



# G SKIN & BEAUTY INSTITUTE

## CHICAGO CAMPUS

### COURSE CATALOG

17 North State Street Suite 400

Chicago, Illinois 60602

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[www.gskinbeautyinstitute.edu](http://www.gskinbeautyinstitute.edu)

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## **GENERAL INFORMATION**

### **INTRODUCTION**

The staff at G Skin & Beauty Institute proudly welcomes you to a personally and economically fulfilling career. In the field of beauty, skincare, and makeup you are limited only by your own talent and ambitions.

G Skin & Beauty Institute will help you build a solid foundation of knowledge. Our curriculum enables you to master the basic concepts, while it also lets you in on the creative secrets of the professionals. Our many classes in advanced techniques get you ready to embark on a new future with confidence.

G Skin & Beauty Institute is licensed by the State of Illinois, Department of Professional Regulation, 320 W.

Washington Street, Springfield, IL 62789, (217) 785-0800. G Skin & Beauty Institute is also accredited by the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600.

Naperville Skin Institute, Naperville, Illinois and G Skin & Beauty Institute, Chicago, Illinois are branch campuses of our Oak Brook, Illinois location at 1200 Harger Road Oak Brook, Illinois 60523.

### **MISSION STATEMENT**

G Skin & Beauty Institute, together with our highly skilled staff of instructors, and the management team are dedicated to EXCELLENCE in education. We continually strive to be the best for and with our students as they work toward their employment goals within the industry.

Each student, after completing their course of training in esthetics, or teacher training, will be able to successfully demonstrate and easily perform job entry skills in all required subjects. He/She will take and pass a final school examination in both theoretical and practical skills, and qualify for the state examination to obtain an Illinois license. Our final goal is to help our graduates find employment in their new field.

## **ADMISSIONS TO G SKIN & BEAUTY INSTITUTE**

### **ADMISSION REQUIREMENTS - ESTHETICS / ESTHETICS HYBRID COURSE**

1. Submit documentation for proof of age, (at least 16 years of age) ie: drivers license, state ID, birth certificate, Passport
2. Submit a High School Diploma / or its equivalent / Legal transcript from High School showing High School completion/ GED®/ or proof of attainment of an Associates Degree or higher by providing a copy of a college transcript showing college completion or college degree. G Skin & Beauty Institute does not accept *Ability-to-Benefit Students*.
3. Submit \$100.00 Registration Fee and fill out application for admission
4. Must complete all admissions paperwork and submit all required documentation

### **ADMISSION REQUIREMENTS - STUDENT TEACHER 500/750 HOUR PROGRAM**

*Prior to enrollment, must first interview with the Director of Education*

1. Meet with the Director of Curriculum and Student Teachers
2. Legal transcript from High School showing High School completion / High School Diploma / GED ® / or proof of attainment of an Associates Degree or higher by providing a copy of a college transcript showing college completion or college degree. G Skin & Beauty Institute does not accept *Ability-to-Benefit Students*.
3. Submit documentation of proof of age, (must be 18 years of age) ie: drivers license, state ID, birth certificate, Passport
4. Submit current license in Esthetics
5. Complete all registration paperwork and submit all required documentation
6. Pay any required fees
7. For Student Teacher 500 Hour, Submit proof of 2 years of work experience in order to qualify for the 500 hour program. (IL. VE-COB) from two different sources.

### **ADMISSIONS FOR STUDENTS WITH A FOREIGN DIPLOMA**

*Foreign diplomas must be verified prior to enrollment.*

Verification of a foreign student's high school diploma, transcript of hours, must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The admissions adviser at the school can help you obtain this process if you need it. The prospective

student must submit the color copy of the diploma, so that the agency may verify that the diploma is equivalent to a United States High School Diploma. Allow at least 2 weeks prior to starting class for this process to be completed. No student may start classes without a valid High School Diploma.

NACCAS recognizes several equivalence' to a high school diploma:

- A GED
- A Certificate demonstrating that the student has passed a state authorized examination that the state recognizes as the equivalent of a high school diploma
- An academic transcript of a student who has successfully completed AT LEAST a two year program that is acceptable for full credit towards a bachelor's degree

### **ADMISSIONS FOR STUDENTS WITH A HOME SCHOOL EDUCATION**

Students who have attended HomeSchool through grade 12, may be eligible to attend G Skin & Beauty Institute. We are interested in having talented, well-qualified applicants from a variety of settings. Home school applicants are reviewed on an individual basis.

1. Proof of age is required: (must be at least 16 years of age) Drivers License, State ID, Birth Certificate, Passport
2. Submit evidence of completion of home schooling that state law treats as a home school or private school. If the state issues a credential for home schooling, maintain this credential. Will need a transcript for verification of High School completion.
3. Submit an application with a \$100.00 non-refundable Registration Fee.
4. Complete all admissions paperwork and submits all needed documentation

### **ADMISSIONS REQUIREMENTS FOR STUDENTS RE-ENROLLING IN A PROGRAM**

Students who have dropped out and wish to re-enroll in the same program, can look up the Student Help Desk on the school's website at [www.gskinbeautyinstitute.edu](http://www.gskinbeautyinstitute.edu). Put a ticket in to re-enroll in the program. The Re-enrollment Advisor will contact you.

1. A non-refundable re-entry fee of \$100.00 will be charged unless the student is returning within 30 calendar days. Students who dropped due to an acute illness or pregnancy may appeal the fee.
2. Any remaining requirements from the first contract must be met before a student is allowed to sign a new contract with the institution.
3. A new Enrollment Agreement must be executed by the student/applicant.
4. The student will receive credit for any tuition previously paid, and all tuition payments that are due must be current.
5. The student will return to school with the same status as when they left, including credit for any actual and scheduled hours and grades for all completed tests and assignments.
6. The student must be able to complete the program within the maximum time frame and also within the parameters of the State Law requirements. If they cannot mathematically complete the program within the maximum time frame, they will be re-enrolled on a cash pay basis.

### **ADMISSION POLICY FOR ALL TRANSFER STUDENTS**

This school does accept transfer or out-of-state students. A maximum of the following documented hours from another licensed school **may** be accepted for:

- 275 Clock hours of Esthetics/Esthetics Hybrid Course
- Transfer hours for the Student Teacher Programs (500/750 Hours) are determined by the Director who meets with the prospective student teacher prior to enrollment
- G Skin & Beauty Institute does not accept *Ability-to-Benefit Students*.
- Transfer hours will be evaluated on an individual basis. Acceptance of transfer hours will be evaluated and determined by the corporate office along with the Director, for each individual student.
- All transfer hours will be evaluated by the corporate office, to determine which Units of Instruction, designated by the State, have been fulfilled at the previous school.
- All hours accepted by the Institution are counted as both attempted and completed.

G Skin & Beauty Institute does not recruit students attending or admitted to another school offering a similar program of study.

If the school grants credit to be applied at G Skin & Beauty Institute, it shall lower the number of hours required to complete the program, and charges applied will cover only the hours remaining for the student to complete the course.

## **ADMISSION REQUIREMENTS & PROCEDURES - TRANSFER/OUT OF STATE STUDENTS**

1. Must be at least 16 years of age to enroll in the Cosmetology, Esthetics, Refresher, Nail Technology, Esthetics Hybrid Course
2. Must be 18 years of age to be accepted for the Student Teacher Program with documentation of age by submitting a current drivers license, a state ID, a birth certificate or a current passport
3. Submit a High School Diploma / or its equivalent / Legal transcript from High School showing High School completion/ GED / or proof of attainment of an Associates Degree or higher by providing a copy of a college transcript showing college completion or college degree. G Skin & Beauty Institute does not accept *Ability-to-Benefit Students*.
4. Must present a legal copy of their transcript of hours from the previous school prior to enrollment. A copy of the legal transcript will be uploaded to the student's online file and the original transcripts will be returned to the student.
5. Accepted hours of credit from previous institutions will be applied to the appropriate Units of Instruction required by the State of Illinois. Hours that are earned at G Skin & Beauty Institute, along with the transfer credit will total 750 hours for the Esthetics Program and Esthetic Hybrid Course, 500/750 hours for the Student Teacher Program.

G Skin & Beauty Institute does not recruit students attending or admitted to another school offering a similar program of study.

If the school grants credit to be applied at G Skin & Beauty Institute, it shall lower the number of hours required to complete the program, and charges applied will cover only the hours remaining for the student to complete the course.

## **STATEMENT OF NON-DISCRIMINATION**

G Skin & Beauty Institute, in its admission, instruction, graduation and employment policies, secures for all individuals the freedom from discrimination against any individual because of his or her race, color, sex, sexual orientation, gender or gender identity, national origin, ethnic origin, ancestry, age, creed or religion, financial status, order of protection status, marital status, physical or mental disability, military status, or residence for any reason. This state of non-discrimination also extends to employees of the school and the administration of students in programs and activities sponsored by the school. Questions or complaints about Title IX, or sexual discrimination for any reason please send an email to [gconcerns@gbeautyschool.com](mailto:gconcerns@gbeautyschool.com) and include the students full name, campus, date and the full nature of the problem. The Title IX Coordinator Beth Wilson will respond in a timely manner. The Title IX Coordinator, Beth Wilson can also be reached at 129 Commercial Drive Unit # 3, Yorkville, Illinois 60560 815-786-7266

## **TITLE IX COMPLIANCE & TRAINING**

**Title IX of the Educational Amendments of 1972 protects people from discrimination on the basis of sex in education programs or activities that receive federal financial assistance.**

Title IX requires educational institutions to operate in a nondiscriminatory manner and to provide students and employees with an environment safe from sexual harassment, including sexual violence. The Final Rule, which became effective on August 14, 2020, stipulates how recipients of educational federal funding must respond to reports of sexual harassment. The scope of Title IX applies to all educational institutions receiving federal financial assistance as well as charter schools, for-profit schools, libraries, and museums. Title IX obligations apply to key areas of responsibility such as athletics, employment, financial assistance, recruitment, admissions, counseling, treatment of pregnant and parenting students, and single-sex education.

All students, faculty and staff are encouraged - and in some cases federally required - to receive annual Title IX training. Awareness programs, bystander intervention, ongoing prevention and awareness campaigns, primary prevention programs and risk reduction are important training themes.



