

SMI

THE SKIN + MAKEUP
INSTITUTE

7547 W Greenway Rd #500,
Peoria, AZ 85381
(623) 334-6700

CATALOG

<https://skinandmakeupinstitute.com/>

Last Revised October 2025

Table of Contents

MISSION STATEMENT 4

ADMINISTRATIVE STAFF & FACULTY..... 4

FACILITY 4

LOCATION 4

ADMISSIONS REQUIREMENTS 4

TRANSFER POLICY..... 4

RE-ENTRY/ RE-STARTING..... 5

PROGRAMS OF STUDY..... 5

PROGRAM OUTLINES..... 5

GRADUATION REQUIREMENTS 8

CAREER OPPORTUNITIES..... 8

PHYSICAL & SAFETY DEMANDS 8

LICENSING/ACCREDITATION 9

CLASS SCHEDULE..... 9

METHODS OF PAYMENT 9

IMPORTANT DATES 10

HOLIDAYS & CLOSURES 2025-2026..... 10

REFUND POLICY – NOTICE OF CANCELLATION 10

ATTENDANCE POLICY..... 11

LEAVE OF ABSENCE POLICY (LOA)..... 12

GROUND FOR TERMINATION 13

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 13

GENERAL POLICIES & RESOURCES 16

ZERO TOLERANCE..... 17

REASONABLE ACCOMMODATIONS 17

STUDENT SERVICES..... 17

EMPLOYMENT ASSISTANCE 18

NON-DISCRIMINATION POLICY..... 18

CLIENT SERVICES 18

LOCKER POLICY..... 18

COPYRIGHT INFRINGEMENT POLICY 18

FERPA (Family Educational Rights and Privacy Act) 19

MODIFICATIONS OF OPERATION 20

GRIEVANCE POLICY..... 20

ADMINISTRATIVE RULE..... 21

TRUE & CORRECT STATEMENT, MISREPRESENTATION 21

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.

ADMINISTRATIVE STAFF & FACULTY

Chiara Figueroa	Owner
Shea Carouchi	Business Operations Manager
Jessica Spillman	Director of Education
Miranda Landeros	Admissions Manager
Silvia Cruces	Front Desk Manager
Anastasiia Orlovska	Front Desk Coordinator
Jenny Jay	Lead Aesthetics/Instructor
Stephanie Calhoun	Aesthetics
Kayla Morrell	Aesthetics
Edie Buckheister	Aesthetics
Deanna Poff	Aesthetics

FACILITY

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.

LOCATION

The Skin & Makeup Institute is located just off the Loop 101 freeway, neighboring the Arrowhead Towne Center.

ADMISSIONS REQUIREMENTS

To be accepted as a student at the school, the following items must be turned in prior to the start of class:

- Provide proof of age (minimum 16 years of age)
- Provide proof of a High School Diploma, GED, or Valid Home School Certificate/Diploma (The policy is to validate home school diplomas/certificates with the regulations set forth by the state in which the student completed the education). The school reserves the right to request HS transcripts.
- In the case of foreign credentials, an evaluation and translation must be performed by a qualified outside agency. This shall demonstrate equivalence to a U.S. High School Diploma. (Example: Worldwide Education Consultant Services, Inc.).
- Completed application form
- *Transfer students must provide a valid transcript of hours from previous school.
- *Instructor students must provide a copy of their valid Illinois Cosmetologists License.

ABILITY TO BENEFIT

The school does not accept Ability-To-Benefit students.

TRANSFER POLICY

Any student wishing to transfer hours must provide an official transcript from a licensed cosmetology school. The Institute will conduct a theoretical and practical skills assessment prior to enrollment to determine the number of transfer hours that will be awarded, and the remaining hours contracted. The school reserves the right to deny transfer hours for any reason. The school must receive the transcript prior to the enrollment of

the student.

Transfer students are advised:

- The student must submit a certification of hours as required by the Arizona State Board of Cosmetology
- Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately.
- Any student that withdraws and wishes to transfer to another school, must have all monies due paid to the school before a transcript will be released.

