



Catalog

Volume 23

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**830-840 EAST OAKLAND PARK BOULEVARD #113
Fort Lauderdale, FL. 33334**

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Contents

GENERAL INFORMATION	3
ADMISSIONS	5
FINANCIAL SERVICES	6
APPLYING FOR FEDERAL AID	7
CANCELLATION AND REFUND POLICY.....	9
RETURN TO TITLE IV (R2T4) POLICY FOR FEDERAL FINANCIAL AID	9
ACADEMIC POLICY AND PROCEDURES	12
SATISFACTORY ACADEMIC POLICY (SAP)	13
PROCESS OF CORRECTIVE ACTION	15
STUDENT RESPONSIBILITIES	16
STUDENT RIGHTS	22
STUDENT SERVICES	24
VETERAN STUDENT POLICIES AND SERVICES	25
BARBER PROGAM	26
RESTRICTED BARBER PROGRAM	30
COSMETOLOGY PROGRAM.....	33
FULL SPECIALIST PROGRAM.....	38
NAIL SPECIALIST PROGRAM	45
SKIN CARE SPECIALIST PROGRAM.....	47
STAFF AND FACULTY	51

GENERAL INFORMATION

LOCATION

JT'S CUTS ACADEMY is located at 830 East Oakland Park Boulevard #113, Fort Lauderdale, FL. 33334.

PURPOSE OF THE INSTITUTION - MISSION

Our mission is to provide quality accessible education to students in pursue of a technical career in the beauty industry.

VISION

Our vision is to be recognized as an institution that prepares highly qualified students for immediate employment in beauty occupations.

INSTITUTIONAL OWNERSHIP

This educational institution is owned by JT'S CUTS ACADEMY, LLC, an active registered Florida Corporation owned by Ms. Glorivee Ulloa and Mr. Tranarous Johnson.

GOVERNING BOARD

The governing board is constituted by the Board of Directors as follows:

Board of Directors	President: Glorivee Ulloa, Operations Director: Tranarous Johnson
Address	830 East Oakland Park Boulevard # 113, Fort Lauderdale, FL. 33334

LICENSURE

JT'S CUTS ACADEMY is licensed by the Florida Department of Education, Commission for Independent Education (CIE), License # 5888. Additional information regarding about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 www.fldoe.org/policy/cie

ACCREDITATION

JT'S CUTS ACADEMY is Accredited by The Council on Occupational Education (COE). Additional information regarding about this institution may be obtained by contacting COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790 <http://www.council.org/>

FACILITIES AND EQUIPMENT

The school offers one convenient location in Fort Lauderdale at 830-840 East Oakland Park Boulevard #113, Fort Lauderdale, FL. 33334, easily accessible by public and private transportation.

There is plenty of parking available for students, faculty, and staff, including reserved handicapped parking spaces. The facility of 2,800 square feet includes a reception area, a lounge-snack area, one classroom, an area for student's lab work as well as services, a media services-resource center, one administrative office, one faculty office, and three restrooms. The lab services area is equipped with the necessary tools, supplies and equipment for students to practice and offer the required supervised services of our barber programs. Our aim is to immerse our students in a learning experience through the form of hands-on activities with relevant devices and tools of today's beauty industry.

The facility is centrally air conditioned and well lighted, in compliance with state and county regulatory agencies, as well as provide a safe and inviting environment that fosters learning.

CLASS SCHEDULES

The school operates year around Monday through Friday, offering classes morning and evenings.

JT'S CUTS ACADEMY has an open enrollment policy and allows new students to begin classes every two weeks on a Monday.

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

HOURS OF OPERATION

The school business office hours are Monday through Friday 9 am to 6 pm.

HOLIDAYS

The school will remain closed during the following holidays:

2025 Holidays

Martin Luther King Day, Monday January 20, 2025

President's Day, Monday February 17, 2025

Spring Break, Monday March 24 and Tuesday March 25, 2025

Memorial Day, Monday May 26, 2025

Juneteenth, Thursday June 19, 2025

Independence Day, Friday July 4, 2025

Labor Day, Monday September 1, 2025

Thanksgiving, Thursday November 27 and Friday November 28, 2025

Winter Holiday Break, Monday December 22, 2025, through Sunday January 4, 2026

2026 Holidays

Martin Luther King Day, Monday January 19, 2026

President's Day, Monday February 16, 2026

Spring Break, Monday March 16 and Tuesday March 20, 2026

Memorial Day, Monday May 25, 2026

Juneteenth, Thursday June 19, 2026

Teacher Planning Day, June 22, 2026

Independence Day, Friday July 4, 2026

Labor Day, Monday September 7, 2026

Teacher Planning Day, October 2, 2026

Thanksgiving, Thursday November 26 and Friday November 27, 2026

Winter Holiday Break, Monday December 21, 2026, through Sunday January 3, 2027

In addition to the above-mentioned holidays, the school is closed on Saturdays and Sundays.

In the event of an emergency, or closure due to severe weather or a natural disaster, the school will close according to decisions made by the Broward County Public School system.

CONSTITUTION AND CITIZENSHIP DAY

JT's Cuts Academy celebrates Constitution and Citizenship Day on September 17th. If the 17th of September occurs on a weekend, the Constitution and Citizenship Day will be recognized on the workday closest to that date. This event is coordinated by the Director of Education.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a valid picture ID.
- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Prospective students with foreign high school credentials must present it along with an official translation and evaluation by a Florida approved agency or individual. For a listing of approved agencies visit naces.org
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old to be accepted and not currently attending high school. Parental consent is required for students under 18. In order to be eligible for Federal Student Aid, a student must be in possession of a High School Diploma or a GED.

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMA

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

TRANSFER OF CREDITS

Transfer of Credits for Studies in Other Institutions

JT'S CUTS ACADEMY gives credit for studies at other institutions that are accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. The students shall provide an official transcript of credit, which will be evaluated by JT'S CUTS ACADEMY. Courses for transfer must have been passed with a minimum 75% (2.0). Students are allowed to transfer up to 75% of the hours of a program of enrollment, for at least 25% of the hours must be completed at JT's Cuts Academy.

Transfer of Credits between programs within JT'S CUTS ACADEMY

JT's Cuts Academy does not allow transfer of hours within the programs at our institution. Students that have successfully completed the Restricted Barber Program are welcome to enroll in the Barber Program to complete the chemical instruction and practice in order to apply for the Florida Barber License Examination.

Transfer of Credits earned at JT'S CUTS ACADEMY to another Institution.

Transfer of credits earned at JT'S CUTS ACADEMY is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has made an arrangement for monthly payments or applied for Federal Financial Aid. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.

PAYMENT PLAN

Students that have signed a payment plan with the school must make such payments on Monday's unless a different arrangement has been agreed. A \$25 late fee will be assessed when payments are not received by the agreed due date.

FINANCIAL COUNSELING

Financial counseling services related to the payment of a program of study are available to prospective and current

students through the school's Financial Services Representative.

FEDERAL FINANCIAL AID

Financial Aid is available to those who qualify. JT's Cuts Academy accepts Title IV funding for Direct Loans/Pell Grant; Veterans Administration; Cash Pay or Private Loan source. Qualified individuals who choose to accept any financial aid offers are responsible to repay any loans, private or Title IV, regardless of whether the student is successful in completing the program and obtaining employment.

JT's Cuts Academy does not participate in Federal Work Study, but does participate in the following programs:

William D. Ford Federal Direct Loan (Direct Loan) Program

- Student loans provided by the U.S. Department of Education to enable a student to pay for education after high school.
- Eligible students borrow directly from the U.S. Department of Education to attend participating schools.
- Direct Loans include the following types of federal student loans: Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. You repay your Direct Loan(s) to the U.S. Department of Education through your federal loan servicer.
- Pell Grant is money the government provides for students who need it to pay for college. Grants, unlike loans, do not have to be repaid.
- Veterans Administrative Benefits include the Post 9/11 GI Bill and Yellow Ribbon Program.

Financial Aid student eligibility criteria and general information can be found at www.studentaid.gov. All Title IV funds are awarded based on each student's individual eligibility.

APPLYING FOR FEDERAL AID

A student's eligibility will be determined by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at <http://www.fafsa.gov>. The student must be fully enrolled at JT's Cuts Academy before any Title IV aid will be disbursed on the student's behalf. All information regarding student loans and Parent PLUS loans will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by servicers, lenders and institutions determined to be authorized users of the data system. National Student Loan Data System (NSLDS) The National Student Loan Data System (NSLDS) is the U.S. Department of Education's online database for federal student loan borrowers. NSLDS receives data from schools, loan guarantee agencies, the Direct Loan program and other Department of Education programs. This web-based resource provides you with access to the details of your loans. Once a valid FAFSA has been received on campus, the financial aid award will be presented to the student. At this time, a financial aid representative will contact the student to inform them of the financial aid award, terms and conditions of the student loan(s) as well as the student's right to decline any aid. Regardless, if a student is new or continuing; the same financial aid process applies for determining eligibility.

If the student has Title IV loans in repayment, they may defer repayment on the loans while enrolled full time at JT's Cuts Academy. For assistance in deferring student loans, please contact the financial aid department at 954-440-0470 or email us at info@jtcutsacademy.com. All students maintain the right to reject any financial aid or other assistance. A financial aid representative is available for questions and assistance including information

on terms of the student loan(s) received as part of the financial assistance package, loan repayment schedules and the necessity for repaying loans.

Please refer to our website: www.jtcutsacademy.com for more information on graduation rates, placement rates, student loan debt and other consumer information required by the U.S. Department of Education.

JT's Cuts Academy uses a national average for the cost of attendance expenses based on the College Board for our area. The budgeting figures for the Award Year budgets are calculated by multiplying the advertised completion time of each program by the monthly figure for each budget component. All financial aid authorization paperwork is completed during orientation, and during each disbursement thereafter. Please contact the Financial Aid department for further information.