### Key Focus Areas:

Bystander Intervention	Domestic Violence	Dating Violence
Prevention & Awareness	Sexual Assault	Stalking

### ***G SKIN & BEAUTY INSTITUTE STAFF TRAINING:***

G Skin & Beauty Institute provides annual training to their staff, so all are prepared to help provide a safe environment and learning opportunity for all of our staff and students. The following slide presentation is used as a basis for training:

<https://files.constantcontact.com/77bf8b4d001/bbea0573-021e-4581-893f-268d87d1deb3.pd>

### **STUDENT SERVICES**

1. **Admission Representatives:** Aids students in enrollment, selecting schedule of attendance and suitable financial arrangements.
2. **Instructional Staff:** Aids in improving students' learning skills, preparing for examinations and establishing working relationships with other students, customers, and staff.
3. **Academic Support Services:** Staff is fully trained to aid individuals needing extra help with academics/hands-on instruction. Extra time is spent with individuals needing help.
4. **Student Support Services:** Aids students in daily attendance records, financial records, and job placement, schedule changes, supplemental contracts, graduation paperwork, and assisting students file an appeal for Unsatisfactory Progress.
5. **Housing:** Students must arrange for their own off-campus housing.
6. **Parking:** Off-street parking is available close to the school, ask for a parking discount card at the school.
7. **Counseling:** Students are counseled regarding their grades and attendance, at official checkpoint periods, and monthly when Progress Reports are given out. Our staff is available for counseling at any time during a student's training, as the need arises. Contact information for Professional Services is available when needed.
8. **Financial Aid Advisors:** Staff member available to answer all questions regarding financing your education, and will guide you through the process of applying for and obtaining the financing. Information and advice on available financial assistance is accessible to students on our website as well. The financial aid Advisor for the Chicago location is Jordan Sweeney at [jordan.sweeney@gbeautyschool.com](mailto:jordan.sweeney@gbeautyschool.com). Students can also reach the Financial Aid office through the G Student Help Desk.
9. **Employment Assistance:** Every effort is extended to aid our graduating students, as well as our past graduates in finding suitable employment. **Classes in Professionalism:** Resume development, job search skills, and interviewing preparation are offered as part of the curriculum. *Career and Employment information is taught with Communication Skills, Compensation methods, income reporting, licensing requirements, State Law and Regulation, Business basics and record keeping.* However, G Skin & Beauty Institute cannot guarantee employment or salary for any student. Currently attending students and graduates of G Skin & Beauty Institute have access to our online job board.
10. **Title IX Personnel:** Title IX Responsible Employees at the Chicago location are the campus manager or any instructor you feel comfortable with. Students are encouraged to report acts of sexual misconduct or sexual violence towards them or as witnessed on campus. Beth Wilson is the Title IX Coordinator who is located at 129 Commercial Dr. #3 Yorkville, Illinois 60560. To file a formal complaint please email [gconcerns@gbeautyschool.com](mailto:gconcerns@gbeautyschool.com) Include your campus, your full name, the date of the incident and full details about what happened. Beth will respond in a timely manner.
11. **G Student Services Help Desk:** The G Student Services Help desk is a wealth of help for each student as they make their way through their programs. Through this service you will be able to reach the manager, the FA Advisor, ask for a schedule change, ask for a meeting with the manager or your instructor, ask for help with your program, or your financing, or your hours. If you need to make up classwork, tests, or hours, or take time off of school this is where you'll find your answers and assistance. You will be given access to the Help Desk after you start your program.

## STUDENT'S FINANCIAL RESPONSIBILITY

It is understood that it is the STUDENT'S RESPONSIBILITY to ensure that the school is paid by the scheduled graduation date. The STUDENT has the sole responsibility to ensure that their financial aid has been processed in a timely manner or that their scheduled monthly payments are made at least 30 hours prior to graduating. It is the STUDENT'S responsibility to ensure that they are maintaining satisfactory progress so that the financial aid funds can be disbursed on time.

If a student shall terminate his/her enrollment at G Skin & Beauty Institute, refunds will be made in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loan
- Pell Grant
- Student payments

## ACADEMIC ADVISING

Students who need extra help with written or practical work, or who just need a sympathetic ear, can rely on our caring staff. Students are provided with academic advising and additional assistance as necessary. Our School Manager and teachers are readily available and willing to help anyone who indicates that they could use help. Progress reports are issued monthly and students who are not meeting minimum standards are counseled on grades and attendance. A copy is given to the student and a copy is kept in the students Academic File.

## TIME CLOCK PROCEDURES

Student hours are recorded through the use of a digital time clock app. Each new student is emailed their



login credentials, and shown in orientation how to use the app to accrue hours in the program. Students scan the QR code and clock in upon arrival for class and scan the code and clock out at the end of the day.

Students must scan out anytime they are leaving the building, and scan back in when they return. No student may scan in or out for another student, or have anyone scan in or out for them.

Time is calculated on a quarter hour basis, so students need to be aware of punching a few minutes late and/or leaving a few minutes early, as this could affect the number of total hours calculated for the day. The time clock can only calculate hours with both a scan in and scan out.

Scanning in and out is a students responsibility

1. The students must check their hours, using the weekly hours attendance that is posted throughout the school, each week.
2. If a student has missed a punch or feels there is an incorrect calculation, for that week- they must put in a ticket, **within 3 days**- for that adjustment to be rectified.
3. Proof of attendance for the day in question, via sign offs from an instructor, exam administered , guest service provided, must be submitted for manager verification within 3 days
4. Each student will receive up to 3 manual adjustments for student mistakes in clocking procedures

## COURSE FORMATS

All courses are taught in English.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is applied consistently to every student who is enrolled in a NACCAS approved program, in any specific program and schedule for a particular category of attendance at G Skin & Beauty Institute. This policy is printed in the catalog to ensure that a copy of this policy is provided to all students prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal Regulations established by the United States Department of Education.

## SATISFACTORY ACADEMIC PROGRESS DEFINED

At G Skin & Beauty Institute, satisfactory academic progress is defined by the following criteria:

1. Maintain a minimum cumulative attendance average of 67% of all scheduled class time
2. Students MUST maintain a written and practical grade average of at least 75%

***Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance, unless the student is on warning or has prevailed upon(won) an appeal of the determination that has resulted in the status of Probation.***

## EVALUATION CHECKPOINTS

The student's performance is thoroughly evaluated at each of the following scheduled official SAP evaluation checkpoints, using both **quantitative and qualitative elements that are evaluated on a cumulative basis**. The Official SAP Evaluation Checkpoints are **based on actual time completed** versus scheduled hours. The Commission has determined that it will allow a three (3) day grace period for schools to physically run their SAP report, however, the student's progress (hours, grades, etc.,) being reviewed are based on the precise period outlined in the school's policy, outlined below. **The first official SAP evaluation checkpoint is scheduled at or before the midpoint of the course.** Maximum time frame for each student will be measured for pace of progression at each official SAP evaluation checkpoint.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

*Transfer students are evaluated at the midpoint of the contracted hours with this institution.*

G Skin & Beauty Institute operates ALL programs according to the following academic year : 900 clock hours to be completed within 30 academic weeks according to a Full Time 30 Hour weekly schedule calculation

**The following evaluation periods demonstrate the course/program(s) offered measured in ACTUAL clock hours and weeks:**

**COURSE NAME:** [\*ESTHETICS, ESTHETICS HYBRID, STUDENT TEACHER 750\*](#)

FT Schedule 30 HPW	PT Schedule 22.5 HPW	PT Schedule 18 HPW
375 Actual Hours (12.5 wks)	375 Actual Hrs (17 wks)	375 Actual Hrs (20.83 wks)
750 Actual Hours (25 wks)	750 Actual Hrs (34 wks)	750 Actual Hrs (41.66 wks)

**COURSE NAME:** [\*STUDENT TEACHER 500\*](#)

FT Schedule 37.5 HPW	FT Schedule 30 HPW	PT Schedule 27.5 HPW
250 Actual Hours (6.67 wks)	250 Actual Hours (8.35 wks)	250 Actual Hours (9.4 wks)
500 Actual Hours (13.33 wks)	500 Actual Hours (16.66 wks)	500 Actual Hours (18.18 wks)
PT Schedule 22 HPW	PT Schedule 20 HPW	PT Schedule 19.5 HPW
250 Actual Hours (11.35 wks)	250 Actual Hours (12.5 wks)	250 Actual Hours (12.8 wks)
500 Actual Hours (22.7 wks)	500 Actual Hours (25 wks)	500 Actual Hours (25.6 wks)

- Week accumulation for evaluation checkpoints are based on the students actual scheduled hours per week, and may vary depending on student absences.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and count toward course completion. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and a standard is set forth in practical skills evaluation criteria adopted by the school. Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic) The following reasonable grading scale is used:

92 – 100	A	Excellent
84 – 91	B	Above Average
75– 83	C	Average
Below 75	F	Unsatisfactory



## RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## PRACTICAL WORK

A minimum accessible standard of 75% performance is established for practical skills. Failure requires further practice to achieve a passing level (75%).

## ATTENDANCE PROGRESS EVALUATIONS

Evaluations are conducted at the end of each official SAP evaluation checkpoint to determine if the student has met the minimum requirements. At the end of each evaluation checkpoint the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which provides an indication that, given the same attendance rate, the student will not exceed the maximum time frame allowed.

## STUDENT ACADEMIC PROGRESS RESULTS - CONSULTATION

Students meeting minimum requirements for both attendance and academic performance at the end of each official SAP evaluation checkpoint will be considered meeting Satisfactory Academic Progress (SAP) until the next scheduled official SAP evaluation checkpoint. SAP results are maintained in the student's academic and financial aid digital file.

When not meeting Satisfactory Academic Progress (SAP) requirements, a consultation will be scheduled with an Institutional Representative to review the results within 7 School Business Days following the established SAP evaluation checkpoint. If the student has not met the standards for Satisfactory Academic Progress, the student will be advised on what steps need to be taken to achieve academic progress standards by the next scheduled official SAP evaluation checkpoint. The student will then be placed either on *SAP Warning* or *SAP Ineligible*, or *SAP Probation* (upon an approved appeal).

Students may access SAP results by submitting a formal request in writing via the G Student Help Desk ticket system to schedule an appointment to review records in accordance with the institution's privacy of student records policy.

## STUDENT PROGRESS – DETERMINATION OF STATUS

***Students will be in one of three statuses:***

1. **Satisfactory:** *Requires no action by the student or the school, maintains status until next official SAP evaluation checkpoint*
2. **Warning:** *Student is not meeting SAP Standards, aid eligibility is retained until the next official SAP evaluation checkpoint and requires the student to bring themselves to Satisfactory standing by the next official SAP evaluation checkpoint*
3. **Unsatisfactory:** *Student is not eligible to receive Title IV funding and will be placed on SAP Ineligibility. Students with an unsatisfactory SAP status will be considered a Cash Pay student. Students with an Unsatisfactory SAP will be advised how to file an Appeal if they so desire to.*

## WARNING STATUS

Students not meeting Satisfactory Academic Progress for the first time, will be placed on SAP Warning. The student will be advised on what the requirements are to bring themselves into compliance by the next official SAP evaluation checkpoint. Financial Aid will continue to be funded during the warning period.

If at the end of the warning period, the student's SAP evaluation results in the student not meeting either the attendance or academic minimum requirements, the student will be deemed ineligible to receive Title IV funds. If a student is ineligible for Financial Aid, the student will be converted to Cash Pay status.

