



2026 SCHOOL CATALOG

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Welcome Future Professional,

We're honored that you're considering taking this important step toward your future. At Omna Institute, everything begins with *you*—your goals, your dreams, and the future you're ready to build.

Choosing a career pathway is a powerful decision. Whether you're drawn to the creativity of beauty and wellness and inspired by the growing impact of behavioral and mental health careers, your journey has purpose—and we're here to help you bring it to life. Our programs in Cosmetology, Barbering, Esthetics, Master Esthetics, Massage Therapy, and Behavioral Health Technology are designed to help you gain real skills, real confidence, and real opportunities.

From day one, you'll be supported by an institution that believes you deserve more than an education—you deserve a *community* behind you. At Omna Institute, **WE CARE** isn't just a motto. It is the foundation of how we teach, mentor, encourage, and guide every student.

Your path at Omna Institute is more than coursework. It's a partnership. We'll help you build confidence, master your craft, and prepare for meaningful work in fields that change lives—including your own.

We can't wait to support your journey and celebrate the milestones ahead. Your future is full of possibility—and it starts here.

With excitement for your success,

Omna Institute



Jonathan Melloul

Co-Founder, Chief Executive Officer (CEO)



Sylvain Melloul

Co-Founder, Board President

PURPOSE OF THE INSTITUTION:

Omna Institute exists to elevate students through transformative career education that leads to meaningful employment, personal growth, and lifelong resilience. Our purpose is to provide high-quality, hands-on instruction that equips students with practical skills, professional confidence, and a strong foundation for success in essential, high-demand industries.

As a career-focused institution, Omna Institute places its primary emphasis on instruction, delivering relevant, outcome-driven learning experiences that prepare students for the workforce. While the Institute does not conduct formal academic research, we consistently integrate industry-informed best practices to ensure our programs remain current and effective. In addition, we embrace a spirit of public service by preparing graduates who contribute to the well-being, health, and economic vitality of their communities.

Our certificate and associate-degree programs are intentionally designed to align with this purpose—providing accessible pathways into professional fields, supporting career readiness, and empowering students to build futures that reflect their goals, values, and potential.

MISSION STATEMENT:

Omna Institute's mission is to empower students through industry-relevant education that prepares graduates for fulfilling careers and professional growth.

VISION STATEMENT:

Our vision is to prepare students to thrive in ever-evolving industries, leading to better lives and greater opportunity.

PROGRAMS OFFERED:

Omna Institute offers programs in the Beauty, Health, and Wellness industries. Omna Institute awards graduates either a Certificate of Completion or an Associate of Applied Science Degree, respective of their program. The programs offered at Omna Institute are as follows:

Program Name	Attendance Status	Program Length	Program Duration	Program Graduates Receive	Program Format
Cosmetology	Part-Time	1,000 clock hours	50 weeks (12.5 months)	Certificate	Hybrid
	Full-Time	1,000 clock hours	30 weeks (7 months)	Certificate	Hybrid
Barbering - (1,000 Clock Hours)	Full-Time <i>*(In Teach-Out)</i>	1,100 clock hours	32 weeks (7.5 months)	Certificate	Traditional
	Part-Time <i>*(In Teach-Out)</i>	1,100 clock hours	55 weeks (13 months)	Certificate	Traditional
Barbering - (750 Clock Hours)	Part-Time	750 clock hours	38 weeks	Certificate	Traditional
Esthetics	Part-Time	600 clock hours	30 weeks (7 months)	Certificate	Hybrid

Program Name	Attendance Status	Program Length	Program Duration	Program Graduates Receive	Program Format
	Full-Time	600 clock hours	18 weeks (4.5 months)	Certificate	Hybrid
Master Esthetics	Part-Time	600 clock hours	30 weeks (7 months)	Certificate	Hybrid
Massage Therapy**	Part-Time	625 clock hours	31 weeks (7.75 months)	Certificate	Hybrid
Behavioral Health Technology	Full-Time, Part-Time	60 semester credit hours	60-75 weeks (14-18 months)	Associate of Applied Science Degree	Hybrid with Externship

****Effective December 1, 2025, the Barbering 1,100 clock hour program will be taught out in accordance with the updated regulations and requirements set forth by the Department of Professional Occupational Regulation's Board for Barbers and Cosmetology.***

*****The minimum requirement for a massage therapy licensure is 500 clock hours.***

Traditional Program Definition: A traditional program is one that is offered entirely on-campus with face to face instruction.

Hybrid Program Definition: A hybrid program is one that makes available less than 100% of its required instructional hours via distance education combined with in-person instruction, including employer based on-site externships.

OWNERSHIP AND HISTORY:

Originally established in 1968 offering only a Cosmetology program, the institution has undergone significant evolution under the leadership of its current owners: Sylvain Melloul, Jonathan Melloul, and Joseph Melloul who assumed ownership in 2010 and collectively bring over 50 years of industry experience. Renamed Sylvain Melloul International Hair Academy (SMIHA) in 2012, the institution began expanding its program offerings in 2018 to meet workforce needs and student demand, adding on Barbering, Esthetics, Master Esthetics, and Massage Therapy programs. In 2023, the institution relocated to its current facility at 3700 Candler's Mountain Road, #68 in Lynchburg, Virginia enhancing instructional capacity and student learning environments. With the introduction of new health-related programs, including the Associate of Applied Science in Behavioral Health Technology, the institution transitioned its name to Omna Institute in 2026 to reflect a broader mission and expanded career pathway programs. The ownership group also serves as the governing Board of Directors, with Sylvain Melloul as Board President, Jonathan Melloul as Chief Executive Officer, Chief Financial Officer, and Chief Operating Officer, Joseph Melloul as Chief Marketing and Admissions Officer, and Raymond Ada as Campus Director and Board Member.

LOCATION:

Omna Institute's physical campus is located at 3700 Candler's Mountain Road, #68 in Lynchburg, Virginia 24502. The Institute has a wide variety of retail stores, restaurants, and is located near several colleges and universities. The location provides great accessibility being located near public transit lines and off local

highways. Omna Institute has ample parking in a safe environment for the students, staff, and customers.

FACILITIES AND EQUIPMENT:

Omna Institute believes that an exciting and motivating facility adds value to a students' education. The institution boasts an impressive state-of-the-art 14,000+ square foot facility with large classrooms, student clinics, offices, and break areas. The classrooms provide a comfortable environment conducive for students to learn theory and practical techniques while the student clinic allows students to gain practical experience in a professional environment. Each program has a designated clinic area where students practice their hands-on skills on the public.

Omna Institute facilities include but are not limited to:

- Reception area with reception desk, waiting area, and retail displays.
- Fully equipped Cosmetology Clinic/Salon Floor with shampoo chairs and a full color bar.
- Eight Barber stations in a dedicated Barber Shop Clinic.
- Five fully equipped classrooms with large flat screen televisions, desks, chairs and workstations.
- Esthetics/Master Esthetics Spa Clinic with 14 fully equipped bays for waxing, facials, and skin treatments.
- Massage Therapy Clinic.
- Nail room with manicure and pedicure stations.
- Student break room with refrigerator, microwave, sink, and seating.
- Restrooms and laundry facilities.

EDUCATIONAL PARTNERSHIPS:

Omna Institute has established partnerships with several industry leaders including:

o Redken o L'Oréal Professionnel o Mizani o NYX Makeup o Dermalogica

These partnerships provide value to students in a number of ways. In addition to providing brand name products for service applications and retail selling opportunities, our partners provide unique educational opportunities, including training the instructional staff and supplementing core curriculum with additional training, educational lessons, and videos from these partners. The partnerships not only offer additional learning opportunities for students to explore, but also ensure that training is aligned with current trends in the industry.

CAREER OPPORTUNITIES:

The beauty, wellness, and healthcare industries have tremendous career opportunities for graduates of Omna Institute. Upon successful completion from the respective program of study, graduates will receive a certificate of completion and certified paperwork necessary to apply for the state board exam for licensure or certification.

Career opportunities upon successful completion of the respective program and obtaining licensure or certification (if required), include, but are not limited to:

CAREER OPPORTUNITIES			
Cosmetology		Barbering	
Professional Hairstylist	Platform Artist/Educator	Professional Barber	
Celebrity/TV/Motion	Professional Salon Sales	Master Barber	
Picture Hairstylist	Consultant	Barber Shop Owner/Manager	
Runway Stylist	Cosmetology School	Barber Instructor	
Hair Colorist	Director/Owner	Platform Artist/Educator	
Texture Specialist	Cruise Ship Salon/Spa	Beauty Product/Equipment Sales	
Make-up Artist	Personnel	Consultant	
Cosmetology Instructor	Nail Technician	Barber School Director/Owner	
	Wax Technician		
	Salon Owner/Manage		
Esthetics and Master Esthetics		Massage Therapy	
Spa or Esthetician	Medical Esthetician	Salon or Spa Massage Therapist	
Make-up Artist	Brand Representative/Trainer	Chiropractic office	
Lash Artist	Cosmetics Buyer	Medical/Health care settings	
Salon or	Salon or Spa Owner	Physical Therapy and Rehabilitation facilities	
Wax Technician	Master Esthetician	Fitness and Sports	
Esthetics Instructor	Instructor	Modality specialties	
	Medical Spa Owner/Operator	Hotel, resorts, and cruise ships	

Behavioral Health Technology
Graduates of the Associate of Applied Science in Behavioral Health Technology program can work in the following areas after completing the program, including, but not limited to: - Community Service Boards - Crisis Centers - Hospitals - Schools - Community Centers - In-Home Support - Residential Treatment - Addiction Treatment - Corrections - Rehabilitation Centers/Services

INDUSTRY REQUIREMENTS:

Students interested in a career in Cosmetology, Barbering, Esthetics, Master Esthetics, and Massage Therapy should:

1. Have or develop finger dexterity and have the ability to use arms and hands.
2. Have a passion and dedication in their education and industry.
3. Enjoy working with people.
4. Be aware of the physical demands of the industry (as mentioned below).
5. Understand that employment opportunities in the Cosmetology, Barbering, Esthetics, Master Esthetics, and Massage Therapy industry do require licensure.

Licensure Restrictions: The Virginia Department of Professional and Occupational Regulation (DPOR) Board for Barbers and Cosmetology regulates the cosmetology, barbering, esthetics, and master esthetics professions and licensure. Applicants for licensure should be aware of the restriction the board places on obtaining licensure, as stated below:

The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, nail care, waxing, esthetics, or master esthetics. Furthermore, the licensure application will ask applicants: *“Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury within the last 2 years?”* Note that answering yes to this question does not necessarily deny an applicant licensure, however additional documentation and a board hearing may be required. For more information on licensing restrictions with the state, please contact DPOR’s Virginia Board for Barbers and Cosmetology.

The Board of Nursing regulates the Massage Therapy licensure and profession. Please note, the licensure application question below may not necessarily keep you from licensure but you will be required to submit additional documentation and could be denied. *“Do you have a mental, physical or chemical dependency condition which could interfere with your current ability to practice as a massage therapist?”* Criminal Background checks are required by Virginia law for this profession. Note that convicted sexual offenses will prohibit an applicant from licensure. The Board of Nursing shall require each applicant for licensure as a practical nurse, registered nurse or licensed massage therapist to submit fingerprints and provide personal descriptive information to be forwarded along with fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information.

Physical Requirements of Industry: Students and professional cosmetologists, barbers, estheticians, master estheticians, and massage therapists must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients.

Requirements of Employers: Applicants of salons, barber shops, spas, medical offices, or other industry employers should be professional, possess a fundamental skill set, have a positive attitude, and possess the proper licensure to be considered for employment in the respective field.

Students interested in a career in Behavioral Health Technology should:

1. Have strong interpersonal skills and enjoy working directly with people across diverse backgrounds.
2. Demonstrate emotional stability, maturity, and empathy, as the role often involves supporting individuals experiencing psychological distress, crisis, or behavioral challenges.
3. Possess or develop effective communication skills, including active listening, verbal de-escalation, and clear documentation.
4. Be comfortable working in structured environments such as hospitals, residential facilities, outpatient clinics, or community-based programs.
5. Be prepared for the emotional and psychological demands of the field, including exposure to sensitive topics, crisis situations, and varied client behaviors.
6. Develop strong observational and critical thinking skills, as technicians often contribute to behavioral assessments, treatment planning, and crisis response.
7. Have basic computer proficiency, including the ability to learn electronic health records (EHR) and telehealth systems.
8. Be able to thoroughly complete appropriate documentation in a timely manner.
9. Exhibit professionalism, confidentiality, and ethical judgement, adhering to HIPAA and professional standards set forth by the Virginia Board of Counseling.
10. Be willing to work collaboratively within interdisciplinary treatment teams.
11. Be current and up to date on appropriate training and certifications if applicable.
12. Understand that some employers may require additional checks such as background screenings, CPR/First Aid certification, TB testing, or immunization records, depending on clinical setting.
13. An applicant for registration as a behavioral health technician shall have no unresolved disciplinary action on any license, certification, or registration in any jurisdiction. The board will consider a history of disciplinary action on a case-by-case basis as grounds for denial. To be eligible for registration as a behavioral health technician, an applicant must not have any unresolved disciplinary actions against any license, certification, or registration in any jurisdiction. The board reserves the right to deny registration based on a history of disciplinary action, which will be evaluated on a case-by-case basis.

STUDENT KITS:

Students at Omna Institute receive student kit items at designated times throughout their education. The student kit varies by program, but generally student kits will include, but are not limited to:

- Omna Institute uniform (t-shirts or scrubs)
- Program specific textbooks, applicable workbooks, and online resources
- Program specific equipment/tools (i.e. shears, clippers, etc.)
- Case to carry tools

For a detailed list of student kit items, please request a copy from the Admissions Department.

STUDENT KIT-PURCHASE OPTIONS:

Students are required to have a student kit to complete their coursework. Omna Institute offers two options for acquiring a student kit:

Option 1. Purchase Directly from the Institution:

Students may choose to purchase a student kit through the institution. The selection of this option ensures that all items contained within the kit meet the necessary requirements. Additionally, students who are Title IV eligible and who wish to use this funding to purchase the student kit must sign a Title IV Authorization Form.

Option 2. Purchase Independently:

Students may independently purchase a student kit using the specifications provided to them by the institution's Financial Aid department upon request.

For more information or questions regarding a detailed list of student kit items, please request a copy from the Admissions Department.

DISTANCE EDUCATION AND HYBRID PROGRAMS:

Omna Institute offers hybrid programs composed of a mix of online (distance education) theory classes coupled with in-person hands-on skills training, offered either on-campus through lab and clinical work, or with external externship partners. Below is important information and requirements regarding the distance education components for all hybrid programs offered by the school:

The program length, content, faculty, and resources available to students enrolled in both distance education and hybrid programs are comparable to what is offered to students in programs offered in a traditional setting including but not limited to; office hours with instructors (in-person or virtual), peer-to-peer discussions (in-person or via discussion board), instructor feedback and assessment, and media library via a Learning Management System (LMS) (used by all programs, traditional and hybrid).

