

SMI

THE SKIN + MAKEUP
INSTITUTE

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STATEMENT OF PURPOSE

With the turmoil in the world and the need to make life-altering decisions, we often seek the services of individuals in the aesthetic and makeup industry. As a result, there has been an explosion of opportunities in these areas. Whether wanting a “feel-good moment” environment to forget the woes of the day; a beauty regimen or clinical treatment that alters our appearance to boost confidence or improve self-esteem, we seek competently trained professionals to help us achieve our best.

MISSION STATEMENT

The Skin & Makeup Institute of Arizona is committed to training qualified student’s marketable tools necessary to obtain employment in the aesthetic and makeup business. Our staff understands the dedication it takes to educate a “competent” professional. Our intense training consists of theory and hands-on training. Students become proficient in the:

- ❖ Latest innovative spa treatments.
- ❖ Understanding of the ever-changing trends of the beauty and makeup industry.
- ❖ Breakthrough technology and care in the medical environment.
- ❖ Requirements necessary to obtain licensing from the Arizona State Board of Cosmetology.

INSTITUTE LOCATION

The Skin & Makeup Institute is located just off the Loop 101 freeway, neighboring the Arrowhead Towne Center. The 6,500 square foot facility houses technologically advanced, state-of-the-art equipment. The clinic and spa provide services to the public with an individualized approach.

CAREER OPPORTUNITIES

There are many opportunities for those who enroll in our 600-hour aesthetic program as well as for those who take our professional makeup program, and/or Practice of Aesthetics in a Medical Office. The following are possible career opportunities:

SKIN CARE CAREERS

Spa Manager/Director
Aesthetics for Salon/Day Spa/Med-Spa
Aesthetics Instructor
Aesthetic School Manager/Owner
Pharmaceutical Company in Sales
Skin Care Company Sales Rep/Trainer
Manufacturer's Representative
Independent Skin Care Specialist
Fashion & Image Consultant
Skin Care Company Trade Show Educator
Research and Research Assistants
Skin Care Salon/Clinic Owner
Laser Technician
Aesthetics for Plastic/Cosmetic Surgeon
Aesthetics for Reconstructive Surgeon
Aesthetics for Dermatologist
Beauty Advisor for a Cosmetic Company

MAKEUP ARTIST CAREERS

Artist for Wedding, Glamour or Fashion
Artist for Modeling or Talent Agency
Beauty Supply Company Trainer
Magazine Beauty Columnist
Trade Show Makeup
School Instructor
Mobile Skin Care Practice
Booking Agent for an Artist's Agency
Cosmetic Sales Rep
Cosmetic Company Events Artist
Cosmetic Company Sales Manager
International Artistic Team
Seasonal Colors for Cosmetic Company
Restoration Art Specialists
Television, Video and Print

SCHOOL RULES AND REGULATIONS:

The following rules and regulations set standards for the assurance of excellence in the preparation of a career in the aesthetic industry.

Arizona State Board of Cosmetology

1740 West Adams Suite 4400

Phoenix, Arizona 85007

For admission to the licensing examination for the Arizona State Board of Cosmetology an aesthetic student must:

1. Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits to the board satisfactory evidence that the person is at least sixteen (16) years of age OR
2. Submits to the Board satisfactory evidence that the person is at least 18 years of age.
3. Complete 600 **clocked** hours of instruction.
4. Obtain a verification form to take the written theory & written practical with pcsdq.com
5. Receive documentation (Certificates & Certificate of Graduation)
6. Submit proper fees and forms to the State Board of Arizona.
7. Pass written and written practical with at least a passing score.
8. Hand in all assignments & requirements for school curriculum.
9. Complete payments of all tuition and late fees to SMI.

Licensing Requirements:

Arizona State Board of Cosmetology requires for admission to the licensing examination that an aesthetic instructor student must:

- ❖ Be a licensed aesthetician or cosmetologist and have practiced for at least one year.
- ❖ Have a high school diploma or equivalent...
- ❖ Complete 350 **clocked** hours of instructor training.
- ❖ Obtain a Certificate of Graduation & a test verification form from The Skin & Makeup Institute of Arizona.
- ❖ Submit proper fees and forms to PCSHQ and State Board of AZ
- ❖ Pass written and practical exams with at least a passing score in each area.
- ❖ Complete all hours, assignments & requirements for school curriculum.

Non-discrimination:

The school in its admission, instruction, and graduation policies does not discriminate on the basis of age, ethnic origin, color, religion, or financial status.

Tuition:

Each student will receive a complete copy of their contract which will outline their payment schedule. Tuition payments will be due on the 20th of each month unless otherwise arranged. Tuition payments are to be either delivered to the administrative office or mailed to the campus unless other arrangements have been made.

The Skin & Makeup Institute of Arizona
Business Manager
7547 W. Greenway Road
Suite 500
Peoria, AZ 85381

A late payment fee of \$10.00 per day for each day after the 20th will be charged unless otherwise arranged. A receipt will be given for each payment, and a statement of account will be issued upon request and at the graduation exit review. If the payment is not received by the last day of the month, the student will be placed on suspension until the outstanding payment and coinciding late fees are paid at the discretion of management. Tuition is expected to be paid even in a student's absence, such as a leave of absence, vacation or holidays.

In the event that the student should default in the repayment of the fee amount, the school reserves any other remedy at law or equity necessary for the enforcement and collection of any amount left unpaid under the fee agreement. In the event that any attorney or collection agency is employed to enforce the contract, the student agrees to pay all costs of collection, including reasonable attorney's fees and cost of suit plus 1% per month of any unpaid balance until paid in full.

Other charges:

A student will have fifty-six (56) additional hours within the contract to complete their course of study at no additional charge. This is broken down by 28 unexcused hours and 28 excused hours. In the event the student fails to complete the course in this period of time, then at the sole discretion of the school, the student may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of extra instructional charges. Extra instruction charges will be at the rate at the time of contract signing payable before the diploma is received. Missed hours will be \$20.00 per hour for any hours over the total of 56 hour (28 hours each). Students may have a request for time off in her original signed contract. This is not included in the 28 excused hours. All students must show a written reason why they were absent from school and turn it into an instructor the day they return to school for it to be excused. All payments must be completed before any student receives the paperwork to enroll with state boards and any certificates of graduation.

REFUND

POLICY

Students may cancel their enrollment within 7 calendar days from their official start date and receive a full refund of all monies paid, excluding a \$2,000 non-refundable deposit. All issued

books, kits, and uniforms must be returned in original condition. If not returned, the replacement cost will be deducted from any refund due.

If a student withdraws after the 7-day cancellation period, a **pro-rated refund** will be issued based on the percentage of hours completed at the time of withdrawal, according to the refund schedule below

Pro-Rated Refund Schedule (based on a 600-hour program)

% of Hours Completed	% of Tuition Refunded
0.01% to 4.9%	90%
5% to 9.9%	80%
10% to 14.9%	70%
15% to 24.9%	60%
25% to 49.9%	40%
50% to 74.9%	20%
75% and above	No refund

Note: Non-refundable fees and the cost of unreturned materials are excluded from any refund.

Admissions:

All applicants must submit an enrollment application (no fee required) and have either of the following requirements.

- Completes and receives appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submits satisfactory evidence to the board that the person is at least sixteen (16) years of age OR
- Submits to the board satisfactory evidence that the person is at least eighteen (18) years of age

Enrollment:

Students may enroll at any time during the month. By state law, only actual clocked hours are accumulated. Absence and tardiness will be made up in accordance with state law and school rules. To be considered enrolled, the student must complete the enrollment process, sign the enrollment contract, and submit a deposit.

Transfer from Other Schools:

1. The student must submit a certification of hours as required by the Arizona State Board of Cosmetology
2. If a student is a licensed nail tech, nurse, barber, LPN or cosmetologist, they may enter this program with less hours than required by the school. Also required is proof of the school attended and current license to establish enrollment requirements.

Transferring students are required to purchase the books, uniforms, equipment, and supplies needed to complete the program prior to the first day of class.

Termination:

The school may terminate a student prior to the completion of their program for one or more of the following reasons.

- ❖ Insufficient progress on exams, quotas, quizzes, and hours must have a minimum of 80%
- ❖ Not fulfilling financial obligations to the school as pre-arranged.
- ❖ Failure to comply with the rules and regulations of the school and/or the Arizona State Board of Cosmetology (with or without warning).
- ❖ Failure to comply with the attendance policy of the school. (Must have a minimum of 80% overall attendance within 2 months of attendance unless otherwise discussed w/Director of Education.) The student must attend 60 hours minimum monthly.
- ❖ After a minimum of 3 days of continuous absence without notification. If the student does not return after a leave of absence on the documented date of return.
- ❖ Use of inappropriate language heard by anyone on campus.
- ❖ Stealing of other student's or employee's property or products.
- ❖ Smoking (marijuana or other drugs) and returning to school. Under the influence of any drugs or vaping on school grounds Taking nonprescription drugs.
- ❖ Drink alcohol on or off school premises and or return to the campus under the influence.
- ❖ Going into another student's locker without permission
- ❖ Cheating on exams
- ❖ Dishonesty to any employee, instructor, or student.
- ❖ Inappropriate hygiene after 2 warnings, (smell of smoke or unpleasant body odor)
- ❖ Falsifying any documentation in school, i.e. Quota sheets or any other form of false documentation.
- ❖ Failure to complete and turn in all assignments, quotas, quizzes & tests at time & date of expectations.
- ❖ Insubordination, arguing, raising voice, threats or anger with any instructor, employee or other students.

Students terminated and those who withdraw will not be eligible for a refund of any monies paid to the Institute and must fulfill all financial obligations to the Institute as stated in the signed legal contract.

Graduation:

The graduation requirements for the aesthetics, advanced aesthetics, practice of aesthetics in a medical office, aesthetics/professional makeup artistry, and instructor courses as follows:

- ❖ Complete the required hours of training and reported to the State Board of Cosmetology of Arizona
- ❖ Maintain an 80% grade average throughout training in all required areas.
- ❖ Take a final examination on all practical procedures, and a written examination – having a score of not less than 80%.

- ❖ Complete all projects and quotas to a minimum of 80%.
- ❖ Complete Case Study 80% minimum
- ❖ Fulfill all financial obligations to the school. Certification of hours will not be provided until all tuition obligations and or fees have been paid in full.
- ❖ Any student that has not completed the assignments, exams, projects, quotas or extra classes within the program, must return to the school at \$20 per hour until all requirements are completed.
- ❖ Students may not attend any advance classes at SMI until all financial obligations are met.
- ❖ Student must maintain an 80% attendance throughout the entire school tenure.

UPON GRADUATION A DIPLOMA WILL BE AWARDED

Certification of hours will not be provided until all tuition charges and fees have been paid in full. For training over 600 clocked hours, hours will be continued and reported to the Arizona State Board of Cosmetology.

Attendance:

- ❖ A student may not clock in until they are in full uniform, ready to enter the classroom or clinic. Students may not leave the building after clocking in unless they have permission from instructor and have signed out from the school. Students may not leave parking lot if signed out.
- ❖ Must have a minimum of 80% overall attendance, tests, exams, practicals and projects completed and at least 40 quotas completed within module 1 before moving to module 2.
- ❖ All students are expected to attend scheduled hours to maintain Satisfactory Progress and complete the course within the time allowed. Time off for authorized leaves of absence will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their enrollment agreement. Any changes of job requirements must be updated with the Director of Education. All absences are recorded and made part of the school's permanent record. The student is responsible for class material and/or tests missed while absent. If quiz, exam, projects are late it goes down by 1% each day toward GPA.
- ❖ An "additional" 56 hours is calculated into each student's contracted graduation date, for unexpected time off due to car trouble, personal time etc. This does not mean that a student can log 56 hours, rather, each student has 656 hours in which to complete the 600-hour Aesthetic Program including financial obligations, tests, and projects. Absences may be **excused** if documentation confirming the necessity of the absence is **provided immediately upon return to class** (doctor's note, mechanic's report, legal documentation, or proof of an absence due to bereavement of immediate family members). All doctors' releases must include permission to be out for the entire day.
- ❖ Any absences after the 28 excused hours are used up that do not have any documentation will be **unexcused** (*the student will exceed the contracted graduation date and will be required to pay overtime tuition fees as deemed in contract, i.e., \$20.00 for each additional hour. This includes missed punches on the time clock. The student will not*

receive quotas on missed punched time. No exceptions. Any money owed from unexcused or excused absences must be paid within 2 weeks or the student may not return to school until paid. The student will be informed of the due date for over fees by the Business Manager.

- ❖ The Institute must be notified of any absences: 623-334-6700 before 8:00 am each weekday for daytime students and 5:30 pm for evening students and Saturday day students by 8am and afternoon students by 12:30pm (Students may leave a message). Failure to call in by the designated time will result in suspension for one day and the hours missed for that day. Failure to call in for 3 consecutive absences may result in termination.

Day Schedule:

The Institute operates Tuesday through Friday from 8:00 am to 2:00 p.m. with two 15-minute breaks. (Varying between 9:45 am to 10:30 am and 11:45 am to 12:30 pm). Saturday from 8:00 am to 4:30 pm with a half-hour lunch break at 12 pm unless otherwise scheduled and two 15-minute breaks, 10am to 10:15am and 2:30 pm to 2:45 pm. Students may leave the school ONLY during breaks but not the parking lot unless completely off the clock.

Night Schedule:

The Institute operates Tuesday and Thursday from 5:30 pm to 9:30 pm with one 15-minute break from 7:30 pm to 7:45 pm and Saturday from 8:00 am to 4:30 pm with a half-hour lunch break at 12 pm unless otherwise scheduled, and two 15-minute breaks. See above.

Tardiness:

A student who arrives late will be considered tardy and must wait until 9:00 am (day students), 6:30 pm (night students) and 9:00am or 1:30pm on Saturdays to clock in. NO EXCEPTIONS! Students must leave campus until such designated time to clock in.

- ❖ If a student punches the time clock incorrectly, after the allotted “2” times given from the start, the student will not receive any hours for the day or evening class and will lose any quotas performed during that time frame. NO EXCEPTIONS!

❖ **Early Release:**

Students are expected to adhere to the following procedure when an early release is necessary.

- ❖ Fill out early release form at least one (1) week in advance.
- ❖ Have administration approve and sign.
- ❖ Clock out at the requested early release time
- ❖ Hand in release form to instructor

Pre-Arranged Absence:

Any absences pre-arranged and included in a student’s Enrollment Contract will be excluded from the students’ excused or unexcused hours. Those missed hours with a note (from a doctor or mechanic, legal documentation, or proof of an absence due to bereavement) up to 28 hours will be considered excused. Students must notify the school of an absence by submitting a

completed absence form at least one week prior to the expected absence. Students must also contact the school during requested time off per contract up to 28 hours. All absences not included in the Enrollment Contract as excused will be deducted from a student's extra 28 excused hours included in his/her graduation date. All students must call in to the school by the required time. Students who have excessive absences, more than 28 hours in excused and 28 hours in unexcused, may be terminated and will be billed at \$20 per hour for any excused or unexcused hours. Re-enrollment is at the discretion of the school. There will be no changes made to contracted days off.

Medical Leave of Absence:

A medical leave of absence constitutes a minimum of 10 days and may be requested by documented medical reasons. Any medical leave of absences beyond 60 days will be evaluated on a case-by-case basis. Documented medical reasons are a written request by the student and a doctor's certification specifying the reason and anticipated time of absence required. The administration reserves the right to deny or approve each request.

Any non-medical leave of absence request is at the discretion of the Institute / Educational Director.

Any student who takes a leave of absence will be permitted to return at the start date of a new class with a coinciding schedule (i.e., a student who has a daytime schedule may reenter the Institute with another daytime class.) The time a student may reenter the Institute is at the discretion of the Director of Education. If the student does not return on the date agreed upon the student may be subject to termination.

Make-up Work:

Students who are absent on theory test day, whether excused or unexcused, must make up the test within three days the test was given upon their return date.

- ❖ If a student missed a test due to an absence, the student must contact the instructor immediately upon returning to school to schedule a retake examination within 3 days of return to school.
- ❖ If the test is not made up within three days, the test missed will be posted as a ZERO for calculating the student's grade point average.
- ❖ The highest grade for a missed exam due to an excused or unexcused absence will be 80% and goes down 1% each day that it is not received.
- ❖ The student is responsible for all class material and/or tests missed while absent.

Career Counseling:

Career counseling is stressed throughout the course in the areas of personal grooming, hygiene, and good posture. Also stressed throughout the course is communication with others, both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the

different specialized fields one may go into, such as working in a spa, salon, doctor's office, makeup artistry, instructing, etc.

Employment Assistance:

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application, and prepare for an effective interview per request.

Student Services:

❖ **Parking**

Students may park anywhere in designated areas only. If parking rules are not adhered to, a student may be subject to towing and impound fees. There is no parking in front of the school except for spa clients and local business customers only. Reserved parking spaces along the wall facing east for all students.

❖ **Library**

The library is to be used only for studying when student is not seeing a client or scheduled to be in class. Socializing is prohibited. The computer is to be used for aesthetic education information only. If used for any other purpose, the student will be asked to clock out. If the library is used by groups of students, they will be asked to go into the classroom as long as there is not an instructor teaching theory.

❖ **Perfect Attendance Award**

As an added bonus, students will receive perfect attendance awards after the completion of the 600 hours. To be eligible for this award, the student must accrue and document all available hours.

❖ **Honor Roll**

Students will receive a special honor roll award after completion of the 600 hours. To be eligible for this certificate, the student must attain a 95% or better academic average in all Module tests, projects, quotas, practicals and finals. An excellent attitude and nice appearance, excellent attendance and work ethic are taken into consideration for the award.

Internal Complaint Policy and Procedure:

From time-to-time students, instructors, or other interested parties may find the need to file a complaint regarding some aspect of the school operations. The school encourages complaints to be filed in writing with the Operations Manager; however, interested parties may file complaints with an appropriate agency at any time, including the agency listed on page 4 of this catalog. When a written complaint is submitted to the Operations Manager, the Operations Manager or his/her designee will research the complaint and provide a written response to the complaint within 10 days of the receipt of the written complaint. Should the complainant find the response from the Operations Manager to be unsatisfactory, the complainant may appeal that decision to

the School's Complaint Committee. Appeals to the Complaint Committee must be in writing and include copies of the original complaint, the Operations Manager's response, and any additional pertinent documentation. The Complaint Committee will review and investigate the complaint within 21 days and will issue a written response to the complainant within 15 days of the meeting.

Drug Abuse Prevention:

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided with the school's policy on drug and alcohol abuse. A list of agencies and counselors is also maintained in the administrative office of the school and is available to any student requesting assistance. Any prescription drugs must be noted prior to beginning school and throughout the course that is stated in enrollment papers and signed by enrolling student. No student may enter the school under the influence of drugs or alcohol.

Privacy and File Access Policy

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor). It is the school's policy that no information is released without written authorization of the student, regardless of their age or dependency status. The school form may be used for this purpose. Upon written request an appointment with the School Administrator, a student may review or give permission to an outside individual to review his/her student records. These records may include academic and counseling records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of five years after graduation or termination.

Career Considerations:

Applicants interested in pursuing a career in aesthetics or a related field should consider all aspects of such a decision. Persons who want to become an esthetician or makeup artist must:

- ❖ Have finger dexterity and a sense of form and artistry.
- ❖ Be able to perform services both physically and mentally.
- ❖ Enjoy dealing with the public and be able to follow client directions.
- ❖ Keep abreast of the latest fashions and beauty techniques.
- ❖ Work long hours while building a personal clientele in order to make the desired income.
- ❖ Make a strong commitment to the educational process and finish school.
- ❖ Learn business skills applicable to the desired position.
- ❖ Must have a good attitude.
- ❖ Students must be able to speak clearly to the public and be able to give information to each client about their skincare.

In addition, prospective students should be aware that:

- ❖ The work can be arduous and physically demanding because of possible long hours.

- ❖ A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
- ❖ There will be exposure to various chemicals, essential oils and fumes which may cause allergic reactions. All sensitivities must be noted, and the student must see a doctor to excuse them from using those products.
- ❖ The practice of safety and sanitation is essential for effective and successful performance within the industry.
- ❖ 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).

Satisfactory Progress Policy:

Satisfactory Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Progress to continue. To determine Satisfactory Progress, aesthetic students are evaluated in academics and attendance at the end of Mod I and one halfway through Mod II. Students must maintain a minimum of 80% in each module before moving to the next module or their graduation date in the required areas to be awarded a diploma at graduation. This also includes 80% in attendance. If 80% is not achieved, the student will be held back from moving to Mod II or graduation. At 450 hours a student is evaluated for grades, quotas, attendance, and attitude. If for any reason the Educational Director sees the student is not ready for graduation, it will be documented, and a student may be expelled. Make up time will be completed after graduation or at the discretion of the Educational Director. All projects and assignments must be handed in per course outline and requests prior to graduation to be included in their overall grade.

Academic Progress:

Students receive grades in the following areas:

- Weekly written tests
- Completion of Student Quotas required as stated by instructor.
- Final exams (Module finals, written and practical)
- Assigned projects
- Case Study
- Attendance: Must maintain an 80% attendance rate

Student must attain a final score of 80% in each area in order to complete the progress and assure graduation.

Grading Scale: 95%-100% Honor Roll in all areas including attendance
 90-94% Very Good
 85-89% Good
 80-84% Fair
 79% Below Unsatisfactory

Service and Retail Forms:

Prior to performing services, students must be dressed in a clean uniform with name tag, hair tied back in a bun and off the neck and be completely set up for client. Students must complete the Service Form for every person receiving a service. These forms will be used to determine each student's progress. Forms must be completed by the student and signed by an instructor before escorting the client to the front and handed to the receptionist. Please use blue or black ink on all written material in the school.

Tips:

All tips will be given to students by the receptionist after their sanitation is completed and are ready to leave the building.

Student Quotas:

Students will be required to meet quotas before graduating. Students may begin logging quotas immediately after performing full services on models. The quota forms will be kept by the Administrator. The student must call the instructor to their client before and after the service is complete. **The instructor can only honor the quota form if she has seen the client before and after each service and appropriate chart notes are completed. The instructor can only accept the quota form if the appointment was scheduled in the appointment book and a staff member has ed the sheet as the client has paid. If performing services to students, an instructor must check all procedures performed before signing off. If a student has not put in the appropriate date, time and completed treatment according to protocol for each quota, they will not receive credit for the quota(s).**

Testing:

Students must complete workbook assignments that are assigned on a weekly basis according to syllabus. If a student is absent at the time the test is given on the test date required, the student is required to take the test within two (2) days. The highest grade for a test not taken on the original test day will be 80% and will go down 1% each day not taken. It is the responsibility of each student to inform their instructor of missed exams or assignments. If there is not a retake, a student may receive a zero and lower complete grade point average and may not graduate.

Retakes:

- ❖ **If a student fails any weekly test, one retake will be scheduled within two (2) days.**
- ❖ **If a student fails an exam, one retake must be given prior to the student's continuation of the program. If a second one is failed, the two exams taken will be averaged out for their final grade.**
- ❖ **If at the end of the 600-hour Aesthetic Program, a student's weekly tests do not average 80%, the student will retake any failed test after completion of their 600 hours at a rate of \$20.00 per test given or the student may not receive appropriate paperwork for state boards. Additional tests may be provided.**
- ❖ **For Course finals, the student must retake the failed final prior to the completion of the 600-hour Aesthetics Program. If after the 2nd retake the student fails, he/she may retake after completion of 600 hours and pay a \$20.00 fee per hour or the student may take the highest score of the 3 with the permission of the Director of Education. She**

must make certain that the student will achieve at least 80% grade. The fee for retakes after graduation is not based on minutes, but on hourly rate.

- ❖ **The highest grade for any Weekly test, Module, Course or Practical Final retake is 80%.**

Attendance Progress:

Aesthetic students (16 to 28 hours per week) must complete the course in 22 and 37.5 weeks respectively and must attend 64 and 112 hours per month to be considered making Satisfactory Progress and to complete the course within the maximum time frame. **NOTE:** The contract length of 600-hour aesthetics course for students attending 16 hours per week is 37.5 weeks; attending 28 hours per week is 21.4 weeks. The contracted completion date reflects 28 hours personal time plus holidays when the school is officially closed. Students are not charged these days.

- ❖ *Instructor students* must complete the course in 15.6 weeks and must attend at least 64 hours per month to be considered making satisfactory progress and to complete the course within the maximum time frame (unless other authorization from Director of Education). **NOTE:** The contracted length of the 350-hour Aesthetic Instructor course for students attending 20 hours per week is 17.50 weeks. The contracted completion date reflects 23 personal hours plus holidays that the school is officially closed. Students are not charged these days.

Students who have not completed the course by the contracted graduation date will be charged an hourly rate based on the current contracted rate, every day past the contracted date. All students must attain Satisfactory Progress for attendance and academics at least once by mid-point of the program or may be terminated.

Clients and Models:

- ❖ Students are not allowed to refuse an assigned client, student or refuse to be a model. If a student refuses to perform services on a client, student or refuses to be a model, the student will be asked to clock out for the day.
- ❖ Students are not permitted to enter any appointments in the computer. If a student would like to make or cancel an appointment for themselves or a client, only an authorized staff member will enter or cancel the appointment.
- ❖ Students may practice on models until an instructor deems them prepared to take paying clients for a service requested. They may be held back until the instructor finds the services acceptable.
- ❖ See additional information (*Miscellaneous Policies and Procedures*)

Determination of Progress:

Students meeting requirements at the end of each scheduled module evaluation will be considered making Satisfactory Progress until the next schedule evaluation. In order for a student to be considered making Satisfactory Progress as of course midpoint, the student must meet both

attendance and academic minimum requirements on at least one evaluation by midpoint of the course.

Counseling:

Students will meet with the Director of Education and Instructional Staff members to discuss corrective action regarding problem areas. Minutes will be taken during the meeting, and signatures will be required by all in attendance and documented on an Incident Report.

Warning Letters:

Warning Letters may be given to a student for one or more of the following reasons:

- ❖ Failure to comply with the agreed outcome of a counseling session.
- ❖ Failure to return to the Institute on the scheduled date following a Leave of Absence.
- ❖ Failure to fulfill financial obligations to the Institute in a timely manner.
- ❖ If attendance is lower than 80% in any Module.
- ❖ If a problem is foreseen in any area, such as attendance or grades.
- ❖ If a student fails to follow all rules & regulations as listed in all school documentations & catalog is grounds for termination.

Probation:

Students failing to meet requirements for **attendance or academic progress** for the evaluation period will be placed on 10-day probation. If the student is meeting minimum requirements at the end of the probation period, the student will be determined as making Satisfactory Progress. If the student fails at the end of the 10day probationary period to meet the minimum attendance standard of 80% or has not raised academic scores to 80% or above, the student is placed on a second 10-day probationary period. After maximum 30day probation, the student must make satisfactory progress, or the student will be terminated. The student's tuition account will be adjusted according to the school's policy and any balance must be paid from the student's personal funds.

Appeal Procedure:

To appeal a negative satisfactory progress determination, a student must:

- ❖ Contact the Director of Education.
- ❖ Submit written appeal within five (5) school days.
- ❖ Attend appeal meeting with Director of Education, Instructor and student.

When a decision is made for or against the appeal, the student is informed by the next working day. If a student prevails on appeal, they may remain in school on probation and be re-evaluated in 30 days.

Withdrawal Date and Last Date of Attendance:

The actual last date of attendance would be the last day the student was physically in attendance, which would be determined by the time clocked in and out for that particular

student on that day. A withdrawal date on a student who had been previously attending could be up to, but not to exceed, 30 calendar days from that student's actual last date of attendance. After a medical or personal leave of absence, if a student fails to return to school on the scheduled date and has not submitted written documentation from a physician for an extension, the student will be terminated per contract and there will not be any refunds. It is also the requirement of the student to pay all contracted money due to SMI or legal action will be taken.

Re-Establishment of Status:

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. 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 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 in Leave. 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. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration; letters of request will be forwarded to the Director of Education along with the school Director's recommendation. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Decisions by the Director of Education regarding re-enrollment are final. Upon approval from the Director of Education, students must pay a non-refundable re-entry fee of \$150 with the application for enrollment. Acceptance for re-enrollment is completely at the discretion of the Institute. If the tuition prices have been raised from the time of the student's original enrollment session and the time of re-enrollment, the student will be required to pay the difference.

Standards of Conduct:

These guidelines have been prepared to provide the necessary guidelines for effective student relationships. These guidelines apply to all students enrolled at the Institute. Each student is expected to know and comply with these standards to include maintaining a good attitude. If these codes of conduct are not followed within the entire 600-hour program, the student is subject to immediate termination as deemed by the Director of Education or school official.

- ❖ Mentally and physically participate in all classes, lectures, demonstrations, clinic activities, and special events.
- ❖ Maintain a sober state of mind without the use of alcohol or non-prescription drugs (to include lunch hours). The school strongly supports the National Drug Prevention Program. The school does not support the use of controlled substances and intoxicants.
- ❖ Students must be in uniform, wearing nametag and if hair touches the shoulders, hair must be pulled up and back and in a bun prior to clocking in.
- ❖ Uniform procedures to be followed:
 - Two uniforms will be supplied in the student kit. They are to be worn at all times, remain unaltered (length of pants may need to be adjusted), clean, professional in

appearance, pressed, and all buttons, snaps or ties to be fastened when worn during recorded clinic hours. **Uniform replacement is a cost of \$32.00 each plus tax.**

- Only **solid-colored socks with white or black tennis shoes are to be worn.** Only lab jackets (no coats or hoodies), etc. are to be worn at all times when cold.
- Identification badge – one badge is supplied in the student kit. It is to be worn during clocked in times, remain original (no stickers) and if lost, the student must purchase a replacement that day. **Replacement cost \$20.00.** Wearing another student's nametag is prohibited and the student will be sent home.
- Closed-toed white footwear must be professional in appearance and worn at all times. Only black or white tennis shoes are acceptable.
- Students with hair that touches their shoulders must always wear their hair back and up off neck in a bun or braid.
- No nail polish, acrylics or dips can be worn. Unpainted, short nails only.
- Students are prohibited from wearing:
 - Revealing clothing.
 - Tube tops or halters.
 - Bare arms (sleeveless blouses or tank tops).
 - Earphones
 - No watches, smart watches, rings, arm jewelry or long necklaces is allowed
- Cell phones must be turned off or silenced. Use of a cell phone, smart watches or any electrical devices that have access to the internet are only permitted on break or lunch hours. Students seen texting, talking on a cell phone or if cell phone rings in the spa, classroom, library, laundry room, clinic or hallways, the student will be asked to clock out immediately. After 3 violations, a student will be suspended for 3 days unless otherwise approved by Instructor
- Observe personal hygiene and grooming, especially if you are a smoker. All students are to be in proper dress code (clean uniforms provided, white close-toed shoes, and identification badge visible).
- Body art, ornaments, and piercings must be concealed with the exception of earrings (earrings must be above the jawline). One small stud is acceptable on nose or one (1) NOSE RING on flare of nose.
- Prohibited are earrings larger than a quarter, bows, feathers, neck ornaments (necklaces, scarves, etc.). A black, white, silver, pink or gold headband is acceptable.
- Nails must be kept short, neatly trimmed, and manicured, and may not extend more than 1/8 inch beyond the fingertip.
- Tattoos on neck and arms are acceptable as long as they don't contain vulgar images, nudity, drugs, alcohol or curse words.
- The school reserves the right to maintain an aesthetic standard for all students.
- ❖ Break sign in/out times are accurate to clock and not to exceed 15 minutes or student may be asked to punch out for the day.
- ❖ Observe time allotted for lunch breaks – 1/2 hour (Saturdays).

- ❖ Students may not leave the school premises except during lunchtime and are off the clock. Students will be asked to clock out for the day if off premises during class hours unless authorized by administrator.
- ❖ Follow prescribed sanitation procedures before, during, and after all services are performed.
- ❖ Assigned sanitation duties must be completed every day and night before leaving. Students will not be allowed to clock out until sanitation duties have been checked by an instructor: **See student duty roster.**
- ❖ Permission must be received from the instructor to leave the assigned clinic or classroom area.
- ❖ While inside the school building food and beverages are allowed in the breakroom only. **Chewing gum is not permitted.** Smoking or vaping is not allowed.
- ❖ The students must maintain proper hygiene.
- ❖ Telephone calls should not interrupt the educational process. The Administration office will accept emergency calls only.
- ❖ Students are not allowed to refuse an assigned client, another student or refuse to be a model. If a client is refused or a student refuses to be a model, the student will clock out and forfeit any remaining hours for the day.
- ❖ Appointments will be assigned by the receptionist. All assigned clients must be evaluated by an instructor.
- ❖ All work done by students is under the supervision of an instructor within an educational situation.
- ❖ Students are responsible for their personal property and having a complete kit. Students must purchase any additional supplies or products necessary to complete the entire program. Secure personal property in the assigned locker or in their assigned locked roll-about. Students must supply the lock for their locker (see additional information – *Miscellaneous Policies and Procedures*).
- ❖ Students are prohibited from misusing or stealing school and/or fellow students' equipment and property. Students are allowed in assigned sections and in authorized common areas only. No trespassing allowed in unauthorized areas.
- ❖ Students are prohibited from littering or defacing school property. This includes the entire surrounding public and residential areas. Students must support our image with respect in these areas.
- ❖ Rudeness, unprofessionalism, and foul language are prohibited at all times to employees, fellow students or instructors.
- ❖ Students are prohibited from loitering or sitting in the front lobby. Proper posture and feet off all furniture is required.
- ❖ Students are prohibited from soliciting products, merchandise, or services for personal gain.
- ❖ Students are prohibited from forging staff signatures or falsifying any school records (including academic and/or attendance).
- ❖ Students and staff are prohibited from socializing during off hours. Student/staff interaction shall remain on a professional level only.

- ❖ Sexual harassment such as propositions, flirtations, or advances either physical or verbal should be brought to the attention of the administration and will be dealt with on an individual basis.
- ❖ The school will honor documented hours up to 6 hours per day and 8 hours on Saturday unless otherwise approved. The school is not responsible for any lost, stolen, or damaged items. The student is responsible for replacement of such items at their own expense throughout the entire program.
- ❖ Students must always be working toward educational goals at all times during school hours. No socializing during this time.
- ❖ All students must use school assigned products, tools and makeup. Students will be asked to clock out if using outside items.