Students will be advised to follow the school's appeal process outlined in this policy, and of the actions required to attain Satisfactory Academic Progress by the next scheduled official SAP evaluation checkpoint.

## APPEAL PROCEDURE

***Students who will not attain Satisfactory Academic Progress by the end of the Warning Period, may appeal the negative progress determination within 10 calendar days by acting upon the following procedure:***

1. The student must appeal in writing. The appeal must include the following:
  - a. The cause of the student not meeting the minimum SAP standards.
  - b. An explanation of what circumstances have changed that will allow them to

meet SAP at, or before the end of the next official SAP evaluation checkpoint.

- c. Attach any medical or other official documentation to verify your appeal, all appeals must be accompanied by verifiable documentation.
2. G Skin and Beauty Institute must verify that the student could mathematically regain SAP by the end of the next official SAP evaluation checkpoint for both academic and attendance standards.
3. An Academic Plan must be developed that, if followed, ensures that the student is able to meet the SAP requirements by the next official SAP evaluation checkpoint
4. The appeal procedure is prevailed upon prior to being placed on probation.

The following are acceptable examples to file an appeal:

1. death of a family member
2. injury or illness of the student
3. Extenuating, mitigating, or unusual circumstances

Appeal forms may be obtained through the G Student Help Desk by submitting a ticket to the Student Support Services requesting the appeal form. It is important that the following guidelines be followed.

All documentation along with the appeal form must be submitted within ten (10) days of notification that the student is not maintaining satisfactory academic progress.

The student will be notified in writing of the school administration's decision within thirty (30) calendar days. If the student's appeal is successful, the student will be placed on SAP Probation, and financial aid eligibility will be restored (on a Financial Aid Probation basis) for one payment period, upon conclusion of which the student must have achieved the required minimum standards.

An appeal will not be granted if it would be mathematically impossible for the student to achieve the required grade or attendance level by the end of the probation period.

All appeal documentation is maintained in the student's academic and financial aid file.

## **PROBATION STATUS**

Students who fail to meet the minimum requirements for attendance or academic progress after the warning period may be eligible to be placed on probation and considered to be making satisfactory academic progress during the probationary period, **if** the student appeals the decision, and prevails upon appeal. Only a student who has the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next official SAP evaluation checkpoint may be placed on probation. Students placed on an

academic plan must be able to meet the requirements set forth in the academic plan by the end of the next official SAP evaluation checkpoint. The student's progress will then be reviewed, as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. The plan must lead the student to successful completion of the program within a specified time frame. Students must also appeal in order to change their academic plan. An explanation must be provided as to why the change is necessary and how the change will enable the student to make satisfactory academic progress.

Students demonstrating progress according to their individual academic plan, will be considered to be making Satisfactory Academic Progress. If at the end of the probationary period, the student has not met either the attendance or academic minimum requirements, required for satisfactory academic progress or according to the outlined academic plan, the student will be determined as NOT making satisfactory academic progress. The student will be deemed ineligible to receive Title IV funds. Subsequently, the student will be placed on a Cash Pay status.

## **RE- ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

To remove himself or herself from Warning, Ineligible, or Probation status, the student shall establish a minimum cumulative attendance average of 67% of all scheduled class time and shall commence to improve his or her grades such that by the next scheduled official SAP evaluation checkpoint, he or she will have established a cumulative minimum grade average of 75%, by the end of the warning or probationary period.

## **INCOMPLETES, WITHDRAWALS, REPETITIONS, AND NONCREDIT REMEDIAL COURSES**

Course incompletes, withdrawals, repetitions, and noncredit remedial courses do not apply and do not affect Satisfactory Academic Progress.

## INTERRUPTION IN TRAINING

Any students who must drop, may re-enroll by applying for admission through the Admission Office. There is a \$100.00 registration fee to re-enroll. If the student re-enrolls within thirty (30) calendar days, the re-enrollment fee is waived. If a student drops due to an acute illness or pregnancy, the student may appeal the fee with proper documentation. Appeal forms can be located through the G Student Help Desk. Students will return to the same satisfactory academic progress status at the time of the student's withdrawal.

***Be aware that interrupting the program may have an effect on your Financial Aid Benefits.***

All payments due the school or TFC must be current in order to re-enroll in the program.

## LEAVE OF ABSENCE

G Skin & Beauty Institute **does not** have a leave of absence policy.

## TRANSFER HOURS

Official Satisfactory Academic Progress evaluation checkpoints are based on the actual contracted hours at the school. Transfer hours from another institution that are accepted toward a student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## NEW PROGRAM ENROLLMENT

Students who withdraw from one program or course and enroll in a new program at the same school will not have the previous grades and attendance earned in the previous program count toward Satisfactory Academic Progress standards within the new program.

## MAXIMUM TIME FRAME (MTF)

The Maximum Time (which does not exceed 150% of the course length) allowed for students to complete each course according satisfactory academic progress is as follows:

MAXIMUM TIME ALLOWED		MAX WEEKS	MTF
<b>ESTHETICS/ ESTHETICS HYBRID COURSE</b>	<b>750 HOUR PROGRAM</b>		
<b>STUDENT TEACHER</b>			
Full Time - 30hrs/wk - 750 Hours X 1.5 times		37.5 weeks	1125
Part Time - 22.5hr/wk - 750 Hours X 1.5 times		50 weeks	1125
Part Time - 18.5hrs/wk - 750 Hours X 1.5 times		62.49 weeks	1125
<b>STUDENT TEACHER</b>	<b>500 HOUR PROGRAM</b>		
Full Time - 37.5hrs/wk - 500 Hours X 1.5 times		20 weeks	750
Full Time - 30hrs/wk - 500 Hours X 1.5 times		25 weeks	750
Full Time - 27.5hr/wk - 500 Hours X 1.5 times		27.27 weeks	750
Part Time - 22hrs/wk - 500 Hours X 1.5 times		34.09 weeks	750
Part Time - 20hrs/wk - 500 Hours X 1.5 times		37.5 weeks	750
Part Time - 19.5hrs/wk - 500 Hours X 1.5 times		38.46 weeks	750

★ Maximum weekly calculations are calculated according to the student's class schedule. However, weekly projections are based on a student's attendance as outlined in the student's CURRENT course schedule. Maximum Time Frame weekly projections may fluctuate as a result of student absences BUT will not exceed the Maximum Time Frame for clock hours.

G Skin & Beauty Institute operates ALL programs according to the following academic year : 900 clock hours to be completed within 30 academic weeks according to a Full Time 30 Hour weekly schedule calculation

To remain eligible for Federal Funds, students must complete their program within one and one-half times (150%) the course length according to their scheduled completion times. Course length is defined as the period of time required to complete the course based upon the enrollment status and allowing for no absences. Maximum time frame for each student is measured for pace of progression at each official SAP evaluation checkpoint.

If it becomes mathematically impossible for a student to complete the course within the maximum time frame the student will be terminated. Students will be permitted to gain re-entry into the program on a cash pay basis as outlined in the re-enrollment provisions outlined in G SKin & Beauty's admission policy.

All Maximum Time Frame appeal documentation is maintained in the student's academic and financial aid file.

## WITHDRAWAL, SETTLEMENT, & TUITION REFUND POLICY

Tuition refund requests are to be directed to the Executive Office. The Institution's Withdrawal, Settlement, and Tuition Refund Policy complies with all state and federally mandated policies. The following schedule of tuition refund adjustments is authorized.

If a student terminates his or her program, a refund calculation will be done using *scheduled* hours and is calculated based on the student's last date of attendance. The policy applies to all terminations, for any reason, by either the student or by the school if the course/program is canceled, if the student is expelled, or if the school closes.

Application may be made for an adjustment of the guidelines by students who have had mitigating circumstances of a documented chronic illness that required hospitalization, or a pregnancy that prohibits them from completing their program of study. Adjustments will be made on a case by case basis, and only for missed scheduled hours.

For students eligible for Title IV Funds, the Return to Title IV calculation will be used to determine the amount of Federal Title IV funds that may be credited to the student's account. For any remaining balance due, the student will be personally responsible and the Institution's Withdrawal, Settlement, and Tuition Refund Policy will be applied.

PERCENTAGE OF ELAPSED ENROLLMENT TIME AT NOTICE OF CANCELLATION COMPARED TO TOTAL TIME OF COURSE PER ACADEMIC YEAR	PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH SCHOOL MAY RETAIN
Notice of cancellation given within 5 business days after the date of enrollment but before completion of the first day of class attendance	0%
When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance	Registration Fee (\$100.00) plus cost of books and materials provided by the school and retained by the student
Notice of cancellation is given after completion of the first day of class attendance, but prior to completion of 5% attendance	10% of the tuition or \$300.00 whichever is less plus the registration fee and the cost of any books or materials which have been provided by the school and applicable sales tax
Notice of cancellation is given after completion of: 5% to 9.9% 10% to 14.9% 15% to 24.9% 25% to 49.9% 50% and over	30% of the tuition* 40% of the tuition* 45% of the tuition* 70% of the tuition* 100% of the tuition *

*\*Plus registration fee and Class Kit, Books, and applicable sales tax \*Drop fees do not apply*

Enrollment time is defined as the time elapsed between the actual starting date and the date upon which the student terminates his/her enrollment in writing. Unexplained absence from school for more than fourteen (14) consecutive calendar days will be dropped from the program. For the purpose of cancellation, the cancellation date shall be the last date of physical attendance at the school.

Unofficial withdrawals are determined through the school by monitoring clock hour attendance at least every thirty (30) days.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid.

Deposits or down payments become part of tuition.

The school shall mail a written acknowledgement of a student's cancellation or written withdrawal within fifteen (15) days of the postmark of notification.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests money back in writing, within five (5) days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation or withdrawal date will be determined by the postmark on written notification or by the date of notification of cancellation or withdrawal is given in person.

**Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.**

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

1. a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school

2. completion of the course and/or program or
3. the student can participate in the school's teach-out agreement
4. A full refund of all monies paid

If a course is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course

If the school is permanently closed and no longer offering instruction after a student/applicant has enrolled, the student/applicant shall be entitled in accordance with law to either:

1. a prorata refund of tuition or
2. shall be entitled to participate in the school's teach-out program.

All refund calculations are performed and the distribution of refunds are issued in a timely manner as outlined in state and federal guidelines.

G Skin & Beauty Institute maintains ethical business practices in relation to any collection efforts. All collection correspondence via third party collection agents acknowledge the Institution's Withdrawal, Settlement, and Tuition Refund Policy, as reiteration of a debt owed to G Skin and Beauty Institute.

## **RETURN OF UNEARNED TITLE IV FUNDS**

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they are enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Stafford, or PLUS Loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs,
- b) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 605 of any payment period or period of enrollment.