The **educational objectives** for each program are clearly defined, simply stated, and achievable through hybrid education delivering theory components online and practical education on campus and/or through external externship partners. See the respective program course of study page for more information on program objectives and course of study.

- **Instructional Materials** used by Omna Institute, regardless of program delivery (traditional, distance education, or hybrid), are appropriate to meeting the stated objectives of the program, and include a mix of print and multimedia materials.
- **Hybrid Programs - Distance Education Requirements:** Students in hybrid programs receive their theory education via distance education with asynchronous and/or synchronous online learning, including lectures, assignments, discussions, case studies, and other learning activities. Students will be assigned a login to the school's Learning Management System (LMS) in order to complete distance education coursework.

- **Student - Faculty Interaction Requirements:** Students in hybrid programs are required to attend in-person classes on-campus for their hands-on practical training and/or attend the required externship with approved external partners. Most of the school's hybrid programs require on-campus instruction, which facilitates weekly face-to-face interaction among students and instructors. For hybrid programs that do not require on-campus attendance, students and faculty have weekly interaction through any of the following, but not limited to, methods: email, 1-1 meetings (in face or virtual), and/or discussion boards.
- **Technology Requirements:** In order to receive the best possible online education, students should have access to reliable internet connection and a computer. The school can assist students in need of a computer for classes. Cell phone service data will not support online learning. Students may be eligible to use school facilities and infrastructure (i.e. school internet access) to support distance learning components of their education. ***Notice of recommended minimum technology specifications for distance education: A computer minimum 5 years old or newer with at least 1GB of RAM, supports most recent browser versions, has an operating system that is up-to-date with the latest recommended security updates, and a recommended minimum Internet speed of 512kbps.***

INTERNSHIP, EXTERNSHIP, AND WORK-BASED POLICY:

It is Omna Institute policy that all externship and work-based learning components included in any program curriculum comply with state regulatory requirements. All such training must be part of the approved curriculum and supported by a written training plan outlining expected learning outcomes. Externships and work-based learning activities are supervised by an instructor of record for their entire duration, may not be used to provide labor or replace permanent employees, and must follow a specified schedule that includes both the required training hours and an expected completion date. Students must satisfactorily complete all required externship or work-based learning hours before being eligible for graduation. When students provide services to the public as part of their training, the Institute ensures clear notice to customers by posting visible signage or requiring student identification that clearly designates the individual as a student.

It is important to note that externships are required to complete for certain programs and are conducted with third-party clinical sites that may require students to conduct background checks, noting that certain findings may limit externship placement or employment. Externship sites may also require immunizations, TB screening, and/or health clearance may be required prior to externship placement.

The institution will assist students in securing their externship sites, however, it is ultimately the student's responsibility to secure and maintain their externship engagements. Students who do not graduate from their program due to failure to secure an externship are still obligated to their enrollment agreements.

Programs Requiring Externship:

Behavioral Health Technology (Associate of Applied Science)

Programs Requiring On-Campus Work-Based Learning:

Cosmetology, Barbering, Esthetics, Master Esthetics, Massage Therapy

BEHAVIORAL HEALTH TECHNOLOGY PROGRAM COURSE OF STUDY-(60 CREDITS):

Omna Institute offers a 60 semester credit hour Behavioral Health Technology program to individuals seeking to become a Behavioral Health-Assistant or Behavioral Health Technician. Upon successful completion of the program and required externship, graduates will be awarded an Associate of Applied Science degree enabling these individuals to apply to become registered through the Virginia Board of Counseling. The course is designed to offer students a wide range of educational opportunities through the different phases of the program.

****Note:** The Associate of Applied Science degree in Behavioral Health Technology is a terminal occupational or technical program. Credits earned for these types of programs are generally not applicable to other degrees. Students must complete a minimum of 30% of course work at Omna Institute to be granted an Associate of Applied Science degree from the school.*

Program Overview:

The Associate of Applied Science (AAS) in Behavioral Health Technology (BHT) is a comprehensive 60 semester credit degree program designed to prepare students for careers as a Behavioral Health Technician-Assistant, Behavioral Health Technician, or in any entry level role in the mental and behavioral health field. The curriculum is structured to provide a strong foundation in both general education and specialized behavioral health topics that build knowledge, skill, and competency in the field. The program requires students to complete an externship with an approved employer in the field to apply and build their skills and competencies in their field.

Our Programmatic Mission:

To provide high-quality, practical education that will prepare graduates for entry-level positions in the mental/behavioral health field, specifically as a Behavioral Health Technologist (BHT).

The overall program objectives include building student foundational knowledge and practical skills in the following areas:

- Apply Foundational Psychology and Behavioral Health Knowledge in the workplace.
- Exhibit Cultural and Ethical Competence in working with varied populations.
- Effective Communication and Documentation for productive relationships with patients, co-workers, and compliance.
- Competence in providing Clinical and Supportive Skills within varied work settings.
- Apply skills needed for effective Case Management and Systems Knowledge use.
- Develop Professional Preparedness and Practical Experience leading to successful entry-level employment in the mental/behavioral health field.
- Launch graduates into degree and career advancement within the mental and behavioral health field.

Program Structure:

The Associate of Applied Science in Behavioral Health Technology will be structured as follows:

Total Credits: 60 credits

General Education Credits: 15 credits

Behavioral Health-Specific Credits: 45 credits

Course Format: Semester credit system, hybrid delivery

Semester Duration: 15 weeks per semester

Credit Load per Semester: Minimum of 6 semester credits up to a maximum 18 credits per semester.

Course Delivery and Content:

All courses, excluding the externship, are delivered in an online format via Canvas Learning Management System (LMS) and will incorporate a variety of learning modalities, including:

- Live lecture
- Recorded lecture
- Discussion boards
- Journal posts
- Quizzes
- Case Studies
- Tests
- PowerPoint assignments
- Essay assignments
- Presentations

All courses are taught by qualified educators who meet the instructor qualification policy.

General Education Requirements:

Students will fulfill the 15 general education credit requirements through the following courses:

General Education Requirements		Contact Hours			
Course Code	Course Name	Credit Hours	Lecture	Lab	Clinical
ENG101	English Composition 1	3	45	0	0
MATH101	College Algebra or Quantitative Reasoning	3	45	0	0
PSY101	Introduction to Psychology	3	30	30	0
BIO101	General Biology or Environmental Science	3	30	30	0
COM101	Introduction to Communication or Ethics and Critical Thinking	3	45	0	0
TOTALS - GENERAL EDUCATION COURSES		15	195	60	0

Technical/Occupational Courses:

Students will be required to take all 39 credits of core courses over the span of their program, and can choose 6 credits of elective courses to complete their technical/occupational courses.

Core Courses			Contact Hours		
Course Code	Course Name	Credit Hours	Lecture	Lab	Clinical
BHT100	Introduction to Behavioral Health Careers	1	15	0	0
BHT105	Self-Care for Behavioral Health Professionals	1	9	12	0
BHT110	Behavioral Health Documentation-and Communication	3	30	30	0
BHT115	Introduction to Counseling Theories	3	30	30	0
BHT120	Crisis Management and Intervention	3	30	30	0
PSY201	Developmental Psychology	3	45	0	0
PSY205	Personality Development	3	45	0	0
BHT215	Cultural Competence in Behavioral Health	3	45	0	0
BHT220	Ethics in Behavioral Health	3	45	0	0
BHT225	Introduction to Substance Use and Addiction	3	45	0	0
BHT230	Group Facilitation Techniques	3	30	30	0
PSY210	Abnormal Psychology	3	45	0	0
BHT299	Behavioral Health Capstone	3	0	90	0
BHT298	Behavioral Health Externship (180 hours)	4	0	0	180
	TOTALS- CORE COURSES	39	414	222	180

	Electives (6 total credits)		Contact Hours		
Course Code	Course Name	Credit Hours	Lecture	Lab	Clinical
BHT124	Behavioral Health in LGBTQIA+ Communities	1	15	0	0
BHT126	Client Engagement and Rapport Strategies	1	9	12	0
BHT201	Case Management	3	30	30	0
BHT204	Trauma-Informed Care	3	45	0	0
BHT205	Autism Spectrum Disorders	3	45	0	0
BHT 300	Behavioral Health Externship Elective (135 hours)	3	0	0	135
	TOTALS- ELECTIVE COURSES	14	144	42	135

Externship Requirement:

A required in-person or remote (i.e. suicide prevention hotline) externship provides students with invaluable hands-on experience in the behavioral health field, allowing them to apply their knowledge in a practical setting while enrolled in the program. The institution has already established relationships with the state's community service boards to coordinate externship agreements.

After Graduation:

Upon successful completion of the program, graduates will fully meet Virginia's requirements for immediate eligibility to apply for a Behavioral Health Technician designation in Virginia. Additionally, students are eligible for the Behavioral Health Technician-Assistant certificate in Virginia after a portion of the program is completed.

Graduates may also be eligible for other behavioral health-related certifications with supplementary training, including:

- Mental Health First Aid
- Mental Health Ally
- Mental Health Guide
- Mental Health Advocate
- Certified Mental Health Technician
- TeleMental Health Training Program
- Board Certified Telehealth Professional I
- Motivational Interviewing Certification

Graduates can work in the following areas after completing the program serving in positions of Behavioral Health Technician, Mental Health Specialist, Mental Health Counselor, and Behavioral Health Assistant:

- Community Service Boards
- Crisis Centers
- Hospitals
- Schools
- Community Centers
- In-Home Support
- Residential Treatment
- Addiction Treatment
- Corrections
- Rehabilitation Centers/Services

BEHAVIORAL HEALTH TECHNOLOGY PROGRAM - SCHEDULES AND START DATES:

Omna Institute's Behavioral Health Technology program operates on a standard 15 week semester academic schedule. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific courses for the semester. Each course will have its respective class schedules. Omna Institute offers both **part-time** and **full-time schedules**, scheduling students to attend either 9

credits/semester (100 weeks) for part-time and 18 credits/semester (50 weeks) for full-time schedule for the Behavioral Health Technology program. *Online coursework can be completed on students' own time as long as all coursework and assignments are completed by designated due dates/times.*

Sample Schedule for Behavioral Health Technology Program:

The course sequence below is a sample schedule; however, course sequencing may vary based on student placement, individual academic progress, or scheduling availability. Students should consult with their academic advisor to plan their specific course of study.

Semester 1

Course Code	Course Title	Course Type	Credits Hours
BHT100	Introduction to Behavioral Health Careers	Core	1
PSY101	Introduction to Psychology	Gen. Ed	3
BHT115	Introduction to Counseling Theories	Core	3
BHT220	Ethics in Behavioral Health	Core	3
COM101	Introduction to Communication or Ethics and Critical Thinking	Gen. Ed	3
Total			13

Semester 2

Course Code	Course Title	Course Type	Credits Hours
BHT110	Behavioral Health Documentation and Communication	Core	3
BHT215	Cultural Competence in Behavioral Health	Core	3
PSY201	Developmental Psychology	Core	3
BHT120	Crisis Management and Intervention	Core	3
Total			12

Semester 3

Course Code	Course Title	Course Type	Credits Hours
PSY205	Personality Development	Core	3
ENG101	English Composition 1	Gen. Ed	3
BHT230	Group Facilitation Techniques	Core	3
BHT225	Introduction to Substance Use and Addiction	Core	3
Total			12

Semester 4

Course Code	Course Title	Course Type	Credits Hours
BHT298	Externship Behavioral Health Externship (180 Hours)	Core	4
PSY210	Abnormal Psychology	Core	3
BHT205	Autism Spectrum Disorders	Elective	3
BHT105	Self-Care for Behavioral Health Professionals	Core	1
BHT121	Introduction to Technology in Behavioral Health	Core	1
Total			12

Semester 5

Course Code	Course Title	Course Type	
BHT299	Behavioral Health Capstone	Core	3
MATH101	College Algebra or Quantitative Reasoning	Gen. Ed	3
BIO101	General Biology or Environmental Science	Gen. Ed	3
BHT124	Behavioral Health in LGBTQIA+ Communities	Elective	1
BHT126	Client Engagement and Rapport Strategies	Elective	1
Total			11

The Behavioral Health Technology Full-Time program has classes starting at the beginning of every Semester Term start date (see “Academic Calendar”). Semesters are 16 weeks long, excluding holidays and breaks. The program start dates are as follows:

Behavioral Health Technology Program Class Start Dates		
Program (Semester) Start	Semester End Date	Scheduled Program Completion Date (12 credits / semester)
August 24, 2026	December 16, 2026	July 03, 2028
January 11, 2027	April 30, 2027	November 27, 2028

(Dates subject to change, please call the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – BEHAVIORAL HEALTH TECHNOLOGY PROGRAM:

Omna Institute’s students in the Behavioral Health Technology program must complete the following requirements in order to graduate:

- Complete the **60 semester credit hours** of required courses for the program:
 - General Education Credits:** 15 semester credits

- **Behavioral Health-Specific Credits:** 45 semester credits
- 2. Complete and receive passing grades on all required assignments and written exams for course and program completion.
- 3. Complete a required in-person or remote (i.e. suicide prevention hotline) externship in the behavioral health field satisfactorily.
- 4. Complete the required Capstone Project with a satisfactory grade.
- 5. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive an Associate of Applied Science degree and all necessary certified paperwork required to apply for state board certification. Students are to complete an exit interview and exit paperwork upon completion of the program.

COSMETOLOGY PROGRAM COURSE OF STUDY - (1,000 CLOCK HOURS):

Omna Institute offers a 1,000 clock hour, 50 week part-time and 30 week full-time Cosmetology program to individuals seeking to become licensed cosmetologists. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through the different phases of the program.

Omna Institute has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible hairstylists during their 1,000 hours. Students will receive approximately 199 hours of theory, 422 hours of lab work with 379 hours of clinic work. Expectations are high for students while at the Institute, however, these expectations will produce tremendous results for those who attend the school with passion and dedication.

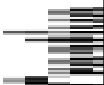
The overall educational objective of the Cosmetology program is for students to develop a profound understanding of cosmetology technical skills and the professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client.
- To build a very strong foundation for technical application skills in styling, cutting, coloring, chemicals, makeup, and spa services.
- To build confidence within themselves as stylists and as people, and to project such confidence onto the client through their application, professionalism, and personal image.
- To build their own brand and to understand how to market themselves as stylists in order to build a clientele.

- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and employment and maintain such employment.