LOAN COUNSELING

Students choosing to participate in Federal Financial Aid will be contacted to communicate the student's estimated total award, make decisions on all loans, and, if accepting loans, to complete Loan Counseling. The student is also required to complete the Department of Education online Entrance Counseling (EC) session and sign a Master Promissory Note (MPN) at <https://studentloans.gov>. Loan Entrance Counseling will review information such as the Financial Aid Award Letter, Title IV Authorization Form and the Master Promissory Note (MPN). Students choosing to participate in Federal Financial Aid must complete the online Entrance Loan Counseling prior to any funds being disbursed. A student is processed on their first hour of class (hour 1). Any student borrowing funds for the first time will experience a delay of Direct Loan disbursement for 30 days and Pell Grant; if applicable, is received first. Upon completion, withdrawal or termination of a program, a student who has received student loans must complete an exit interview with the Financial Aid representative. The online Exit Counseling must be completed at <https://studentloans.gov> before the student will be considered having met all graduation requirements and is mandatory for financial aid purposes.

Students must maintain a 67% in attendance and a minimum 2.0 GPA in order to be considered making Satisfactory Academic Progress (SAP) in a program for the purpose of receiving financial assistance. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Please refer to the Satisfactory Academic Progress (SAP) section in our catalog for more information.

IMPORTANCE OF PAYING OFF LOANS

You must repay your federal student loans, even if you:

- Don't complete your program of study.
- Can't find employment after graduation.
- Aren't satisfied with or didn't receive the education or other services you expected and paid for with your federal student loans.
- Borrow as a last resort and only borrow what you need.
- You don't have to borrow the maximum amount of federal student loans each year; you can request a lower amount through your school's financial aid office .

CANCELLATION AND REFUND POLICY

The Enrollment Agreement constitutes a binding contract once it has been signed by the student and institution's official. Should a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy.

REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, based on schedule hours will result in pro rata refund of tuition charges computed on the number of schedule hours completed to the total program hours.
5. Cancellation after completing 40.01% to 50% will result in the school collecting up to 75% of total contracted tuition of the program.
6. Cancellation after completing 50.01% of the program will result in no refund.
7. Registration fee for all programs at our school is \$100.
8. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
9. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
10. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
11. Should the prospective student not meet the entrance requirements it will result in 100 percent refund, if applicable.

RETURN TO TITLE IV (R2T4) POLICY FOR FEDERAL FINANCIAL AID

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct loans, PLUS loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Please note: The Last Date of Attendance (LDA) will be used in the below calculation. The Date of School Determination (DOD) must be no later than 14 calendar days from the LDA. The school will then notify the student within 30 days of the DOD and make any required refunds no later than 45 days from the DOD. If a student does not return from an approved Leave of Absence (LOA) the DOD will be the date the student was scheduled to return from the LOA. The school calculates R2T4 on a payment period basis.

The Return of Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date (last date of attendance) in the payment period by the total clock hours in the payment period.
 1. If this percentage is greater than 60%, 100% is retained.
 2. If this percentage is less than or equal to 60% multiply the percentage of the Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period as of the date the student withdrew (LDA)
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs.

Refunds at this School will be returned in the following order:

1. Federal Direct Subsidized Loan
2. Federal Direct Unsubsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant Program

Refunds less than \$1.00 will not be made to Title IV Programs.

Please be advised that this is only the Return to Title IV refund. Once the School determines the amount of Title IV aid that the School may retain, the institution will then calculate the institutional/state/accrediting agency's refund policy.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some, or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Return to Title IV Funds Example

On March 19, 2014 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed in the current payment period by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ($\$13,750.00 / 1500 = \9.17) Now it will multiply the hourly proration $\times$ the 450 hours in the payment period which $= \$4126.50$ rounded up to \$4127.00 The greater of the two is the amount of Title IV that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the .444 % of unearned Title IV aid. In this case study the entire amount of unearned aid (\$3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

ACADEMIC POLICY AND PROCEDURES

EVALUATION SYSTEM

The School establishes its evaluations based on the results of the program theoretical and practical examinations.

GRADING SYSTEM

JT's Cuts Academy grading scale is as follows:

Excellent:	90% -100 %	=	A	4.0
Good:	80%-89%	=	B	3.0
Satisfactory:	75%-79%	=	C	2.0
Unsatisfactory:	0% - 74.999 %	=	F	0.0

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated at the end of each chapter and by the assigned projects related to the corresponding theoretical content of the chapter. Practical grades are assigned based on the student's ability to perform the practical evaluations.

PRACTICAL SERVICES AND ATTENDANCE

Students are involved in hands on activities in order to achieve the skills and practice required for their field of employment. All programs have a specific number of laboratory/practical services and theory hours to be completed satisfactorily as requirement for graduation. During those hours, students will be assigned services by their instructor that need to be completed as expected, whether on a mannequin or while providing services to clientele. Attendance hours are earned by attending theory class and clinic/lab hours. Students that do not participate in the theory, lab/services will not receive hours towards their attendance. Students that are not willing to do their work as per the instructor will be sent home for the day, without receiving attendance hours.

DEFINITIONS

Program and courses duration are measured in clock hours.

One clock hour constitutes 50 minutes of directed, supervised instruction and a 10-minute break.

A period of enrollment or payment obligation: the entire program.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

PREFIXES

BST	Barbering
RST	Restricted Barber
COS	Cosmetology
FST	Full Specialist
NSP	Nail Specialist
SCS	Skin Care Specialist

GRADUATION REQUIREMENTS

In order to graduate from a program, a student must achieve a cumulative GPA of 2.0 and a minimum attendance of 67% as per the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement. Graduate students receive a diploma.

ACADEMIC ADVISING

Instructors are available for student academic advising with assistance in any areas of academic concern. Students falling behind in academics will be provided tutoring/advising in order to assist them to successfully complete their program of enrollment. Students are also free to direct any of their questions to appropriate staff members. Students may request a tutoring/advising session directly with their instructor.

SATISFACTORY ACADEMIC POLICY (SAP)

SATISFACTORY ACADEMIC POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student. Students are evaluated academically and attendance-wise in evaluation periods as follows:

Barber Program

- 1st SAP Evaluation Point – 450 hours (scheduled)
- 2nd SAP Evaluation Point – 900 hours (scheduled)

Restricted Barber Program

- 1st SAP Evaluation Point – 300 hours (scheduled)
- 2nd SAP Evaluation Point – 600 hours (scheduled)

Cosmetology Program

- 1st SAP Evaluation Point – 450 hours (scheduled)
- 2nd SAP Evaluation Point – 900 hours (scheduled)
- 3rd SAP Evaluation Point – 1200 hours (scheduled)

Full Specialist Program

- 1st SAP Evaluation Point – 300 hours (scheduled)
- 2nd SAP Evaluation Point – 600 hours (scheduled)

Nail Specialist Program

- 1st SAP Evaluation Point – 90 hours (scheduled)
- 2nd SAP Evaluation Point – 180 hours (scheduled)

Skin Care Specialist Program

1st SAP Evaluation Point – 110 hours (scheduled)

2nd SAP Evaluation Point – 220 hours (scheduled)

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours scheduled; and a maximum time frame requirement.

SAP - Quantitative Criteria

Students must complete at least 67% of the scheduled clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. For example, a student that is in a SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ($450 \times 67\% = 302$).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period being considered.

SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) deemed ineligible for Federal Financial Aid. If the student appeals that determination and their Appeal is approved, they will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the SAP criteria will be recalculated. A student will be removed from academic probation only if the student has successfully complied with the SAP criteria. A student that does not come out of probation within one evaluating period will be withdrawn by the school.

SAP - Evaluation and Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program. A student that reaches the 150% of scheduled hours without having completed successfully the program will be withdrawn from the institution.

SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make a final decision regarding about the student's appeal within 5 days, providing the student with a written response. If the student's appeal is granted, the student will be placed on probation for the following Payment Period and eligible for Federal Student Aid.

Academic Dismissal

Any student who has been academically dismissed will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment. In addition, any student re-enrolling will need an approval from the school president or director of education.

Academic Honesty

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources are used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued. In such a case, the school reserves the right to revoke credits based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the school's academic honesty policy. The instructor may refer the circumstances to the school's president for review and final action.

The School's Director of Education may expel a student for cheating or plagiarism. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning. The student will be advised of the non-compliance issue and required corrective actions when applicable.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the school's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 business days.

READMISSION TO A PROGRAM

Any student who has been withdrawn will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment when they apply.

SUSPENSION

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the School.

STUDENT RESPONSIBILITIES

CLASS ATTENDANCE

Students are required to attend classes on a daily basis from Monday through Friday (may include Saturdays in the case classes have been also schedule for the weekend). Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time longer than 14 days due to reasonable circumstances such as family illness, disability, or emergency. See the policy on Leave of Absence listed in this catalog under the Student Services section.

Students are expected to arrive to class on time. Students that arrive 15 minutes late will not be permitted to enter the class until recess. Only the hours in attendance will be computed.

Students must arrive at class on time. Students arriving past 10:15 am or 6:15 pm will be sent home without attendance for the day, with the exception of a doctor appointment, attending court, or other valid circumstances as per presented documentation, and approval by the school president or director of education.

CLASS BREAK

The class break is determined by the instructor and follows the catalog rule (10 minutes accumulated per hour). Classes breaks are determined by the instructor in charge. Students are to return to class on time in order to accumulate the attendance hours as expected. Students that do not come back from a break on time, may be sent home for the day.

Clinic Floor Stations

Clinic Floor Stations are to be occupied by students who have completed the required hours to receive their cutting tools and equipment to service clients. Until that time, students that have not completed the required timeframe are not allowed to set up on the clinic floor unless given permission by the instructor (this is a privilege that the instructor will designate a freshman student (any student who has not received their tools after taking 1st SAP Exam) to use the instructor station to service a client. Stations are not assigned. It is based on a first come first serve rule. We will not tolerate bullying or arguing over a station.

ADDITIONAL TRAINING COST

Students are advised to attend classes and participate as directed by their instructors in order to assure completion of their program within the scheduled duration hours (see program duration specified in catalog and enrollment agreement).