Payment periods are defined as a fixed number of clock hours.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the US Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

If a student shall terminate his/her enrollment at G Skin & Beauty Institute, refunds will be made in the following order: Unsubsidized Stafford Loan / Subsidized Stafford Loan / PLUS Loan / Pell Grant / Student payment

## **BUYER'S RIGHT TO CANCEL**

The applicant buyer shall have the absolute right to cancel the Enrollment Agreement until midnight of the fifth (5th) day after the execution of the Enrollment Agreement. Cancellation must be in writing and received by the campus manager and/or the school office. In the event of cancellation, applicants shall be entitled to a refund of all monies paid to the school. If notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

## ***CODE OF PROFESSIONAL CONDUCT***

### ***THERE ARE A FEW CHANGES DUE TO THE COVID-19 PANDEMIC AND MUST BE FOLLOWED FOR THE HEALTH AND SAFETY OF ALL***

In order to maintain an atmosphere of learning and professionalism, Professional Conduct is the level of conduct we expect from our students. Students are constantly taking time to follow the rules of good grooming, proper sanitation, and ethical behavior. The following rules are important: Choosing not to follow the Professional Code of Conduct will result in consequences for the student; the consequences will depend on the nature of the offense.



***Suspension, dismissal and expulsion*** will be dealt with on an individual basis, and re-entry terms will be discussed, and put in writing at the time of the incident. Students will be asked to sign the form with the manager as a witness to the event.

***Consequences for lesser offenses:***

1. Students are given a verbal warning for the first offense.
  2. Students are given a written warning on the second offense.
  3. Students are dismissed for the remainder of the day on the third offense.
  4. If the offense continues, the school owner is involved and the student will be dealt with on an individual basis.
- Options could include: suspension from 1-3 days.

★ **Students are not permitted to entertain or keep their children on campus during school hours for any length of time.**

## **ACCUMULATING YOUR HOURS**

***Masks MAY be worn according to the student's personal preference.***

- ***School Uniforms:*** Students are to wear uniforms when accruing hours. Students must wear scrubs and closed toed shoes that are **not** provided by the school and must be purchased by the student. During the Admissions process, the Advisor will inform the enrollee what to purchase and give ideas of where to purchase them. On cooler days, students may wear a long sleeve white or black plain top under their uniforms. G Skin & Beauty Institute / Naperville Skin Institute does allow leeway for faith mandated attire. Speak with an Admissions Adviser for clarification.
- ***The Student Time Clock: It is the students responsibility to clock in and out daily.*** Clocking in 5 minutes or more late or leaving 5 minutes or more early may result in a time clock calculation of negative 15 minutes accrued.
- ***Required Theory:*** Illinois State Law requires students to accumulate: 75 hours of theory (esthetics students), and 20 hours of theory in teaching methodology (student teachers) during the course of their program. Any theory classes missed can be made up after (750 hours) at an hourly rate then applicable for additional instruction time. If a student cannot attend their scheduled Theory classes, then the student should request a new schedule that includes time spent in a different Theory class, that will better fit their needs.
- ***Schedule Changes:*** Any schedule other than the schedule shown on your Enrollment Agreement must be approved by the administrative office. Please submit a ticket through the G Student Help desk, and the \$40.00 fee is required after the change is approved, but prior to beginning the new schedule. Schedule changes will not be approved unless all payments to the school and TFC are current.
- ***Sanitation and Safety:*** This process is at the forefront of all educational goals during the programs. Students learn how important sanitation is especially when working on the public. All students will keep the school, their equipment and their work space sanitized and clean at all times while logging hours. Students will also learn the State laws for sanitation and safety and how to incorporate them in their profession.

***Increased sanitation efforts will continue and students will be expected to participate in enhanced sanitation practices. Sanitation expectations will be discussed during Orientation.***

- **SMOKING IS NOT PERMITTED in the building or within 15 feet of any entrance or exit of the building.**

## **CLINIC GUIDELINES**

- Students have the privilege of receiving any of our customer services at the posted student discounted rate during **specified times**.
- Discounted student prices are available for beauty supplies used and services performed on students. The **teacher's permission** must be in writing on the sales slip.
- Eating or drinking throughout the school is permitted in the BREAK ROOM ONLY. In theory, classroom teachers may allow their students to drink a beverage as long as it is in a covered container.
- All students must have approved equipment and textbooks with them at all times. The school cannot be responsible if your property is lost or stolen. We recommend that you mark all your equipment and also your personal belongings with your name. The students must provide their own lock for their locker when it is assigned.
- Training on the student clinic floor is hands on preparation for working in a salon. Professional behavior is expected at all times, therefore, the use of cell phones and ear pods is highly

discouraged in this area of the school.

- Students must have a sales slip from the front desk in order to perform services on the clinic floor. Students are not allowed to transfer patrons without permission from their instructor.
- Any student who refuses a client ticket for services may be suspended from school for the duration of the day. Repeated offenses will result in further action by the management.

### ATTENDANCE/TARDY POLICY

- Students who are going to be late or absent are encouraged to notify the school office, and/or their instructor.
- Students absent, without notice, for a period of more than fourteen (14) **consecutive calendar** days will be dropped without further notice (according to Federal Law). Absences, whether excused or unexcused, shall not reduce the number of hours of training required for licensing.
- **Students who are absent from their program risk** missing much of the knowledge of what they are paying for. Students **risk** losing their Financial Aid, place themselves in **jeopardy** of not passing the State Board Exam, acquiring their license, and lastly missing out on employment opportunities in an amazingly lucrative industry. Students who are absent also **risk** not completing their program before their final graduation date. This will result in having to pay again for the remaining hours to complete the program. Please, for your sake, **come to school**.
- If a student is tardy, the school will not deduct from, or add to, the student's officially recorded hours of attendance.
- Personal effects left in lockers after fifteen (15) days will be removed and the school assumes no responsibility for those items and they will be disposed of in any way convenient.
- **Making Up Time:** Students who miss time may be permitted to make up some of those hours. Permission is given by the School Manager through the student help desk. Certain criteria must be met before a student may stay and make up hours. A student cannot accelerate their hours over 100% attendance.

**STUDENTS MAY BE ALLOWED TO MAKEUP HOURS ON SPECIFIC DAYS AND TIMES BUT IT MUST BE APPROVED THROUGH THE CAMPUS MANAGER VIA THE GSTUDENT HELP DESK**

### MAKEUP TESTS and MAKEUP WORK

- A test is given after each chapter or lesson of theory is completed. When a student takes a test, the grade given is the grade they earn. If you miss a scheduled test, a grade of 0% will be entered, until it is made up. A student **must have** a passing grade of 75% or better on all written and practical exams, and a 75% cumulative average on assignments and projects before becoming eligible to take the School Board Examination. You **must have** a grade of 75% or better on the written and practical School Board Examinations to be qualified for the State of Illinois Examination.  
Any class work missed during absences can be made up upon return to school. Check with Google Classroom and/or GOT (your G Online Training platform) and your teacher for assignments that were missed.

### GROUND FOR DISMISSAL FROM THE PROGRAM

- The unlawful use, sale, distribution, manufacture, and/or possession of illegal drugs and / or alcohol and marijuana is prohibited on the campus grounds, or in the campus building. The procedures for the implementation of this policy are in accordance with, and include any and all provisions of the Anti-Drug Abuse Act, and the Drug-Free Schools and Communities Act. The Administrative Policy and Code of Student Conduct also extends to public intoxication while on the school premises. Any violation may result in school sanctions and/or criminal enforcement of state and federal drug laws.
- Title IX defines crimes of violence to include:  
Assault offenses, bullying, burglary, destruction/damage/vandalism of property/robbery/ forcible sex acts. Students who commit any Title IX offense will be subject to the sanctions that are directly related to the crime committed.
- Title IX Offenses also include: Sexual Harassment, Creating a Hostile Environment, Quid Pro Quo Harassment, Domestic Violence, Dating Violence, Sexual Assault and Stalking. Stalking includes \*fear for the person's safety or the safety of others. These offenses will be dealt with according to the Campus Safety and Security Policy.
- Any student guilty of willful destruction of school property may be dismissed immediately.

- Any student found to be involved in stealing from another student or from the school may be dismissed immediately.
- Any physical violence that takes place between students or between a student and an instructor may result in the student(s) being suspended from school immediately, and/or may be expelled. If needed, law enforcement may be asked to intervene.
- Any threat of physical violence to students and/or staff may result in expulsion
- Any student in direct violation of an instructor's direction may be suspended from school immediately. Repeated violations may lead to expulsion. Any student who is disruptive to the school, class, or faculty, may be suspended from school, and/or may be expelled.
- Any student who refuses a client ticket to perform services in public may be suspended from school for the duration of the day. Repeated offenses will result in further action by the management.
- **Any student who does not submit all needed documentation for Financial Aid in the first 2 weeks of class, may be dismissed from classes, until all documentation needed is submitted. Students must also execute their TFC agreement within the first 5 days or their hours may be stopped until they commit to the repayment terms.**

## BULLYING

- G Skin & Beauty Institute/Naperville Skin Institute is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school staff works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is not allowed in our school and should be reported immediately to the school manager or follow the school complaints procedure immediately. Any threat of physical violence to a student and/or staff member may result in expulsion

## KEEPING UP WITH YOUR FINANCIAL RESPONSIBILITY

- Your tuition must be paid promptly in accordance with your contracted agreement. The school reserves the right to interrupt training whenever a student is behind in the payment of tuition. All tuition and personal charges must be kept current according to the terms of your contract and/or loan note, or TFC balance. If not, you will not be eligible to receive your diploma or transcript of hours for the State Board Examination, once you complete your hours. For students who owe a balance to the school not covered in a TFC agreement, the entire balance must be made prior to the last two weeks of attendance; it must be in the form of a cashier's check, money order, or cash. No personal checks or credit cards will be accepted. No diplomas, or transcript of hours will be given until tuition and fees are paid in full. Also, any student who is behind on their financial responsibilities will not be allowed to switch schedules until their payments are brought to current.

## COURTESY TO OTHERS

- Due to their disruptive nature, personal use of cellular phones is discouraged during classes, while testing, or while working on the clinic floor. Cellular phones can be used while on break, and for class related materials and reviews, but never on the clinic floor. If you are expecting an emergency call during class time, just let the instructor know so she is aware of the situation

## NON-RECORDING POLICY

- It is a violation of G Skin & Beauty Institute/Naperville Skin Institute's policy for the Corporation's management, instructors, staff, prospective students or enrolled students to make a video or audio recording of a conversation or meeting using a tape recorder or other recording device (including a cell phone or any other electronic device) unless prior written approval is received from Corporate Management. The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation or meeting with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed. The rule does not apply when the manager, instructor, staff, prospective student or enrolled student is not at work or school (as applicable). Excluded from this policy are recordings made in an effort to protect or advance



employee rights under Section 7 of the National Labor Relations Act (“NLRA”). This policy is not intended to interfere with rights under the NLRA. Notwithstanding the foregoing, this policy shall not prohibit the use of audio, video or still photography (including but not limited to closed circuit security video,), by an appropriate School representative for authorized business purposes, including but not limited to:

- In the course of an official G Skin & Beauty Institute/ Naperville Skin Institute investigation;
- In connection with the preparation, development, or execution of training initiatives, advertising and marketing materials where all participants consent to the recording.