Cosmetology Program - Course of Study		
Level	Areas of Study	Brief Description
	Orientation • Infection Control and Sanitation • Hair and scalp disorders and diseases • Chemistry • Hair service prep • Hair and scalp properties • Shampooing and Scalp Care/Treatment • Client Consultation Hair Styling ○ Blow-Drying ○ Updos ○ Facial Shapes and Design ○ Finger waves and pin curls ○ Roller-Setting ○ Thermal Styling ○ Hair braiding • <i>Milady Standard</i> theory work	<i>Core</i> begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. <i>Core</i> combines theory education with practical skills training to build the foundation students need to be successful cosmetologists. The three main areas of emphasis in <i>Core</i> are: • Shampooing and Conditioning • Scalp Treatments • Hair Styling

	Clinic (Salon) Floor Practical Education: ● Chemical Services ○ Permanent Waving ○ Relaxing ● Hair Cutting ○ <i>Sylvain Melloul Techniques</i> ○ Layering ○ Short layers (pixie) and men's cuts ○ Blunt haircut (bob) ○ Texturizing ○ Bangs ○ Blending ● Hair Coloring ○ Color formulation and application ○ L'Oreal Color ○ Bleaching and highlighting ○ Fashion colors ○ Balayage ● Nails ○ Manicuring and pedicuring ○ Artificial nails and tips ○ Sculpted nails ○ Structure of nail anatomy and growth ● Hair Removal ○ Facial waxing ● Makeup Application	<i>Comprehensive</i> students begin to apply the foundational skills they have just learned in <i>Core</i> and continue to build on their more advanced skills such as cut, color, perms, relaxers, nails, and waxing services.
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	Clinic (Salon) Floor Practical Education: ● Providing salon services to real-life clients ● Portfolio ● Hair additions and wigs ● Professional Image and Communication ● History of Cosmetology ● Social Media and Branding/Marketing ● General Anatomy and Physiology ● Skin disorders and diseases ● Facials ● Brow and lash services ● Resume building and Mock job interview ● Record keeping and appointment booking ● State Board Review Courses: ○ Licensure prep ○ Mock State Board Practical and Theory Tests ○ State Board Application Process	The Student Clinic (Salon) Floor provides students the opportunity to provide salon services to real-life clients in a professional setting, under the direct supervision of licensed instructors. <i>Creative</i> students continue to sharpen their skills and build confidence through their Clinic Floor Practical Education, while building towards the professional standards set in the industry. Students in <i>Creative</i> are also in class, learning new theory concepts and advanced technical skills. Lastly, <i>Creative</i> prepares students for licensure (passing the state board exam) and placement (resumes, portfolio, mock interviewing).
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COSMETOLOGY PROGRAM - SCHEDULES AND START DATES:

The Omna Institute's cosmetology program requires a standard schedule for all three phases of the program. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. **Certain schedules are subject to availability.** Schedules are final once the Enrollment Agreement is signed. All schedules will receive the same course of education.

Omna Institute offers the Cosmetology program in both **part-time** and **full-time schedules**, scheduling students to attend either 20 hours per week for part-time or 33.67 hours (*Creative*) and 33 hours (*Core* and *Comprehensive* classes) per week for the full-time schedule. *Online coursework can be completed on students' schedules as long as all coursework and assignments are completed by designated due dates/times.*

Cosmetology Program Schedules:

Students will select **ONE** of the proposed schedules upon enrolling in the Institute, subject to availability:

Cosmetology Program Part-Time Schedule					
Schedule	Days of Week	Times	Hours/Day	Hours/Week	Length
Part-Time Schedule	Monday - Friday	8:30 am – 12:30 pm	4	20	50 weeks

Hybrid On-Campus/Online Schedule					
<u>Weeks 1-25:</u>			<u>Weeks 26-50:</u>		
<u>Day:</u>	<u>Location:</u>		<u>Day:</u>	<u>Location:</u>	
Monday:	On-Campus		Monday:	Online	
Tuesday:	Online		Tuesday:	On-Campus	
Wednesday:	On-Campus		Wednesday:	On-Campus	
Thursday:	Online		Thursday:	On-Campus	
Friday:	On-Campus		Friday:	On-Campus	

Cosmetology Program Full-Time Schedule					
Schedule	Days of Week	Times	Hours/Day	Hours/Week	Length
Full-Time Schedule	Monday - Friday	Varied, see below	Varied	33.4 (avg.)	30 weeks

Hybrid On-Campus/Online Schedule					
<u>Weeks 1-9:</u>			<u>Weeks 10-30:</u>		
<u>Day:</u>	<u>Location:</u>		<u>Day:</u>	<u>Location:</u>	
Monday:	Online (4 hrs) and On-Campus: 1pm - 5pm		Monday:	Online	
Tuesday:	On-Campus: 8:30 am - 4pm		Tuesday:	On-Campus: 8:30 am - 3pm	
Wednesday:	Online		Wednesday:	On-Campus: 8:30 am - 5pm	
Thursday:	On-Campus: 8:30 am - 4pm		Thursday:	On-Campus: 8:30 am - 5pm	
Friday:	On-Campus: 8:30 am - 4pm		Friday:	On-Campus: 8:30 am - 5pm	

Students in the full-time schedule have designated break times of over 30 minutes for on-campus days.

Cosmetology Program Start Dates:

The Cosmetology Part-Time Hybrid program has classes starting every 5 weeks. The program start dates are as follows:

Cosmetology (Part-Time) Program Class Start Dates	
Class Start Date	Scheduled Completion Date
Monday, January 12, 2026	Monday, January 18, 2027
Monday, February 16, 2026	Monday, February 22, 2027
Monday, March 23, 2026	Monday, March 29, 2027
Monday, May 4, 2026	Monday, May 10, 2027
Monday, June 8, 2026	Monday, June 14, 2027
Monday, July 13, 2026	Monday, July 19, 2027
Monday, August 17, 2026	Monday, August 23, 2027
Monday, September 21, 2026	Monday, September 27, 2027
Monday, October 26, 2026	Monday, November 1, 2027
Monday, December 7, 2026	Monday, December 13, 2027
Monday, January 25, 2027	Monday, January 31, 2028

(Dates subject to change, please call the Admissions Department to confirm dates)

The Cosmetology Full-Time program has classes starting every 9 weeks. The program start dates are as follows:

Cosmetology (Full-Time) Program Class Start Dates	
Class Start Date	Scheduled Completion Date
Monday, February 9, 2026	Wednesday, September 9, 2026
Monday, April 13, 2026	Wednesday, November 11, 2026
Monday, June 15, 2026	Wednesday, January 27, 2027
Monday, August 17, 2026	Wednesday, March 31, 2027
Monday, October 19, 2026	Wednesday, June 2, 2027
Monday, January 11, 2027	Wednesday, September 1, 2027

(Dates subject to change, please call the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – COSMETOLOGY PROGRAM:

Omna Institute students in the Cosmetology program must complete the following requirements in order to graduate:

1. Complete the **1,000 clock hours** required by the State of Virginia within the required length of time
2. Complete the **365 service performances required** by the state:

Graduation Performance Requirements	
Performance	Minimum Number Required to Complete
Shampooing, Rinsing, and Scalp Treatments for all hair types, including textured hair	20
Hair styling, for all hair types, including textured hair	60
Hair cutting, for all hair types, including textured hair	60
Permanent waving-chemical relaxing, for all hair types, including textured hair	60
Hair coloring and bleaching, for all hair types, including textured hair	65
Wig, hair pieces, and related theory	10
Manicuring and pedicuring	15 procedures
Individual sculptured nails and nail tips	30
Lashed and brows	20
Skincare	15
Hair removal	10
Total	365

3. Complete and receive passing grades on all required practical evaluations and written exams.
4. Complete State-Board review written and practical examinations in satisfactory manner (75% grade).
5. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

BARBERING PROGRAM COURSE OF STUDY (1,100 CLOCK-HOURS):

Pursuant to the Department of Professional and Occupational Regulation's new standards for program hours, curriculum, and performances, Barbering schools currently approved by the Board for Barbers and Cosmetology must meet the requirements for a Barbering 750 clock-hour program effective 12/1/25. Omna Institute's Barbering 1,100 clock-hour program is being taught out and will no longer accept new enrollments. Active students enrolled in the 1,100 clock-hour program will continue their education and go through the teach-out process.

Omna Institute offers a 1,100 clock hour, 32 week Barbering program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of

completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through various phases.

The flow of education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 1, 100 hours. Students will receive approximately 300 hours of theory/class hours and 800 hours of clinic work with mannequins and clients on the barber shop floor. Expectations are high for students while at the Institute; however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the Barber program is for students to develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the barber industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client.
- To build a very strong foundation for technical application skills in styling, cutting, shaving, and chemical services.
- To build confidence within themselves as barbers and as people, and to project such confidence onto the client through their application, professionalism, and personal image.
- To build their own brand and to understand how to market themselves as barbers in order to build a clientele.
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and employment and maintain such employment.

Barbering Program - Course of Study		
Level	Areas of Study	Brief Description
Phase 1 525 hours	Orientation: The History of Barbering Professional Image Infection Control Tools and Equipment Disorders of hair and scalp Practical Assessments Life Skills Electricity Basics Shaving/Facial Hair Men's Haircutting/Styling Working behind the chair Anatomy and Physiology	Phase 1 begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. Phase 1 emphasizes theory work to prepare students for the heavy practical education to follow. Focus: Understanding the history, tools, and sanitation of barbering and introduction to shaving

	Chemistry Basics Hair Coloring and Lightening The Business of Barbering L'Oréal Hair Color <i>Milady Standard</i> theory work	
Phase 2 575 hours	• SMIHA hair cutting principles • B5 technique • Performing the GT • L7 technique • RB5 technique • Performing the LLT • Texturing the Hair • Bang Trims • Practical Assessments • State Board Exam Review and Prep • State Board Packing • Mock State Board Practical Exam • State Board Theory Practice/Exam • State Board Application Process	Phase 2 continues the emphasis on practical education through mannequin work and barber shop orientation that introduces students to the barber shop floor. Focus: Building foundations for hair cutting, facial shaving, and hair coloring (dyeing). Developing and executing advanced barbering techniques by working with clients on the barber shop floor and through advanced theory/practical classes.

BARBERING PROGRAM SCHEDULES AND START DATES:

Omna Institute offers a full-time day schedule (35 hours a week) and part-time evening schedule (20 hours a week) for the Barbering program. Students will be in the classroom for theory learning and in the Barber Clinic (shop) for hands-on practical application on mannequins and to work on real-life clients (under the direct supervision of a licensed instructor).

Barbering Full-Time Day Schedule					
Days of Week	Times	Lunch	Hours/Day	Hours/Week	Length
Monday - Friday	9:00 am – 4:30 pm	30 min.	7	35	32 weeks

Barbering Part-Time Evening Schedules				
Days of Week	Times	Hours/Day	Hours/Week	Length
Monday - Thursday	4:30 pm – 9:30 pm	5	20	55 weeks

Omna Institute has classes starting every 4 weeks for the barbering program. Start dates are the same for day and evening schedules as follows:

GRADUATION REQUIREMENTS – BARBERING PROGRAM:

Omna Institute students in the Barbering program must complete the following requirements in order to graduate:

1. Complete the **1,100 clock hours** required by the State of Virginia within the required length of time.
2. Complete the **370 service performances found below that are** required by the state:

Performance	Minimum Required
Hair and Scalp Treatments	10
Hair Services	320
Hair Coloring (including tinting, temporary rinses, and semi-permanent color)	35
Basic Facials	5
Total	370

3. Complete and receive passing grades on all required practical evaluations and written exams.
4. Complete State-Board review written and practical examinations in satisfactory manner (75% grade).
5. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

BARBERING PROGRAM COURSE OF STUDY (750 CLOCK-HOURS):

Omna Institute offers a 750 clock hour, 38 week Barbering program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities through various phases.

The flow of education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 750 hours. Students will receive approximately 260 hours of theory instruction, 260 hours of lab and 230 hours of hands-on practical/clinic work with clients. Expectations are high for students while at the Institute; however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the Barber program is for students to develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the barber industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client.
- To build a very strong foundation for technical application skills in styling, cutting, shaving, and chemical services.
- To build confidence within themselves as barbers and as people, and to project such confidence onto the client through their application, professionalism, and personal image.
- To build their own brand and to understand how to market themselves as barbers in order to build a clientele.
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and employment and maintain such employment.

Barbering Program - Course of Study		
Level	Areas of Study	Brief Description
CORE 200 hours	Orientation Hair and Scalp Properties Hair and Scalp Disorders and Diseases • Sectioning the Hair Hair Service Preparation • Basic shampooing/conditioning technique • Scalp massage • Scalp treatments Hairstyling • Blow drying Principles of Hair Design Infection Control • Proper handwashing • Disinfecting implements Chemistry and Chemical Safety Haircoloring • Temporary rinse • Semi-permanent color application • Strand test • Patch test • Tinting Haircutting • Haircuts <i>Milady Standard and Foundations theory work</i>	CORE begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. CORE builds the foundational theory and practical skills to build upon for a successful career in the industry. Students will learn the core theory and practical skills on campus. Students will have the skills to practice in the Student Clinic (Barbershop) in the next phase once they complete CORE .

	Practical Assessments	
Advanced 560 hours	General Anatomy and Physiology History and Career Opportunities Basics of Electricity Healthy Professional Shaving • Shaving Facial Hair Design Life Skills Professional Image Communicating for Success Skin Structure and Growth Skin Disorders and Diseases Facials • Facials Career Planning On the Job The Beauty Business State Board Preparation • Review • Mock exam (written and practical) • Licensing Application <i>Milady Standard and Foundations</i> theory work Practical Assessments	ADVANCED builds upon the concepts learned in CORE , while also teaching new ones. Students gain valuable experience by servicing clients during this portion and will learn the more advanced barbering practical applications. Students will also become prepared for licensure (state board prep) and placement in the field. Students will learn in the student clinic and designated barbering classroom.

BARBERING PROGRAM SCHEDULES AND START DATES:

Omna Institute offers a part-time schedule (20 hours a week) for the Barbering program. Students will be in the classroom for theory learning and in the Barber Clinic (shop) for hands-on practical application on mannequins and to work on real-life clients (under the direct supervision of a licensed instructor).

Barbering Part-Time Core Schedule					
Days of Week	Times	Lunch	Hours/Day	Hours/Week	Length
Monday - Thursday	9:00 am – 2:30 pm	30 min.	5	20	10 weeks

Barbering Part-Time Advanced Schedule					
Days of Week	Times	Lunch	Hours/Day	Hours/Week	Length
Tuesday- Friday	9:00 am – 2:30 pm	30 min.	5	20	28 weeks

Omna Institute has classes starting every 10 weeks for the barbering program. Start dates are as follows:

Barbering Program Class Start Dates	
Class Start Date	Scheduled Completion Date
Monday, April 20, 2026	Monday, January 11, 2027
Monday, June 29, 2026	Monday, March 22, 2027
Monday, September 7, 2026	Monday, May 31, 2027
Monday, November 16, 2026	Monday, August 30, 2027

(Dates subject to change, please contact the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – BARBERING PROGRAM:

Omna Institute students in the Barbering program must complete the following requirements in order to graduate:

1. Complete the **750 clock hours** required by the State of Virginia within the required length of time.
2. Complete the **332 service performances found below that are** required by the state:

Performance	Minimum Required
Hair and Scalp Treatments	10
Hair Services	285
Tinting	10
Temporary Rinses	5
Semi-permanent color	5
Basic Facials	5
Shaving with a Straight Razor	12
Total	332

3. Complete and receive passing grades on all required practical evaluations and written exams.
4. Complete State-Board review written and practical examinations in satisfactory manner (75% grade).
5. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

ESTHETICS PROGRAM COURSE OF STUDY - (600 CLOCK-HOURS):

Omna Institute offers a 600 clock hour Esthetics program offering a part-time 30 week or full-time 18 week schedule to individuals seeking to become licensed estheticians. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating theory and practical course of study. The curriculum is designed to develop our students into the best possible estheticians during their 600 hours. Students will receive approximately 200 hours of theory instruction via distance education, 220 hours of lab and 180 hours of hands-on practical/clinic work with clients. Expectations are high for students while at the Institute; however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the esthetics program is for students to develop a profound understanding of esthetics technical skills and professional behavior necessary for careers in the beauty and wellness industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives is for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client.
- To build a very strong foundation for technical application skills in skin care, including but not limited to proficiencies in facials, waxing, and make-up applications.
- To build confidence within themselves as estheticians and as people, and to project such confidence onto the client through their application, professionalism, and personal image.
- To build their own brand and to understand how to market themselves as estheticians in order to build a clientele.
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and employment and maintain such employment.