Students still in school beyond the total number of hours scheduled for their program of study as per their enrollment agreement will be required to pay a tuition charge for every extra hour attended. The cost of each additional hour of instruction is calculated as the cost of tuition divided by the number of hours of enrollment, based on the fees disclosed in the student's enrollment agreement contract.

This same fee is charged to students attending classes as a review for License Examination.

Students that do not successfully complete their program before reaching 150% of total hours will be automatically withdrawn as per the Satisfactory Academic Policy included in this school catalog.

LEAVE OF ABSENCE

A Leave of Absence (LOA) may be granted for reasonable causes like personal and family illness, disability, or emergency for students with a reasonable expectation to return and resume their program of study. An (LOA) must be requested in writing using the school's Leave of Absence Form prior to the beginning of the proposed requested leave. The request must include the reason for the request, the student signature as well as the date requested.

Requesting a Leave of Absence during the first 60 days after enrollment will require proof of financial hardship, illness, family emergency, or similar.

A leave of absence must be approved by Student Services and may not exceed 180 days. The number of days of a LOA are calculated as continuous calendar days including weekends, holidays and breaks.

A student is required to return to their coursework at the same place as when they left on LOA. If a student fails to return from the leave of absence as scheduled, he or she will be considered withdrawn with the last day of attendance being the last day attended before starting the LOA.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period which starts with the first day of the first LOA granted.

In the event of unforeseen circumstances, the institution may grant a leave of absence without having the request form in advance. The student would need then to complete the request form before the end of the LOA granting period, as well as to present any necessary documentation.

Students that are not in regular attendance jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

CODE OF CONDUCT

This code of conduct guides students on personal conduct that reflects JT'S CUTS Academy's mission and culture. The Code of Conduct policy supports a professional, safe, and healthy learning environment that promotes all students' academic, social, and professional growth. The Code of Conduct is meant to support the development of self-discipline in all students. Both positive and negative consequences of behavior are recognized as necessary to encourage appropriate behavior and discourage inappropriate behaviors that would interfere with the goals and missions of JT's Cuts Academy.

While attending school during regular hours or school-sponsored activities, students are expected to adhere to the following standards:

- Practice professionalism. Represent yourself in a manner that you will be proud of.
- Be committed to their education.
- Connect and communicate authentically with the entire JT's Cuts community.
- Be genuine, fair, kind, respectful, and honest to the JT'S Cuts Community.
- Be accountable by taking responsibility to do well.
- Manage critical feedback with an open mind; avoid the urge to deny, deflect, or diffuse constructive feedback.
- Be available. Put technology away and connect face to face.
- Students' priority at school is to learn; avoid distractions that interfere with or are counter-intuitive to

that mission.

- Be in the assigned place with appropriate materials, ready to perform at the designated time that class and student clinic begins.
- Always use school-appropriate language and behavior while maintaining friendly and courteous behavior.
- Follow individual educator instructions, class and student clinic rules, and expectations.
- Do not become a distraction for others. Instead, allow every other student to maximize their potential. Encourage your fellow students. Never tear them down.
- School attendance is necessary for student success. School attendance is the responsibility of students. All students must be punctual to class. Student punctuality is essential for the students' graduation, and to gain all the knowledge required for the profession and preparation for state board exam. Students are not to expect the instructor to delay the class group because he/she is missing the class or portion of class. It is the students responsibility to inquire from the instructor about what was missed at an appropriate time.
- Students are to bring the corresponding textbooks, educational equipment, and all necessary material to the school daily.
- Students are required clock in and out. When a student misses' theory they will miss that hour from attendance, that will be required to make up for graduation. A student that needs to leave school early must inform the instructor and clock out according to the time left.
- Cellular phones may be used for music during classroom practical with one earpiece onto the ear so that other students do not hear the music of student's choice but still can hear the instructor's instruction and or emergency procedures. Cellular phones are not allowed during theory or when students conducted clinical activities (especially while with a client).
- In theory classes, all students must participate by having their textbook, workbook, notebook, and all necessary materials to write down all necessary information, otherwise will be signed out of theory.
- In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, in order to maintain his/her daily progress.
- The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that all students take advantage of this option.
- In case of absence due to medical conditions, a medical certificate is required.
- Student must pay all financial obligations in due time as per the enrollment agreement.
- Visits from children and/or relatives and friends are not allowed on campus.
- The student who is caught destroying or damaging school property will be expelled and/or legally processed.
- The Institution does not allow sales, promotions, or any other forms of commercial activities within the premises. The student who participates in these practices may be suspended or dismissed from the school.
- School uniform (t-shirts) are to be well cared for and worn daily in order to stay in school to participate in theory, exams, practical and school field trips. If student does not, he/she will be advised to leave and return the same or following business day and advised of the missed hours to be made up in order to meet the graduation date. Students are required to wear black bottoms: black joggers, jeans, or slacks. No shorts or leggings allowed.
- Student's daily participation in classroom and student clinics are critical to the educational process. Students are to perform services daily. These services are indicated by their instructor based on the

curriculum. Each student is required to complete lab/service hours at the school on mannequins or services to clientele. Services are to be continued, even when that specific requirement has been achieved to help the student improve their skills in their profession before graduation. Refusal to participate is defined as the refusal to perform services, refusal to take a guest, and refusal to take a walk-in guest, and will result in being written up as well as being sent home for the day.

- Anti-Hazing: JT's Cuts Academy strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.
- The student is responsible to identify and protect his/her personal belongings, materials, and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.
- JT's Cuts Academy's materials and equipment that are being used by the student should be used gracefully in a suitable and professional manner. Any damage caused to the school's equipment or malfunction detected must be immediately communicated to the school personnel.
- Smoking, eating, or drinking is not allowed in campus, except for the lounge-snack designated area.
- Students are encouraged to help maintain campus premises clean at all times.

ZERO TOLERANCE POLICY - Prohibited Conduct

JT'S CUTS Academy will not tolerate prohibited conduct violations. Prohibited conduct violations will bring severe penalties, and the involvement of law enforcement, in some incidents. Also, be advised that carrying or using a firearm will have the swiftest and most severe penalties available to the academy.

- Students shall obey federal, state, and local laws and the policies of JT'S CUTS Academy.
- Students are prohibited from making false statements and providing false information to JT'S CUTS Academy's personnel, including Title IV, Department of Education and Accrediting Department coordinators and investigators.
- Students shall not take pictures or videos of other students, guests, faculty, or staff without consent.

Bullying

Students are prohibited from bullying other students, staff, and faculty. If you see someone being bullied, intervene by telling them to stop or immediately report it to Academy personnel.

Florida defines bullying Florida anti-bullying laws and regulations include the following definitions of bullying, cyberbullying, and harassment:

"Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing.
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;

8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Fla. Stat. § 1006.147 (2019)

- Students are prohibited from possessing weapons or controlled dangerous substances on any school property or at any school function on or off school property is
- The obstruction of teaching; disrupting or obstructing teaching and learning is prohibited.

Disruptions - are behaviors that continue after a verbal or written warning and which a faculty, staff and or student member would view as being likely to interfere with the conduct of a class substantially or repeatedly. Examples may include but are not limited to Unauthorized use of cell phones and electronic devices in the classroom and student clinics, persistent speaking without being recognized, talking with classmates while a faculty member or another student has the floor I.e talking, arriving late, leaving early, or leaving and returning to class while the course is in session without approval.

JT'S CUTS Academy has a zero-tolerance policy for drug and alcohol use. The manufacture, distribution, dispensing of, possession, use, sale, purchase, offer to buy/sell or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of drugs (including the use of prescription drugs that cause impairment and medical marijuana) at JT'S CUTS Academy is prohibited.

JT'S CUTS Academy will not tolerate on any school property or at any school function on or off school property:

Tobacco	E-cigarettes	Vaping
Illegal drugs	Substance abuse	Drug Paraphernalia
Sexual misconduct	Sexual violence	Sexual harassment

Verbal abuse	Physical abuse	Disorderly conduct
Violence	Weapons	Stalking
Harassment	Retaliation	Intimidation
Discrimination	Gambling	Dishonesty
Theft	Fraud	Forgery

Student Rights & Responsibilities

- Students shall respect the rights of others.
- Students shall be involved in the learning process.
- Students shall have access to varying viewpoints.
- Students have the right to express their opinions responsibly.
- Students have the right to take part in their education.
- Students have the right to be respected by their educators, support staff, and peers.
- Students shall be responsible for demonstrating respect for themselves through their hygiene, dress, and behavior.
- It is the responsibility of students to familiarize themselves and comply with JT'S CUTS Academy's policies regarding the Student Code of Conduct.
- Students shall be informed of any alleged violations and possible sanctions concerning violations of the Student Code of Conduct policy.
- Students have the right to due process concerning alleged violations of the Student Code of Conduct policy, including an appeal process.

Code of Conduct Violation Penalties

Penalties shall be viewed as progressive to meet the severity and nature of any offense. The principal element of all sanctions is to create a positive learning experience for the students, highlight a sense of responsibility for one's actions, and prevent future behaviors that may escalate in severity.

- Informal warning
- Formal warning
- Early dismissal
- Behavioral contract
- Suspension from school
- Termination of enrollment

Suspension from school will include suspension of privileges for participation in all school activities during the suspension period.

Right To Due Process

A student charged with code of conduct violations will be informed of the nature of the charges. The Academy must not be subjective in its decisions to sanction students and must always provide the opportunity for students to appeal against any disciplinary penalty. When disciplinary decisions are rendered, students are provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or wellbeing of the student or others on the campus, a student's status, including the right to attend classes, participate in school-related activities, or use JT'S CUTS Academy facilities, may be place on a pause until pending disciplinary action is determined, the school may decide to correspond via email regarding the outcome of the charges.

STUDENT RIGHTS

EQUALITY OF OPPORTUNITIES

JT'S CUTS ACADEMY does not discriminate students nor employees based on race, ethnic or national origin, sex, age, disability, religious believes, or social origins.