RE-ENTRY/ RE-STARTING

Former Students of the school who wish to re-enter, must request approval from the School administration. Students who have previously withdrawn from a particular program, or were terminated may be readmitted, or reinstated to the program, depending on the circumstances associated with their withdrawal/termination. Depending on the length of time that has passed, the student may have to undergo a skills assessment to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis. Information regarding this process is available through the School Director. The request will be reviewed, and a decision made within 30 days of the request. The student will be responsible for any balance owed previously.

Students who re-enter may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment. Tuition rates current at the time of re-entry will apply, as well as a \$150 re-entry fee.

Arrangements for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Re-entry Students who did return their complete kit, text and other issued items upon withdrawal may be required to provide all such items at their own expense. Books and Student training kits may be purchased from the School if the Student desires.

Finally, students re-entering any program will return under exactly the same status scholastically (including SAP Status), as when they left the program.

PROGRAMS OF STUDY

**All courses are taught in English. Textbooks and course materials are only offered in the English language.*

Aesthetics – 600 Hour Program

Instructor – 350 Hour Program

PROGRAM OUTLINES

AESTHETICS

(600 Clock Hours)

Course Description

The Aesthetics program prepares students for licensure as an Aesthetician in Arizona. In the classroom students learn the science of skin care, including anatomy, physiology, histology, and recognition of common diseases and disorders. Emphasis is placed on infection control, sanitation, and safety practices in compliance with Arizona State Board statutes and rules.

Practical training focuses on facials, body treatments, hair removal, cosmetic applications, product chemistry, and the safe use of modern aesthetics equipment. Students also gain experience in client consultation, documentation, professional ethics, and interpersonal communication. The course is particularly directed towards developing in the student desirable habits and attitudes concerning health,

sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Aesthetics profession.

Course Objectives

- To prepare students for the licensing examination by the Arizona State Board of Cosmetology.
- To prepare students to work in a professional salon/spa
- To develop employer/employee relationships and effective communication skills

Units of Instruction/Hours:

1. **Theory of Aesthetics, Infection Control, Anatomy, Physiology, Histology, Diseases & Disorders, and Board Statutes/Rules** – 150 hours
2. **Clinical and Classroom Aesthetics (including theory involving all skin types)** – 450 hours
 - a. Principles and Practices of Infection Control and Safety – 25 hours
 - b. Recognition of Diseases and Treatment of Skin Disorders – 20 hours
 - c. Interpersonal Skills and Professional Ethics – 15 hours
 - d. Clinical and Classroom Practice (Face and Body) – 200 hours
 - e. Morphology and Treatment of Skin (Face and Body, Hand and Machine) – 25 hours
 - f. Product Pharmacology and Chemistry: Interaction, Formulation, Composition, Hazards – 15 hours
 - g. Aesthetics Machines, Tools, Instruments, and Uses – 30 hours
 - h. Alternative Skin Technology – 10 hours
 - i. Client Pre- and Post-Service Consultation, Documentation, and Analysis – 15 hours
 - j. Spa Body Modalities – 15 hours
 - k. Exfoliation Modalities – 15 hours
 - l. Body and Face Massage and Manipulations – 25 hours
 - m. Body and Facial Hair Removal (except Electrolysis) – 25 hours
 - n. Introduction to Electricity and Light Therapy for Cosmetic Purposes (including Laser/IPL) – 15 hours
 - o. Cosmetic Enhancement Applications (Makeup and Related Services) – 15 hours
 - p. Required Industry Standards and Ecology (including Monitor Duties) – 15 hours

Total: 600 Hours

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board Exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Grading Policy

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following Written/Practical Grading Scale:

- A = 90%-100%
- B = 80% -89.99%
- C = 70% -79.99%
- Below 70% Unsatisfactory

INSTRUCTOR

(350 Clock Hours)

Course Description

The Instructor program is designed for licensed Cosmetologists, Hairstylists, Aestheticians, Barbers, and Nail Technologists who wish to expand their careers into education, as a licensed Instructor. This 350-hour program provides advanced training in teaching methodology, classroom management, student evaluation, and professional development. Students learn how to plan lessons, deliver effective demonstrations, supervise clinical practice, and assess student performance in both theory and practical settings.

Coursework also covers state laws and regulations, record keeping, and the ethical responsibilities of educators. Emphasis is placed on developing strong communication and leadership skills to create a positive and professional learning environment.