Esthetics Program - Course of Study		
Level	Areas of Study *(DE) = Distance Education for theory portion	Brief Description
CORE 200 hours	Orientation Skin Analysis (DE) Facial Treatments (DE) Basic facials with massage ○ Treatment notes ○ Retailing ○ Infection Control (DE) Sanitation and disinfection techniques/room set-up	CORE begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. CORE builds the foundational theory and practical skills to build upon for a successful career in the industry.

	Hair Removal (DE) ○ Waxing ○ Tweezing Basics of electricity (DE) Facial Machines (DE) Basic facials with machines Make-up Essentials (DE) Make-up applications ○ Tinting ○ Perming ○ Lash extensions <i>Milady Standard</i> theory work Practical Assessments	Students will learn the core practical skills on campus while learning theory concepts online (hybrid). Students will have the skills to practice in the Student Clinic (Spa) in the next phase once they complete CORE . Note: This program offers a hybrid approach, offering distance education for the theory portions denoted.
Advanced 400 hours	● Student Clinic (Spa) practical learning on real-life clients ● History and career opportunities ● Professional Image ● Laws and Regulations ● Communicating for success ● Life skills ● Professional Image ● Physiology and histology of the skin ● Anatomy and Physiology ● Disorders and diseases of the skin ● Basics of Chemistry ● Skin care products ● Nutrition ● The Treatment Room ● Advanced Topics and Treatments ● Body treatments ● Selling products and services ● Career planning ● Skin care business ● State Board Preparation ○ Review ○ Mock exam (written and practical) ○ Licensing Application	ADVANCED builds upon the concepts learned in CORE , while also teaching new ones. Students gain valuable experience by servicing clients during this portion and will learn the more advanced esthetics practical applications. Students will also become prepared for licensure (state board prep) and placement in the field. Students will learn in the student clinic, designated esthetics classroom, and online (hybrid).

ESTHETICS PROGRAM SCHEDULES AND START DATES:

Omna Institute offers a part-time and full-time schedule for the Esthetics program, both schedules utilize a hybrid learning model. There are two schedules available for the esthetics program; a morning part-time and a full-time schedule.

Esthetics Program (Part-Time Schedule)				
Days of Week	Times	Hours/Day	Hours/Week	Length
Monday - Friday	8:30 am – 12:30 pm	4	20	30 weeks

Hybrid Weekly On-Campus/Online Schedule				
Part-Time, Morning (AM)				
Weeks 1-10:		Day:	Location:	
		Monday:	Online	
		Tuesday:	On-Campus	
		Wednesday:	Online	
		Thursday:	On-Campus	
		Friday:	Online	
Weeks 11-30:		Day:	Location:	
		Monday:	Online	
		Tuesday:	On-Campus	
		Wednesday:	On-Campus	
		Thursday:	On-Campus	
		Friday:	On-Campus	

***Note – Online work can be completed on student's time, as long as assignment due dates are met.**

Esthetics Program (Full-Time Schedule)				
Days of Week	Times	Hours/Day	Hours/Week	Length
Monday (Campus)	8:30 am – 5:00 pm	8	8	18 Weeks
Tuesday - Friday (Campus)	1:00 - 5:00 pm	4	16	
Online	Assignments due by 11:59 pm on Sunday	Varies	11	

***Note – Online work can be completed on student's time, as long as assignment due dates are met.**

Omna Institute starts students every 10 weeks in the Part-Time and every 9 weeks in the Full-Time Esthetics Program. The start dates are as follows:

Esthetics Program Start Dates		
Class Start Date	Scheduled Completion Date	Schedule
Monday, March 9, 2026	Monday, October 5, 2026	Part-Time (AM)
Monday, May 18, 2026	Monday, December 14, 2026	Part-Time (AM)
Monday, July 27, 2026	Monday, March 8, 2027	Part-Time (AM)
Monday, October 5, 2026	Monday, May 17, 2027	Part-Time (AM)
Monday, January 4, 2027	Monday, August 23, 2027	Part-Time (AM)
Monday, January 26, 2026	Monday, June 1, 2026	Full-Time
Monday, March 30, 2026	Monday, August 3, 2026	Full-Time
Monday, June 1, 2026	Monday, October 5, 2026	Full-Time
Monday, August 3, 2026	Monday, December 7, 2026	Full-Time
Monday, October 5, 2026	Monday, February 22, 2027	Full-Time
Monday, December 14, 2026	Monday, May 10, 2027	Full-Time
Monday, March 1, 2027	Monday, July 5, 2027	Full-Time

(Dates subject to change, please call the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – ESTHETICS PROGRAM:

Omna Institute students in the Esthetics program must complete the following requirements in order to graduate:

1. Complete the **600 clock hours** required by the State of Virginia within the required length of time.
2. Complete the **220 service performances found below that are** required by the state:

Performance	Minimum Required
Consultations, cleansings and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
Total Services	220

3. Complete and receive passing grades on all required practical evaluations and written exams.
4. Complete all required practical and clinic work with a passing evaluation.
5. Complete State-Board mock written and practical examinations with a minimum grade of 75%.
6. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

MASTER ESTHETICS PROGRAM COURSE OF STUDY - (600 Clock-Hours):

Omna Institute offers a 600 clock hour, 30 week Master Esthetics program to licensed estheticians seeking their master esthetics license. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their state board examinations. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible estheticians during their 600 hours. Students will receive approximately 160 hours of theory online via distance education, 152 hours of lab, and 288 hours of hands-on practical/clinic work with mannequins, students and clients. Expectations are high for

students while at the Institute; however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the Master Esthetics program is for students to build upon their existing understanding of esthetics, technical skills, and professional behavior necessary for careers advancement in the beauty and wellness industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client.
- To build a very strong foundation for technical application skills in skin care, including but not limited to proficiencies in chemical exfoliation, advanced treatments, microdermabrasion, and lymphatic drainage treatments.
- To build confidence within themselves as master estheticians and as people, and to project such confidence onto the client through their application, professionalism, and personal image.
- To build their own brand and to understand how to market themselves as master estheticians in order to build a clientele.
- To understand the business side of the industry and to know how to achieve their desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and employment and maintain such employment.

Master Esthetics Program - Course of Study		
Level	Areas of Study *(DE) = Distance Education for theory portion)	Brief Description
CORE 100 hours	Orientation and Student Handbook Advanced facial techniques (DE) Advanced skin care massage (DE) Advanced facial devices (DE) Practical learning on mannequins and students Practical Assessments <i>Milady Standard</i> theory work	CORE is delivered via a hybrid model, with a good portion being distance education. CORE begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. CORE advanced the techniques and skills acquired in basic esthetics while building the foundation needed to succeed in the next phase and the industry.

Advanced 500 hours	Practical applications and real-life experience on the student clinic: • Laws and Regulations • Infection control • Advanced histology of the cell and the skin • Anatomy and Physiology; muscles and nerves; Cardiovascular and Lymphatic systems • Skin typing and aging analysis • Advanced skin analysis and consultations • Wellness management • Advanced skin disorders: skin in distress • Lymphatic Drainage • Chemistry and Biochemistry • Skin care products, chemistry, ingredients, and selection • Ingredients and products for skin issues • Pharmacology • Botanicals and Aromatherapy • Chemical exfoliations • Laser, light energy, and radio frequency treatments • Advanced facial devices • Galvanic current/Microdermabrasion/ Dermaplaning/LED/Microcurrent/ Ultrasound • Advanced Hair removal • Advanced facial and waxing techniques • Spa treatments • Hormones • Chemistry and Biochemistry/Clinic • Advanced Make-up applications and - techniques • Complementary wellness therapies • Ayurveda theory and treatments • Working in a medical setting • Laser, light energy and radio frequency/Clinic • Pharmacology for Estheticians/Clinic • Working in a medical setting/Clinic • Medical terminology/Clinic • Medical intervention/Clinic • Plastic surgery procedures • The esthetician role in pre/post medical treatments • Medical treatment terminology and documentation • Financial business skills (DE) • Marketing (DE) State board preparation • Review • Mock exam (Written and Practical)	ADVANCED students will begin servicing clients through the student clinic (spa) and will learn advanced esthetics theory concepts and practical skills training/applications. Students will learn valuable skills leading to successful careers in the field, including but not limited to; Business skills (learn how to start your own business), marketing, working in a medical setting, licensure preparation (state board exam prep), and employment/placement preparation.
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MASTER ESTHETICS PROGRAM SCHEDULES AND START DATES:

Omna Institute offers a part-time schedule for the Master Esthetics program. Class start dates and class schedules for the Master Esthetics Program are subject to change. Contact the Admissions Department to confirm dates and schedules. *Please note, enrollment is subject to availability.*Online work can be completed on student's time, as long as assignment due dates are met.*

Master Esthetics Program Available Schedules					
Schedule	Days of Week	Times	Hours/Day	Hours/Week	Length
Morning	Monday - Friday	8:30 am – 12:30 pm	4	20	30 weeks

Hybrid Weekly On-Campus/Online Schedule					
<u>Weeks 1-5:</u>			<u>Weeks 6-30:</u>		
<u>Day:</u>	<u>Location:</u>		<u>Day:</u>	<u>Location:</u>	
Monday:	Online		Monday:	On-Campus	
Tuesday:	On-Campus		Tuesday:	On-Campus	
Wednesday:	Online		Wednesday:	On-Campus	
Thursday:	On-Campus		Thursday:	On-Campus	
Friday:	Online		Friday:	Online	

Omna Institute starts students every 5 weeks. The start dates are as follows:

Master Esthetics Program Start Dates		
Class Start Date	Scheduled Completion Date	Schedule
Monday, January 19, 2026	Monday, August 17, 2026	Morning (AM)
Monday, February 23, 2026	Monday, September 21, 2026	Morning (AM)
Monday, March 30, 2026	Monday, October 26, 2026	Morning (AM)
Monday, May 4, 2026	Monday, November 30, 2026	Morning (AM)
Monday, June 8, 2026	Monday, January 18, 2027	Morning (AM)
Monday, July 13, 2026	Monday, February 22, 2027	Morning (AM)
Monday, August 17, 2026	Monday, March 29, 2027	Morning (AM)
Monday, September 21, 2026	Monday, May 3, 2027	Morning (AM)
Monday, October 26, 2026	Monday, June 7, 2027	Morning (AM)
Monday, December 7, 2026	Monday, July 19, 2027	Morning (AM)
Monday, January 25, 2027	Monday, August 23, 2027	Morning (AM)

(Dates subject to change, please call the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – MASTER ESTHETICS PROGRAM:

To be eligible for graduation from the Master Esthetics Program, each student is required to:

1. Complete the **600 clock hours** required by the State of Virginia within the required length of time.
2. Complete the below **215 service performances** required by the state:

Practical Performance	Minimum Required
Advanced treatments	40
Microdermabrasion	50
Chemical Exfoliation	75
Lymphatic Drainage Treatments	50
Total	215

3. Complete and receive passing grades on all required practical evaluations and written exams.
4. Complete all required practical and clinic work with a passing evaluation.
5. Complete State Board mock final written and practical exams with a minimum grade of 85%.
6. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

MASSAGE THERAPY PROGRAM COURSE OF STUDY - (625 Clock-Hours):

Omna Institute offers a 625 clock hour, 31 week Massage Therapy program to individuals seeking to become licensed massage therapists. Upon successful completion of the program, graduates will be awarded a certificate of completion enabling these individuals to take their licensing/certification examinations [Massage and Bodywork Licensing Exam (MBLEx)]. The course is designed to offer students a wide range of educational opportunities.

The education, curriculum, and facility promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible massage therapists during their 625 hours. Students will receive approximately 225 hours of theory/class hours with 225 hours delivered via distance education, 214 lab hours, and 186 hours of hands-on practical/clinic work with clients. Expectations are high for students while at the Institute; however, these expectations will produce tremendous results for those who attend the Institute with passion and dedication.

The overall educational objective of the massage therapy program is for students to develop a profound understanding of massage therapy technical skills and professional behavior through theory instruction and

practical experience working on classmates and ultimately clients. Educational objectives for our students upon successful completion of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, ethical, and professional.
- To identify what is best for each individual as a client and how to successfully verbally communicate this to the client and to properly, safely deliver a tailored service to satisfy client's needs.
- To build a very strong foundation for technical massage application skills in various methods of delivery, including but not limited to proficiencies in Swedish, therapeutic, deep tissue, stone, sports, and hydrotherapy/aromatherapy.
- To develop a profound understanding of the body's anatomy and physiology, kinesiology, energy modalities, and overall well being.
- To build confidence as massage therapists and as individuals; and to project such confidence onto the client through their application, professionalism, and personal conduct.
- To understand how to market oneself as a massage therapist to build a clientele.
- To understand the business of the industry and how to achieve one's desired earnings through goal setting and planning.
- To produce graduates who obtain licensure and sustained employment in the field.

Massage Therapy Program - Course of Study		
Level	Areas of Study *(DE) = Distance Education for theory portion)	Brief Description
Orientation CORE 300	• Orientation and History (DE) • Anatomy and Physiology (DE) • Kinesiology Upper/Lower (DE) • Swedish Massage (DE) • Business Law and Ethics (DE) • Massage Therapy Theory (DE)	Core theory begins with an orientation designed to welcome and introduce new students to the Institute's policies, expectations, and educational pathway. Core emphasizes core concepts about the body's workings and introduces students to the practical concepts of Swedish massage. The core theory sets students up to perform their clinical massage work in public. Students are introduced to hands-on touch their first week of class, but are in the program for 15 weeks before they are introduced to public clinic. During the first 15 weeks of the course, students practice hands-on techniques in class labs with fellow students.

Advance Theory, Practical, and Exam Preparation 325	• Pathology (DE) • Career Readiness (DE) • Aromatherapy (essential oils) (DE) • Introduction to Spa Treatments (DE) • Hot/Cold Applications (DE) • Special Populations (i.e. prenatal) (DE) • Business Practices, Marketing and Professional Development (DE) • Clinical Practice • Client Assessment • Exam Review (DE)	Advanced Theory and Practical emphasizes the hands-on education of the program with theory still being taught throughout. Students will begin servicing clients during this portion of the curriculum and will learn the more practical massage applications. Students will review for the MBLEX exam as well as perform practical massage applications in the public clinic.
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MASSAGE THERAPY PROGRAM PART-TIME SCHEDULES AND START DATES:

Omna Institute only offers a part-time schedule (hybrid) for the Massage Therapy program.