JT's Cuts Academy complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the DOE (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

DISCRIMINATION AND HARASSMENT POLICY

JT'S CUTS ACADEMY prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

REHABILITATION ACT OF 1973 SECTION 504/AMERICANS WITH DISABILITIES ACT OF 1990

JT's Cuts Academy does not exclude qualified individuals with a disability from the participation in or benefits of programs of instruction and its activities on the basis of their disability.

STUDENT RIGHT'S TO KNOW

JT'S CUTS ACADEMY's students have access to records as provided under federal and state law. JT'S CUTS ACADEMY is in compliance with the Student Right to Know Act (PL 101-542). The school will provide students with copy of records; however, originals are required to stay at the institution.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization from the student is required. The school may provide student information to the Federal Department of Education (DOE), Commission for Independent Education (CIE), or Council on Occupational Education (COE), in accordance with all applicable laws and regulations.

Model Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the school.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

STUDENT RECORDS DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcripts are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

GRIEVANCE POLICY

The administration, faculty, and staff of JT'S CUTS ACADEMY maintain an open-door policy for students to voice their concerns or complaints.

JT'S CUTS ACADEMY grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the School President. The School President will evaluate the grievance and provide a written response within 10 business days.
4. In cases where the grievance is not settled at the institutional level, the student may contact the following regulatory agencies:

Florida Department of Education, Commission for Independent Education (CIE)

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Phone: (850) 245-3200, Toll free: (888) 224-6684

www.fldoe.org/cie

Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081

Fax: 770-396-3790

<http://www.council.org/>

US Department of Education (for Federal Financial Aid only)

<https://studentaid.gov/feedback-center/>

STUDENT SERVICES

CAREER SERVICES

It is the policy of JT'S CUTS ACADEMY to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. **Although the school cannot guarantee employment or placement**, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks and reference materials. The media services resource center is open during normal business hours.

HOUSING

JT'S CUTS ACADEMY does not offer housing for students, however, provides information and resources about local apartments and rental opportunities for students interested in living near the campus.

TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee. Provided a hold does not exist, a student may request a transcript by completing the Transcript Request Form available on our website. Transcript requests are only accepted by mail. Students are to mail the completed form and money order to our school address. There is a charge of \$25 for official transcripts, and \$5 for non-official transcripts. Official and non-official transcript may take between five (5) to ten (10) business days to process. Official and non-official transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

VETERAN STUDENT POLICIES AND SERVICES

VETERAN TRAINING

JT's Cuts Academy is approved for Veterans Educational Benefits by the State Approving Agency. All VA approved programs are only available via a Traditional modality. Veterans may complete an application either at the school or the Veterans Administration.

VETERAN'S ATTENDANCE POLICY

Students exceeding 20% absences in academic term will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERAN SATISFACTORY PROGRESS

Veterans are subject to the standards for Satisfactory Academic Progress, listed in this catalog under, "Satisfactory Academic & Attendance Policy." Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been

removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VA PENDING PAYMENT COMPLIANCE POLICY

In accordance with Title 38 US Code 3679 subsection (e), JT's Cuts Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This policy allows any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

This academy will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

For more information, please contact one of our school certifying officials:

- Glorivee Ulloa- Financial Aid Director: 954-440-0470 info@jtcutsacademy.com
- Glorivee Ulloa-President/Chief Administrative Officer/Title IX Coordinator: 954-440-0470 info@jtcutsacademy.com

BARBER PROGRAM

900 CLOCK HOURS - 30 WEEKS

PROGRAM OBJECTIVE

The objective of this program is to prepare students for the State of Florida Barber's Board Examination and become a Florida Licensed Barber, as well as to provide the necessary knowledge; skills and practice to assist them start a successful career in this field.

PROGRAM DESCRIPTION

The Barber program will provide students with the knowledge and expertise necessary to work in a barbershop salon. This comprehensive program will provide its participants the proper training in all necessary areas.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Barber License in order to work.

DURATION

This program has a duration of 900 hours. Full-time students complete the program in approximately 30 weeks. Part-time students complete the program in approximately 36 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- Present a high school diploma or GED.
- Submit a completed application and corresponding fees.
- Successfully complete an interview with a representative of the admissions department.
- Student must be at least 16 years old to be accepted. Parental consent is required for students under 18.

ELIGIBILITY REQUIREMENTS FOR A FLORIDA BARBER LICENSE

The examination for licensure to practice barbering with a barber license consists of a written examination. Applicants to this examination must achieve a passing grade in order to be eligible for a license to practice barbering. An applicant who has completed all the requirements for examination and paid the fee specified in Rule 61G3-20.002, F.A.C., will be admitted to the examination for licensure.

We encourage students to learn about the current examination eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation, Florida Barber's Board, Chapter 476, Florida Statutes page:

http://www.myfloridalicense.com/dbpr/pro/barb/documents/printable_barber_lawbook.pdf

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 11,940

Books & Supplies \$ 1,780

Other Costs \$ 330

Total Program Cost \$ 14,150

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
BST-001	Florida Laws and Rules	225	0
BST-002	Safety, Sanitation and Sterilization	270	240
BST-003	Hair Structure and Chemistry	90	0
BST-004	Hair Cutting	135	
	a.I. Freehand		30
	a.II. Shear over comb		30
	a.III. Clipper over comb		30
	b. Style Cuts including blow drying		30
BST-005	Shampooing	45	35
BST-006	Chemical Services	90	75
	a. Permanent Waving		
	b. Coloring and Bleaching		
	c. Hair Relaxing and Curling		
BST-007	Shaving, Beard and Mustache Trimming	45	30
TOTALS		900	500

COURSE DESCRIPTIONS

BST-001 Florida Laws and Rules

This course presents an overview of barber law, rules and regulations in relation to consumer protection for both health and economic matters. This course also includes 4 hours of HIV/AIDS training in relation to the barber profession. By the end of this course, students will be able to define the limitations of the authority of the Board of Barber; define the rulemaking authority of the Board of Barber; understand the qualifications for licensure; understand the procedures and context of examinations; comprehend the requirements for barber salons and inspections; be aware of the disciplinary proceedings and penalties for violations of Chapter 477, F.S.; understand the complaint procedures for violations of Chapter 477, F.S., or the rules promulgated pursuant thereto; understand the definitions as used in Chapter 477, F.S.; understand the requirements through rules and regulations for license renewal; know the fees and their disposition; explain the origin and transmission of HIV/AIDS; explain the prevention methods of HIV/AIDS required by Florida Statute; procedures for protection against the spread of the disease; and list the guidelines and principles of cleanliness and safety required of a barber and a barbershop. Duration: 225 hours (lecture). Pre-requisite: None.

BST-002 Safety, Sanitation and Sterilization

Through this course students learn about the ways in which infectious materials may be used causing harm in the barbershop; the principal tools and implements used in the practice of barbering; and the importance of anatomy and physiology to the barbering profession. By the end of this course, students are able to define decontamination, list three levels of decontamination used for the prevention and control of pathogen transmittal, identify the chemical decontamination agents most commonly used in barbershop, demonstrate proper decontamination procedures for tools, equipment, and surfaces, discuss Universal Precautions and the responsibilities as a professional barber; identify the parts of shears, clippers, and razors; demonstrate the correct techniques for holding combs, shears, clippers, and razors; as well as demonstrate honing and stropping techniques; describe the structure and reproduction of cells; describe the structure of the skull and its relationship

to barbering; as well as identify important muscles of the head, face, and neck that relate to barbering services. Duration: 270 hours (20 lecture hours, 10 lab hours, 240 service hours). Number of services required for completion of this course: 240. Pre-requisites: None

BST-003 Hair Structure and Chemistry

This course instructs students about basic chemistry related to barbers, principles of electricity and light therapy, properties of and disorders of the skin as well as properties and disorders of hair and scalp. By the end of this course, students will be able to: define organic and inorganic chemistry; define matter and its states; define pH and understand the pH scale; recognize different formulations such as emulsions; as well as suspensions and solutions; identify and define common electrical terms; discuss and recognize electrical modalities and their uses; identify visible and invisible light rays; as well as explain the effects of ultraviolet and infrared rays; describe the structure and divisions of the skin; list the functions of the skin; identify recognizable skin disorders; name and describe the structures of the hair, the three layers of the hair shaft, hair protein, and process of hair; list the characteristics of hair important in hair analysis; identify different types of hair loss; and identify common hair and scalp disorders. Duration 90 hours (lecture). Pre-requisites: None.

BST-004 Hair Cutting

This course instructs students about the history of barbering, the required professional image, man's haircutting, styling, and hair replacement. By the end of this course students are able to define the origin of the word Barber, demonstrate an understanding of the evolution of barbering, describe the barber surgeons and their practices, identify and explain the importance and function of state barber boards; discuss the ways in which life skills, values, and beliefs influence professional image; explain the relationship between personality and attitudes and the demonstration of professional behavior, demonstrate an understanding of effective human relations and communications skills, list the qualities of professional ethics, discuss the basic principles of personal and professional success, and create short-term and long-term goals; explain the art and science of men's haircutting and styling; the term envisioning and the importance of the client consultation; the principles of facial shapes and profiles; demonstrate the performance of the following cutting techniques: fingers- and shear, shear-over- comb, clipper cutting, clipper-over-comb, and razor cutting; as well as demonstrate shaving the outline areas; explain the reasons why men may purchase hairpieces; identify the types of hair used in hairpiece construction; demonstrate how to measure a client for a hairpiece; fitting, cutting in, and cleaning of hairpieces; as well as alternative hair replacement methods. Duration: 135 hours (10 lecture hours, 5 lab hours, 120 service hours). Number of services required to complete this course: 120. Pre-requisites: None.

BST-005 Shampooing

By the end of this course students will be able to explain the theory and demonstrate the practice shampooing; scalp & hair analysis, including draping, brushing, scalp manipulation, conditioning and rinsing. Duration: 45 hours (5 lecture hours, 5 lab hours, 35 service hours). Number of services required to complete this course: 35. Pre-requisites: None.