**Any employee, prospective student or enrolled student who knowingly violates this policy, or who permits others to violate this policy, may be subject to disciplinary action.**

## **STUDENT INTERNAL GRIEVANCE POLICY**

Email address: [gconcerns@gbeautyschool.com](mailto:gconcerns@gbeautyschool.com)

Students are encouraged to speak with the campus manager of the school for help in resolving any complaint regarding the school, teachers, other students, or any other matters. If the complaint is not resolved with the manager of the school, then the following steps must be adhered to:

1. Grievances should be in writing to the school owner/ director and should outline allegations or nature of complaint and should be by the student.
2. The school director will meet with the student within 10 days of receipt of the written signed complaint. If after the evaluation of the problem, the problem cannot be resolved through discussion; the complaint will be referred to the grievance committee.
3. Grievance committee; school manager, school director, and director of education (may include owner)
4. The grievance committee will meet within 21 calendar days of receipt of complaint and review allegations. If more information is needed, the student will receive a letter outlining any additional information needed.
5. The student will receive a letter within 15 calendar days stating steps to correct the problem, or information to show that the allegations were misconstrued.
6. The student should try to resolve the complaint through the school’s grievance process.

\*Students are made aware of this policy during Orientation, prior to class start. The policy is also hung on the main bulletin board at the campuses.

A student may contact the school’s accrediting agency if the grievance cannot be resolved through the student’s grievance process.

National Accrediting Commission of Cosmetology Arts & Sciences  
3015 Colvin Street Alexandria, VA 22314 703-600-7600

## **GRADUATION REQUIREMENTS**

The Following requirements must be met in order to graduate and be eligible to receive a diploma from the following programs.

⇒ In order to be eligible to graduate from the program, and to qualify for the State Board Examination, each **Esthetics and Esthetics Hybrid Course** student must meet each of the following requirements: accrue 750 hours of documented, legal hours of training in the correct areas as required by the State of Illinois, and successfully pass all written theory and practical exams with a 75% or higher. A cumulative average grade on the assigned practical school projects and assignments must be achieved with a 75% or higher for graduation eligibility. The School Board Written Exam must be taken and passed with an 85% or higher, and the School Board Practical Exams with a 75% or higher. Once the student has met these requirements, the student will be considered a graduate of the program.

⇒ In order to be eligible to graduate from the program, and to qualify for the State Board Examination, each **Student Teacher** student must accrue 500/750 hours of documented, legal hours of training in the correct areas as required by the State of Illinois, and successfully pass all written theory and practical exams with a 75% or higher. A cumulative average grade on the assigned practical school projects and assignments must be achieved with a 75% or higher for graduation eligibility. The School Board Written Exam must be taken and

passed with an 85% or higher, and the School Board Practical Exams with a 75% or higher. Once the student has met these requirements, the student will be considered a graduate of the program.

*After all graduation requirements in the programs listed above, and all responsibilities and obligations to the school are met, the graduate will receive a diploma, a transcript of hours, and instructions to take the State Board Examination. There will be a fee to the Continental Testing Service to take the State Exam, and to the State of Illinois to process the license once the exam is passed with a 75% or higher score.*

*The school reserves the right to make any changes in the above rules and regulations at any time and all students will be notified of any changes immediately.*

## **PRIVACY OF STUDENT RECORDS POLICY**

The following is the policy of G Skin & Beauty Institute regarding the information contained in student files.

Students, and parents or guardians of dependent minors, have a right to inspect and review all of the student's education records maintained by the school under the supervision of a G Skin & Beauty Institute school official. The parents or guardian of a dependent minor student, and all students, must make a formal request to view these records and set an appointment to do so. They may not have copies of any of these records without the permission of the Executive Director. Copies of time cards, actual tests, or test answer sheets are never to be made. Once the Executive Office approves of making copies of the student's file, the cost will be \$.25 per page or \$5.00 whichever is less.

The school must have written permission from the student, and parent or guardian of a dependent minor student, before releasing any information from a student's file. A blanket release such as the one on the Enrollment Contract is not considered a valid release form. Each request must have its own release authorization from the student. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School employees with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The school must give the student, and parent or guardian of a minor dependent student, a copy of this policy on request. If a request for information from an eligible group or individual is received via the telephone, the person receiving the request at the school must follow these procedures:

1. Fill out a Request for Student Information Form and inform the individual making the request that you will call them back with the information requested.
2. Obtain the required information from the student's file.
3. Call the individual making the request and verify that they are who they say they are and that they are with whatever agency they claim to be with. NOTE: Never take a direct dial phone number, always ask for a phone number that goes through a switchboard operator.

Customers are prospective students and students who apply to attend G Skin & Beauty Institute and receive private or government grants or loans to finance their education.

Nonpublic personal information is information which is not publicly available on:

- Name of your financial institution, account number
- Information provided on your application to enroll at G Skin & Beauty Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website
- Your name, address, and social security number



G Skin & Beauty Institute is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Carol Westphal shall be responsible for coordinating the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Networking and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions, or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in G Skin & Beauty Institute shall be held for 3 months then destroyed in a secure manner. Records of attending students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on October 1 of each year.

G Skin & Beauty Institute shall only enter into servicing agreements with service providers who maintain appropriate safeguards for customers' nonpublic personal information.

The Family Educational Rights and Privacy Act (FERPA) affords students and parents or guardians of dependent minor 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 that the Institute receives a request for access. Students or parents or guardians of dependent minor students should submit to the Office of the Registrar or Office of Student Finance written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student, and parent or guardian of the dependent minor student, of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students and parents or guardians of dependent minor students, who wish to request that the Institute amend a record should write to the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. The Institute will review the file, and if the Institute decides not to amend the record as requested by the student, and parent or guardian of the dependent minor student, the Institute will notify the student and parent or guardian of the dependent minor student, in writing of the decision and the student's right to a hearing regarding the request for amendment to the file. Additional information regarding the hearing procedures will be provided to the student, and parent or guardian of the dependent minor student, when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One of the exceptions under FERPA that authorizes disclosure of personally identifiable information without the student's prior written consent allows school officials with legitimate educational interests to access certain records. A school official is a person employed by the Institute in an administrative, supervisory, academic, contractual or financial aid capacity. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Another of the exceptions under FERPA that authorizes disclosure without the student's prior written consent allows the Institute to disclose properly designated "student directory" information to anyone unless the student has advised the Institute to the contrary in accordance with Institute procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The Institute has designated the following information as directory

information: the student's name; address; telephone listing; e-mail address; program of study; enrollment status; dates of attendance; degrees, honors and awards received; photographs and video of students; and the most recent educational agency or institution attended. The student, and parent or guardian of the dependent minor student, has the right to refuse to allow the Institute to designate any or all of this information as directory information. If the student does not want any or all of this information about him or her to be designated as directory information, the student, and parent or guardian of the dependent minor student, must notify the Institute by submitting a signed written request to the Office of the Registrar no later than the 15th business day after the first day of classes.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute 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 20202-46058520

## ***GUIDELINES FOR VA STUDENTS***

### **ADMISSION REQUIREMENTS FOR STUDENTS RECEIVING VA BENEFITS**

Submits a High School Diploma / Legal transcript from High School showing High School completion/ HiSet test results/GED®/an academic transcript demonstrating successful completion of a two year program that is acceptable for full credit toward a bachelor's degree, or a bachelor's degree diploma

1. Post-Secondary Education transcripts are required for evaluation of prior credit received
2. Must fill out an application and pay \$100.00 registration fee
3. Present form from VA office outlining benefits approved
4. Must agree to maintain a 75% *academic standing* and a 75% *attendance* monthly average while enrolled in school in order to be eligible to receive monetary benefits for tuition and fees from their VA benefits.

***Student Kits: Student kits and books are not covered by VA benefits and must be paid for in cash or through Financial Aid***

### **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS**

The Veterans Administration requires students who are receiving VA benefits to meet specific standards and criteria.

1. Students must agree to maintain a 75% *academic standing* and a 75% *monthly attendance* average while attending school in order to be eligible to receive monetary benefits for tuition, fees, and housing from the VA.
2. Students will receive a monthly Progress Report that monitors both grades and attendance
3. Students will be evaluated for SAP at the official designated checkpoints.
4. If a student does not average 75% on grades, at the official designated checkpoint, both practical and written, the student will meet with a school official and a Plan of Action will be agreed to by both parties
5. If a student does not average a 75% attendance at the official designated checkpoint, the student will meet with a school official and a Plan of Action will be agreed to by both parties.
6. From this point on, the VA student will be monitored for SAP on a monthly basis.
7. If in the second consecutive month, the student does not improve in grades and/or attendance, the student will meet with a school official, and will be put on final Warning. A Plan of Action will be revised in order for the student to be able to meet the goals of the plan by the next month.
8. If after the Final Warning Period, the student still is unable to attain a 75% academic standing and/or a 75% attendance monthly average, or has not progressed according to their Academic Plan, notification will be made to the Veterans Administration and the student's VA benefits will be stopped.

### **MAXIMUM TIME FRAME (for those receiving both VA and FA funding)**

To remain eligible for Federal Funds, students must complete their program within one and one-third times (133%) the course length according to their scheduled completion times. Course length is defined as the period of time required to complete the course based upon the enrollment status and allowing for no absences.

### **DETERMINATION OF PROGRESS: Official Evaluation Periods**

The student's performance is thoroughly evaluated at the following official scheduled checkpoints, using both quantitative and qualitative elements that are evaluated on a cumulative basis.

**COURSE NAME:** ***ESTHETICS, ESTHETICS HYBRID 750 HOURS***

<b>FT Schedule 30 HPW</b>	<b>PT Schedule 22.5 HPW</b>	<b>PT Schedule 18 HPW</b>
<b>375 Actual Hours (12.5 wks)</b>	<b>375 Actual Hrs (17 wks)</b>	<b>375 Actual Hrs (20.83 wks)</b>
<b>750 Actual Hours (25 wks)</b>	<b>750 Actual Hrs (34 wks)</b>	<b>750 Actual Hrs (41.66 wks)</b>

***\*\*Transfer Students are evaluated at the midpoint of the hours contracted with the school, or the midpoint of the program, whichever comes first.***

### **TRANSFER STUDENTS / OUT OF STATE STUDENTS / CREDIT FOR PREVIOUS TRAINING**

This school accepts transfer credit or out-of-state credit for a maximum of 375 hours of attendance for esthetic students. Upon presentation of proper credit hours from their previous school *and* by approval from our Corporate office. Any student transferring from another G Skin & Beauty Institute or Naperville Skin Institute into the same program will receive full transfer credit hours. Transfer hours are assigned to the Unit of Instruction corresponding to the requirements set forth by the Illinois State Board of Cosmetology. G Skin & Beauty Institute does not recruit students attending or admitted to another school offering a similar program of study.