Massage Therapy Part-Time Day Standard Schedule					
Days of Week	Times	Break	Hours/Day	Hours/Week	Length
Monday – Friday	9:00am - 4:00pm	30 min.	6.5	20	31 weeks

Students will be scheduled on either schedules indicated below:

<u>Hybrid Weekly On-Campus/Online</u> <u>Schedule Option 1:</u>		<u>Hybrid Weekly On-Campus/Online</u> <u>Schedule Option 2:</u>	
<u>Day:</u>	<u>Location:</u>	<u>Day:</u>	<u>Location:</u>
Monday:	On-Campus	Monday:	Online
Tuesday:	On-Campus	Tuesday:	Online
Wednesday:	Online	Wednesday:	On-Campus
Thursday:	Online	Thursday:	On-Campus
Friday:	Online	Friday:	Online

Omna Institute has classes starting every 15 weeks in the Massage Therapy program. The Start dates are as follows:

Massage Therapy Program Start Dates	
Class Start Date	Scheduled Completion Date
Monday, May 4, 2026	Monday, November 30, 2026
Monday, December 7, 2026	Monday, June 28, 2027
Monday, July 19, 2027	Monday, January 31, 2028

(Dates subject to change, please call the Admissions Department to confirm dates)

GRADUATION REQUIREMENTS – MASSAGE THERAPY PROGRAM

Omna Institute students in the Massage Therapy program must complete the following requirements in order to graduate:

1. Complete the 625 clock hours approved by the State Council of Higher Education for Virginia within the required length of time.
2. Complete and receive passing grades on all required practical evaluations and written exams.
3. Complete all required practical and clinic work with a passing evaluation.
4. Make satisfactory arrangements for payment of all financial obligations.

Upon satisfactory completion of all requirements, students will receive a certificate of completion and all necessary certified paperwork required to apply for state board examination and licensure. Students are to complete an exit interview and exit paperwork upon completion of the program.

OMNA INSTITUTE CULTURE:

Omna Institute is committed to delivering an inspiring and motivating educational environment for its students. In order to prepare students for their careers, the Institute's culture is based on a professional environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment and behavior
- An exciting, motivating, and inspiring atmosphere
- A high standard of excellence and positive learning attitudes
- A positive morale
- Excellent customer service

EXTRACURRICULAR ACTIVITIES:

Omna Institute provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

Community Events: Students participate in events giving back to the community by providing services to a variety of different groups and individuals.

Fashion Shows and Photo Shoots: Students may be given the opportunity to do hair and make-up for Omna Institute fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications.

Career Fair: Employers and hiring managers are invited to the Institute to recruit students for post-graduation employment.

ADMISSIONS:

All applicants of Omna Institute must fulfill all admissions requirements to be considered for acceptance to the Institute. Please call the Admissions Department to schedule your information session and school tour.

Admissions Requirements

- Submit a high school diploma, G.E.D., or state-issued credential for secondary completion if homeschooled or other circumstances apply.
 - High school transcripts will be accepted if a diploma cannot be accessed (transcripts must clearly indicate graduation date).
 - Online diplomas or unknown/questionable diplomas are subject to acceptance per the school's *Validity of High School Completion Policy* (see Federal Consumer Information for detailed policy).
- Submit a copy of a valid legal form of identification
- Submit completed Application with a non-refundable \$25 Application Fee*
- Complete the Admissions Interview
- Complete the Financial Planning Session
- Sign the completed Enrollment Agreement

Note: For admittance to the Master Esthetics Program only, applicants must have and provide proof of current Virginia Esthetics License in good standing.

OMNA Institute is currently certified to enroll students residing in the Commonwealth of Virginia. Students residing outside of Virginia who seek enrollment in programs with distance education components should contact the Admissions Office to confirm eligibility prior to applying. OMNA Institute is actively pursuing NC-SARA membership to expand enrollment to students in additional states.

****Personal and Cashier's Check, Money Order, or Credit Card accepted. Please make it payable to Omna Institute. Note: Cash is not accepted for admissions payments.***

See Hybrid Programs – Distance Education Information' section in this catalog to better understand the program and technology requirements before enrolling.

See Internship, Externship, and Work-Based Policy' section in this catalog to better understand possible externship site requirements and possible restrictions.

Omna Institute does not admit Ability-To-Benefit students. The Institute does not recruit students already attending or admitted to schools with similar programs. The Institute does not enroll students who are currently enrolled in elementary or secondary schools.

Omna Institute does not discriminate on the basis of sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in a satisfactory manner may be accepted to Omna Institute and notified of acceptance to the school. Omna Institute does not guarantee admittance and reserves the right to deny admittance to applicants who the school believes will not reasonably meet graduation requirements of the program and will not benefit from the training offered. Students who complete a program with Omna Institute and enroll in subsequent programs with the school must have a prior account balance in good standing; and enrollment must be approved by the school Administration, who reserves the right to deny admittance due to infractions incurred during prior enrollment.

TRANSFER STUDENT POLICY:

1. POLICY OVERVIEW:

Omna Institute (OMNA) accepts transfer students from other institutions, both in and out of state, in accordance with the following transfer credit policy. This policy complies with all applicable requirements established by the State Council of Higher Education for Virginia (SCHEV) and the Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology.

Omna Institute may award credit for prior learning through multiple pathways, including prior coursework, work and life experience, and standardized examinations, for applicable courses/programs.

Student Responsibility: All incoming students requesting transfer credit must initiate the transfer evaluation process with their Admissions Representative prior to the start of classes. Transfer credit evaluations must be completed before the student's enrollment begins.

Evaluation Authority: All transfer credit requests are evaluated by the Director of Education in collaboration with the relevant Program Director and/or Campus Director, as applicable to the program type.

2. GENERAL TRANSFER CREDIT STANDARDS:

Transfer credit may be awarded when the following criteria are satisfied:

2.1 Institutional Eligibility

- All originating institutions must have been licensed, approved, or otherwise authorized by the appropriate state regulatory body at the time the student was enrolled.
- For degree-level coursework, originating institutions must have been accredited by an accrediting agency recognized by the U.S. Department of Education at the time the credits were earned.
- For Virginia institutions, the originating school must have been certified to operate by SCHEV or held appropriate authorization at the time of the student's enrollment.

2.2 Time Limitations for Transfer Credit

- **Technical/Occupational Coursework:** Completed within five (5) years prior to application to OMNA.
- **Certificate Programs Regulated by DPOR** (Cosmetology, Barbering, Esthetics, and Master Esthetics): Completed within two (2) years prior to enrollment, in accordance with DPOR Board requirements.
- **Massage Therapy and Behavioral Health Technology:** Completed within five (5) years prior to application to OMNA.
- **General Education Courses for Associate of Applied Science degrees:** No time limit when transferred from regionally accredited institutions; however, all courses are subject to content review to ensure currency and relevance.

2.3 Academic Standards

- A minimum grade of "C" or 70% equivalent is required for all coursework considered for transfer.
- Pass/Fail courses will be evaluated on a case-by-case basis and must demonstrate equivalent competency.

2.4 Equivalency Determination

Course equivalency is determined through comprehensive review of:

- Alignment of course content, learning outcomes, and credit/clock hours with OMNA curriculum
- Compliance with Virginia state requirements and DPOR Board standards, when applicable
- Demonstration of comparable competencies and skills
- Review of syllabi, course descriptions, and/or program catalogs

2.5 Documentation Requirements

Students must provide the following documentation for transfer credit evaluation:

- **Official Transcripts:**
 - **For Associate of Applied Science degree programs:** Official Transcripts must be sent directly from the issuing institution to Omna Institute's Admissions Department through one of the following methods:
 - Sent via mail to: Attn: Admissions Department, 3700 Candler Mountain Road, #68 Lynchburg, VA 24502
 - Submitted electronically through verified transcript services (e.g., Parchment, National Student Clearinghouse, Credential Solutions).
 - Provided by the student in a sealed, official envelope with institutional stamps/seals intact.
 - **For certificate programs:** Official transcripts can be submitted by the student in a sealed envelope or sent directly from the issuing institution via mail, email, or verified transcript service.
- **Course Descriptions or Syllabi** for each course being considered for transfer.
- **School Catalog or Bulletin** from the originating institution (for certificate programs).
- **Practical Performance Documentation** is a requirement for transfer evaluation for DPOR-regulated programs.
- **Additional Documentation** as requested by the Director of Education or Registrar.

Note: Unofficial transcripts may be used for initial evaluation, but official transcripts must be received before transfer credit can be formally awarded and applied to the student's record.

3. TRANSFER CREDIT FOR CERTIFICATE PROGRAMS:

3.1 DPOR-Regulated Programs (Cosmetology, Barbering, Esthetics, Master Esthetics)

Transfer credit for these programs must comply with all requirements established by the Virginia Board for Barbers and Cosmetology. The following conditions must be met:

Originating School Requirements:

- The originating school must have been licensed by the appropriate state licensing entity while the student was enrolled.
- The school's curriculum must have been approved by the state licensing entity at the time of the student's enrollment.
- The originating school must be accredited by an accrediting agency recognized by the U.S. Department of Education while the student was enrolled.
- Hours must have been earned within two (2) years prior to enrollment at OMNA.

Clock Hour Award Conditions:

- OMNA may only award clock hour credit for completed content areas documented on the official transcript.
- Clock hours are awarded based on substantiated completion of hours within each content area of the curriculum.
- Clock hour credit is awarded up to the maximum hours required for equivalent courses in the program.
- The official transcript must clearly indicate the course content completed in order for transfer clock hour credit to be awarded.
- Credit for all relevant practical performances that align with clock hours being transferred will be accepted.
- Students must demonstrate how awarded transfer clock hours satisfy each content area required by the Virginia Board for Barbers and Cosmetology when applying to the Board for exam application.

Competency Assessment:

- All transfer students into DPOR-regulated programs must complete a board-approved competency assessment administered by OMNA.
- A minimum score of 75% is required to pass the competency assessment.
- Transfer credits are finalized only after successful completion of the competency assessment.
- OMNA may require additional competency testing before permitting students to engage in work-based learning activities.
- Students must satisfy all competency requirements when applying to the Board for examination.

3.2 Massage Therapy Program

OMNA accepts transfer students from Massage Therapy programs that are:

- Certified to operate by the State Council of Higher Education for Virginia (SCHEV), or
- Approved by the originating state's regulatory authority
- In compliance with Section 2 (General Transfer Credit Standards) of this policy.

Clock Hour Award Conditions:

- OMNA may only award clock hour credit for completed content areas documented on the official transcript.
- Clock hours are awarded based on substantiated completion of hours within each content area of the curriculum.
- Clock hour credit is awarded up to the maximum hours required for equivalent courses in OMNA's approved Massage Therapy curriculum.
- The official transcript must clearly indicate the course content completed in order for transfer clock hour credit to be awarded.
- Credit for all relevant practical performances that align with clock hours being transferred will be accepted.

3.3 Out-of-State Transfer Credits

Clock hours earned from certificate programs outside of Virginia require additional evaluation based on:

- The originating state's curriculum and regulatory requirements
- Comparison of the originating state's required hours of study with Virginia requirements
- Content alignment with OMNA's curriculum and Virginia Board standards

All out-of-state transfer students must also satisfy the requirements outlined in Section 3.1 (DPOR-Regulated Programs), including originating school requirements, clock hour award conditions, and board-approved competency assessments.

3.4 Apprenticeship Programs

In accordance with DPOR Board for Barbers and Cosmetology regulations, apprenticeship hours cannot be awarded as credit toward school-based training hours.

4. TRANSFER CREDIT FOR ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS:

OMNA Institute accepts transfer credits for students who wish to transfer into its Associate of Applied Science degree program. Prospective transfer students must have officially withdrawn from another school. An official transcript from a national or regionally accredited college or university must be submitted to the school for transfer credit evaluation.

4.1 General Education Courses

Transfer credit for general education courses may be awarded when:

- The originating institution was accredited by a U.S. Department of Education-recognized accrediting agency at the time credits were conferred.
- The student earned a grade of "C" (70%) or higher.
- Course content and learning outcomes align with OMNA's general education curriculum.
- OMNA confirms the accreditation status of the issuing institution.

Virginia Community College System (VCCS) and Public Institutions: In most cases, comparable credits awarded by VCCS institutions or Virginia public colleges and universities will be accepted, subject to course equivalency review.

4.2 Technical/Program-Specific Courses

Transfer credit for technical or program-specific courses requires:

- Official course descriptions demonstrating content alignment with OMNA curriculum.
- Evaluation by the Program Director and Director of Education.
- Satisfaction of all standards outlined in Section 2 of this policy.

4.3 Institutional Credit Requirement

Students must complete a minimum of 30% of the total required program credits at OMNA in order to be awarded a degree. This institutional credit requirement ensures that graduates have received substantial instruction within OMNA's curriculum and under the supervision of OMNA faculty.

4.4 Evaluation Process for Associate of Applied Science Programs

1. Student submits official transcripts directly from issuing institution(s) to OMNA.
2. Student provides official course descriptions for all courses being evaluated.
3. The Director of Education reviews transcripts for institutional accreditation, grades, and course equivalency.
4. The Director of Education, in consultation with Program Directors as needed, awards transfer credits at their discretion.
5. Student receives written notification of transfer credit decisions.
6. Awarded credits are recorded on the student's OMNA transcript.

Note: Associate of Applied Science degrees are terminal occupational/technical programs. Credits earned in the Associate of Applied Science programs are designed for immediate workforce entry and generally do not transfer to baccalaureate degree programs.

5. TRANSFER BETWEEN PROGRAMS AT OMNA INSTITUTE:

Students currently enrolled at OMNA or graduates of OMNA certificate programs may transfer between certain programs or apply completed coursework toward degree programs, subject to the following guidelines:

5.1 Eligible Program Transfers

Transfer of credit is permitted between the following programs, subject to transcript review:

- Cosmetology to/from Barbering
- Cosmetology to/from Esthetics
- Cosmetology 1500-hour program to Cosmetology 1,000-hour program

5.2 Transfer Limitations Between Certificate Programs:

No transfer of credit is permitted between the following certificate programs:

- Esthetics and Barbering
- Master Esthetics and any other certificate program

- Massage Therapy and any other certificate program

Note: While transfer between certificate programs is not permitted, certificate coursework may be evaluated for credit toward Associate of Applied Science degree programs as outlined in Section 5.4.

5.3 Internal Transfer Process for Currently Enrolled Students

When transferring between eligible programs:

- Credit is awarded only for completed coursework that aligns with the curriculum requirements of the new program.
- Credit is awarded up to the maximum hours required for equivalent courses in the new program.
- Credit for all relevant practical performances that align with transferred hours will be accepted.
- Additional competency testing may be required before permitting work-based learning activities.
- All internal transfer requests are evaluated on a case-by-case basis by the Director of Education and relevant Program Director(s).
- Students must meet with the Director of Education and the Financial Aid Office to understand how the transfer will affect their program completion timeline and financial obligations.