BST-006 Chemical Services

This course instructs students about the different chemical services to be provided to barber clients as well as the principles and practice of hair coloring. By the end of this course students are able to discuss the principles of color theory and relate their importance to haircoloring; identify the classifications of hair color products and explain their actions on hair; products used in hair color and lightening; discuss safety precautions used in haircoloring and lightening; explain the effects of chemical texture services on the hair; identify the similarities and differences between chemical texture services; list the factors of hair analysis for chemical texture services; perform a permanent wave; reformation curl; and provide hair relaxing services;. Duration: 90 hours (10 lecture hours, 5 lab hours, 75 service hours). Number of services required to complete this course: 75. Pre-requisites: None.

BST-007 Shaving, Beard and Mustache Trimming

By the end of this course students are able to discuss general sanitation and safety precautions of shaving, beard

and mustache trimming; demonstrate the ability to perform standard cutting positions and strokes with a straight razor; identify the 14 shaving areas of the face as well as perform a facial and neck shave. Duration: 45 hours (10 lecture hours, 5 lab hours, 30 service hours). Number of services required to complete this course: 30. Pre-requisites: None.

RESTRICTED BARBER PROGRAM

600 CLOCK HOURS - 20 WEEKS

PROGRAM OBJECTIVE

The objective of this program is to prepare students for the State of Florida Barber's Restricted Board Examination to become a Florida Licensed Restricted Barber, as well as to provide the necessary knowledge; skills and practice to assist them start a successful career.

The Restricted Barber program concentrates its curriculum in men's haircutting and shaving, beard and mustache trimming. The Restricted Barber curriculum does not include instruction in chemical services. Students interested in learning about chemical services (permanent waving, coloring and bleaching, hair relaxing and curling) are encouraged to enroll in the Barber Program instead, also offered at our institution.

PROGRAM DESCRIPTION

This comprehensive program provides its participants with the proper training in all necessary areas to become a successful barber working at barbershops and beauty salons.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Restricted Barber License in order to work.

DURATION

This program has a duration of 600 hours. Full-time students complete the program in approximately 20 weeks. Part-time students complete the program in approximately 24 weeks..

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 9,195

Books & Supplies \$ 1,780

Other Costs \$ 330

Total Program Cost \$ 11,405

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
RST-001	Florida Laws and Rules	75	
RST-002	Safety, Sanitation and Sterilization	325	175
RST-003	Hair Structure, Cutting and Cleansing	150	
	a. Taper Cuts		
	I – Freehand		10
	II – Shear Over Comb		25
	III – Clipper Over Comb		25
	b. Style Cuts (to include blow drying)		25
	c. Shampooing		15
RST-004	Shaving, Beard and Mustache Shaving	50	25
TOTALS		600	300

ELIGIBILITY REQUIREMENTS FOR A FLORIDA BARBER LICENSE

The examination for licensure to practice barbering with a barber license consists of a written examination. Applicants to this examination must achieve a passing grade in order to be eligible for a license to practice barbering. An applicant who has completed all requirements for examination and paid the fee specified in Rule 61G3-20.002, F.A.C., will be admitted to the examination for licensure.

We encourage students to learn about the current examination eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation, Florida Barber's Board, Chapter 476, Florida Statutes page:

http://www.myfloridalicense.com/dbpr/pro/barb/documents/printable_barber_lawbook.pdf

RST-001 Florida Laws and Rules

This course presents an overview of barber law, rules and regulations in relation to consumer protection for both health and economic matters. This course also includes 4 hours of HIV/AIDS training in relation to the barber profession. By the end of this course, students will be able to define the limitations of the authority of the Board of Barbering; identify and explain the importance and function of state barber boards; define the rulemaking authority of the Board of Barber; understand the qualifications for licensure; understand the procedures and context of examinations; comprehend the requirements for barber salons and inspections; be aware of the disciplinary proceedings and penalties for violations of Chapter 477, F.S.; understand the complaint procedures for violations of Chapter 477, F.S., or the rules promulgated pursuant thereto; understand the definitions as used in Chapter 477, F.S.; understand the requirements through rules and regulations for license renewal; know the fees and their disposition; explain the origin and transmission of HIV/AIDS; explain the prevention methods of HIV/AIDS required by Florida Statute; procedures for protection against the spread of the disease; and list the guidelines and principles of cleanliness and safety required of a barber and a barbershop. Duration: 75 hours (lecture). Pre-requisite: None.

RST-002 Safety, Sanitation and Sterilization

Through this course students learn about the ways in which infectious materials may be used causing harm in the barbershop; the principal tools and implements used in the practice of barbering; and the importance of anatomy and physiology to the barbering profession. By the end of this course, students are able to define decontamination, list three levels of decontamination used for the prevention and control of pathogen transmittal, identify the chemical decontamination agents most commonly used in barbershop, demonstrate proper decontamination procedures for tools, equipment, and surfaces, discuss Universal Precautions and the responsibilities as a professional barber; identify the parts of shears, clippers, and razors; demonstrate the correct techniques for holding combs, shears, clippers, and razors; as well as demonstrate honing and stropping techniques; describe the structure and reproduction of cells; describe the structure of the skull and its relationship to barbering; as well as identify important muscles of the head, face, and neck that relate to barbering services. Duration: 325 hours (50 lecture hours, 100 lab hours, 175 service hours). Number of services required for completion of this course: 175. Pre-requisites: None

RST-003 Hair Structure, Cutting, and Cleansing

This course instructs students about the history of barbering, the required professional image, men's haircutting, styling, and hair replacement. By the end of this course students are able to define the origin of the word Barber, demonstrate an understanding of the evolution of barbering, describe the barber surgeons and their practices, discuss the ways in which life skills, values, and beliefs influence professional image; explain the relationship between personality and attitudes and the demonstration of professional behavior, demonstrate an understanding of effective human relations and communications skills, list the qualities of professional ethics, discuss the basic principles of personal and professional success, and create short-term and long-term goals; define properties of and disorders of the skin as well as properties and disorders of hair and scalp. By the end of this course, students will also be able to: define organic and Inorganic chemistry; define matter and its states; define PH and understand the PH scale; recognize different formulations such as emulsions; as well as suspensions and solutions; identify and define common electrical terms; discuss and recognize electrical modalities and their uses; identify visible and invisible light rays; as well as explain the effects of ultraviolet and

infrared rays; describe the structure and divisions of the skin; list the functions of the skin; identify recognizable skin disorders; name and describe the structures of the hair, the three layers of the hair shaft, hair protein, and process of hair; list the characteristics of hair important in hair analysis; identify different types of hair loss; and identify common hair and scalp disorders, students will be able to explain the theory and demonstrate the practice shampooing; scalp & hair analysis, including draping, brushing, scalp manipulation, conditioning and rinsing. explain the art and science of men's haircutting and styling; the term envisioning and the importance of the client consultation; the principles of facial shapes and profiles; demonstrate the performance of the following cutting techniques: fingers- and shear, shear-over- comb, clipper cutting, clipper-over-comb, and razor cutting; as well as demonstrate shaving the outline areas; explain the reasons why men may purchase hairpieces; identify the types of hair used in hairpiece construction; demonstrate how to measure a client for a hairpiece; fitting, cutting in, and cleaning of hairpieces; as well as alternative hair replacement methods. Duration: 150 hours (10 lecture hours, 40 lab hours, 100 service hours). Number of services required to complete this course: 125. Pre-requisites: None.

RST-004 Shaving, Beard, and Mustache Shaving

By the end of this course students are able to discuss general sanitation and safety precautions of shaving, beard and mustache trimming; demonstrate the ability to perform standard cutting positions and strokes with a straight razor; identify the 14 shaving areas of the face as well as perform a facial and neck shave. Duration: 50 hours (10 lecture hours, 15 lab hours, 25 service hours). Number of services required to complete this course: 25. Prerequisites: None.

COSMETOLOGY PROGRAM

1200 CLOCK HOURS - 40 WEEKS

PROGRAM OBJECTIVE

The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

PROGRAM DESCRIPTION

This program will provide students with the knowledge and expertise necessary to work as a cosmetology licensed professional in a Florida beauty salon. This comprehensive program will provide its participants the proper training in all necessary areas. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

CERTIFICATE AWARDED UPON COMPLETION

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Cosmetology License in order to seek employment.

DURATION

This program has a duration of 1200 hours. Full-time students complete the program in approximately 40 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 14,960

Books & Supplies \$ 1,830

Other Costs \$ 0

Total Program Cost \$ 16,890

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
HIV00	HIV/AIDS Seminar	4	
FLS00	Florida Laws	4	
COS01	Cosmetology: History and opportunities	8	
COS02	Life Skills	10	
COS03	Your professional image	8	
COS04	Communicating for success	8	
COS05	Infection control	10	
COS06	Anatomy and physiology	12	
COS07	Chemistry and electricity	10	
COS08	Properties of the hair and scalp	58	40

COS09	Principles of hair design	70	40
COS10	Shampooing and conditioning	70	50
COS11	Haircutting	120	80
COS12	Hairstyling	358	300
COS13	Braiding and braid extensions	18	10
COS14	Wigs and hair extensions	30	20
COS15	Chemical texture services	110	70
COS16	Hair coloring	110	50
COS17	Histology of the skin	10	
COS18	Hair removal and waxing	20	10
COS19	Facials	30	10
COS20	Facial make up	20	10
COS21	Nail structure and growth	8	
COS22	Manicure and pedicure	40	20
COS23	Advance nails Techniques	32	10
COS24	Activities in the salon business	6	
COS25	Seeking employment	8	
COS26	On the job	8	
TOTALS		1200	720

ELIGIBILITY REQUIREMENTS FOR A FLORIDA COSMETOLOGY LICENSE

Graduates must pass an examination in order to obtain a Florida Cosmetology License in order to seek employment. We encourage students to learn about the current examination eligibility requirements and license application process by visiting the official site for the Florida Department of Business and Professional Regulation, Cosmetology <https://www2.myfloridalicense.com/cosmetology/>

COURSE DESCRIPTIONS

HIV00 HIV/AIDS SEMINAR

During this course students learn: HIV/AIDS definitions and concepts, preventive measures, how it is transmitted, how beauty professionals can help prevent the spread of AIDS. This course presents an overview of cosmetology law, rules and regulations in relation to consumer protection. Duration: 4 hours (theory). Prerequisites: None.

FLS00 Florida Laws

During this course students learn about local, state and federal laws and regulations that regulate the Cosmetology profession. Duration: 4 hours (theory). Prerequisites: None.

COS01 Cosmetology: History and Opportunities

During this course students learn about: opportunities available within the profession, the history of cosmetology, reaching profits in the XXI Century, how to become a successful cosmetologist, and professional ethics. Duration: 8 hours (theory). Prerequisites: None.

COS02 Life Skills

During this course students learn about: the psychology of success, motivation and career planning, the necessary skills for the study of cosmetology, developing a positive attitude and personality, and human relations. Duration:

10 hours (theory). Prerequisites: None.

COS03 Your Professional Image

During this course students learn about: beauty and well-being, how to maintain a healthy body, mind and personal appearance. Duration: 4 hours (theory). Prerequisites: None.

COS04 Communicating for Success

During this course students learn about: the basic concepts of communications skills, client consultation, and special communication topics for salon professionals. Duration: 8 hours (theory). Prerequisites: None.

COS05 Infection Control

During this course students learn about: bacteria and viruses, how they enter the body, parasites, immunity, prevention, and universal precautions. Duration: 10 hours (theory). Prerequisites: None.

COS06 Anatomy and Physiology

During this course students learn about: basic chemistry concepts, electricity applied to the beauty profession, electrotherapy and light therapy. Duration: 18 hours (theory). Prerequisites: None.

COS07 Chemistry and Electricity

During this course students learn about: what is anatomy and why it is important to study this science, physiology, cells, tissues and organs, and the major body systems: Skeletal, Muscular, Nervous, Circulatory, endocrine, digestive, excretory, respiratory. Duration: 12 hours (theory). Prerequisites: None.

COS08 Properties of Scalp and Hair

During this course students learn about: the structure of the hair, chemical composition of the hair, hair analysis, growth, loss, and disorders of hair and scalp. Duration: 58 hours (18 theory, 40 lab). Prerequisites: None. Number of services required for completion of this course: 40.

COS09 Principles of Hair Design

During this course students learn about: the philosophy of hair design, elements and principles of hairdos, principles of designing hairdos, obtaining the harmony between the hairstyle and the facial shape, hairstyles for men. Duration: 70 hours (30 theory, 40 lab). Prerequisites: None. Number of services required for completion of this course: 40.

COS10 Shampooing and Conditioning

During this course students learn about: basic shampoo and conditioning principles, rinsing, how to comb the hair properly, scalp massage, procedures for properly washing hair, scalp and hair treatments. Duration: 70 hours (20 theory, 50 lab). Prerequisites: None. Number of services required for completion of this course: 50.

COS11 Haircutting

During this course students learn about: basic principles of hair design, client consultation, tools and implements, basic cuts, techniques for using scissors and combs, cuts for curly hair, additional cutting techniques, how to use electrical cutters and trimmers. Duration: 120 hours (40 theory, 80 lab). Prerequisites: None. Number of services required for completion of this course: 80.

COS12 Hairstyling

During this course students learn about: the basic concepts to comb wet hair, undulation with fingers, hair curling, curling with rollers, hairdressing techniques for men, style with dryer, hairdos for long hair, thermal hairdressing, thermal straightening of the hair. Duration: 358 hours (58 theory, 300 lab). Prerequisites: None. Number of services required for completion of this course: 300.

COS13 Braiding and Braid Extensions

During this course students learn about: the basic braiding concepts, hair braiding procedures, braiding client consultations. Duration: 18 hours (8 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

COS14 Wigs and Hair Extensions

During this course students learn about: Client consultations, wigs, and hair extensions. Duration: 30 hours (10 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

COS15 Chemical Texture Services

During this course students learn about: the structure of the hair, permanent undulation, procedures for permanent undulation, hairstyling long hair, thermal hairdressing, thermal hair straightening. Duration: 110 hours (40 theory, 70 lab). Prerequisites: None. Number of services required for completion of this course: 70

COS16 Hair Coloring

During this course students learn about: the rationale for coloring hair, hair coloring theories, types of hair coloring, client consultation, procedures and techniques for the application of hair coloring, special effects coloring, problems with coloring the hair, corrective coloring of the hair, menu of services to offer in a salon. Duration: 110 hours (60 theory, 50 lab). Prerequisites: None. Number of services required for completion of this course: 50

COS17 Histology of the Skin

During this course students learn about: the anatomy of the skin, skin disorders, and how to maintain healthy skin. Duration: 10 hours (10 theory). Prerequisites: None.

COS18 Hair Removal and Waxing

During this course students learn about: permanent hair removal, temporary hair removal techniques, procedures, client consultation. Duration: 20 hours (10 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10

COS19 Facials

During this course students learn about: the classification of skin care products, client consultation, classification of the various types of skin, facial massages, light therapy, facial treatments, aromatherapy. Duration: 30 hours (20 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10

COS20 Facial Makeup

During this course students learn about: cosmetics for facial makeup, theory of the colors, client consultation, corrective makeup, eyelash extensions, precaution and security measures. Duration: 20 hours (10 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10

COS21 Nail Structure and Growth

During this course students learn about: the nails, nail growth, nail-related diseases and disorders. Duration: 8 hours (8 theory).

COS22 Manicure and Pedicure

During this course students learn about: Tools and implements for the proper care of nails. Manicure table setting and use. Client consultation. Manicure procedures and techniques. Pedicure procedures and techniques. Precautions

and security measures. Duration: 40 hours (20 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20

COS23 Advanced Nail Techniques

During this course students learn about: Artificial nail extensions. Nail wraps. Acrylic nails. Gel nails. Precautions and security measures. Nail art. Duration: 32 hours (22 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10

COS24 Activities in the Salon Business

During this course students learn about: Commercial independence. How to operate a cosmetology business. Sales and human relations. Duration: 6 hours (theory).

COS25 Seeking Employment

During this course students learn about: Preparing for the board exam. How to prepare for an employment interview. How to practice the profession successfully. Duration: 8 hours (theory).

COS26 On the Job

During this course students learn about: The transition from the school to the workplace. The world of Cosmetology. Business administration. How to create and maintain a successful clientele. Duration: 8 hours (theory).

FULL SPECIALIST PROGRAM

600 CLOCK HOURS - 24 WEEKS

PROGRAM OBJECTIVE

This program provides training in the art and science of beautifying nails and providing facial treatments. At the completion of the program, once the student has met their financial responsibilities and has complied with the state rules and HIV seminar requirements as explained in the catalog, the graduate will qualify for state registration and employment as a full specialist providing services as a nail technician and skin care specialist.

PROGRAM DESCRIPTION

This program provides instruction and practical experience, so students develop skills in manicuring, pedicuring, nail art, and facial skin care. Upon successful completion of the program hours, clinic services and final exam, the student receives a diploma and is eligible to register with the state as a full specialist.

CERTIFICATE AWARDED UPON COMPLETION

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Full Specialist License in order to seek employment.

DURATION

This program has a duration of 600 hours. Full-time students complete the program in approximately 24 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 7,240

Books & Supplies \$ 1,414

Other Costs \$ 0

Total Program Cost \$ 8,754

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
HIV00	HIV Seminar	8	
FLS00	Florida Laws	4	
FST01	Skin care history and opportunity	4	
FST02	Professional image	4	
FST03	Hygiene and disinfections	6	
FST04	Anatomy and physiology	6	
FST05	Chemistry for estheticians	4	
FST06	Cosmetic chemistry	4	
FST07	Basics of electricity	4	
FST08	Physiology and histology of the skin	6	
FST09	Skin disorders and diseases	12	
FST10	Skin analysis	4	
FST11	Product selection and ingredients	14	10
FST12	The treatment room	14	10
FST13	Massages	31	25
FST14	Basics facials and treatments	45	35
FST15	Equipment	30	20

FST16	Waxing	26	20
FST17	Advanced esthetics	26	20
FST18	The world of facial makeup	28	20
FST19	Beauty salon/SPA business	14	10
FST20	Selling skin care products and services	12	10
FST21	Preparing and seeking employment	2	
FST22	History and opportunities	4	
FST23	Life skills	4	
FST24	Your professional image	4	
FST25	Communicating for success	4	
FST26	Infection control principles and practices	8	
FST27	General anatomy and physiology	6	
FST28	Skin structure and growth	6	
FST29	Nail structure and growth	4	
FST30	Nail diseases and disorders	6	
FST31	Basic concepts of chemistry	4	
FST32	Nail products chemistry	4	
FST33	Basic concepts of electricity	4	
FST34	Manicure	45	35
FST35	Pedicure	45	35
FST36	Electric filling	14	10
FST37	Nail tips, wraps and no-light gels	19	15
FST38	Acrylic nails	45	35
FST39	UV gels	26	20
FST40	The creative touch	19	15
FST41	Seeking employment. On the job. Salon business	21	15
TOTALS		600	360

ELIGIBILITY REQUIREMENTS FOR A FLORIDA FULL SPECIALIST LICENSE

Graduates must pass an examination in order to obtain a Florida Full Specialist License in order to seek employment. We encourage students to learn about the current examination eligibility requirements and license application process by visiting the official site for the Florida Department of Business and Professional Regulation, Cosmetology <https://www2.myfloridalicense.com/cosmetology/>

COURSE DESCRIPTIONS

HIV00 HIV/AIDS SEMINAR

During this course students learn: Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of AIDS. Duration: 4 hours (theory). Prerequisites: None.

FLS00 Florida Laws

During this course students learn: Local, State and Federal laws and regulations that regulate the Cosmetology profession. Duration: 4 hours (theory). Prerequisites: None.

FST01 Skin Care: History and Opportunities

During this course students learn: Beauty and well-being. How to maintain a healthy body. Mind and personal appearance. Professional ethics. Duration: 4 hours (theory). Prerequisites: None.

FST02 Professional Image

During this course students learn: Beauty and well-being. How to maintain a healthy body. Mind and personal appearance. Professional ethics. Duration: 8 hours (theory). Prerequisites: None.