Course Objectives

- To prepare students for the licensing examination by the Arizona State Board of Cosmetology.
- To prepare students to work in a Cosmetology/Aesthetics School
- To develop employer/employee relationships and effective communication skills

Units of Instruction/Hours:

1. Orientation & Review of Board Statutes and Rules – 50 hours

- Covers all relevant Arizona State Board of Cosmetology laws, regulations, licensing requirements, and institutional policies.

2. Theory and Curriculum Development – 150 hours**

- a. Developing and Using Educational Aids – 20 hours
- b. Principles of Practical and Written Presentation – 25 hours
- c. Classroom Management, Evaluation, Assessment, & Remediation Methods – 35 hours
- d. Diversity in Learning (Including Cultural Awareness) – 15 hours
- e. Methods of Teaching (Lecture, Demonstration, Group Learning) – 25 hours
- f. Professional Development, Including Ethics – 20 hours
- g. Alternative Learning Modalities (visual, auditory, kinesthetic methods) – 10 hours

3. Classroom & Clinic Oversight – 150 hours

- Direct supervision of students in both theory and practical clinic experiences, ensuring a structured, safe learning environment and real-time coaching.

Total: 350 Hours

Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board Exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Grading Policy

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following Written/Practical Grading Scale:

A = 90%-100%

B = 80% -89.99%

C = 70% -79.99%

Below 70% Unsatisfactory

GRADUATION REQUIREMENTS

Upon successful completion of the following graduation requirements, students are given a Certificate of Completion and an Official Transcript of hours. Students must complete the following requirements to be considered a graduate of any program at the school.

1. Complete all required program hours
2. Complete all academic requirements with a cumulative grade of 70% or better
3. Fulfill all financial obligations to the school or make satisfactory payment arrangements for all monies due.

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

PHYSICAL & SAFETY DEMANDS

Working in the aesthetics industry demands physical stamina and attention to safety, as estheticians spend long hours standing or sitting, perform repetitive hand movements, and manage chemicals daily. Physical requirements and safety considerations include:

- ❖ Ability to stand, sit, and lean forward for extended periods during treatments.
- ❖ Strong hand-eye coordination, finger dexterity, and steady arms for delicate procedures.
- ❖ Good posture, trunk strength, and flexibility to minimize back, neck, and limb strain.
- ❖ Stamina and muscular endurance for consistent delivery of services throughout the day.
- ❖ Use of protective gear (gloves, masks) and regular sanitation to control chemical and infection risks.
- ❖ Visual skills for color matching and close-range details, plus manual dexterity for operating tools and machinery.

LICENSING/ACCREDITATION

The school is licensed by the Arizona State Board of Cosmetology. Information about the licenses held by this school and its staff may be obtained from this agency at the following address:

Arizona State Board of Cosmetology
1740 W Adams Street #4400
Phoenix, Az 85007
Phone (480) 784-4539
www.azboc.gov

CLASS SCHEDULE 2025

Day Schedule: 28 Hours Per Week

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: 16 Hours Per Week

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.

CLASS SCHEDULE 2026

Day Schedule: 40 Hours Per Week

Beginning in 2026 the Institute will change the Day Schedule to Tuesday-Saturday, from 8:30am-4:30pm.

Night Schedule: 18 Hours Per Week

Beginning in 2026 the Institute will change the Night Schedule to Tuesday-Friday, 5:30pm-9:30pm.

COST OF PROGRAMS

AESTHETICS

Tuition	\$ 13,695.00
Books/Kit	\$ 1,300.00
Total Tuition & Fees	\$ 14,995.00

INSTRUCTOR

Tuition	\$ 8,000.00
Books/Kit	\$ N/A
Total Tuition & Fees	\$ 8,000.00

METHODS OF PAYMENT

Methods of payment include full payment at time of signing the Enrollment Agreement, or as designated on the Installment Agreement, or through the disbursement of an outside lender: All payments are to be made to The Skin and Makeup Institute of Arizona. Acceptable methods of payment are cash, check, credit card, and money order. Students are responsible for paying the total tuition and fees.