**Students wishing to use their VA benefits must present all Post-Secondary transcripts for prior credit they have earned for evaluation prior to enrollment. If the school grants credit to be applied at G Skin & Beauty Institute, it shall lower the number of hours required to complete the program, and charges applied will cover only the hours remaining for the student to complete the course.**

### **WITHDRAWAL, SETTLEMENT, TUITION REFUND POLICY FOR VA STUDENTS**

Tuition refund requests are to be directed to the Executive Office. The following schedule of tuition refund adjustments is authorized. If a student terminates his or her approved program, a refund calculation will be done, using scheduled hours. The refund is calculated based on the student's last date of attendance. The policy applies to all terminations, for any reason, by either the student or by the school if the course/program is canceled, if the student is expelled, or if the school closes. Application may be made for an adjustment of the guidelines by students who have had mitigating circumstances of a documented chronic illness that required hospitalization and that prohibits them from completing their program of study. Refunds for VA students are figured on a ProRata Refund scale. Once the student has reached 60% of their program the school is due the entire agreed upon tuition and fees.

<b>PERCENTAGE OF TOTAL TIME ENROLLED TO TOTAL PROGRAM</b>	<b>PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH SCHOOL MAY RETAIN</b>
Notice of cancellation given within 5 days of enrolling, prior to starting classes	0%
Notice of cancellation given after 5 days after enrolling but prior to starting classes	10% of the agreed upon tuition, or \$150.00 whichever is less
.01% to .59%	Pro Rata amount of tuition will be charged
60% and over	100% tuition and fees

*\* No drop fees apply*

Enrollment time is defined as the time elapsed between the actual starting date and the date upon which the student terminates his/her enrollment in writing or is expelled by the school. The absence of a student from G Skin & Beauty Institute for more than fourteen (14) consecutive calendar days will result in the student being dropped from the program. For the purpose of cancellation, the cancellation date shall be the last day of physical attendance at the school. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

An applicant who is not accepted by the school shall receive a refund of all tuition and fees paid. Deposits or down payments become part of the tuition. If the institution has substantially failed to finish the training program agreed upon in the enrollment agreement, the institution may refund to the student all the money the student has paid. Such instances would include closure of the school and failure to offer the students a teach out program, or provide completion of the course, and if the school were to employ unlicensed instructors to teach the program.

The school shall mail a written acknowledgment of a student's cancellation or written withdrawal within 15 calendar days of cancellation.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests money back in writing, within five (5) days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the earlier of the postmark on written notification, or by the date notification of cancellation is given in person. Any monies due are refunded within fifteen (15) days of a determination that a student has withdrawn, whether officially or unofficially.

If the school is permanently closed and no longer offers instruction after a student/applicant enrolled, the student shall be entitled in accordance with law to either a pro rata refund of tuition or shall be entitled to participate in the school's teach-out program. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall offer a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or completion of the course and/or program or the student can participate in a teach-out agreement.

If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

### **CODE OF CONDUCT ADDITIONS FOR VA STUDENTS**

Students using their Veteran's Educational Benefits are expected to follow the school's Code of Professional Conduct. However, the VA students must maintain a 75% attendance percentage in order to remain eligible for their VA benefit to continue.

### **PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679**

**Students awaiting payment of VA funds under Chapters 31 & 33 will not incur any penalty, including assessment of late fees, denial of access to classes or other institutional facilities. Nor will a covered individual be required to borrow additional funds while they are waiting for their VA payments. They do need to submit a COE prior to the first day of class, along with a written request to use this entitlement. They must also submit all required enrollment documentation needed to certify enrollment.**

**Students receiving GI Bill® benefits must take all training in-residence and on-campus. Distance education, hybrid, online, and remote learning delivery methods are not approved for GI Bill® benefits. *GI® Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.***



# ***EMPLOYMENT OPPORTUNITIES***

## ***Employment Opportunities for Licensed Estheticians and Licensed Esthetics Student Teachers***

- Skin Care Specialist in a Spa
- Esthetics Instructor
- Guest Artist
- Product Promotion
- Manufacturer Representative
- School Owner
- Skin Care Specialist for a Physician
- Trainer for Instructors
- Beauty Editor
- Make-Up Artist
- Salon Owner
- Distributor



## ***Employment Opportunities for Licensed Teachers***

- ◆ Hair Stylist
- ◆ Nail Technician
- ◆ Esthetician
- ◆ Hair colorist
- ◆ Makeup Artist
- ◆ Beauty Consultant
- ◆ Cosmetology Instructor
- ◆ Guest Artist
- ◆ Beauty Editor
- ◆ Product Promoter
- ◆ Salon Owner
- ◆ Manufacturer Representative
- ◆ School Director
- ◆ Salon Manager
- ◆ Wig Stylist
- ◆ State Board Member



## **CAREER ADVANTAGE PROGRAM**

G Skin & Beauty Institute creates an atmosphere that gets you ready for an exciting career. Every effort is made to help you get the job that's right for you. *However, G Skin & Beauty Institute does not guarantee employment.*

We provide you with:

- Job Opportunities Website, Consumer Information, and a Bulletin Board containing the most current job opportunities are listed. To access the Online Job Board, use this URL: <http://gskinbeautyinstitute.edu>  
The password is **gstudents**
- Industry Professionals are invited to speak to our students about the beauty field. Students have the ability to gain first hand knowledge of what determines a successful beauty professional.
  - Every effort is extended to aid our graduating students, as well as our past graduates in finding suitable employment. **Classes in Professionalism:** Resume development, job search skills, and interviewing preparation are offered as part of the curriculum. *Career and Employment information is taught with Communication Skills, Compensation methods, income reporting, licensing requirements, State Law and Regulation, Business basics and record keeping.*

# ***ESTHETICS COURSE***

## ***750 Hour Course Outline***

***G Skin & Beauty Institute***

### **COURSE DESCRIPTION**

This course is designed to instruct the students in introductory and advanced techniques for skin care and makeup details. This course offers an in-depth study of these techniques, including training on working in the medical field, to enable the student to become a specialist in this course of study. The course is measured in clock hours and is a 750 hour program in the State of Illinois. For more information regarding the nature and level of occupation, see: <http://www.onetonline.org/link/summary/39-5094.00>

### **COURSE OBJECTIVES**

To prepare students for careers in the diversified areas of skin care, including the cosmetic industry.

Upon completion of the Units of Instruction, the determined graduate will be able to:

1. Project a positive attitude and sense of personal integrity and self confidence
2. Project professionalism, visual poise, and proper grooming
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients
4. Respect the need to deliver worthy service for value received in an employment environment
5. Perform the basic analytical skills to advise clients in the care of their skin
6. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures
7. Perform the basic manipulative skills to advise clients in the care of their skin

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 the esthetics and beauty field

### ***750 Clock Hours/Units of Instruction/Curriculum***

***Student to Teacher Ratio: no more than 25:1***

**General Theory – 75 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided which shall be divided into the following subject areas:

History of Skin Care  
Personal Hygiene and Public Health  
Professional Ethics  
Understanding the uses of Electricity  
Sterilization and Sanitation  
Introduction to Skin Analysis and Skin Care and Facial Treatments

**Scientific Concepts – 150 Hours** of Classroom Instruction shall be provided in the following subject areas:

Cells, Metabolism, and Body Systems  
Bacteriology  
Physiology and Histology of the Skin  
Human Anatomy  
Understanding Chemicals and their Use  
Disorders of the Skin and Special Esthetics Procedures

**Practices and Procedures – 500 Hours** of Instruction, which shall be a combination of Classroom Instruction and Clinical Application, shall be provided in the following subject areas:

Non-Therapeutic Massage (excluding the scalp)  
Nutrition and Health of the Skin  
Skin Analysis  
Cleansing the Skin  
Mask Therapy and Facial Treatments  
Facial Treatments without the aid of Machines  
Electricity, Machines, and Apparatus  
Facial Treatments with the aid of Machines

Hair Removal; including tweezer method, depilatory, waxing and their use  
Professional Makeup Techniques  
Product Knowledge as it relates to Esthetics

**Business Practices – 25 Hours** of Classroom Instruction shall be provided in the following subject areas:

Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules management  
OSHA Standards relating to Chemical Use

*After completing 150 hours of General Theory, students can practice on the public under the direct supervision of a licensed instructor.*

## REFERENCES

A comprehensive digital library of references, periodicals, books, texts, audio-visual tapes and web-based materials are available to support and supplement the program. Students are encouraged to take advantage of the opportunity to use all of the extensive materials available. The Standard Textbook of Esthetics Fundamentals, online edition, by Milady Publishing Company is used in the course. The CIMA platforms for our GOT (G Online Training) is used.

## INSTRUCTIONAL METHODS

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall include theory, practical, and use of lecture, audio-visual aids, demonstrations, and student workshops on a regular basis in the classroom. Use of the students' computers and tablets is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, school office, and financial aid director via your gbeautyschool.com email and the GOT (G Online Training) program.

## GRADING PROCEDURE

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written & practical exam grade average of 75% on each test, and pass a Final written (with 85%) and final practical exam (with 75%) prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## GRADING SCALE (consistent with Satisfactory Academic Progress Policy)

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

92 – 100	A	Excellent
84 – 91	B	Above Average
75 – 83	C	Average
Below 75	F	Unsatisfactory

## RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## PRACTICAL WORK

A minimum accessible standard of 75% performance is established for all practical skills. Failure requires further practice to achieve a passing level (75%).

**\*An evaluation of attendance and grades is done on a monthly basis. Students receive a copy of their Progress Report and a signed copy is kept in the student's academic file.**

# ***ESTHETICS HYBRID COURSE***

## ***750 Hour Course Outline***

***G Skin & Beauty Institute***

### **COURSE DESCRIPTION**

This course is designed to instruct the students in introductory and advanced techniques for skin care and makeup details. This course offers an in-depth study of these techniques, including training on working in the medical field, to enable the student to become a specialist in this course of study. The course is measured in clock hours and is a 750 hour program in the State of Illinois. Up to 10% of the Theory hours are taught via distance education. For more information regarding the nature and level of occupation, see: <http://www.onetonline.org/link/summary/39-5094.00>

### **COURSE OBJECTIVES**

To prepare students for careers in the diversified areas of skin care, including the cosmetic industry.