5.4 Transfer of Certificate Coursework to Associate of Applied Science Degree Programs:

OMNA certificate program graduates and currently enrolled students may apply completed certificate coursework toward general education requirements in Associate of Applied Science degree programs when content and learning outcomes align.

Massage Therapy to Associate of Applied Science Programs:

- Anatomy and Physiology coursework completed in the Massage Therapy program may satisfy BIO 101 (General Biology) requirements in Associate of Applied Science degree programs.
- Credit is awarded based on successful course completion (grade of C or higher), documentation review, and Director of Education approval in consultation with the Program Director.
- Clock hours from certificate programs will be converted to semester credit hours based on content equivalency and contact hour calculations.
- All evaluations are conducted on a case-by-case basis.

Application Process:

Students or graduates seeking to apply certificate coursework to degree programs should contact the Admissions Office.

6. CREDIT FOR PRIOR LEARNING:

6.1 Life and Work Experience Credit (Prior Learning Assessment)

OMNA may award credit for prior learning gained through life or work experience, subject to the following conditions:

- **Maximum Credit:** Up to 25% of total degree credits may be awarded for prior learning.
- **Eligibility:** Available only for Associate of Applied Science degree programs.

- **Not Available For:** Certificate programs regulated by DPOR or Virginia Board of Nursing (BON)
- Credit is awarded based on documented alignment with specific course learning outcomes.
- Assessment methods include portfolio review, competency examination, skills demonstration, or other appropriate evaluation methods.
- All prior learning assessments are conducted by qualified faculty or Program Directors.

Application Process: Students interested in pursuing credit for prior learning should contact the Admissions Office to obtain application procedures, required documentation, and applicable fees.

6.2 College Level Examination Program (CLEP®)

OMNA accepts CLEP® exam results for general education coursework applicable to Associate of Applied Science degree programs, subject to the following guidelines:

- CLEP® exams may not be used to replace coursework for which the student received a failing or unsatisfactory grade.
- A maximum of two (2) prerequisite courses may be fulfilled through CLEP® examinations.
- Minimum passing scores align with recommendations from the American Council on Education (ACE) or as determined by OMNA.
- Credit granted through CLEP® is recorded as transfer credit without a letter grade.
- CLEP® credits do not count toward the 30% residency requirement.
- Official CLEP® score reports must be sent directly to OMNA from the College Board.

Registration Information: CLEP® exams are standardized tests developed by The College Board. To register for CLEP® examinations, visit the College Board website at <https://clep.collegeboard.org/>. Exam fees and registration instructions are provided on the website. Students may also contact the Admissions Office for additional information.

7. TRANSFERRING FROM OMNA INSTITUTE TO OTHER INSTITUTIONS:

Important Notice: The transferability of credits and credentials earned at OMNA to other institutions is not guaranteed. Acceptance of credits is solely at the discretion of the receiving institution.

- All certificates, diplomas, degrees, and coursework completed at OMNA are subject to review and acceptance by the receiving institution and applicable state regulatory bodies.
- Associate of Applied Science (A.A.S.) degree programs are terminal occupational/technical programs designed for immediate workforce entry.
- Credits earned in Associate of Applied Science programs generally do not transfer toward baccalaureate degrees.
- Students planning to transfer should work closely with the Director of Education and contact the receiving institution early to understand transfer policies.
- Official transcripts can be requested through the Admission's Office.

8. TRANSFER CREDIT APPEAL PROCESS:

Students who disagree with a transfer credit decision have the right to appeal through the following process:

1. **Written Appeal Submission:** The student must submit a written appeal to the Campus Director within five (5) business days of receiving notification of the transfer credit decision.
2. **Required Documentation:** The appeal must include:
 - A clear, detailed explanation of the basis for the appeal
 - All supporting documentation for re-evaluation
 - Any additional evidence demonstrating course equivalency or competency
3. **Review Process:** The Campus Director will review the appeal in consultation with the Director of Education, Director of Admissions, and Program Director.
4. **Decision Timeline:** The student will receive a written response within ten (10) business days of the appeal submission.
5. **Final Decision:** The Campus Director's decision on the appeal is final.

9. POLICY ADMINISTRATION:

Responsible Parties:

- Director of Education: Overall policy implementation and compliance; Associate of Applied Science degree transfer credit evaluation and record-keeping.
- Program Directors: Technical/program-specific content evaluation.
- Admissions Representatives: Initial transfer credit inquiries and application assistance.
- Campus Director: Appeal decisions and final authority.

Record Retention: All transfer credit documentation, evaluations, and decisions are maintained in the student's permanent academic file in accordance with SCHEV and institutional record retention policies.

Policy Review: This policy is reviewed annually and updated as needed to maintain compliance with SCHEV, DPOR, and other applicable regulatory requirements.

10. POLICY DEFINITIONS:

Clock Hour: A period of 50-60 minutes of instruction, as defined by state regulatory requirements.

Credit Hour: An amount of work represented in intended learning outcomes, typically 15 hours of lecture, 30 hours of laboratory, or 45 hours of work-based activities per one semester credit hour.

Competency Assessment: An evaluation measuring a student's mastery of specific skills and knowledge.

Official Transcript: An academic record sent directly from the issuing institution to OMNA, bearing appropriate seals or electronic authentication.

Institutional Credit Requirement: The minimum percentage of credits that must be completed at OMNA to earn a degree.

Terminal Degree: A degree designed as the final credential for a specific career field, not intended for transfer to higher-level degree programs.

Re-Enrollment Policy:

Students who have withdrawn from Omna Institute in good standing may apply for readmission after waiting a minimum 60-day period. Students requesting to re-enroll will be required to submit an **Improvement Action Plan** towards graduating, prior to being scheduled to meet with the Re-enrollment Committee. The Admissions Department will notify the re-applying student of the school's determination. Previous credit earned during the initial enrollment is not guaranteed.

The re-enrolling student will enter at the same level of satisfactory progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdrawing.

Re-entry Period	Requirements for Re-entry to Omna Institute
Within Six Months	If a student re-enters <i>within six months</i> of withdrawal, then: The student will be evaluated on Satisfactory Academic Progress according to the same completed hours (clock or credit) the student had at time of withdraw • <i>Example: If a cosmetology student withdrew with 600 attended hours, then the student's next review point will be in 300 attended hours at the 900 hour cumulative SAP review point.</i>
After Six Months	If a student re-enters <i>after six months</i> of withdrawal, then: The student will be evaluated on Satisfactory Academic Progress according to the same completed hours (clock or credit) as new students • <i>Example: If a cosmetology student withdrew with 600 attended hours, then the student's next review point will be in 450 attended hours as their first SAP review point (as is the case for new students).</i>
<i>NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances. A student who is in school or scheduled to start school may withdraw or defer their enrollment with the school in order to serve the military; these students are entitled to reinstatement to the school without having to re-qualify for admission, given the student: returns to school after a cumulative absence of not more than 5 years and provides the school notice of intent to re-enroll with 3 years after completing the service period.</i>	

Placement and Student Kits for Transfer or Re-enrolling students:

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered in order to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks, and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from their last day of attendance to collect all kits and personal belongings before being discarded.

FINANCIAL AID:

Financial aid is available for those who qualify. Omna Institute participates in federal student aid programs offered through the U.S. Department of Education, which helps students pay for their education through grants and loans, while also providing other funding options for students.

Types of Federal Financial Aid Available

- **Federal Pell Grants:** A Pell Grant is a need-based federal grant awarded to eligible students who demonstrate financial need. Pell Grants do not need to be repaid, and award amounts vary based on the student's financial need, enrollment level, and federal eligibility guidelines.
- **Federal Direct Subsidized Loans:** A Direct Subsidized Loan is a need-based federal student loan. The U.S. Department of Education pays the interest on this loan while the student is enrolled at least half-time and during qualifying deferment periods. Award amounts vary based on the student's financial need, enrollment level, and federal eligibility guidelines. Students are responsible for repaying the loan beginning six (6) months after leaving school.
- **Federal Direct Unsubsidized Loans:** A Direct Unsubsidized Loan is a federal student loan available to eligible students regardless of financial need. Students are responsible for interest from the time the loan is disbursed. Interest can be paid while in school or allowed to accrue and capitalize. Students are responsible for repaying the loan beginning six (6) months after leaving school. Award amounts vary based on the student's enrollment level, and federal eligibility guidelines.
- **Federal Parent PLUS Loans:** A Parent PLUS Loan is a federal loan that allows parents of dependent students to help cover additional educational costs, up to the cost of attendance. PLUS loans require approval based on the borrowing parent's credit check, and parents are responsible for all interest and repayment, which begins immediately after the full loan has been disbursed.

Applying for Federal Financial Aid:

Students can apply for federal student-aid by completing the Free Application for Federal Student Aid (FAFSA). Students can apply using the online submission form, found at:

<https://studentaid.gov/h/apply-for-aid/fafsa>, School Code: 011596

Students interested in obtaining student loan through financial aid must submit the below confirmations:

1. FAFSA Submission Page: <https://studentaid.gov/h/apply-for-aid/fafsa>
2. Loan Entrance Counseling Completion: <https://studentaid.gov/entrance-counseling/>
3. Master Promissory Note Completion: <https://studentaid.gov/mpn/>

For additional information, please contact the Financial Aid Officer.

Maintaining Financial Aid:

To remain eligible for federal financial aid, students must meet Omna Institute's **Satisfactory Academic Progress (SAP)** requirements, including minimum GPA, successful course completion, and maximum timeframe standards. SAP requirements are published in the Academic Policies section of this catalog.

Private Student Loans:

The institution has partnered with Keystone Student Loans to provide access to private student loan funding for eligible students. Students and/or parents can apply for a private student loan to fund education through Keystone Student Loans and its lender, the Pennsylvania Higher Education Assistance Agency (**PHEAA**) [available to non-Pennsylvania residents], or through other private student loan providers. Keystone Student Loans provides loans to undergraduate and graduate students, as well as parent borrowers.

These loans are **not federal aid** and have varying interest rates, terms, and eligibility requirements. Students should carefully compare options before borrowing. The Financial Aid Office can assist students with understanding and applying for private loan considerations.

Scholarships:

Omna Institute may offer institutional scholarships and periodically share external scholarship opportunities, when available. The Financial Aid Office notifies students when scholarship applications open or when new opportunities become available.

Cash Payments:

For students who wish to self-pay, Omna Institute offers flexible monthly payment options. Students using cash-pay or institutional payment plans must complete the required **Truth-in-Lending Agreement** before payment arrangements are finalized.

For more information on the school's federal financial aid participation, including but not limited to; the percentage of students receiving federal financial aid, and the average indebtedness at graduation, please visit the schools website at www.omna.edu financial aid page to access the Net Price Calculator, Federal Consumer Information Bulletin, and College Navigator Site.

VETERANS AFFAIRS GI BILL®:

Omna Institute is approved to offer GI Bill® educational benefits to eligible students by the Virginia State Approving Agency for the following traditional certificate programs: Barbering.

Important Note: Cosmetology, Esthetics, Master Esthetics, and Massage Therapy programs are only offered via hybrid format and not eligible for this program. The Associate of Applied Science Behavioral Health Technology program is eligible, however, not yet approved with the Virginia State Approving Agency.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at- www.benefits.va.gov/gibill.”

Individuals seeking to utilize the Veterans Affairs GI Bill® Benefits may start and begin regularly scheduled classes upon providing the following:

1. Submit a “Certificate of Eligibility” for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.

3. Provide additional information necessary for the proper certification of enrollment.
4. Provide all prior credit and transcripts (including military if applicable).
5. Have a sound plan with the financial aid office on covering the balance on any school related costs (tuition, kits/books/fees) not covered by the VA education benefits disbursement.

Furthermore, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes or institutional facilities, or require the individual to borrow additional funds, for any covered individual due to the delayed disbursement funding from VA under chapter 31 or 33.

STUDENT ORIENTATION:

Students registered for class are required to attend orientation, typically held the Thursday before the class start date. Students will also be scheduled for pre-orientation to finalize paperwork for their enrollment.

Technology Orientation: During student orientation and on the first day of classes, all students will be given a technology orientation on the systems, software, hardware, and other technological aspects necessary for the student to succeed. Students enrolled in hybrid programs will receive an orientation to distance education that will provide students with information and training on basic online navigation of the learning management system (LMS) used to manage the online learning, along with policies, procedures, and other relevant information (i.e. - how to access support services to help students succeed in their program).

ACADEMIC CALENDAR:

For its credit-hour programs, Omna Institute utilizes a 16-week semester academic calendar, which is structured into two 8-week modules.

Semester Name	Semester Start Date	Semester End Date
Fall	August 24, 2026	December 16, 2026
Spring	January 11, 2027	April 30, 2027

**The week lengths and courseloads for the Summer term may differ from those of the standard 16-week semester.*

Omna Institute will be closed during the below dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures and Teacher Administrative days: Programs may still have online coursework to complete during Teacher Administrative Days, snow days, or abbreviated holiday weeks.

Academic Calendar	
Closure Reason	Dates Closed
Teacher Administrative Day*	Friday, January 2, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
Teacher Administrative Day*	Wednesday, February 4, 2026
President's Day	Monday, February 16, 2026

Teacher Administrative Day*	Wednesday, March 4, 2026
Teacher Administrative Day*	Wednesday, April 1, 2026
Teacher Administrative Day*	Wednesday, May 6, 2026
Memorial Day	Monday, May 25, 2026
Teacher Administrative Day*	Wednesday, June 3, 2026
Juneteenth	Friday, June 19, 2026
Teacher Administrative Day*	Wednesday, July 1, 2026
Teacher Administrative Day*	Wednesday, August 5, 2026
Labor Day	Monday, September 7, 2026
Teacher Administrative Day*	Wednesday, September 2, 2026
Teacher Administrative Day*	Wednesday, October 7, 2026
Teacher Administrative Day*	Wednesday, November 4, 2026
Thanksgiving	Closed at 1:00 P.M. on Wednesday, November 25, 2026 - Friday, November 27, 2026
Teacher Administrative Day*	Wednesday, December 2, 2026
Holiday Break*	Thursday, December 24, 2026 – Friday, January 1, 2027

****Online coursework may be scheduled during this time, for applicable programs.***

GRADING SYSTEM - CERTIFICATE PROGRAMS:

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student's responsibility to schedule and pass a makeup test. Omna Institute's grading system is as follows:

Range	Grade	Description
100%-93%	A	Exemplary performance.
92%-87%	B	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
86%-81%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
80%-75%	D	Below average mastery of a program. Needs improvement and review of materials covered and content concepts.
74% and below	F	Unsatisfactory progress in mastery of program content.

Theory grades include scores earned on quizzes, tests, and oral exams.

Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.

A **minimum grade point average of 75%** is required in order to maintain Satisfactory Academic Progress.