EXTRA INSTRUCTIONAL CHARGES

Skin + Makeup Institute has reserved space, equipment, and licensed Instructors for you. If a student does not meet the graduation requirements by the end of the contract graduate date, plus the grace period, the student will incur extra instructional charges. The grace period allocated is 20 clock hours. Should a student complete the hours during that grace period, no extra instructional charges will be assessed. Should hours beyond the grace period be required to achieve all

graduation requirements, charges will be assessed at the following rate by program:

Aesthetics	\$23.33 per hour*
Instructor:	\$14.29 per hour*

*Please Note that this hourly rate is equivalent to the cost per hour of instruction during the period covered by the initial enrollment agreement.

IMPORTANT DATES

All start dates are subject to change. Prospective students should contact the administrative office for an exact date.

START DATES

All classes begin on the first Monday of each month, based on availability.

HOLIDAYS & CLOSURES 2025-2026

The Skin & Makeup Institute will follow the high school in the city they are located. If the high school is closed, the Institute will also be closed. The school will provide all students with this information. The projected graduation date will be extended accordingly. Schools will be closed on the following holidays:

Columbus Day – **Oct 13, 2025**

Veterans Day – **Nov 11, 2025**

Winter Break – **Nov 27 – Dec 1, 2025**

Holiday Break – **Dec 21, 2025 – Jan 5, 2026**

Presidents' Day – **Feb 15 – 17, 2026**

Spring Break – **Mar 29 – Apr 6, 2026**

Memorial Day – **May 24 – 26, 2026**

Juneteenth – **Jun 19, 2026**

Independence Day – **Jul 4 – 6, 2026**

Summer Break – **Jul 26 – Aug 3, 2026**

Labor Day – **Sep 6 – 8, 2026**

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. The policy is printed in the school catalog, in the enrollment agreement, and is provided to students prior to enrollment. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR
- completion of the course/program.

If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- provide completion of the course OR
- participate in a Teach-Out Agreement OR
- provide a full refund of all monies paid

If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- a pro rata refund of tuition to the student OR
- participate in a Teach Out Agreement.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

ATTENDANCE POLICY

Attendance is critical. Proper time management is crucial for success as a professional. A responsible student, like a valued employee, is at work, ready to begin at the assigned area at the assigned time. Students are required to contact an instructor if they will not be in attendance for that day.

- Any time a student knows beforehand that he/she must be absent, it is the responsibility of the student to let their instructor know, prior to the known absence.
- 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.

Lunch & 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.

EXCUSED/UNEXCUSED ABSENCES AND MAKE UP WORK

The school does not have excused absences. Any student that misses class time must, at the convenience of their instructor, make up any missed classwork, homework or projects. Absences of 14 consecutive days will result in termination.

TARDINESS/ABSENTEEISM/LEAVE EARLY

Arrive for classes on time. If more than 15 minutes late, a Student is considered tardy, unless determined otherwise by an appropriate authorized School representative. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.

- Notify a Staff member at least 30 minutes before an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. Students are responsible for clocking in and out on time and correctly.
- Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned.
- Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.

LEAVE OF ABSENCE POLICY (LOA)

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course/program of study that has been approved by the Institute. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption instead of being counted as a withdrawal, which would then require the Institute to perform a withdrawal calculation. The Institute will not assess the student any additional charges as a result of the LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the Institute with no loss of SAP if the student was making SAP when the student left.

To qualify for an authorized LOA:

- The student must follow the Institute's Leave of Absence Policy when requesting an LOA.
- There must be reasonable expectations that the student will return from the LOA.
- The LOA must be requested and approved in writing according to the Institute's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- The student is required to list the reason for the LOA.
- The Institute will determine if the reason stated meets the criteria for an LOA
- The LOA must be dated and signed by the student.
- The Institute may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - a. The institution documents the reason for its decision;
 - b. The institution collects the request from the student at a later date; and
 - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

A student granted an LOA in accordance with the Institute's policy is not considered to have withdrawn, and no refund calculation is required at that time. A student may be granted a LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control
- Institution Staff recommendation

A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student. Changes to the contract period on the enrollment agreement must be acknowledged by an addendum and must be signed and dated by all parties. The day the student returns from a LOA, the student is required to inform the financial aid/education office of their return. If the student does not return from an approved LOA, at the expiration of the LOA, the withdrawal date for the purpose of calculating a refund is always the last date of attendance.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. If the student is receiving federal funds, no federal aid loan payments will be disbursed during the LOA. If the student takes an unapproved LOA or does not return from the LOA on the return date stated on the LOA documentation, the student will be dropped from the Institute and the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

GROUND'S FOR TERMINATION

Students may be terminated for any behavior or misconduct that reflects poorly on the school or violates its policies. Termination will occur if a student fails to return from an approved leave of absence. Students who do not meet satisfactory academic or attendance progress standards may also be subject to termination.