FST03 Hygiene and Disinfection

During this course students learn: Contamination control. Sterilization, Sanitation and disinfections. Types and use of disinfectants. Disinfection procedures. Parasites. Immunity. Bacteria and viruses. Duration: 6 hours (theory). Prerequisites: None.

FST04 Anatomy and Physiology

During this course students learn: Cells, tissues and organs. Major body system: Skeletal, Muscular, Nervous, Circulatory, endocrine, digestive, excretory, respiratory. Duration: 6 hours (theory). Prerequisites: None.

FST05 Chemistry for Estheticians

During this course students learn: Chemistry and different types of chemistry. Matter. Acidity and alkalinity. Chemical reactions. Chemistry applied to esthetics. Duration: 4 hours (theory). Prerequisites: None.

FST06 Cosmetic Chemistry

During this course students learn: Learn composition of cosmetics and the effects of product chemistry on the skin. Products used in the salon. Skin preparation and its ingredients. Duration: 4 hours (theory). Prerequisites: None.

FST07 Basics of Electricity

During this course students learn: What is electricity and its use. Electrical equipment safety. Electrotherapy and light therapy. Duration: 4 hours (theory). Prerequisites: None.

FST08 Physiology and Histology of the Skin

During this course students learn: Anatomy of the skin. Function of the skin. How to maintain healthy skin. Nutrition, nerves, cells replacement and skin odor. Glands. Aging of the skin. Duration: 6 hours (theory). Prerequisites: None.

FST09 Skin Disorders and Diseases

During this course students learn: Healthy skin and its functions. Types of skin and their characteristics. Structure of the skin. Skin disorders. Pigmentation disorders. Skin cancer. Classifications and causes of acne. Duration: 12 hours (theory). Prerequisites: None.

FST10 Skin Analysis

During this course students learn: Learn the different types of skin and their relation to genetics. The Fitzpatrick scale. Skin reactions. Practices for maintaining healthy skin. Skin analysis procedures. Client consultation and forms. Duration: 12 hours (theory). Prerequisites: None.

FST11 Product Selection and Ingredients

During this course students learn: Basic skin care products and their benefits. Skin care products for personal use. Selecting a product brand. Ingredients. Product information sheet. Skin care products ingredients. Duration: 14 hours (4 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

FST12 The Treatment Room

During this course students learn: Personal appearance. Professional atmosphere. Equipment and machinery needed. Skin care room preparation and maintenance. Hygiene and cleanliness procedures. Duration: 14 hours (4 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

FST13 Massages

During this course students learn: The benefits of massage. Types of massages and movements. Other massage techniques. Procedures of facial massage. Duration: 31 hours (6 theory, 25 lab). Prerequisites: None. Number of services required for completion of this course: 25.

FST14 Basics Facials and Treatments

During this course students learn: Benefits of facials treatments. Treatment, preparations and client consultation. Elements of basic facials. Proper application of products and cleanup. Proper tonic procedures. Adequate extraction procedures. Treatments of oily, dry, dehydrated and sensible skin types. Treatment of acne. Masculine skin care. Duration: 45 hours (10 theory, 35 lab). Prerequisites: None. Number of services required for completion of this course: 35.

FST15 Equipment

During this course students learn: Magnifying lamps. Wood lamp. Rotary brush. Vacuum. Spray and steamer. Gloves. High frequency machine. Galvanic machine. Vapor mask and micro current. Wax heater. Hot towels. Microdermabrasion, laser and light therapy. Duration: 30 hours (10 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

FST16 Waxing

During this course students learn: Client consultation. Permanent hair removal. Temporary hair removal techniques. Procedures. Hair tweezing. Eyebrow, mustache, neck, underarm, leg, waxing. Duration: 26 hours (6 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

FST17 Advanced Esthetics

During this course students learn: Antioxidants. Peeling for skin care. AHAS peeling. Enzyme peeling. Aging of the skin and hormones. The benefits of aromatherapy. Corporal treatments. Pre and post-surgical intervention treatments. Clinical and surgical procedures. Duration: 26 hours (6 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

FST18 The World of Makeup

During this course students learn: Psychological aspects of makeup. Makeup related products. Eyeliners. Eyebrow coloring. Makeup brushes. Theory of colors and how to use the color wheel. Correct makeup application. Proper use implements and supplies. Makeup application procedures. Daywear makeup. Evening makeup. Corrective makeup. Special occasion makeup. Eyebrow extensions. Duration: 28 hours (8 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

FST19 Beauty Salon/Spa Business

During this course students learn: The services for skin care. How to succeed in the profession of skin care. Commercial independence. How to operate a beauty salon/ Spa business. Sales and human relations. Rules, laws and regulations concerning salon business. Maintaining good records. How to run a successful salon business. Duration:

14 hours (4 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

FST20 Selling Skin Care Products and Services

During this course students learn: Know and be familiar with products and services. Learn what clients need and want. Marketing. Learn how to present products and services effectively. Tracking success. Duration: 12 hours (2 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

FST21 Preparing and Seeking Employment

During this course students learn: The transition from the school to the workplace. The world of cosmetology. Business administration. How to create and maintain a successful clientele. Duration: 2 hours (theory). Prerequisites: None.

FST22 History and Opportunities

During this course students learn: Brief history of cosmetology. Career paths for a nail technician. A bright future. Duration: 4 hours (theory). Prerequisites: None.

FST23 Life Skills

During this course students learn: The psychology of success. Motivation and self-Management. Managing your career. Goal settings. Time management. Study skills. Ethics. Personality development and attitude. Duration: 4 hours (theory). Prerequisites: None.

FST24 Your Professional Image

During this course students learn: Beauty and wellness. Looking good. Your physical presentation Duration: 4 hours (theory). Prerequisites: None.

FST25 Communicating Success

During this course students learn: Human relations. Communication basics. The client consultation. Special issues in communication. In-Salon communication. Duration: 4 hours (theory). Prerequisites: None.

FST26 Infection Control: Principles and Practices

During this course students learn: Regulation, principles of prevention. Universal precautions. The professional salon image. Duration: 8 hours (theory). Prerequisites: None.

FST27 General Anatomy and Physiology

During this course students learn: Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. Duration: 6 hours (theory). Prerequisites: None.

FST28 Skin Structure and Growth

During this course students learn: Anatomy of the skin. Aging of the skin. Disorders of the skin. Preventing skin problems in salon. Maintaining skin healthy. Duration: 6 hours (theory). Prerequisites: None.

FST29 Nail Structure and Growth

During this course students learn: The natural nail. Nail anatomy. Nail growth. Know your nails. Duration: 4 hours (theory). Prerequisites: None.

FST30 Nail Diseases and Disorders

During this course students learn: Nail disorders. Nail diseases. Duration: 6 hours (theory). Prerequisites: None.

FST31 Basic Concepts of Chemistry

During this course students learn: Chemistry. Matter. Potential hydrogen. Oxidation-Reduction (Redox) reactions.

You have the value. Duration: 4 hours (theory). Prerequisites: None.

FST32 Nail Product Chemistry

During this course students learn: Understanding chemicals. Adhesion and adhesive. Fingernail Coating. The over exposure principle. Duration: 4 hours (theory). Prerequisites: None.

FST33 Basic Concepts of Electricity

During this course students learn: Electricity. Electrical equipment safety. You have the power. Duration: 4 hours (theory). Prerequisites: None.

FST34 Manicure

During this course students learn: Nail technology tools. Choosing a nail shape. Basic manicure. Performing a man's manicure. Paraffin wax treatment. Hand and arm massage. Spa manicure. Aromatherapy. Duration: 45 hours (10 theory, 35 lab). Prerequisites: None. Number of services required for completion of this course: 35.

FST35 Pedicure

During this course students learn: Pedicure supplies. Pedicures. Foot massage. More about pedicuring. Pedicure implements. Duration: 45 hours (10 theory, 35 lab). Prerequisites: None. Number of services required for completion of this course: 35.

FST36 Electric Filing

During this course students learn: Are electric files safe? Choosing an electric file. Choosing Bits. How to use an electric file. Troubleshooting. you have the value. Duration: 14 hours (4 theory, 10 lab). Prerequisites: None. Number of services required for completion of this course: 10.

FST37 Nail tips, nail wraps and no-light gels

During this course students learn: Nail tips, nail wraps and no-light gels. Duration: 19 hours (4 theory, 15 lab). Prerequisites: None. Number of services required for completion of this course: 15.

FST38 Acrylic Nails

During this course students learn: Acrylic (methacrylate). Nail Enhancements Using Forms. Odorless Acrylic (methacrylate). Products. Colored Acrylic (methacrylate) powders. Duration: 45 hours (10 theory, 35 lab). Prerequisites: None. Number of services required for completion of this course: 35.

FST39 UV Gels

During this course students learn: UV gels on tips or natural nails. UV Gel Maintenance and removal. Duration: 26 hours (6 theory, 20 lab). Prerequisites: None. Number of services required for completion of this course: 20.

FST40 The Creative Touch

During this course students learn: The basics and foundation of nail art. Creating nail art. Gold leafing. Freehand painting. Using an airbrush for nail color and nail art. Getting started and finished. Traditional French manicure (with optional lunular) Duration: 19 hours (6 theory, 15 lab). Prerequisites: None. Number of services required for completion of this course: 15.

FST41 Seeking employment. On the job, Salon Business

During this course students learn: Preparing for licensure. Preparing for employment. Illegal questions. Legal questions. Doing it right. Moving from school to work. Out in the real world. Managing your money. On your way. Going into business on your own. Operating a successful salon. Selling in the salon. Duration: 21 hours (6 theory, 15 lab). Prerequisites: None. Number of services required for completion of this course: 15.

NAIL SPECIALIST PROGRAM

180 CLOCK HOURS - 9 WEEKS

PROGRAM OBJECTIVE

This program offers a sequence of theory and practical courses for students to become proficient in the techniques of nail care. It includes 90 hours of client services under the supervision of a qualified instructor to provide students with the opportunity to gain the required experience. Upon successful completion of the program students are qualified to apply for a Florida Nail Specialty License.