Students who do not abide by the rules and policies of The Skin & Makeup Institute of Arizona will be asked to clock out and forfeit any remaining hours. Students may face counseling, probation, or termination of enrollment if problematic behavior continues.

The following violations will result in immediate termination:

- Refilling student kit with supplies and product from the Institute
- Borrowing items from other students without permission
- Being under the influence of drugs or alcohol while on school grounds
- Forging staff signatures or falsifying any school records (including academic and/or attendance or cheating of any kind).
- Clocking in/out for another person. Both parties involved will be terminated.
- Leaving the school unannounced at any time.
- Foul language, any form of swearing and not telling the truth at any time.
- Sleeping in the spa/clinic, lunchroom, or classroom.
- Intimidating students or SMI employees

Time Clock Procedure:

Students must clock in when they arrive at the Institute and clock out when they leave to go home (clock in once – clock out once). Saturday students are responsible for clocking in at the beginning of the day, at the beginning and end of their lunch break, and at the end of the day (clock in twice – clock out twice).

- ❖ **NOTE:** If a student does not clock in or out, the non-clocked hours cannot be adjusted, and the student will lose the hours. **NO EXCEPTION. Also, students will lose any quotas done during the time they are not punched in**
- ❖ **Breaks:** Student must clock out if they leave the premises and may not return until the designated time.
- ❖ **IT IS PROHIBITED FOR ANY STUDENT TO SIGN IN OR OUT OR CLOCK IN OR OUT FOR ANOTHER STUDENT. BOTH PARTIES INVOLVED WILL BE IMMEDIATELY TERMINATED.**

Time Sheet:

Every week each student’s time sheet from the previous week will be handed to them and asked to sign. Students must sign the time sheet and give it back to the instructor. Students are required to keep track of excused and unexcused hours as well as the school.

Lunch and Breaks:

Lunch: Saturdays 12:00 pm – 12:30 pm unless otherwise posted

Breaks: Each day students will receive two 15-minute breaks during the weekdays and weekend. Each evening student will have one 15- minute break.

SCHEDULES:

Student applicants may enroll at any time during the month. The school operates continuously throughout the year except for recognized legal holidays, and spring, summer, and winter breaks. Graduation dates include the additional 56 hours maximum time allotted either in excused or unexcused before fees are assessed.

DAYS: Tuesdays thru Fridays (8:00 am to 2:00 pm) Saturdays (8:00am to 12 and 12:30 to 4:30pm)

NIGHT: Tuesdays and Thursday (5:30 pm to 9:30 pm) Saturdays (8:00am to 12 and 12:30 to 4:30 pm) Unless otherwise posted.

Schedule Changes:

With the consent of the Director of Education, a student may change their schedule. A new contract will be written, and a new graduation date will be given. Any changes will result in an administration fee of \$500 and hourly tuition fees, based on the signed contract, for hours that exceed the graduation date. **A contract may not be altered to exclude additional courses the student signed up for in the original contract. Contracts may be upgraded to include additional courses**

AESTHETIC PROGRAMS:

600 Hours Aesthetics	\$14,995
600 Hours + Practice of Aesthetics in a Medical Office	\$22,990
600 Hours + Professional Makeup Artistry	\$16,994
450 Hours Aesthetics	\$11,795
450 Hours Aesthetics +Laser	\$19,790
350 Hours Aesthetic Instructor Program	\$ 3,995
Professional Makeup Artistry (60 hours)	\$1,999 Special Pricing
600 Hours + Practice of Aesthetics in a Medical Office And Professional makeup Artistry	\$24,989

AESTHETICS COURSE OUTLINE:

The 600-hour Aesthetic Course outline will help to understand the functioning and internal mechanisms of the skin. Students will be given the tools necessary to treat the skin through a corrective approach. The course will consist of:

THEORY OF AESTHETICS:

Orientation will be conducted during the first week of Module I. State laws, regulations, professional image, chemistry, electricity, job seeking, ethics.

DISINFECTION PROCEDURES

Public sanitation methods, chemical agents, types, classification.
Bacterial growth and infections.

CONSULTATION AND ANALYSIS

Professional atmosphere, client consultation, procedure, classifications.

PREPARATION AND CLEANSING

Cleansing procedures, supplies, preparation of the client, basic facial analysis, use and safety.

MASSAGE

Principles and techniques of massage. Benefits, hand exercises, methods.

MANUAL FACIAL

Facial treatments. Towel steaming the face. Treatments for various skin types.

PACK AND MASKS

Preparation, application and removal of packs and masks.

ELECTRICAL FACIAL

Principles and techniques of the electrical facial. Facial treatments for normal, dry, oily and acne skin.

PHYSICAL & CHEMICAL DEPILATORIES

Hair removal. Physical and chemical depilatories. Hard and soft wax hair removal treatment.

LIGHT THERAPY

Principle of Light Therapy.

ADDITIONAL SPECIALIZED TREATMENTS

CHEMICAL EXFOLIATION

Introduction to chemical exfoliation - Understand the formulas, application, depth, benefits and risks.

MICRODERMABRASION

Is an introduction to resurfacing techniques and procedures utilizing Microdermabrasion as an alternative to chemical exfoliation.

MICROCURRENT

Introduction to toning and firming machines through radio frequencies.

MICRONEEDLING

Is a minimally invasive procedure designed to help reduce the appearance of skin concerns such as acne scars, textured skin, fine line and wrinkles and fights aging.

DERMAPLANING is minimally invasive cosmetic procedure designed to resurface the top layer of your skin, resulting in reduction of texture and better penetration of products.