Examples of behavior that may lead to termination include, but are not limited to:

- Violating school policies or procedures
- Possession of drugs, alcohol, or weapons
- Insubordination or refusal to follow instructions
- Physical altercations or assault
- Vandalism or damage to property
- Theft or any illegal act
- Excessive absenteeism

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory progress in attendance and academic work is a requirement for all students enrolled, whether scheduled for a full-time or part-time attendance. These written expectations are provided prior to enrollment. Federal regulations require that all schools participating in state and federal financial aid programs monitor Satisfactory Academic Progress (SAP). The grading and attendance standards are applicable to all students participating in *Title IV programs or otherwise. Only students who maintain satisfactory academic progress are eligible to receive *Title IV assistance.

Attendance Progress

All students are required to attend regularly. For a student to be deemed making satisfactory attendance progress, the student must maintain a minimum attendance average of 67% at each official evaluation period in order to be considered to be meeting SAP. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.

Academic Progress

For a student to be deemed making satisfactory academic progress, the student must maintain a minimum Grade Point Average (G.P.A.) of 70%. Grade point average is determined by a combined average of all practical and written examinations. Those students who have not satisfied the school's minimum academic requirements may retake any written or practical examination at the discretion of the School Director. The new grade will become the final grade for that unit of instruction. The grading scale is listed below.

A = 90%-100%

B = 80% -89.99%

C = 70% -79.99%

Below 70% Unsatisfactory

Official Evaluation Periods

Evaluations are established using an academic year of 900 clock hours and 33 weeks based on actual hours completed. SAP evaluations will be executed at the conclusion of each evaluation period and will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of their course. All evaluations must be completed within seven (7) school business days following the established evaluation periods. One copy is given to the student, and one copy is maintained in the student's academic file and available for review upon student's request. This includes any notification that could impact a student's eligibility for financial aid, if applicable.

Evaluation Periods

Based on *actual* hours completed:

AESTHETICS (600 Clock Hours)	1st Evaluation Academic Year 1
Full Time – 28 hrs/wk	300 and 11 weeks
INSTRUCTOR (350 Clock Hours)	1st Evaluation Academic Year 1
Full Time – 28 hrs/wk	175 and 7 weeks

**Transfer students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.*

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have at least one evaluation by midpoint in the course and it allows for ample opportunity to meet both the attendance and academic progress requirements.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allows for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED
Aesthetics (Full-Time, 28 hrs/wk) – 600 Hours	900 Hours
Instructor (Full-Time, 28 hrs/wk) – 350 Hours	525 Hours

❖ Students that exceed the maximum time frame may be terminated based on realistic expectations of completing the program.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Progress are no longer eligible for *Title IV, HEA program funds unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of probation.

Warning & Probation

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be notified and placed on a warning status until the following evaluation period. Students will be considered to be making SAP and remain eligible to receive aid during the warning period. The student will be told how to re-establish satisfactory academic progress (by attaining a 67% cumulative attendance or a 70% minimum grade) and be notified if the evaluation impacts financial aid eligibility, if applicable.

The student will be counseled by the instructor and notified of the actions required to attain satisfactory requirements by the next evaluation. This will be documented. If at the end of the warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress. Prior to being placed on probation, the student must prevail upon appeal of a negative progress determination. The appeal must include the following:

- The reasons for which a student may appeal would be such as death of a relative, an injury or illness, or other special or mitigating circumstances.
- The student must submit documentation that validates the appeal. Documentation could include, but is not limited to, an obituary, doctor's note, accident report, etc.
- The student must also clarify what has changed in his/her circumstance that would allow for achieving satisfactory progress at the next evaluation.