Upon completion of the Units of Instruction, the determined graduate will be able to:

1. Project a positive attitude and sense of personal integrity and self confidence
2. Project professionalism, visual poise, and proper grooming
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients
4. Respect the need to deliver worthy service for value received in an employment environment
5. Perform the basic analytical skills to advise clients in the care of their skin
6. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures
7. Perform the basic manipulative skills to advise clients in the care of their skin

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 the esthetics and beauty field

***750 Clock Hours/Units of Instruction/Curriculum***

***75 Hours taught online and 675 Hours taught on campus***

***Student to Teacher Ratio: no more than 25:1***

**General Theory – 75 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided which shall be divided into the following subject areas: **10% offered Distance Education**

***Personal Hygiene, Sterilization, Sanitation, Skin Analysis and Facial Treatments are taught online - 7.5 HRS***

History of Skin Care  
Personal Hygiene and Public Health  
Professional Ethics  
Understanding the uses of Electricity  
Sterilization and Sanitation  
Introduction to Skin Analysis and Skin Care and Facial Treatments

**Scientific Concepts – 150 Hours** of Classroom Instruction shall be provided in the following subject areas:

***Bacteriology, Chemicals, and Physiology of the Skin are taught online - 15 HRS***

Cells, Metabolism, and Body Systems  
Bacteriology  
Physiology and Histology of the Skin  
Human Anatomy  
Understanding Chemicals and their Use  
Disorders of the Skin and Special Esthetics Procedures

**Practices and Procedures – 500 Hours** of Instruction, which shall be a combination of Classroom Instruction and Clinical Application, shall be provided in the following subject areas:

***Nutrition, Skin Analysis, Cleansing the Skin, Facial Treatments, Electricity and Machines, Cleansing the Skin, Product Knowledge and Massage are taught online - 50 HRS***

Non-Therapeutic Massage (excluding the scalp)  
Nutrition and Health of the Skin  
Skin Analysis  
Cleansing the Skin  
Mask Therapy and Facial Treatments

Facial Treatments without the aid of Machines  
Electricity, Machines, and Apparatus  
Facial Treatments with the aid of Machines  
Hair Removal; including tweezer method, depilatory, waxing and their use  
Professional Makeup Techniques  
Product Knowledge as it relates to Esthetics

**Business Practices – 25 Hours** of Classroom Instruction shall be provided in the following subject areas:

*Illinois State Law and OSHA are taught online - 2.5 HRS*

Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules management  
OSHA Standards relating to Chemical Use

*After completing 75 hours of General Theory, students can practice on the public under the direct supervision of a licensed instructor.*

## REFERENCES

A comprehensive digital library of references, periodicals, books, texts, audio-visual tapes and web-based materials are available to support and supplement the program. Students are encouraged to take advantage of the opportunity to use all of the extensive materials available. The Standard Textbook of Esthetics Fundamentals, online edition, by Milady Publishing Company is used in the course and the GOT (G Online Training) program i.

## INSTRUCTIONAL METHODS

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall include theory, practical, and use of lecture, audio-visual aids, demonstrations, and student workshops on a regular basis in the classroom. Use of the students' computers and tablets is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, school office, and financial aid director via your gbeautyschool.com email and the GOT (G Online Training) program.

## GRADING PROCEDURE

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written & practical exam grade average of 75% on each test, and pass a Final written (with 85%) and final practical exam (with 75%) prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## GRADING SCALE (consistent with Satisfactory Academic Progress Policy)

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

92 – 100	A	Excellent
84 – 91	B	Above Average
75 – 83	C	Average
Below 75	F	Unsatisfactory

## RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## PRACTICAL WORK

A minimum accessible standard of 75% performance is established for all practical skills. Failure requires further practice to achieve a passing level (75%).

**\*An evaluation of attendance and grades is done on a monthly basis. Students receive a copy of their Progress Report and a signed copy is kept in the student's academic file.**

# ***STUDENT TEACHER COURSE***

## ***750 Hour Course Outline***

***G Skin & Beauty Institute***

### **COURSE DESCRIPTION**

This course fully prepares a professional student, having an esthetics license to become an Educator in their prospective field. The course offers hands-on learning experience along with online theory and accreditation training. The course is designed for anyone who loves to share their knowledge and help others discover an exciting new career. The course is measured in clock hours and the program requires 750 hours in the State of Illinois.

### **COURSE OBJECTIVES**

The objectives of this course are to prepare students for careers in the diversified areas of education and development. Upon completion of the 750 hour program, the student graduates will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence
2. Project professionalism, visual poise, and proper grooming
3. Communicate effectively and interact appropriately with colleagues, supervisors, and students
4. Respect the need to deliver worthy service for the value received in an employment environment
5. Perform all the skills necessary in order to teach others to be able to acquire the skill needed
6. Perform the analytical skills necessary in order to advise students, maintain an orderly classroom, present information that allows students to engage in the class, keep proper records of students achievements, and encourage, motivate and inspire students to graduate from the program, and obtain employment in the field

To ensure continued career success, the graduate will continue to learn new and current information relating to teaching methods, trends, and helping students grow.

### ***Instructions of Units / Curriculum 750 Hour 750 Hour Course/Units of Instruction/Curriculum***

20 Hours - Educational Psychology

20 Hours - Teaching Methods (theory)

150 Hours - Application of Teaching Methods

50 Hours - Business Methods which includes bookkeeping

260 Hours –Student Teaching

250 Hours – Post Graduate School Training which includes all subjects in basic cosmetology/esthetics

### **REFERENCES**

A comprehensive digital library containing teaching methods, the G Skin & Beauty Institute curriculum, videos and Powerpoint programs to complement the curriculum, and learning techniques are available to the student instructor for reference. Much of the reference material is obtained online through our online library, school websites and associated websites.

### **INSTRUCTIONAL METHODS**

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall include theory, practical, and use of lecture, audio-visual aids, demonstrations, and student workshops on a regular basis in the classroom. Use of the students' computers and tablets is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, school office, and financial aid advisor via your gbeautyschool.com email and the GOT (G Online Training) program.



## GRADING PROCEDURE

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written & practical exam grade average of 75% on each test, and pass a Final written (with 85%) and final practical exam (with 75%) prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## GRADING SCALE (consistent with Satisfactory Academic Progress Policy)

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

92 – 100	A	Excellent
84 – 91	B	Above Average
75 – 83	C	Average
Below 75	F	Unsatisfactory

## RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## PRACTICAL WORK

A minimum accessible standard of 75% performance is established for all practical skills. Failure requires further practice to achieve a passing level (75%).

**\*An evaluation of attendance and grades is done on a monthly basis. Students receive a copy of their Progress Report and a signed copy is kept in the student's academic file.**

# ***STUDENT TEACHER COURSE***

## ***500 Hour Course Outline***

***G Skin & Beauty Institute***

### **COURSE DESCRIPTION**

This course fully prepares a professional student, having a cosmetology, or esthetics license to become an Educator in their perspective field. The course offers hands-on learning experience along with online theory and accreditation training. The course is designed for anyone who loves to share their knowledge and help others discover an exciting new career. The course is measured in clock hours and the program requires 500 hours in the State of Illinois, with 2 years of experience in the field within the past 5 consecutive years.

### **COURSE OBJECTIVES**

The objectives of this course are to prepare students for careers in the diversified areas of education and development. Upon completion of the 500 hour program, the student graduates will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence
2. Project professionalism, visual poise, and proper grooming
3. Communicate effectively and interact appropriately with colleagues, supervisors, and students
4. Respect the need to deliver worthy service for the value received in an employment environment
5. Perform all the skills necessary in order to teach others to be able to acquire the skill needed
6. Perform the analytical skills necessary in order to advise students, maintain an orderly classroom, present information that allows students to engage in the class, keep proper records of students achievements, and encourage, motivate and inspire students to graduate from the program, and obtain employment in the field

To ensure continued career success, the graduate will continue to learn new and current information relating to teaching methods, trends, and helping students grow.

### ***Instructions of Units / Curriculum 500 Hour 500 Hour Course/Units of Instruction/Curriculum***

- 20 Hours – Educational Psychology
- 20 Hours – Teaching Methods (theory)
- 150 Hours – Application of Teaching Methods
- 50 Hours – Business Methods which includes bookkeeping
- 260 Hours – Student Teaching

### **REFERENCES**

A comprehensive digital library containing teaching methods, the G Skin & Beauty Institute curriculum, videos and Powerpoint programs to complement the curriculum, and learning techniques are available to the student instructor for reference. Much of the reference material is obtained online through our online library and school websites and associated websites.

### **INSTRUCTIONAL METHODS**

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall include theory, practical, and use of lecture, audio-visual aids, demonstrations, and student workshops on a regular basis in the classroom. Use of the students' computers and tablets is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, school office, and financial aid advisor via your gbeautyschool.com email and the GOT (G Online Training) program.

## GRADING PROCEDURE

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written & practical exam grade average of 75% on each test, and pass a Final written (with 85%) and final practical exam (with 75%) prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

## GRADING SCALE (consistent with Satisfactory Academic Progress Policy)

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The following grading system is used:

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Below 75	F	Unsatisfactory

## RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## PRACTICAL WORK

A minimum accessible standard of 75% performance is established for all practical skills. Failure requires further practice to achieve a passing level (75%).

**\*An evaluation of attendance and grades is done on a monthly basis. Students receive a copy of their Progress Report and a signed copy is kept in the student's academic file.**

# CHICAGO, ILLINOIS 2023-2024

## CLASS STARTS

**Day and Evening:** *Esthetics , Esthetics Hybrid*

**Class Start Dates** Days *Esthetics Course (Monday-Wednesday-Friday)*  
(Monday-Tuesday-Thursday)

October 10, 2022	February 27, 2023	July 17, 2023	December 4, 2023
November 7, 2022	March 27, 2023	August 14, 2023	January 2, 2024
December 5, 2022	April 24, 2023	September 11, 2023	January 29, 2024
January 2, 2023	May 22, 2023	October 9, 2023	February 26, 2024
January 30, 2023	June 19, 2023	November 6, 2023	March 25, 2024

- **FULL TIME schedules will add Saturdays**

**Class Start Dates** Evenings *Tuesday - Wednesday - Thursday - Saturday*

October 11, 2022	February 28, 2023	June 18, 2023	December 5, 2023
November 8, 2022	March 28, 2023	August 15, 2023	January 3, 2024
December 6, 2022	April 25, 2023	September 12, 2023	January 30, 2024
January 3, 2023	May 23, 2023	October 10, 2023	February 27, 2024
January 31, 2023	June 20, 2023	November 7, 2023	March 26, 2024

- **FULL TIME schedules will add Saturdays**

**Student Teacher courses start each week.**



## SCHOOL CLOSINGS CALENDAR

The school is closed on the following holidays: *New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.* In case of a school closing due to extenuating circumstances, students will be notified of an occurring emergency via our emergency notification system on their cell phones and/or email account.

