Milady Theory Workbook
 Practical Workbook
 Milady Online Testing
 Comprehensive Lesson Plans
 Interactive lectures
 Students Salon Activities/labs

Other Methods:

Verbal, audio demos, handouts, visual aid and instructors' personal experience, guest speakers, field trips and other related learning methods

GRADING PROCEDURES:

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated monthly. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If a student grade on their weekly practical grade sheet is below 75%, then he/she must make-up the grade sheet. The second grade earned will be the grade of record for the student's GPA. Granting of credits will only be awarded to students maintaining a 75% Grade Point Average in Academics. Students are required to maintain a 70% cumulative attendance average and 70% average of credits achieved verses attempted. This will be evaluated monthly. If a student does not pass a test with a minimum of 75%, it must be retaken and the higher grade will be the grade of record.

Numerical grades are considered according to the following scale:

92 - 100 A = Excellent	83-91 B = Good
75-82 C = Average	74 and below = Failure

Electric Nail File 8 Hours, Waxing For Manicurists Hours
 Certificate awarded upon licensure by State Board

COURSE OBJECTIVES : To learn performance of skills relating to Manicure; To gain an understanding of basic theory; To practice procedures related to Manicure; To practice sanitation, safety and professional ethics; To gain understanding of business procedures; To be prepared for State Board Examinations in order to receive a license to practice nail technology; and upon completion, be able to perform a combination of Manicure practices such as cleaning and massaging the arm and hand, sculpting, polishing the nails, etc. for Manicure purposes only.

COURSE #	COURSE TITLE & DESCRIPTION	CREDIT HRS.
NAT 100	BASICS NAIL TECHNOLOGY	1.0
NAT 105	BASICS NAIL ENHANCEMENTS, ELECTRIC NAIL FILE, WAXING for Manicurists	2.0
CBHEN 101	MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP	1.0
NAT 130	BASIC DISINFECTION, SANITATION & SAFETY	2.0
NAT 230	INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY	3.5
NAT 330	ADVANCED DISINFECTION, SANITATION & SAFETY.	1.5
CBHEN 100	LAWS, RULES & REGULATIONS	1.0
NAT 200	INTERMEDIATE I & II NAIL CLINIC FLOOR/TECHNOLOGY	6.0
NAT 300	ADVANCED NAIL CLINIC FLOOR	2.0
	Total Credit Hours	20

OTHER STAND ALONE CLASSES

Stand Alone Classes shown in Contact Hours not Credit Hours.)

NAILS

Electric Nail File **8 contact hours (This class is included with Manicuring Course)**

Prerequisite: Nail Course/Nail License or Cosmetology License

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

To educate nail technicians the proper use and safety methods for using an electric nail file according to the Requirements of the State of Colorado.

Waxing For Manicurist **6 contact hours (This class is included with Manicuring Course)**

Prerequisite: Nail Course/Nail License

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

To educate nail technician the proper use and safety methods according the Requirements of the State of Colorado.

Manicuring Refresher **1 - 3 Days**

Prerequisite: Nail Course

All Certification classes will incur a Registration fee.

Designed to accommodate the student needs for state boards or individual techniques of the industry. The proper use and safety methods are taught according the Requirements of the State of Colorado.

TEST PREPARATION FOR SPECIFIC PROGRAM COURSE **3 Classes @ 2.5 hours per class**

Prerequisite: Cosmetology, Hairstyling, Barber, Esthetics, or Nail Course

All Certification classes will incur a Registration fee.

These classes is designed for People who need extra help preparing for State Board Testing or for people who have let their licenses lapse. We offer 2½ hours for each category: Esthetics, Nail, Hairstyling/Barbering or attend the entire class for full Cosmetology Test Prep. Students may choose segments needed. Students attending New Dimensions Beauty Academy will not need this Prep class, as it is included in their course.

BODY ART / BODY PIERCING

Basic Body Art I **14 contact hours**

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

OCCUPATIONAL OBJECTIVE: Students will be introduced the fundamentals of body art. You will learn all about stencils, how to make and apply them, customize free hand techniques and proper placement. Techniques taught in the Basic Body Art class include: lining, pointillism, and several types of shading techniques. You will also learn all about the coil machine: how it works, proper tuning, troubleshooting, and needle configurations for lining and shading. This class contains lecture on customer considerations, post procedure instructions, shading, and color-blending techniques, healing, scar prevention, and more. This fun and exciting two-day class includes hands-on procedures.

Basic Body Art II **14 contact hours**

Prerequisite: Basic Body Art I

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

OCCUPATIONAL OBJECTIVE: Students will be introduced to more advanced techniques and hands-on clinics. The class is designed to give further knowledge on concepts learned in Basic Body Art I, and to further prepare student to undertake an apprenticeship. Students will gain knowledge in marketing, and strategies that will help them build their business.