The student must appeal the determination within ten (10) days. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on financial aid probation and federal financial aid will be reinstated, if applicable. A student will be given the steps necessary during the probation period to achieve satisfactory academic or attendance progress at the end of the subsequent evaluation period. If it is not possible to meet SAP standards by the end of the subsequent evaluation period, the appeal cannot be accepted.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the probationary period.

Leave of Absence

All students who have withdrawn or taken a leave of absence and choose to re-enter into a program will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the withdrawal or leave. The leave will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period.

Program Incompleteness

Repetition, course in-completes, withdrawals, and non-credit remedial courses do not apply to this institution and therefore have no effect on SAP as this school does not offer any non-credit remedial courses.

Interruption/Re-Enrollment

Students who re-enter the program will re-enter the program in the same attendance and academic status

as prior to the withdrawal. All students who re-enter the program will retain their Satisfactory Academic Progress status from their first enrollment until their next scheduled evaluation, regardless of time of withdrawal. Incompletes, withdrawals, repetitions, and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

Transfer Students

Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

*Please note The Skin & Makeup Institute is not yet approved for Title IV Funding.

END OF SAP POLICY

GENERAL POLICIES & RESOURCES

CODE OF CONDUCT

Because every student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career.

- All students must come to class prepared for the day.
- 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.
- 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
- Observe time allotted for lunch breaks
- Follow prescribed sanitation procedures before, during, and after all services are performed.
- Food and beverages are allowed in the breakroom only.
- Chewing gum, smoking, and vaping are not permitted.
- Students are not allowed to refuse an assigned client.

DRESS CODE

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 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.
- 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.

- Tattoos on neck and arms are acceptable as long as they don't contain vulgar images, nudity, drugs, alcohol or curse words
- Nails must be kept short, neatly trimmed, and manicured, and may not extend more than 1/8 inch beyond the fingertip
- The school reserves the right to maintain an aesthetic standard for all students.
- Students are prohibited from wearing:
 - Revealing clothing.
 - Tube tops or halters.
 - Bare arms (sleeveless blouses or tank tops).
 - Earphones
 - Watches, smart watches, rings, arm jewelry or long necklaces

ZERO TOLERANCE

To foster safe and supportive education environments, this Institution has adopted a Zero Tolerance to protect students, employees, and guests from any conduct that may pose a serious threat to persons or property; offensive language; aggressive behavior; bullying, use or possession of illegal substances or alcohol; possession of weapons or explosives (ammunition, firearms, fireworks); theft; and fraudulent behavior. Any student suspected of the forgoing will be suspended while this Institution investigates. Students found in violation will be terminated without an opportunity to re-enroll.

Whenever students are working or present on company premises (including parking areas), or are conducting related work off-site, they are strictly prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug, as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in a student's body while performing company business or while in a company facility is prohibited.
- The Skin & Makeup Institute will not allow any student to perform their duties while taking prescribed drugs that are adversely affecting the student's ability to safely and effectively perform services. Students taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over by The Skin & Makeup Institute to an appropriate law enforcement agency and may result in criminal prosecution.

REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of a person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to The Institute at the time of the request. Information pertaining to an Applicant's disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost to The Institute will be made to overcome the effects of conditions that limit the participation of qualified disabled Students. If Applicants or Students feel that they have been the subject of unlawful discrimination, they may notify The School Owner in writing. School policy allows for a 10-day review period.

STUDENT SERVICES

HOUSING

The school does not own or operate housing facilities.

COUNSELING & ADVISING

Students who are finding it difficult to understand a subject are advised to seek help from their Instructor. If the Instructor is unable to help the Student during class time, administrators will arrange for special one-on-one instruction.

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.

PARKING

Students may park 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.

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.

NON-DISCRIMINATION POLICY

The Skin & Makeup Institute is committed to equality and does not discriminate on the basis of sex, race, color, age, sexual orientation, religion, creed, financial status, or ethnic origin against applicants, students, or employees.

CLIENT SERVICES

It is important that all students receive practice on all aspects of practical applications/services throughout their program. This practice is received by way of technical work on mannequins, models, and clients. Students will be prepared to service clients at the appropriate time and in a professional manner. Students are not allowed to refuse practice of a service on a client or switch a service with a fellow classmate.