## 2023 TUITION & FEES

### ESTHETICS & ESTHETICS HYBRID COURSE - 750 HR

Registration Fee	\$ 100.00
Class Kit and Books	\$ 900.00
Kit Tax	\$ 92.25
Tuition	\$ 15,500.00

### ESTHETICS - TRANSFER STUDENT

Registration Fee	\$ 100.00
Class Kit and Books	\$ 900.00
Kit Tax	\$ 92.25
Tuition	Tuition determined upon evaluation of transcript of hours ( and report card if possible)

**\*For Transfer students' tuition for any of the programs is determined upon presenting a sealed transcript to the Admissions Representative when transferring, for the remaining hours that need to be completed**

### STUDENT TEACHER COURSE - 500 / 750 HR

Those interested in the Student Teacher Program must first meet with the Director of Education. They must have an active Esthetics license in the State of Illinois and be seeking employment with our company. There are a limited number of available positions open for qualified applicants.

***\*See Scholarships on page 35\****

Class Kit and Books - Students purchase their own through an outside source

### TRANSCRIPT FEES/ CLASS SCHEDULE CHANGE/ INSTRUCTION BEYOND EXPIRATION DATE

- A \$2.00 fee for transfer and transcripts of records will be charged to the student, after the first copy was given at no charge, for any transfer out of the school to another school, other than those listed in this catalog.
- A \$40.00 class schedule change fee will be charged to the student for a change from one schedule to a different class schedule. This fee is payable in full prior to the change. Schedule changes will not be approved if the student is behind on any payments due the school or TFC.
- It is understood that if the student/applicant does not complete their contracted clock hours of instruction and all other schooling requirements before their final end date an additional fee of \$1.00 per scheduled hour for every hour of instruction, and examination which is required beyond the final end date, will be charged. It is understood that this charge is in addition to the basic tuition cost on their Enrollment Agreement, and the student/applicant agrees that he or she will execute a new agreement, supplemental to their Enrollment Agreement, setting forth the terms and provisions, including payments for the additional scheduled instruction time. A Supplemental Enrollment Agreement must be executed at the time of their contract expiration, if needed. If the Supplemental Enrollment Agreement is not signed and executed immediately at the expiration of their Enrollment Agreement, applicant/student will be withdrawn from the program.
- Copies of time cards, actual tests, or test answer sheets are never to be made. Once the Executive Office approves of making copies of the student's file, the cost will be \$.25 per page or \$5.00 whichever is less.

### FEE WAIVER POLICY

Because of financial reasons, occasions may arise where a fee may need to be waived, in order for a student to attend school. Forms are available in the admissions office to apply for a waiver. Forms are then faxed to the Executive Office for approval. Approved Fee Waivers may be paid in weekly installments, until paid in full or may be approved for additional options depending on the extenuating circumstances.

## METHOD OF PAYMENT

Methods of payment include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Financial Aid<ul style="list-style-type: none"><li><i>Pell Grant</i></li><li><i>Subsidized Stafford Loan</i></li><li><i>Plus Loan</i></li><li><i>TFC Credit Corporation</i></li></ul></li></ul> | <ul style="list-style-type: none"><li>Cash Pay<ul style="list-style-type: none"><li><i>Full Payment at the time of signing enrollment agreement</i></li><li><i>Down Payment and the balance on TFC Loan Payments</i></li><li><i>VA Payments</i></li></ul></li></ul> |
|---|---|

Payments may be made by cash, check, money order or credit card. Financial Aid checks are sent directly to the school, in the student's name. When monies come in they are credited to the student's account for tuition, kit and fees. If a credit balance results from a surplus of financial aid funds, overpayments will be issued per payment period per academic year. If a credit balance results from overpayment from student's cash payments, the credit balance will be held until the program is paid in full. Class schedule changes and requests for additional transcript fees are paid prior to the change of schedule or additional transcripts being printed. For students who owe a balance to the school not covered in a TFC agreement, the last payment must be made prior to the last two weeks of attendance, and must be paid by cashier's check, money order, cash or credit card. For students who have been denied continued approval by the TFC Corporation for non-payment, balance in full will be required and the student will have lost the privilege of extended payments to the school.

## ADDITIONAL SUPPLY PURCHASE

The student is required to purchase his/her basic classroom books, equipment, and supplies before attending classes. The cost of any replacement items required by the student, such as supplies or equipment, deposits, and other miscellaneous charges, are not considered in the Enrollment Agreement. Such additional supplies are required to be purchased and maintained on hand by the student and when purchased at the school must be paid for, in full, by the student at the time of receipt of such supplies.

## SCHOLARSHIPS

Scholarships are currently offered for specific programs in this catalog. Please contact the admissions office regarding details.

- Scholarships are offered to all Student Teachers who graduate from one of our programs. Scholarships are also offered to qualified prospective individuals interested in the student teacher programs who meet with the Director of Schools and Director of Student Teacher's that plan to be employed with the company after successfully completing the program.
- Scholarships may also be offered for specific start dates or for specific programs throughout the year. All scholarships will be noted on our website at [www.gskinbeautyinstitute.edu](http://www.gskinbeautyinstitute.edu)

## OWNERSHIP, ADMINISTRATION, & STAFF

United Investments of Illinois, Inc. – DBA – G Skin & Beauty Institute is an Illinois Corporation, owned by Carol A. Westphal, President and Grant Westphal, Secretary. All decisions are made by the Administration Board, consisting of the President, the Secretary, the Director, and the School Manager.

**G Faculty** are as follows: Margo Zepnick, Rita Bally, LuAnn Morse, Demarra Rutherford, and Christina Ward

## FACILITIES & EQUIPMENT

G Skin & Beauty Institute offers large well-equipped classrooms, locker facilities, student lounge, and a state of the art laboratory (clinic) area for practical experience. Full use is made of audio-visual aids and supplemental library. The school occupies approximately 5,000 square feet of floor space and meets all specific requirements as set forth by the Department of Professional Regulation of the State of Illinois.



## SCHOOL HOURS OF OPERATION

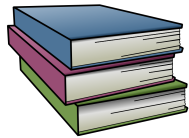
Monday	9:00am to 9:00pm
Tuesday	9:00am to 9:00pm
Wednesday	9:00am to 9:00pm
Thursday	9:00am to 9:00pm
Friday	9:00am to 5:00pm
Saturday	8:00am to 4:00pm

## ATTENDANCE SCHEDULES

Length and period to complete the required hours of training depends on the course and schedule selected to attend. Approved schedules, and completion times of the most common schedules available are listed below :  
*( For those with work or childcare issues, may ask to speak with an adviser for additional options that may be available)*

<b><u>ESTHETICS 750</u></b>	<b><u>ACTUAL HPW</u></b>	<b><u>Time to Complete the Program</u></b>	<b><u>Schedule</u></b>
Full Time	30	25 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4
Full Time	27.50	27.27 Weeks	Mon-Fri 9-3
Part Time	22.50	33.33 Weeks	M/T/Th 9-5 M/W/F 9-5
Part Time	14	53.57 Weeks	M/T/W/Th 5:30-9:00
<b><u>ESTHETICS HYBRID COURSE 750</u></b>	<b><u>ACTUAL HPW</u></b>	<b><u>Time to Complete the Program</u></b>	<b><u>Schedule</u></b>
Full Time	30	25 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4
Full Time	27.50	27.27 Weeks	Mon-Fri 9-3
Part Time	22.50	33.33 Weeks	M/T/Th 9-5 M/W/F 9-5
Part Time	14	53.57 Weeks	M/T/W/Th 5:30-9:00
<b><u>STUDENT TEACHER 750</u></b>	<b><u>ACTUAL HPW</u></b>	<b><u>Time to Complete the Program</u></b>	<b><u>Schedule</u></b>
Full Time	30	25 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4 Tues-Fri 9-5
Full Time	27.5	27.27 Weeks	Mon-Fri 9-3
Part Time	22.5	33.33 Weeks	M/T/Th 9-5 M/W/F 9-5 Tues-Fri 9-3
Part Time	19.5	38.46 Weeks	Varies
<b><u>STUDENT TEACHER 500</u></b>	<b><u>ACTUAL HPW</u></b>	<b><u>Time to Complete the Program</u></b>	<b><u>Schedule</u></b>
Full Time	30	16.67 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4 Tues-Fri 9-5
Full Time	27.5	18.18 Weeks	Mon-Fri 9-3
Part Time	22.5	22.22 Weeks	M/T/Th 9-5 M/W/F 9-5 Tues-Fri 9-3
Part Time	19.5	25.64 Weeks	Varies

## ***STUDENT KITS, EQUIPMENT, & BOOKS***



**\*Students provide their own equipment and books through the purchase of a Cosmetology Class Kit or purchasing needed items separately.**

**\*For Transfer students' tuition for any of the programs is determined upon presenting a sealed transcript to the Admissions Representative when transferring, for the remaining hours that need to be completed**

### **BOOKS & SUPPLIES**

All students must have a mandatory student kit and necessary textbooks for their program of study on their first day of class.

Student kits are available to be purchased as part of the tuition and fees and may be financed through the student's payment arrangements with the school, including Financial Aid. Students may choose to provide their own equipment and books through purchasing needed items separately.



### **TRANSFER STUDENT**

Students may provide their own equipment. The GOT program must be done through the purchase of an Esthetics Class Kit or purchasing needed items separately. These items are available at the school.

### **TEXT BOOKS**

Milady Standard Textbook of Esthetics Fundamentals Online Edition through the GOT program.

Milady Standard Textbook of Professional Educator Online Edition through the GOT program.

*\*Students provide their own equipment through the purchase of a Class Kit from the school, or purchasing needed items separately.*

### **STUDENT TEACHER KIT**

Student teachers purchase the GOT program which contains teaching reference materials and their textbook.

Milady Standard Textbook of Professional Educator Online Edition through the GOT program.

## ***ESTHETICS COURSE - CLASS KIT & BOOK***

### **SHOULDER TOTE BAG**

#### **Books and Learning Platform**

GOT: G Online Training Program

(CIMA Platform)

Milady Standard Esthetics: Fundamentals, 12th Online

#### **Skin Care Kit:**

Shoulder Tote Bag	Esthetic Wipes
Body Brush Set	Satin Smooth Student Wax Kit
Foil Blanket Bag	Muslin Remover Cloths
Bag of plastic spatulas	Applicator Sticks (Petite, Small, Large)
4 Piece Tweezer Kit	Cotton Filled Gauze
Starter Eyelash Kit	Non-Latex Sponges
Dlux Lip Brushes	Dlux Mascara Wands

#### **Make-Up Kit / Eyelash Kit:**

***Esthetic Lab Items supplied by the school are available for USE ONLY during classes, or in the school clinic and while working on clients.***

***Lab Items: Lab Items are provided by the school, both in the classroom and in the clinic:***

*Eye makeup remover, cleansing gels and creams, facial scrubs, glycerine, paraffin, paraffin warmers, toners, masks and facial moisturizers for all skin types. Peels and microdermabrasion, lab items for all protocols for different facials including seaweed facial, body treatment supplies, Makeup, woods lamps, sheets, cotton swabs, and esthetics wipes, spatulas, paper towels, towels, facial machines, steamers, facial bowls, sheets and blankets, Massage Cream and oils, wax warmers and wax, applicator sticks, muslin, eyelash glue and eyelashes.*