Body Piercing **14 contact hours**

Certificate issued on Class completion.

All Certification classes will incur a Registration fee.

Students will learn the fundamentals of the art of body piercing, the history of various piercing applications, their origins and cultural ties to the past. This class is an intensive course designed to provide individuals with basic skills necessary before undertaking piercing apprenticeship. It is an introduction to the tools of the piercing profession such as needle preparation, determining appropriate jewelry through knowledge of metallurgy and the piercing to be performed. The class will also cover proper sterilization techniques, infection control strategies, interpersonal skills and problem solving. Class will cover Colorado of Public Health and Environment Regulations.

COURSE SYLLABUS

Courses are not listed in any particular sequence. Letters used indicate program.
C – Cosmetology, B – Barbering, H – Hairstyling, E – Esthetics, N – Nails

CBHEN 100 1.0 Credit Hours

Prerequisite: None

LAWS, RULES & REGULATIONS

To educate the student in the study of: Local, State, Federal Laws and Statutes, School Rules, Regulations and Policies which govern our industry. This includes occupational safety and health as it relates to Cosmetology, Barbering, Hairstyling, Esthetics and Nails

CBHEN 101 1.0 Credit Hours

Prerequisite: None

MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP

Educate the student in the study and beginning hands on procedures of: Interpersonal Skills, Communication and Human Relations, Professionalism, Management and Ethics, Salesmanship Skills and Traits, as it relates to Cosmetology, Barbering, Hairstyling, Esthetics and Nails.

CBH 110 2.0 Credit Hours

Prerequisite: None

SCALP TREATMENTS AND SHAMPOOING

Intended to educate students with the proper steps for analyzing and hands on procedures for: Shampoo chemistry, Hair and Scalp Analysis, Scalp Disorders and Diseases, Scalp Manipulations, Shampooing Procedures & Techniques, Rinsing, Conditioning and Finishing, Treatments of the Scalp and Hair.

CBH 120 1.5Credit Hour

Prerequisite: None

BASIC HAIRSTYLING

To educate the student in the study and beginning hands on procedures of: Principles of Hair Design, Wet Hairstyling, Roller Sets, Pin curls and Finger waving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Artistry of Artificial Hair, Long Hair Techniques, Hair Pressing.

CBH 220 3.5 Credit Hours

Prerequisite: CBH 120

INTERMEDIATE I & II HAIRSTYLING

Intended to broaden the student's knowledge and hands on experience of: Principles of Hair Design, Wet Hairstyling, Roller Sets, Pin curls and Finger waving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Artistry of Artificial Hair, Long Hair Techniques, Hair Pressing.

CBH 320 2.0 Credit Hours

Prerequisite: CBH 220

ADVANCED HAIRSTYLING

Intended for students to exhibit proficiency in: Principles of Hair Design, Wet Hairstyling, Roller Sets, Pin curls and Finger waving, Thermal Hairstyling, Blow Dry Styling, Iron Curling, Waving, Artistry of Artificial Hair, Long Hair Techniques, Hair Pressing.

CBH 130 1.0 Credit Hours

Prerequisite: None

BASIC HAIRCUTTING

Educate the student in the study and beginning hands on procedures of: Scalp Analysis & Hair Growth, Theory of Haircutting, Tools and Implements, Sectioning and Control, Angles and Elevation, Cutting Techniques of Basic Haircuts and Applications.

CBH 230 5.0 Credit Hours

Prerequisite: CBH130

INTERMEDIATE I & II HAIRCUTTING

Intended to broaden the student's knowledge and hands on experience of: Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications.

CBH 330 2.0 Credit Hours

Prerequisite: CBH230

ADVANCED HAIRCUTTING

Intended for students to exhibit proficiency in: Scalp Analysis & Hair Growth, Theory of Haircutting, Tools & Implements, Sectioning & Control, Angles & Elevation, Cutting Techniques & Applications.

CBH 140 1.0 Credit Hours

Prerequisite: None

BASIC CHEMICAL SERVICES

Educate the student in the study and beginning hands on procedures of: Chemistry of Permanent Waving, Hair Structure and Analysis, Sectioning, Blocking and Wrapping, Permanent Waving Techniques, Chemistry of Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving.

CBH 240 2.0 Credit Hours

Prerequisite: CBH140

INTERMEDIATE I & II CHEMICAL SERVICES

Intended to broaden the student's knowledge and hands on experience of: Chemistry of Permanent Waving, Hair Structure and Analysis, Sectioning, Blocking and Wrapping, Permanent Waving Techniques, Chemistry of Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving.

CBH 340 1.0 Credit Hours

Prerequisite: CBH240

ADVANCED CHEMICAL SERVICES

Intended for students to exhibit proficiency in: Chemistry of Permanent Waving, Hair Structure and Analysis, Sectioning, Blocking and Wrapping, Permanent Waving Techniques, Chemistry of Chemical Relaxing, Relaxer Application Techniques, Soft Curl Permanent Waving.