GRADING SYSTEM – DEGREE PROGRAMS:

Students enrolled in credit-hour programs are evaluated through written examinations, assignments, projects, clinical or lab work (if applicable), and participation. Makeup work and testing responsibilities follow the same standards as clock-hour programs. Omna Institute's degree program academic grading scale is:

Range	Grade	Description
90% and above	A	Outstanding mastery of course content and superior academic performance.
89% – 80%	B	Above-average mastery of course content with strong understanding and application.
79% – 70%	C	Satisfactory mastery of course content and basic competency in required skills.
69% – 60%	D	Limited mastery; student meets minimum expectations but requires improvement.
59% and below	F	Unsatisfactory progress; course requirements not met.

A minimum average of **75%** is required to maintain Satisfactory Academic Progress (SAP) in credit-hour programs.

In credit-hour degree programs, laboratory activities, clinical simulations, and work-based learning experiences are evaluated using competency-based rubrics aligned with course learning outcomes. Instructors assess students on demonstrated skills, professional behaviors, accuracy, and completion of assigned tasks. Lab and work-based learning evaluations contribute to the final course grade and are graded using the same alphabetical grading scale described for credit-hour programs.

STUDENT ACADEMIC EVALUATIONS:

All students will receive formal, documented academic evaluations, known as **Satisfactory Academic Progress** Evaluations, throughout their course of study at the following points:

Satisfactory Academic Progress Evaluation Review Points by Program					
Behavioral Health Technology (60 Semester Credit Hours)	Cosmetology Program (1,000 Clock Hours)	Barbering Program (1,100 Clock Hours)	Barbering Program (750 Clock Hours)	Basic and Master Esthetics Programs (600 Clock Hours)	Massage Therapy (625 Clock Hours)
After each 15 week Semester a SAP evaluation will be provided	450 attended hours 900 attended hours	450 attended hours 900 attended hours	375 attended hours	300 attended hours	312.50 attended hours

Students will be evaluated on both academic and attendance standards. Students must maintain averages of **75% in both attendance (clock-hour programs) or pace (credit-hour programs) and grade point average** to be considered making satisfactory progress.

Students failing to meet above minimum requirements for attendance/pace or academic progress at the review point will be placed on Financial Aid Warning until the end of the next scheduled review or until re-establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds (Title IV funds and VA Benefits) may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds and/or VA Benefits (if applicable) and may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

The Satisfactory Academic Progress Policy can be found in its entirety in the Institute's *Federal Consumer Information* publication on the school website (www.omna.edu) under the Financial Aid tab.

INSTITUTE POLICIES:

Omna Institute has established policies, procedures, and guidelines to allow for a conducive learning environment while at the Institute. The below policies can be found in its entirety in the Institutes' *Student Handbook*, and are applicable to all students, regardless of program of study.

Attendance - (Clock Hour Programs): Students must maintain a **75% attendance rate for clock hour programs**. Attendance is recorded on-campus using a biometric fingerprint time clock for students to clock in and out. Hybrid programs use a virtual student portal for capturing distance education hours attended, combining time in the course module coupled with assignment completion.

Attendance - (Credit Hour Programs): Student attendance is required for credit-hour programs, however it is not measured by an attendance rate. Students are expected to engage in weekly interaction with their

program of study. For hybrid or distance education components, engagement is tracked through the virtual learning management system documenting each student's consistent activity, including the completion of course modules and the timely submission of required assignments.

Program Pace - Credit Hours Programs: Students in credit hour programs have a quantitative Satisfactory Academic Progress measurement based on the student's 'Pace' in the program. Students must successfully complete at least 75% of all cumulative credit hours attempted. The calculation formula is: Total Earned (Passed) Credit Hours ÷ Total Attempted Credit Hours = Completion Rate (unrounded).

Excessive Absenteeism: Omna Institute does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the Institute. Students in clock-hour programs who do not attend for seven (7) consecutive instructional days without prior written notification will be terminated from the program. Students with ten (10) consecutive days absent even with prior communication will be withdrawn from the Institute. Credit-hour program students who do not engage in learning activities after 2 consecutive weeks may be terminated.

Tardiness: Students are expected to be present and prepared by their scheduled start time. The Institute does permit tardy students to enter at any time of arrival, but it's important to note that tardiness adversely affects student's attended hours and attendance rates and students should notify instructors at least 15 minutes prior to class start time.

Make-Up Testing Policy: Any student with failed or incomplete tests must make those tests up before they can perform the services on clients. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event of a re-test, as a result of an unacceptable grade, the re-tested grade will replace the prior grade.

Professional Image Policy: Students are expected to come to the Institute with professional image standards met everyday, including; hair, make-up, personal hygiene, and wearing the school issued uniform T-shirts or scrubs with solid black pants, closed toe/heel shoes, and school issued name badges.

Leave of Absence Policy: In accordance with the Higher Education Act of 1965 (HEA), Omna Institute supports a Leave of Absence (LOA) Policy to assist students who are unable to continue on in their program and who need to pause their education. Federal regulations allow for multiple leaves of absence; however, the total time of leave may not exceed 180 calendar days in a 12-month period. The 12-month period is measured starting on the effective date of the first LOA. ***There are no exceptions.***

Students who require a Leave of Absence (LOA) may be granted one in accordance with the school's policy. A student requesting a LOA from Omna Institute must complete a Leave of Absence Request form. The Leave of Absence Request form must be electronically submitted to the Campus Director along with scanned copies of documentation supporting the request for leave. Both the form and documentation must be submitted within 3 days of the requested leave of absence effective start date. ***A leave of absence will not be granted without supporting documentation.***

A leave of absence request is limited to approval for the following reasons:

1. Medical reasons (i.e. - surgery, pregnancy, caring for sick family members)**2. Legal reasons (i.e. - court date, incarceration, jury duty)****3. Military obligations (i.e. - temporary duty, deployment)**

A student should meet with their Educator and/or Program Director if they feel the need to request a leave of absence due to circumstances beyond their control (i.e. medical reasons, legal reasons, or military obligations). Once it is established that a leave from the school is appropriate, the student must complete, sign, date, and electronically submit both the form and supporting documentation to the Campus Director via Dropbox Sign within 3 days of the anticipated start date of the LOA. The school will approve/deny a request for a leave of absence based on the reason for the request, adherence to the LOA policy, and the reasonable expectation that the student will return from LOA. A student granted an LOA will have his/her time to completion extended by the amount of time granted in the LOA. All funding sources will remain on hold and no charges will incur until the student returns and is actively engaged in program attendance.

In the event that a student needs an extension, the student must notify the school by submitting an additional Leave of Absence Request form for the additional requested dates. The student must explain the reason for the extension, provide a new date of return, and provide any applicable supporting documentation. The extended time, along with any additional leave of absence (past or future) taken, may not exceed a period of 180 calendar days in a 12-month period. Students who are granted a LOA must return on the date specified by the school or risk being administratively withdrawn from their program.

Non-return from approved Leave of Absence (LOA): Failure to return before or on the approved return date (or failure to request and receive approval for an LOA extension in accordance with the LOA policy) will result in the student being administratively withdrawn from the school. The Last Day Attended used to determine the scheduled hours will be the last day attended by the student, before taking the approved LOA. The determination date will be the date the student was scheduled to return to school. The school will have the 45-day timeframe to return funds or 30-day timeframe to request a post-withdrawal disbursement, from the determination date, in the event a student is withdrawn due to non-return from LOA.

Any student who is a Title IV loan recipient will still be responsible for applicable loan repayment and must note the grace period for repayment is based on the student's last day attended and not the planned return date. Please note, it is not guaranteed that the student resumes training at the same point in the academic program that he/she began the LOA as most programs at Omna Institute are implemented on a wheel system. However, the student is permitted to complete the coursework begun prior to the leave of absence.

The LOA policy can be found in the school's Federal Consumer Information publication, which is provided to students before enrollment through the Orientation session and can also be found on the Institute's website (www.omna.edu) in the financial aid page.

CONDUCT:

Omna Institute educates and trains students to build the skills and professionalism necessary to succeed in the beauty, wellness, and healthcare industries. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be subject to

suspension or termination. Omna Institute's student expectations are detailed in the Student Handbook received by students at orientation.

Corrective Action: Omna Institute follows a corrective action procedure to address behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning and Performance Improvement Plan
3. In-School Suspension (students prohibited from performing services on clients or students)
4. Suspension
5. Termination

The school may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e. students in gross misconduct may be immediately suspended or terminated without any prior warnings).

Students may follow the grievance procedure to appeal any corrective action taken against them for behavioral misconduct. Students may be readmitted to the Institute or permitted to earn make up hours for any time missed if they prevail upon appeal.

OFFICIAL TRANSCRIPTS:

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the school may not receive their official transcripts.

EMPLOYMENT ASSISTANCE:

Omna Institute does not guarantee employment after graduation. The Institute does offer the following employment assistance: posting job listings on the designated virtual job board bulletin; providing professional development classes; resume writing and mock interview skills training; Career Fair with owners/employers and hiring managers to recruit students for employment in the industry.

CAREER ADVISING AND PLACEMENT SERVICES:

Omna Institute does not guarantee employment after graduation. The Institute does offer the following employment assistance: posting job listings on the designated virtual job board bulletin; providing professional development classes; resume writing and mock interview skills training; Career Fair with owners/employers and hiring managers to recruit students for employment in the industry.

ACADEMIC ADVISING AND CURRICULUM OVERSIGHT:

Omna Institute is committed to supporting student success through accessible academic guidance and ongoing program quality. While the Institute does not employ designated academic advisors as a standalone position, students receive advising support through a team-based structure. Admissions Representatives, Program Directors, and the Director of Education collectively serve in academic advising roles, assisting students with scheduling questions, degree and program expectations, academic progress concerns, and

referrals to institutional resources. Students may contact any of these representatives for advising support, and all inquiries submitted by phone, email, or in person will receive a response within a reasonable timeframe.

The Institute ensures systematic curriculum oversight and continuous improvement through the leadership of Program Directors, the Director of Education, and faculty subject matter experts. Each academic program undergoes ongoing review of course content, learning outcomes, instructional delivery, and assessment methods to ensure relevance, alignment with credential requirements, and student learning needs. This oversight includes faculty and student feedback, employer and occupational advisory committee review, outcome data analysis, and scheduled curriculum revision processes, at least annually for each program of study.

POLICY ON FACULTY ACCESSIBILITY AND OFFICE HOURS:

Omna Institute is committed to providing students with access to instructional faculty and support staff for academic, administrative, and financial guidance outside regularly scheduled class hours. The Campus Director, Financial Aid Office, faculty members, and Program Directors maintain designated availability to assist students with questions related to coursework, progress, resources, or career planning. Office hours are posted outside faculty offices or communicated through course syllabi to ensure students know when assistance is available.

The campus is open Monday through Friday from **8:30 a.m. to 5:00 p.m.**, during which students may call, email, or visit campus to meet with Admissions, Financial Aid, faculty, Program Directors, or campus administration. Program Directors publish varied office hours within course syllabi and provide at least one weekly opportunity—either in person or virtual—for student support or consultation.

Students enrolled in distance education courses have access to faculty through multiple communication channels, including the Canvas learning management system, school email, and scheduled virtual appointments. Faculty respond to student inquiries within a reasonable timeframe, generally within 1-2 business days, to support learning and student success across programs and delivery formats.

ACCESS TO FILES AND RIGHT TO PRIVACY:

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent/guardian of a dependent minor. Some third party agencies, such as governmental and legal agencies have a right to receive information for accreditation purposes. If a student wishes to view his/her file, an appointment must be made with the Financial Aid Officer. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the school for a minimum of five years after graduation or withdrawal. Official transcripts will be held by the school indefinitely.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT:

Student Right-To Know information (student's rights, privileges, and responsibilities) and the Institute's Campus Security Act information are made available to students through the Institute's publication; *Federal Consumer Information*. The Federal Consumer Information publication will be provided to students before enrollment through the Orientation session and can be found on the Institute's website (www.omna.edu) in the financial aid page.

MEDIA (LIBRARY) RESOURCES AND TRAINING PLAN FOR WORK-BASED ACTIVITIES:

The school utilizes a virtual library with resources available to students at all times, for all programs. The school publishes an annual Media Services Plan and Training Plan for Work-Based Activities, which details the available media/library resources available to students and the training requirements, expected outcomes, and important information regarding applicable work-based training activities for students in their respective program. Active students are provided access to this plan. Prospective students may access this plan upon request.

PROGRAM SUCCESS:

The Institute measures program success through collecting feedback from current students, graduates, and the Institute's Occupational Advisory Committee as well as reviewing the Institute's completion, licensure, and employment rates annually. Outcome rates can be found on the Institute's website in the Federal Consumer Information publication (<http://omna.edu/financial-aid/>).

STUDENT GRIEVANCE PROCEDURE POLICY:

The Institute utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The Institute will make every attempt to resolve any student complaint that is not frivolous or without merit.

A student, instructor, or interested party may file a complaint against the Institute or related party under the following procedures:

- a) The complaint must be in writing to the Campus Director.
- b) The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Omna Institute representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if the meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the Campus Director. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment as a result of the initiation of a complaint.

If the student complaint cannot be resolved after exhausting the Institute's complaint procedure, the student may file a complaint with the State Council of Higher Education for Virginia submitted to; State Council of Higher Education for Virginia, Private Postsecondary Education, 101 N. 14th St., 10th Floor, James Monroe Building, Richmond, VA 23219 [804-225-2600, ppe.schev.edu]. The student may also submit the complaint to the Institute's accrediting agency; Council on Occupational Education [800-917-2081, council.org] 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Veterans or other eligible persons may report a grievance against the school to the Virginia State Approving Agency and US

Department of Veterans Affairs. The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email: saa@dvs.virginia.gov

STUDENT'S RIGHT TO CANCEL AND INSTITUTIONAL REFUND POLICY:

- 1) **STUDENT'S RIGHT TO CANCEL:** If a student or legal guardian cancels his/her enrollment agreement and requests his/her money back in writing, within three (3) business days (excluding weekends and holidays) of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except a non-refundable application fee of \$25.00, as agreed to by student evidenced by signed application fee payment receipt and statement. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined either by the postmark on written notification or date said information is delivered to the school administration in person. **Date of cancellation** _____.
- 2) **STUDENT'S RIGHT TO CANCEL:** If a student cancels his/her enrollment after three (3) business days of signing the enrollment agreement or anytime prior to the first day of class, received by written notice, he/she shall be entitled to a refund of all monies paid to the school, the school shall refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less, **except a non-refundable application fee of \$25.00**, within 45 days from the date the formal cancellation notice is received by the school.
- 3) An applicant not accepted by the school shall be entitled to a refund of all monies paid except a non-refundable application fee of \$25.00.
- 4) Any monies due to the applicant or student shall be refunded within 45 days from the date of formal cancellation or withdrawal by the student, determined by postmark/date on written notification; or the date the student last attended classes whichever is sooner. Section 5 below details withdrawal circumstances.
- 5) A student will be terminated from the program once he/she has been absent from class for seven (7) consecutive instructional days, **or 14 calendar days** from the last date of attendance as determined by weekly monitoring of attendance and coursework, without prior written notification, communication, or making arrangements to return. This applies unless the student is on an approved leave of absence. Withdrawal may be effective earlier by written notice, in which case the effective withdrawal date will be the student's last day of attendance.