EYEBROW LAMINATION is a relatively new procedure that focuses on creating full and smooth empowering brows.

HYDROFACIAL Introduction to resurfacing techniques & procedures.

COSMETIC APPLICATION:

The following is a breakdown of the Application Format:

- ❖ Sanitation – cross contamination control.
- ❖ Tools of the trade – basic understanding of tools, applicators, and cosmetics.
- ❖ Skincare as it applies to makeup artistry.
- ❖ Preparation, client analysis
- ❖ Color analysis and draping
- ❖ Facial structure – learn different face shapes and how to analyze facial features.
- ❖ Cosmetic application for day, evening & bridal.
 - Foundations, concealers, powders, blending techniques – understand how to achieve light to heavy coverage.
 - Shading and highlighting – enhance and conceal facial features through contour and highlight.
 - Eyebrow Shaping – balancing eyebrows through tweezing, covering eyebrows to create different looks.
 - Eyes – how to analyze eye shapes. Create numerous looks including neutral, shimmery, dramatic, colorful, glamorous, defining, softness, classical and smokey.

- Eyelashes – apply strip and individuals from flattering to outrageous.
- Lips – analyze lip shapes; learn corrective techniques and how to select appropriate colors.

CONTINUING EDUCATIONAL PROGRAMS:

The following are additional courses in specialized areas that will assist the soon-to-be licensed professional.

Practice of Aesthetics in a Medical Office (includes Advanced Aesthetics, Theory and Laser Certification)

Because of the growing demand, plastic surgeons, dermatologists, and reconstructive surgeons in record numbers are adding skin care services to their practice. They have found that an aesthetician can increase patient satisfaction with skills that complement their services.

This course will address:

- ❖ Skin resurfacing techniques and advanced wound care.
- ❖ Physician only chemical peels.
- ❖ Laser comparisons.
- ❖ Observation of a laser hair removal procedure.
- ❖ An aesthetician's responsibility in medical practice.
- ❖ Accurate record charting.
- ❖ Promoting and marketing a medical skin care practice.
- ❖ Microneedling

Professional Makeup Artistry

This class is designed for the enhancement and development of the art of makeup artistry. Appropriate makeup background is necessary to take this advanced class. Students will learn:

- ❖ Overview within the makeup industry, art & science of basic skin care, sanitation.
- ❖ Proper use of makeup brushes and tools.
- ❖ Color theory, foundation custom blending and application.
- ❖ Highlighting, contouring, corrective, bridal makeup, and airbrush beauty makeup.
- ❖ Camouflaging tattoos – techniques demonstrating how to make the visible, invisible.
- ❖ Using techniques to communicate images for television, print and film.
- ❖ Master airbrushing for bridal, print and transformational “before & after” photos.

EMERGENCY PROCEDURES:

Medical Emergency

In case of a medical emergency such as serious fall, apparent heart attack, unconsciousness, chemical product spills (in the eye or swallowing). Notify an instructor immediately, who will call 911. The instructor must provide the following information:

- ❖ Nature of medical problem.

- ❖ Address of the building.
- ❖ Location of person in the building.

Instructor must:

- ❖ Notify the front desk and the administrative personnel of the location and nature of the accident.
- ❖ Stay with injured person.
- ❖ Have someone meet the emergency personnel and keep the area clear of bystanders.
- ❖ Complete an incident report form.

Non-Emergency Medical Attention

All accidents must be reported to an instructor. The instructor will attend to the injured client or student and determine if professional medical attention is required. If there is any doubt, we recommend the injured person to see a doctor. If the student or client is not able to make arrangements to go to the doctor themselves, the Administration office should be contacted for assistance.

An incident report must be completed by an instructor for medical and non-medical emergencies.

Fire

Whenever the fire alarm sounds, students and staff must:

- ❖ Instruct all clients, employees, and students to evacuate the building.
- ❖ Assist clients who need help.
- ❖ Walk to the farthest end of parking lot to avoid injury and to allow room for emergency crews.
- ❖ Do not re-enter the building until clearance has been given.

Incident Reports

For all serious or minor accidents, the staff person called to the scene must gather the following information and submit a written incident report to the Operations Manager as soon as possible.

- ❖ Name, address, phone number of the injured person.
- ❖ Name of student(s) and instructor working on the client (if applicable).
- ❖ Date and time of accident.
- ❖ Description on how the incident happened.
- ❖ Name, address, phone number of other witnesses to the accident.

Safety

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- ❖ Using equipment properly (i.e.) pulling plugs from wall units correctly)
- ❖ Follow manufacturer's direction when using chemicals and products.
- ❖ Immediately wipe spills found on the floor.

- ❖ Dispose of small objects found on the floor.
- ❖ Assist elderly and handicapped clients.
- ❖ Keep all aisles and areas around workstations free from personal items and debris/student roll abouts.
- ❖ Immediately report building and equipment safety hazards to the building security manager or school administration.

Violation of any or a combination of the above policies and standards will lead to student counseling, probation, or termination of enrollment.

Grievance Policy

The Skin & Makeup Institute is committed to fostering a respectful, professional, and inclusive learning environment. If a student experiences or perceives unfair treatment, discrimination, or concerns related to school policy, they are encouraged to first seek informal resolution by discussing the matter directly with the involved instructor or staff member.

If the issue remains unresolved, the student may submit a formal written grievance to the Business Manager or School Owner. The grievance will be reviewed, and a written response will be provided within 10 business days. Students who remain unsatisfied with the resolution may submit a written appeal. Retaliation for filing a grievance in good faith is strictly prohibited.

To support students facing personal, medical, or other challenges, the Institute also offers access to forms for grievances, leave of absence requests, and time-off requests. These resources are in place to promote student well-being and academic continuity. Forms are available from the school office upon request.

HOLIDAYS:

Day/Night Class: If a holiday falls on a Monday, the school will be closed on Monday and Tuesday, and class will resume on Wednesday.