CBH 150 1.0 Credit Hours

Prerequisite: None

BASIC HAIR COLOR SERVICES

Educate the student in the study and beginning hands on procedures of: Color Theory, Color Applications and Techniques, Chemistry of Hair Color, Hair Lightening.

CBH 250 4.5 Credit Hours

Prerequisite: CBH 150

INTERMEDIATE I & II HAIR COLOR SERVICES

Intended to broaden the student's knowledge and hands on experience of: Color Theory, Color Applications and Techniques, Chemistry of Hair Color, Hair Lightening.

CBH 350 2.5 Credit Hours

Prerequisite: CBH 250

ADVANCED HAIR COLOR SERVICES

Intended for students to exhibit proficiency in: Color Theory, Color Applications & Techniques, Chemistry of Hair Color, Hair Lightening, Special Effects Techniques, Corrective Color Theory & Techniques.

CBH 170 1.0 Credit Hours

Prerequisite: None

BASIC DISINFECTION, SANITATION & SAFETY

Educate the student in the study and beginning hands on procedures of: Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Colorado State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

CBH 270 3.5 Credit Hours

Prerequisite: CBH 170

INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY

Intended to broaden the student's knowledge and hands on experience of: Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Colorado State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

CBH 370 1.5 Credit Hours

Prerequisite: CBH 270

ADVANCED DISINFECTION, SANITATION & SAFETY

Intended for students to exhibit proficiency in: Bacteriology & Infection Control, Sanitation Practices in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Colorado State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

CE 120 3.0 Credit Hours

Prerequisite: CE 100 or EST 100

HAIR REMOVAL

Educate the Students in Basics through advanced procedures in: Theory of Hair Removal, Benefits and Techniques.

CBE 100 1.0 Credit Hours

Prerequisite: None

BASIC SKIN CARE

Educate the student in the study and beginning hands on procedures of: Theory of Massage, Benefits and Techniques, Histology of Skin, Diseases and Disorders of the Skin, Products, Ingredients, Use and Application, Consultation, Analysis & Preparation, Facial and Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks and Packs Therapy and Treatments.

CBE 110 1.0 Credit Hours

Prerequisite: CBE 100 or EST 100

FACIAL MAKE-UP

Educate and broaden the student's knowledge and hands on experience of: Facial Makeup-Color Theory and Analysis, Cosmetic Product Ingredients and Chemistry, Cosmetic Applications and Techniques, Artificial Lash Application, Lash and Brow Tinting.

CBE 210 up to 4.0 Credit Hours

Prerequisite: CBE 100

INTERMEDIATE I & II SKIN CARE/CLINIC FLOOR

To provide students with further study and hands on experience of: Theory of Massage, Benefits, and Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use and Application, Consultation, Analysis & Preparation, Facial & Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks and Packs Therapy and Treatments, of Facial Makeup - Color Theory and Analysis, Cosmetic Product Ingredients and Chemistry, Cosmetic/Makeup Applications and Techniques, Artificial Lash Application, Lash and Brow Tinting and Hair Removal.

CBE 310 up to 3.0 Credit Hours

Prerequisite: CBE 100/CE 110/CBE 120

ADVANCED SKIN CARE/CLINIC FLOOR

Intended for students to exhibit proficiency in: Theory of Massage, Benefits and Techniques, Histology of Skin, Diseases and Disorders of the Skin, Products, Ingredients, Use and Application, Consultation, Analysis and Preparation, Facial and Skin Care Techniques, Skin Care Treatments, Light Therapy, Masks and Packs Therapy and Treatments, of Facial Makeup - Color Theory & Analysis, Cosmetic Product Ingredients and Chemistry, Cosmetic/Makeup Applications and Techniques, Artificial Lash Application, Lash and Brow Tinting.

EST 100 2.0 Credit Hours

Prerequisite: none

BASIC SKIN CARE

Educate the student in the study and beginning hands on procedures of: Theory of Massage, Benefits, and Techniques, Histology of Skin, Diseases & Disorders of the Skin, Products, Ingredients, Use and Application, Consultation, Analysis and Preparation, Facial and Skin Care Techniques, Skin Care Treatments.

EST 200 **2 Credit Hours/ Prerequisite: EST 100**
INTERMEDIATE I & II SKIN CARE
Intended to broaden the student's knowledge and hands on experience of: Facial Makeup, Color Theory and Analysis, Cosmetic Product Ingredients and Chemistry, Makeup Applications, Artificial Lash Application, Lash/ Brow Tinting, Light Therapy, Masks and Packs Therapy and Treatments, Machine Techniques, Hair Removal, Clinic Floor

EST 300 **1.5 Credit Hours/ Prerequisite: EST 200**
ADVANCED SKIN CARE
Intended for students to exhibit proficiency in: Facial Makeup, Color Theory and Analysis, Cosmetic Product Ingredients and Chemistry, Makeup Applications, Artificial Lash Application, Lash/ Brow Tinting, Light Therapy, Masks & Packs Therapy and Treatments, Machine Techniques, Hair Removal, Clinic Floor

EST 130 **2.0 Credit Hours/ Prerequisite: None**
BASIC DISINFECTION, SANITATION & SAFETY
Educate the student in the study and beginning hands on procedures of: Bacteriology and Infection Control, Sanitation in the Workplace, Patron Protection, Material Safety Data Sheets, Colo. State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

EST 230 **2.0 Credit Hours/ Prerequisite: EST 130**
INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY
Intended to broaden the student's knowledge and hands on experience of: Bacteriology & Infection Control, Sanitation in the Workplace, Patron Protection, Material Safety Data Sheets, Colorado State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Classifications, Safe Use & Handling.

EST 330 **1.5 Credit Hours/ Prerequisite: EST 230**
ADVANCED DISINFECTION, SANITATION & SAFETY
Intended for students to exhibit proficiency in: Bacteriology & Infection Control, Sanitation in the Workplace, Patron Protection, Material Safety Data Sheets, Colorado State Standards and Regulations, Public Sanitation Methods, Chemical Agents Classifications, Safe Use and Handling

ESTC 300 **.5 Credit Hours /14 contact hrs**
MICRODERMABRASION
Educate the student in the study and beginning hands on procedures of: Product Ingredients and Chemistry, Applications and Techniques for performing Microdermabrasion safely using machine and manual techniques.

ESTC 303 **.8 Credit Hours /24 contact hrs**
CHEMICAL PEELS
Educate the student in the study and beginning hands on procedures of: Product Ingredients and Chemistry, Applications and Techniques for performing and applying Chemical Peel.

NAT 100 **1.0 Credit Hours**
BASICS NAIL TECHNOLOGY
Educate the student in the study and beginning hands on procedures of: Nail Structure, Growth & Anatomy, Diseases and Disorders of the Nail, Theory Of Massage, Massage Manipulations, Manicure Procedures and Techniques, Pedicure Procedures and Techniques.

NAT 105 **2.0 Credit Hours**
Prerequisite: NAT 100
BASICS NAIL ENHANCEMENTS
Educate the student in the study and beginning hands on and through exhibiting proficiency: gel nails, nail wraps & acrylics.

NAT 130 **2.0 Credit Hours**
Prerequisite: None
BASIC DISINFECTION, SANITATION & SAFETY
Educate the student in the study & beginning hands on procedures of: Bacteriology & Infection Control, Sanitation in the Workplace, Patron Protection, Material Safety Data Sheets, Colo. State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

NAT 230 **3.5 Credit Hours**
Prerequisite: NAT 130
INTERMEDIATE I & II DISINFECTION, SANITATION & SAFETY
Intended to broaden the student's knowledge and hands on experience of: Bacteriology & Infection Control, Sanitation in the Workplace, Patron Protection, Draping, Material Safety Data Sheets, Co. State Standards & Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use & Handling.

NAT 330 **1.5 Credit Hours**
Prerequisite: NAT 230
ADVANCED DISINFECTION, SANITATION & SAFETY
Intended for students to exhibit proficiency in: Bacteriology and Infection Control, Sanitation in the Workplace, Patron Protection, Material Safety Data Sheets, Standards and Regulations, Public Sanitation Methods, Chemical Agents, Types, Classifications, Safe Use and Handling.

NAT 200 **6.0 Credit Hours**
Prerequisite: NAT 100
INTERMEDIATE I & II NAIL CLINIC FLOOR/TECHNOLOGY
Intended to broaden the student's knowledge and hands on experience of: Nail Structure, Growth & Anatomy, Diseases and Disorders of the Nail, Theory Of Massage, Massage Manipulations, Manicure Procedures and Techniques, Pedicure Procedures and Techniques.

NAT 300 **up to 3.0 Credit Hours**
Prerequisite: NAT 200
ADVANCED I & II NAIL CLINIC FLOOR/TECHNOLOGY
Intended for students to exhibit proficiency in: Nail Structure, Growth & Anatomy, Diseases and Disorders of the Nail, Theory of Massage, Massage Manipulations, Manicure procedures and Techniques, Pedicure Procedures and Technique.

NAT 301 **.3 Credit Hours**
Prerequisite: Nail License or enrolled in Nail Program
ELECTRIC NAIL FILE
Educate student on the proper use Electric Nail File..

NAT 302 **.2 Credit Hours**
Prerequisite: Nail License or enrolled in Nail Program
WAXING FOR MANICURIST
Educate student waxing procedures for manicurist.