A student who requests a leave of absence (LOA) is required to follow the institution's published leave of absence policy and submit the required form and documentation as outlined in the school catalog to receive approval. Federal regulations allow for multiple leaves of absence; however, the total time of leave may not exceed 180 calendar days in a 12-month period. The 12-month period is measured starting on the effective date of the first LOA. **There are no exceptions.**

While on an approved leave of absence, all funding sources will remain on hold and no charges will incur until the student returns and is actively engaged in program attendance.

Upon the student's return from the leave of absence, it is not guaranteed that the student resumes training at the same point in the academic program that he/she began the LOA. as most programs at Omna Institute are implemented on a wheel system. However, the student is permitted to complete the coursework begun prior to the leave of absence.

If a student fails to return to the institution before the end of an approved leave of absence, the institution is required to process the student as a withdrawal. For the purpose of calculating any refund, the last date of attendance will be considered the date the leave of absence was approved.

- 6) For students who enroll in a program at Omna Institute, begin classes and subsequently withdraw from school, will have their tuition automatically calculated for an Institutional Refund, which may or may not result in a tuition refund adjustment. The institution must provide the student at least the following refund schedule calculation:

Refund Calculation	
Percentage Scheduled to Complete	Percentage of Tuition Refunded to Student
0.01% - 10%	90%
10.01% - 25.00%	50%
25.01 % - 50 %	25%
50.01% - 100%	0%

- 7) Refund Calculations are calculated based on the tuition charged for the semester/payment period the student has entered and is currently attending. Students are financially obligated for tuition charges as they progress through the program and enter each subsequent semester/payment period.
- 8) Specific Information related to Clock/Credit Hour Programs: Refund calculations use a scheduled timeframe to calculate the percentage of tuition to refund. Below is specific information regarding how the scheduled time frame is calculated for students enrolled in either a clock-hour program or credit-hour program. The institution ensures the appropriate refund calculation method is applied based on the student's specific program enrollment (clock-hour or credit-hour).

a) Clock Hour Programs Specific Information:

- i) Scheduled hours used for refund calculation purposes are defined as the number of hours a student is scheduled to attend between the student's payment period start date and the last day of attendance, excluding school closures, holidays, and students on approved leave of absence.

- ii) Each clock-hour program has defined payment periods with established hours for each period. The total hours in the payment period the student was attending at time of withdrawal will be used for the total hours.
 - iii) Percentage Scheduled to Complete is calculated by dividing the student's scheduled hours in the period by the total hours in the period.
- b) *Credit Hour Programs Specific Information:*
 - i) Scheduled days are defined as the number of days a student is in school between the actual semester/payment period start date and the last day of attendance, excluding extended school breaks of 7 days or more and students on approved leave of absence.
 - ii) Total days are defined as the total number of days in the semester/payment period, from start to finish, excluding extended school breaks of 7 days or more.
 - iii) Percentage Scheduled to Complete is calculated by dividing the student's scheduled days in the term by the total days in the term.
- 9) The refund policy will apply to the tuition charged in the enrollment agreement and catalog prior to enrollment, excluding fees and non-institutional books and kit charges. Students will not be charged for the kit items that have not been issued to them, and applicable charges will be adjusted accordingly in the form of a refund or credit. All other miscellaneous charges to the students' products, additional kit items, or other charges or debts to the school incurred by the student will be calculated separately at the time of withdrawal. Kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.
- 10) The school reserves the right to reschedule, postpone, or cancel classes. If a course is rescheduled, postponed, or canceled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid within 45 days of the planned class start date, without the need for the student to request said refund.
- 11) If the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same course or program, a pro-rata refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operations.
- 12) If the school is permanently closed or no longer offers instruction, after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the canceled course(s) of study, or receive a pro-rata refund, or complete a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the original school. The teach-out school shall not charge students more than the original school has been charging and for which the student has not paid. Individual notice shall be provided to students.
- 13) A full refund of monies paid, less a non-refundable \$25 application fee, will be made to students who have not visited the school facility prior to enrollment and whom will be given the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

- 14) All refunds due in accordance with this policy will be refunded within 45 days of the date of determination of qualifying event; all refunds shall be issued by the school without the request of the student and/or guardian.

WITHDRAWAL EXEMPTION: In accordance with an update for the treatment of Title IV funds, an institution may, on a case-by-case basis, apply the optional withdrawal exemption. When exercised, this exemption relieves the institution from performing a Return of Title IV (R2T4) calculation, provided all the following conditions are met:

1. The student is considered as never having begun attendance;
2. The institution returns all Title IV, HEA funds disbursed for the payment period or period of enrollment;
3. All institutional charges for that period are fully refunded to the student; and
4. Any balance owed by the student for that period, resulting from the return of Title IV funds, is canceled or written off by the institution.

ENROLLMENT AGREEMENT:

An enrollment agreement between the Institute and the student (or student's parent or guardian if student is a minor) will be executed prior to starting classes. The published refund policy in this catalog will also be stated in enrollment agreement, along with the obligations of both the school and the student. Students requiring training beyond the contract date may be considered "over contract". Actual over contract hours will be calculated in the following manner: Cost of Tuition per Hour x Number of Hours (clock or credit) needed to graduate after contract date, excluding school closures. Over contract charges/facility fees will be assessed at the rate of tuition per hour (clock hour or semester credit hour). All balances due the school, including over contract charges, must be paid before the student receives their certificate of completion diploma, degree completion, and required licensing exam paperwork, if applicable. Students in good standing with agreed upon extended payment plans will be provided with a certificate of completion, diploma, degree completion, and required licensing exam paperwork, if applicable.

COSTS AND FEES:

Omna Institute tuition, kits, books, and fee charges for the various programs are as follows:

COSMETOLOGY PROGRAM - COSTS AND FEES (03/10/2026 – 12/31/2026)	
Description of Charge	Cosmetology Program
<i>Tuition Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–450 hours)	

Student Kits, Books, and Supplies (<i>non-institutional</i>)	\$ 2,495.00
Tuition Charge	\$ 7,717.50
Total Charges for Payment Period 1 (1–450 hours)	\$ 10,237.50
Total Charges for Payment Period 2 (451–900 hours)	\$ 7,717.50
Total Charges for Payment Period 3 (901–1,000 hours)	\$ 1,715.00
Total Investment	\$ 19,670.00

BARBERING PROGRAM (1,100 Clock-Hours) - COSTS AND FEES (06/01/2025 – 10/01/2025)	
Description of Charge	Barbering Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–450 hours)	
Student Kits, Books, and Supplies (<i>non-institutional</i>)	\$ 2,195.00
Tuition Charge	\$ 7,130.45
Total Charges for Payment Period 1 (1-450 hours)	\$ 9,350.45
Total Charges for Payment Period 2 (451–900 hours)	\$ 7,130.45
Total Charges for Payment Period 2 (901–1,100 hours)	\$ 3,169.10
Total Investment	\$ 19,650.00

BARBERING PROGRAM (750 Clock-Hours) - COSTS AND FEES (04/01/2026 – 12/31/2026)	
Description of Charge	Barbering Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–375 hours)	
Student Kits, Books, and Supplies (<i>non-institutional</i>)	\$ 1,969.00
Tuition Charge	\$ 6,187.50
Total Charges for Payment Period 1 (1-375 hours)	\$ 8,181.50
Total Charges for Payment Period 2 (376–750 hours)	\$ 6,187.50
Total Investment	\$ 14,369.00

ESTHETICS PROGRAM - COSTS AND FEES (03/10/2026 – 12/31/2026)	
Description of Charge	Esthetics Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–300 hours)	
Student Kits, Books, and Supplies (<i>non-institutional</i>)	\$ 1,445.00
Tuition Charge	\$ 5,475.00
Total Charges for Payment Period 1 (1–300 hours)	\$ 6,945.00
Total Charges for Payment Period 2 (301–600 hours)	\$ 5,475.00
Total Investment	\$ 12,420.00

MASTER ESTHETICS PROGRAM - COSTS AND FEES (03/10/2026 – 12/31/2026)	
Description of Charge	Master Esthetics Program
<i>Total Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–300 hours)	
Student Kits, Books, and Supplies (<i>non-institutional</i>)	\$ 1,950.00
Tuition Charge	\$ 5,460.00
Total Charges for Payment Period 1 (1-300 hours)	\$ 7,435.00
Total Charges for Payment Period 2 (301–600 hours)	\$ 5,460.00
Total Investment	\$ 12,895.00

MASSAGE THERAPY PROGRAM - COSTS AND FEES (03/10/2026 – 12/31/2026)	
Description of Charge	Massage Therapy Program
<i>Tuition Cost by Payment Period (hours)</i>	
Application Fee (<i>non-refundable</i>)	\$ 25.00
Payment Period 1 (1–312.50 hours)	

Student Kits, Books, and Supplies <i>(non-institutional)</i>	\$ 1,250.00
Tuition Charge	\$ 5,391.00
Total Charges for Payment Period 1 (1–312.50 hours)	\$ 6,666.00
Total Charges for Payment Period 2 (312.51-625 hours)	\$ 5,391.00
Total Investment	\$ 12,057.00

BEHAVIORAL HEALTH TECHNOLOGY PROGRAM - COSTS AND FEES (03/10/2026 – 12/31/2026)		
Description of Charge	Amount	
Application Fee <i>(non-refundable)</i>	\$25.00	
Books, and Supplies <i>(non-institutional)</i>	\$1,362.00	
Tuition Charged Per Semester Credit Hour	\$390.00	
Tuition Charged Per Semester — By Enrollment Status		
Enrollment Status	Credit Hours / Semester	Tuition Obligation Per Semester
Full-Time	12 SCH	\$4,680.00
Three-Quarter-Time	9 SCH	\$3,510.00
Half-Time (Part-Time)	6 SCH	\$2,340.00
Total Tuition for Entire Program (full-time path)	\$23,400.00	
Total Program Investment	\$ 24,787.00	

Re-Enrolling and transfer students will be charged tuition at the rate per hour (dependent on program) for each hour needed to complete the program. Students have a 25% absence allowance built into their enrollment agreement before over contract fees apply.

Payment Plans: Students have the following payment plan options available:

OPTION 1: The student and/or guarantor agrees to pay the balance due in equal monthly installments. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until the balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

Facility Fees/Over Contract Charges

Additional facility charges may apply to a student's account if said student does not complete the training within 118% of the scheduled time in the respective payment period. The student may be charged an institutional facility fee equal to the number of hours over the scheduled time the student took to complete the training period. This fee is an additional cost to be applied to the next training period and will be factored into any refund calculations at the hourly rate of tuition per hour. The rate of tuition per hour is calculated by taking the total tuition divided by the total hours of the program.

INCLEMENT WEATHER CLOSINGS:

Omna Institute closings for inclement weather will be aired on local media outlets, such as television and radio stations. More details are outlined in the Student Handbook. The Institute often follows similar guidelines as the Lynchburg public school district.

LICENSES, ACCREDITATION, AND CERTIFICATION:

ACCREDITATION

Omna Institute is accredited by:
**THE COMMISSION OF THE COUNCIL ON OCCUPATIONAL
EDUCATION**
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: 770-396-3898 Fax: 770-396-3790
www.council.org

CERTIFICATION

Omna Institute is certified to
operate by:
**STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA**
Private Postsecondary
Education
101 N. 14th St., 10th Floor,
James Monroe Building
Richmond, VA 23219
(804) 225-2600
www.schev.edu

LICENSING

Omna Institute is licensed by:
**Department of Professional and Occupational Regulation
Virginia Board for Barbers and Cosmetology**
9960 Mayland Drive, Suite 400,
Richmond, Virginia 23233
804-370-8500
www.dpor.virginia.gov

ADMINISTRATIVE STAFF AND INSTRUCTIONAL TEAM:

Position	Person	Highest Degree	Institution
Full-Time Employees			
Chief Executive Officer	Jonathan Melloul	B.S.B.A.	Boston University
Chief Marketing Officer	Joseph Melloul	B.S.B.A.	University of Hartford
Campus Director	Raymond Ada	Master of Business Administration and Master of Arts in Organizational Management	University of Phoenix
Director of Education/Interim Cosmetology Program Director	Jessica Whitt	Licensed Master Esthetics Instructor, Bachelor of Arts	Steiner Institute of Esthetics, Bridgewater College
Reception Manager	JaNae Bohac-Elliott	Licensed Cosmetologist	Paul Mitchell School
Director of Admissions	Raven Crews	Esthetics Certificate	Sylvain Melloul International Hair Academy
Admissions Representative	Gabrielle McCann	Pending - Criminal Justice and Business Management degrees	Central Virginia Community College
Financial Aid Officer	Linda Thach	High School Diploma	Jefferson Forest High School
Barbering Program Director	Rebecca Brown	Licensed Barbering and Cosmetology Instructor	Sylvain Melloul International Hair Academy
Barbering Educator	Timothy Jones	Licensed Barber Instructor	Sylvain Melloul International Hair Academy
Cosmetology Educator	Peter Eriks	Licensed Cosmetology Instructor	Sylvain Melloul International Hair Academy
Cosmetology Educator	Keiona Jackson	Licensed Cosmetology Instructor	Sylvain Melloul International Hair Academy
Esthetics/Master Esthetics Program Director	Ellen Gerdus	Licensed Esthetics and Master Esthetics Instructor	Belle Sante Cosmetic Day Spa
Part-Time Employees			
Compliance Officer	Lorna Ada	Bachelor of Science	Colorado State University
Receptionist	Stevie Staton	Cosmetology Certificate	Sylvain Melloul International Hair Academy
Behavioral Health Technology Program Director	Dr. Kaylarge Eloi	Ph.D. in Human Services-Concentration Healthcare Administration Ed.D. in Leadership Learning-Specialization in Organizational Psychology	Aspen University Capella University
General Education Educator (English Composition 1)	Awaiting signed offer letter	Awaiting signed offer letter	Awaiting signed offer letter
General Educator Educator (College Algebra/Quantitative Reasoning)	Jessica Howard	Master of Education in Math Education	University of Georgia

General Education Educator (General Biology/Environmental)	Awaiting signed offer letter	Awaiting signed offer letter	Awaiting signed offer letter
General Education Educator Introduction to (Communication/Ethics/Critical Thinking)	Awaiting signed offer letter	Awaiting signed offer letter	Awaiting signed offer letter
Cosmetology Educator	Heaven Wells	Licensed Cosmetology Instructor	Sylvain Melloul International Hair Academy
Esthetics Educator	Tamara Myrick	Licensed Master Esthetics Instructor	Blue Ridge School of Esthetics
Esthetics Educator	Katlin Garbee	Licensed Esthetics Instructor	Sylvain Melloul International Hair Academy
Massage Therapy Program Director	Heidi Johnston	Licensed Massage Therapist	Lincoln Land Community College