PROGRAM DESCRIPTION

Theory classes include subjects on Florida laws & rules, sanitation, safety and disinfection, ethics, entrepreneurship and employability, science, math, problem solving, critical thinking, oral & written communication skills, leadership, teamwork, chemistry, nail and skin structure, diseases and disorders, with a strong focus on contraindications. Practical hands-on training includes manicuring, pedicuring, nail extension, wraps and resin application, monomer and liquid application, gel nails and nail art techniques.

CERTIFICATE AWARDED UPON COMPLETION

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Nail Specialty License in order to seek employment.

DURATION

This program has a duration of 180 hours. Full-time students complete the program in approximately 9 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 1,695

Books & Supplies \$ 600

Other Costs \$ 0

Total Program Cost \$ 2,395

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
NSP101	Florida Cosmetology Laws and Rules	4	
NSP102	Sanitation	8	
NSP103	Ethics	2	
NSP104	Nail Theory, Practice and Related Subjects, including HIV/AIDS	76	
NSP105	Nail Specialty Clinical Training	90	
	<i>The Clinical Training includes the following services:</i>		
	<i>(a) 15 Manicures</i>		15
	<i>(b) 10 Pedicures</i>		10
	<i>(c) 15 Tips with Overlay</i>		15
	<i>(d) 10 Sculpting Using A Form</i>		10
	<i>(e) 10 Nail Wraps and/or Mending</i>		10
	<i>(f) 10 Nail Fill-Ins</i>		10
	<i>(g) 5 Artificial Nail Removal</i>		5
	<i>(h) 10 Polishing and Nail Art</i>		10
	<i>(i).5 Gel Nails</i>		5
TOTALS		180	90

ELIGIBILITY REQUIREMENTS FOR A FLORIDA NAIL SPECIALTY LICENSE

Graduates must obtain a Florida Nail Specialty License in order to seek employment. We encourage students to learn about the current license application requirements and process by visiting the official site for the Florida Department of Business and Professional Regulation, Cosmetology Division

<https://www2.myfloridalicense.com/cosmetology/>

COURSE DESCRIPTIONS

NSP001 – Florida Cosmetology Laws and Rules

This course presents an overview of the laws, rules and regulations that apply to a professional working as a nail specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and

inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 4 hours. Pre-requisite: None.

NSP002 – Sanitation

This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health in the community. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; describe the various agents used to prevent the spread of disease; describe measures used to disinfect service areas; effectively disinfect the nail technician's implements to prevent the spread of disease; and disinfect necessary equipment to prevent the spread of disease. Duration: 8 hours. Pre-requisite: None.

NSP003 – Ethics

Students will be introduced to the requirements and regulations for starting and/or managing a nail salon or business. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours. Pre-requisites: None.

NSP104 - Nail Theory, Practice and Related Subjects, Including HIV/AIDS

By the end of this course students will be able to describe the history of nail care and career opportunities: communication for success: communication basics, the client consultation, special issues in communication, in-salon communication; general anatomy and physiology; skin structure, growth and nutrition: anatomy of the skin, aging of the skin, disorders of the skin, preventing skin problems in salon. Nail structure and growth: the natural nail, nail anatomy, nail growth. Nail disorders and diseases; and the basics of chemistry. Students learn the techniques and steps to properly do manicures, pedicures, tips with overlay, sculpting using A form, wraps, mending, artificial nail removal, polishing and nail art. This course also includes 4 hours of training on HIV/AIDS and other communicable diseases. Course completers are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a nail specialist. Duration: 76 hours. Pre-requisite: None.

NSPS005 – Nail Specialty Clinical Training

Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 90 clock hours (practical). Pre-requisites: All theory classes of the program. Students are required to complete the services as listed below:

- (a) 15 Manicures*
- (b) 10 Pedicures*
- (c) 15 Tips with Overlay*
- (d) 10 Sculpting Using A Form*
- (e) 10 Nail Wraps and/or Mending*
- (f) 10 Nail Fill-Ins*
- (g) 5 Artificial Nail Removal*
- (h) 10 Polishing and Nail Art*
- (i).5 Gel Nail*

SKIN CARE SPECIALIST PROGRAM

220 CLOCK HOURS - 11 WEEKS

PROGRAM OBJECTIVE

This program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical

applications provide students with the knowledge and experience to successfully start a career in the skin care field. Upon completion of the program students are awarded a diploma and qualify to apply for Florida State Registration as a Facial Specialist.

PROGRAM DESCRIPTION

This program provides training in skin treatments teaching students skin analysis and facial techniques to maintain the skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. It consists of 220 hours of theory and practical activities, with 71 hours of hands-on instruction and practice of applied skin care treatments. Students of this program are required to complete services in the techniques learned in order to graduate.

CERTIFICATE AWARDED UPON COMPLETION

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Skin Care Specialist License in order to seek employment.

DURATION

This program has a duration of 220 hours. Full-time students complete the program in approximately 11 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100

Tuition Fee \$ 2,494

Books & Supplies \$ 2,064

Other Costs \$ 0

Total Program Cost \$ 4,658

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
SCS101	Florida State Laws & Regulations	4	
SCS102	Sanitation	10	
SCS103	Ethics	2	
SCS104	Basics of Electricity	2	
SCS105	Facial Techniques and Contradictions	50	
SCS106	Product Chemistry	8	
SCS107	Hair Removal	5	
SCS108	Makeup	1	
SCS109	Skin Theory, Disease, and Disorders of the Skin, including HIV/AIDS	67	
SCS110	Skin Care Clinical Training	71	
	<i>The Skin Care Clinical Training includes the following services:</i>		
	<i>(a) 30 Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature</i>		30
	<i>(b) 1 Set up, use, and maintenance of electrical devices</i>		1
	<i>(c) 10 Hair removal, including tweezing, waxing, threading, and sugaring</i>		10
	<i>(d) 10 Makeup application for both daytime and nighttime looks</i>		10
	<i>(e) 2 Lash and brow tinting</i>		2
	<i>(f) 12 Eyelash application, individual lashes, and semi-permanent lashes</i>		12
	<i>(g) Manual extractions</i>		6
TOTALS		220	71

ELIGIBILITY REQUIREMENTS FOR A FLORIDA SKIN SPECIALTY LICENSE

Graduates must obtain a Florida Skin Care Specialty License in order to seek employment. We encourage students to learn about the current license application requirements and process by visiting the official site for the Florida Department of Business and Professional Regulation, Cosmetology Division

<https://www2.myfloridalicense.com/cosmetology/>

COURSE DESCRIPTIONS

SCS001 – Florida State Laws and Regulations

This course presents an overview of the laws, rules and regulations that apply to a professional working as a facial specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 4 hours (lecture). Pre-requisite: None.

SCS002 – Sanitation

This course instructs students in the use of chemical agents to disinfect implements and equipment to promote and protect good health and hygiene. By the end of this course students will be able to define terms and to describe and

clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; and describe measures used to disinfect service areas. Duration: 10 clock hours (lecture). Pre-requisites: None.

SCS003 – Ethics

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours (lecture). Pre-requisites: None.

SCS004 – Basics of Electricity

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 2 clock hours (lecture). Pre-requisites: None.

SCS005 – Facial Techniques and Contraindications

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment. Duration: 50 clock hours (lecture). Pre-requisites: None.

SCS006 – Product Chemistry

This course instructs students on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. Duration: 8 clock hours (lecture). Pre-requisites: None.

SCS007 – Hair Removal

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. Duration: 5 clock hours (lecture). Pre-requisites: None.

SCS008 – Makeup

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. Duration: 1 clock hour (lecture). Pre-requisites: None.

SCS009 – Skin Theory, Disease, and Disorders of the Skin, including HIV/AIDS

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. This course also includes 4 hours of training on HIV/AIDS and other communicable diseases. Course completers are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a facial specialist. Duration: 67 clock hours (lecture). Pre-requisites: None.

SCS010 – Skin Care Clinical Training

Students gain practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 71 clock hours (practical). Pre-requisites: All theory classes of the program. Students are required to complete the services as listed below:

- (a) 30 Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature*
- (b) 1 Set up, use, and maintenance of electrical devices*
- (c) 10 Hair removal, including tweezing, waxing, threading, and sugaring*
- (d) 10 Makeup application for both daytime and nighttime looks*

- (e) 2 Lash and brow tinting
 (f) 12 Eyelash application, individual lashes, and semi-permanent lashes
 (g) Manual extractions

STAFF AND FACULTY

STAFF

President.....	Glorivee Ulloa Johnson
Operations Director	Tranarous Johnson
Director of Education.....	Michelle Russ
Financial Director	Everett Neely
Financial Services	Kiarra Ulloa
Admissions Director	Glorivee Ulloa Johnson
Admissions	Glorivee Ulloa Johnson
Student Services, Placement Services.....	Glorivee Ulloa J., Kiarra Ulloa Aimee Tejera
Administrative Support	Kiarra Ulloa, Aimee Tejera
Financial Aid Administrator	Glorivee Ulloa Johnson, Kiarra U.

FACULTY

Michelle Russ

Director of Education

Instructor – Part-Time

Barber Diploma, Marinello School of Beauty, Castro Valley, CA

Cosmetology Diploma, Bay Area Hair Institute, San Francisco, CA

Barber License # BB8901412

Cosmetology License # CL1275370

Tranarous Johnson

Instructor – Part-Time

Restricted Barber Diploma, Margate School of Beauty, Margate, FL

Restricted Barber License # BR8260

Johan Bonilla

Instructor – Full-Time

Barber Diploma, JT's Cuts Academy, Fort Lauderdale, FL

Barber License # BB8904397

Keino Moses Valley

Instructor – Part-Time,

Barber Diploma, Margate School of Beauty, Margate, FL

Barber License #BB8909159

Jacquelyn Parisi – Part-Time

Barber Diploma, Florida Barber School, Pompano Beach, FL

Cosmetology Diploma, Paul Mitchell School, Plantation, FL

Barber License # BB8889771
Cosmetology CL1286614