LOCKER POLICY

The school is not responsible for damage, loss or theft of any items left at the school. Students are responsible for their own student kits/equipment. Lockers are provided for the storage of items. Students are responsible for their own personal property.

PERSONAL EQUIPMENT

Personal items such as purses, coats, bags, etc. must be put away and stored properly so as to not disrupt the education being received or guest experience. These items need to be kept in their locked locker.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and

access to Student educational records. FERPA rights apply to Students and guardians of a dependent minor Student. A Student is a person who is, or has been, in attendance at The Skin & Makeup Institute regardless of the person's age.

Under FERPA, a Student has a right to:

- Inspect and review his or her educational records.
- Request to amend his or her educational records.
- Have some control over the disclosure of information from his or her educational records.

The directory information made available by The School is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Programs
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the Student's consent under certain circumstances. Directory information will be provided to the public upon request unless the Student files a request asking to be excluded from the directory or from any other requests for open directory information from outside entities. A Student may update access to their information by contacting the school administrator and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory Student records may not be released without prior written consent from the Student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a Student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include, but are not limited to, records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a Student.
- Law enforcement records.

The Skin & Makeup Institute will disclose information from a Student's education record without the written consent of the Student to Staff members who require access to educational records in order to perform their legitimate educational duties; officials of other Colleges in which the Student seeks or intends to enroll; and in connection with a Student's application for, or receipt of, financial aid; and State, Federal, and accrediting agencies, as required.

Under FERPA, Students have a right to see, inspect, and request changes to their educational records. Upon request, The School shall provide a Student access to his or her educational records, except for financial records of the Student's parents or guardian; and confidential letters of recommendation where the Student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by Students in the presence of a Staff member. The contents of a Student's educational records may be challenged by the Student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights

of the Student by submitting a written statement to The School.

It is the policy of The School that it will maintain the FERPA disclosure code in effect at the time of a Student's last term of enrollment for former Students. Furthermore, The School will honor a request from a former Student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of The School that no records of deceased Students be released for a period of five (5) years after the date of the Student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

Parent Rights Under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their child's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the Student has provided express written authorization, or unless the Student is a dependent as defined by Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to The School.

In emergency or crisis situations, The School may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the Student or other individuals.

If a Student believes that their FERPA rights have been violated, they may contact:

Family Policy Compliance Office U.S. Department of Education

400 Maryland Ave., S.W. Washington, DC 20202-4605

Phone: 202-260-3887

Email: ferpa@ed.gov (schools only)

Website address: www.ed.gov/offices/OM/fpc

MODIFICATIONS OF OPERATION

The school reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personal change as the school deems necessary and cancel classes based on inadequate enrollment.

The information in this catalog was accurate at the time of this printing. The information contained in this catalog is subject to change at any time. The catalog cannot be considered as an agreement or contract between individual students and the school or its Administrators.

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.

If the complainant wishes to pursue a matter, a complaint form is available through the Arizona Board of Cosmetology

Arizona State Board of Cosmetology
1740 W Adams Street #4400
Phoenix, Az 85007
Phone (480) 784-4539
www.azboc.gov

ADMINISTRATIVE RULE

- 1) This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
- 2) This administrative rule applies to all Staff and Students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for School publication.
- 3) Copyright issues dealing with intellectual property created by Staff and Students are covered in the administrative rule on intellectual property.
- 4) The Institute considers the educational environment to consist of traditional on-campus instruction. Additionally, educational environments also include distance learning for the online portions of the programs.
- 5) Staff and Students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
- 6) Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system is prohibited.

TRUE & CORRECT STATEMENT, MISREPRESENTATION

The information contained in this Catalog, and its supplements, is true and correct as of publication. Misrepresentation is prohibited at The Skin & Makeup Institute. Misrepresentation is "Any false, erroneous or misleading Statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a Student, prospective Student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary..."

"Includes Student endorsements/testimonials made under duress or based on a School requirement." "Includes any Statement that has the likelihood or tendency to deceive or confuse. A Statement is any communication made in writing, visually, orally, or through other means."

"Any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment."