G SKIN & BEAUTY INSTITUTE

HENDERSON CAMPUS

COURSE CATALOG

1300 West Warm Springs Road
Henderson, Nevada 89014 *815-786-7276*
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www.gskinbeautyinstitute.edu

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GENERAL INFORMATION

INTRODUCTION

G Skin & Beauty Institute proudly welcomes you to a personally and economically fulfilling career.
In the field of beauty, 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 prepare you to embark on a new future with confidence. G Skin & Beauty Institute is licensed by the Nevada State Board of Cosmetology, 8945 W. Russell Road, Suite 100, Las Vegas, Nevada 89148, (702)486-6542. G Skin & Beauty Institute is also accredited by the National Accrediting Commission of Career Arts & Sciences, Inc, 3015 Colvin Street, Alexandria, VA 22314. (703) 600- 7600, recognized by the US Department of Education, G Skin and Beauty Institute is approved for the training of veterans by the Commission on Postsecondary Education, 2400 E. St. Louis Avenue Las Vegas, Nevada 89104 (702)486-7330.
G Skin & Beauty Institute 1300 W Warm Springs Rd, Henderson, NV, G Skin & Beauty Institute 3225 S. Virginia Street, Reno, NV 89502, with G Skin & Beauty Institute, 5080 S Gilbert Rd. Chandler, AZ, are branch campuses of G Skin & Beauty Institute at 90 W. Hillcrest Blvd. Suite 302, Schaumburg, Illinois 60195. (224)294-0717

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 towards their employment goals within the industry.
Each student, after completing their course of training in cosmetology, hair design, nail technology, esthetics, advanced esthetician, or student teaching, will be prepared 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 a Nevada license. Our final goal is to prepare our students for fulfilling careers in the beauty industry.

ADMISSIONS TO G SKIN & BEAUTY INSTITUTE

ADMISSION REQUIREMENTS FOR COSMETOLOGY / HAIR DESIGN / ESTHETICS / ADVANCED ESTHETICS / NAIL TECHNOLOGY

1. Submit a High School Diploma / or its equivalent / Transcript from High School showing High School completion/Letter or email from High School official or School District that verifies that student did in fact complete High School/ 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.
2. G Skin & Beauty Institute does not accept *Ability-to-Benefit Students.*
3. Submit documentation for proof of age (must be 18) , ie: drivers license, state ID, birth certificate, Passport
4. May be 17 if turning 18 while in school
5. $100.00 Registration Fee and fill out application for admission
6. $10.00 fee for State Board Registration
7. Must attend Orientation to Program
8. Complete all registration paperwork and submit all required documentation and fees

ADMISSIONS REQUIREMENTS - STUDENT INSTRUCTOR 500 HR PROGRAM

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

1. Meet with the General Director of schools
2. Transcript from High School showing High School completion / Letter or email from the High School or School District that verifies that student did in fact graduate / High School Diploma / GED ® / or proof of attainment of an Associates Degree of 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 Student Teacher or PIL license from the State Board of Cosmetology, Nevada *(State Board will need proof of work experience in order to issue a PIL (or 500 hour license)*
5. Submit current license in chosen field (Esthetics, Advanced Esthetics, Cosmetology, Nail Technology)
6. Complete all registration paperwork and submit all required documentation
7. Must attend Orientation to program
8. Pay any required fees

NRS 644A.4154 states that to qualify as a PIL, the person must submit documentation to the State Board that demonstrates that they have practiced as a full time licensed cosmetologist, hair designer, hair braider, esthetician, Advanced Esthetician, or Nail technologist for at least one (1) year.

ADMISSIONS - STUDENTS WITH A FOREIGN DIPLOMA / TRANSCRIPT

Foreign education (that is Education acquired outside of any state of the US , The District of Columbia, The Commonwealth of Puerto Rico, A Trust territory of the Pacific Islands, or any territory or possession of the US) must be evaluated by a credential evaluation service, prior to enrollment, in order to be given credit towards qualification. The prospective student must submit the color copy of the transcripts/diploma so the agency may verify that it is considered at least equivalent to a United States High School diploma, and it must be translated into English if needed. The remainder of the Admissions requirements follows the admissions requirements for the program the prospective student is applying for. No applicant may start classes without a qualified High School Diploma / Transcript. Allow at least 2 weeks for this process to be completed.

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

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 from a college or university

ADMISSIONS - STUDENTS WITH 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. We do not accept *Ability To Benefit* students

1. Submit documentation for proof of age is required (must be 18), ie: Drivers License, State ID, Birth Certificate, Passport
2. Have 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.
3. Submit an application with a $100.00 non-refundable Registration Fee.
4. $10.00 fee for State Board Registration
5. Must attend an Orientation to the program
6. Complete all admissions paperwork and submit all needed documentation and fees

ADMISSIONS REQUIREMENTS- UNACCOMPANIED YOUTH

If the student has been identified as an unaccompanied homeless youth, then it would be an option to have the liaison, counselor, or principal sign

The student does not need a parent signature if not having one is a barrier to participation, Depending on the age of the youth, the youth could sign on their own; otherwise, the liaison or other caregiver could also sign. If the student has been identified as an unaccompanied homeless youth, the student does not need a parent signature to participate if this is a barrier. If the student has been identified as an unaccompanied homeless youth, then it would be an option to have the liaison, counselor, or principal sign

ADMISSIONS REQUIREMENTS FOR STUDENTS RE-ENROLLING IN A PROGRAM.

Students who have dropped our and wish to re-enroll in the ame program, can look up the Student Help Desk on the school's website at www.g skin beauty institute.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 may appeal the fee. (with documentation)
2. A student who dropped due to pregnancy or related condition may re-enroll without a re-entry fee for up to 12 weeks
3. A $10.00 re-registration fee for registration with the State Board
4. Any remaining requirements from the first contract must be met before a student is allowed to sign a new contract with the institution.
5. A new Enrollment Agreement must be executed by the student/applicant.
6. The student will receive credit for any tuition previously paid, and all tuition payments that are due to the school or TFC, must be current.
7. The student will return to school with the same Satisfactory Academic Status as on their last day attended
8. If the student re-enters school within 180 days, all previous credit for hours attended will be awarded
9. Hours accepted from previous students of G Skin & Beauty Institute who have not been in school for over 180 days; the amount of hours accepted will be determined by the school.
10. 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.
11. All admission paperwork must be completed and all required documentation and fees must be submitte*d prior to re-enrolling*

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:

- 800 Clock hours Maximum of Cosmetology in a letter of credit from the State of Nevada and an official transcript of hours from the previous school, to enroll in the 1600 Hour Program.
- 250 Clock Hours Maximum of Esthetics in a letter of credit from the State of Nevada and an official transcript of hours from the previous school, to enroll in the 600 Hour Esthetics Program.
- 600 Clock Hours Maximum in a letter of credit from the State of Nevada and a State of Nevada Esthetics license, and a copy of the previous schools transcript of hours, to enroll in the 900 hour Advanced Esthetician Program.
- 175 Clock hours Maximum of Nail Technology in a letter of credit from the State of Nevada and an official transcript of hours from the previous school, to enroll in the 600 Hour Program.
- Transfer hours for the Student Teacher Programs are determined by the Director who meets with the prospective student teacher prior to enrollment and a letter of credit from the Nevada State Board
- Transfer hours will be evaluated on an individual basis. Acceptance of transfer hours by the school, 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 accept *Ability-To-Benefit* students.

Any student of G Skin & Beauty Institute who wishes to drop from one program and start another program, must first obtain a letter of credit from the State of Nevada and submit it to the Admissions Department when enrolling in the new program, to help determine the number of credit hours that are transferable.

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 from another school, 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. *All hours accepted by the Institution are counted as both attempted and completed.*

ADMISSION REQUIREMENTS & PROCEDURES - TRANSFER/OUT OF STATE STUDENTS

1. Provide proof of attainment of 18 years of age prior to course completion: Drivers License, State ID, Birth Certificate, Passport
2. Submit a High School Diploma / or its equivalent / Transcript from High School showing High School completion/ Letter or email from High School Official or School District that confirms that student did graduate from High School/ 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.
3. 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 and a letter of credit awarded by the Nevada State Board of Cosmetology. A copy of the legal transcript will be uploaded to the student's online file and the original transcript returned to the student.
5. **Students enrolled in the Esthetics courses:** Students who are enrolled in the 600 hour Esthetics program who want to also complete the 900 hour program in Advanced Esthetics must first complete the 600 hour course and obtain their State license, and then may return to complete 300 hours of training in the Advanced Course.
6. Students who enroll in the 900 hour Advanced Esthetics course and want to transfer to the 600 hour course, must drop the 900 hour course, and then start in the 600 hour course with no transfer hours.
7. Accepted hours of credit from previous institutions will be applied to the appropriate Units of Instruction required by the State of Nevada. Hours that are earned at G Skin & Beauty Institute, along with the transfer credit will total 1600 hours for the Cosmetology Program, 1000 Hours for the Hair Design Program, 900 Hours for the Advanced Esthetics Program, 600 hours for the Esthetics Program and Nail Technology, 500 hours for the Student Teacher Program.
8. Must submit an application and $100.00 Registration fee
9. Must submit a $10.00 State Board Student Registration Fee
10. Must complete all enrollment paperwork and submit all needed documentation and fees
11. Must attend an Orientation Program prior to starting classes

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 FOR VA STUDENTS

(See pages 26-29)

STATEMENT OF NONDISCRIMINATION

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 their race, color, sex, sexual orientation, pregnancy or related conditions, 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 the schools Title IX Coordinator at gconcerns@gbeautyschool.com and include the students full name, campus, date and the full nature of the problem. The Title IX Coordinator will respond in a timely manner. The school has assigned Beth Wilson as Title IX Coordinator. Beth can also be reached at:

Title IX Coordinator
Beth Wilson
129 Commercial Drive #3
Yorkville, Illinois 60560
815-786-7277.

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

G Skin & Beauty Institute (the "Institute") does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Coordinator, the Campus Manager, or you can also contact the Institute's Section 504 Compliance Corporate Coordinator, Georgi Burns. You may contact Ms. Burns at 129 Commercial Drive #3, Yorkville, Illinois 60560, Phone: 815-786-7266, Email: georgi.burns@gbeautyschool.com. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify the G Skin & Beauty Institute Campus Manager, the Institute's Section 504 Compliance Coordinator or Georgi Burns, the Institute's Section 504 Compliance Corporate Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. You may contact Ms. Burns at 129 Commercial Drive #3, Yorkville, Illinois 60560, Phone: 815-786-7266, Email: georgi.burns@gbeautyschool.com. In those situations when the disability or need for accommodation or auxiliary aid is not obvious or already known, the Institute may request documentation from a health care provider to establish the disability or need for a reasonable accommodation or auxiliary aid.

2) Ms. Burns or the Campus Section 504 Compliance Coordinator will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that The Institute is obtaining adequate information and understanding of your individual needs.

3) Ms. Burns will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

4) If you would like to request reconsideration of the decision regarding your request, please contact Beth Wilson, G Skin & Beauty Institute Director, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to Ms. Wilson by email at beth@gbeautyschool.com, or by mail to 129 Commercial Drive #3, Yorkville, Illinois 60560, Phone: 815-786-7276.

DISCRIMINATION GRIEVANCE PROCEDURE

G Skin & Beauty Institute has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Seattle Office, 915 Second Avenue Room 3310, Seattle, WA 98174-1099, Telephone: 206-607-1600, Email: OCR.Seattle@ed.gov

Step 1:A person who believes that they have been discriminated against by the Institute is encouraged, but is not required, to discuss the matter informally with the Section 504 Corporate Coordinator, Georgi Burns at 129 Commercial Drive #3, Yorkville, Illinois 60560, Phone: 815-786-7266, Email: georgi.burns@gbeautyschool.com. If the 504 Campus Coordinator, Campus Manager, is the subject of the complaint, the grievant may, instead, contact the Institute's Director, Beth Wilson. The person receiving the complaint shall verbally convey their findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2:If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to

use the informal procedures set forth in Step 1, a written complaint may be submitted to the Institute's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Institute's President]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the Institute will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.
Step 3:If the grievant wishes to appeal the decision in Step 2 above, they may submit a signed, written appeal to the Institute's President within 10 business days after receipt of the written disposition. The President or its designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.
The Institute hereby provides assurance that it strictly prohibits any form of retaliation against persons who request a reasonable accommodation or auxiliary aid or who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the Institute's Section 504 Corporate Coordinator: Georgi Burns at 129 Commercial Drive #3, Yorkville, Illinois 60560, Phone: 815-786-7266, Email: georgi.burns@gbeautyschool.com.

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 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 risk reduction are important training themes. An in depth presentation of their responsibilities as an employee who is a mandatory reporter to ensure preparedness is also a key focus area.

Key Focus Areas:

Highlights of 2020 Title IX Final Rule	Non-Discrimination Policy	Grievance Procedures
Prevention & Awareness	Requirements for employees	How to contact Title IX

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.

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 the State Board examination, and establishing working relationships with other students, customers, and staff.
3. **Campus Manager:** Aids students in making up missed hours, and in scheduling changes., and for students wishing to drop the program
4. **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 extra help.
5. **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.
6. **Housing:** Students must arrange for their own off-campus housing.
7. **Parking:** Off-street parking is available close to the school, free of charge.
8. **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.
9. **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 Henderson location is Kay Misher at kay.misher@gbeautyschool.com. Students can also reach the Financial Aid office through the G Student Help Desk.
10. **Employment Assistance**: **G Skin & Beauty Institute does not guarantee employment or salary for any student/applicant or graduate. Classes in Job Preparation Are Offered as part of the curriculum. Classes include the following:** 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.* In addition, graduating students have access to our Online JobBoard, plus the job board at the school. The student/applicant understands and acknowledges that their signature means that they need to research the job market where they are interested in working to learn more about the job qualifications required, and potential salaries available to others in similar circumstances to themselves upon graduation from the program. The student/applicant understands that they must develop their own budget and make their own estimates as to their earnings based on this research. The student/applicant expects the school to provide them with education, training, and career assistance. However, the job and salary that the student/applicant obtains depends on their own abilities, attitudes, prior experience, the economy, and the local job market.
11. **Title IX Personnel:** Title IX Responsible Employees at the Henderson 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 Include your campus, your full name, the date of the incident and full details about what happened. Beth Wilson will respond in a timely manner.

Service, Assistance, and Other Animals

This policy addresses G Skin & Beauty Institute/Naperville Skin Institute's requirements and guidelines regarding the use of service, assistance, and other animals.

G Skin & Beauty Institute/Naperville Skin Institute is committed to fostering an inclusive environment for all members of its community, including members with disabilities who require service animals. In order to better support individuals with disabilities, including the Americans with Disabilities Act (ADA), this policy provides guidance concerning the appropriate use of and protocols associated with service, assistance, and other animals on campus.

Definitions:

Assistance Animals- Animals that provide emotional support or comfort that alleviates one or more identified symptoms or effects of a person's disability. Because Assistance Animals have not been trained to perform a specific job or task, they DO NOT qualify as a service animal under the ADA. Assistance animals are sometimes referred to as "comfort animals" or "emotional support animals."

Pets- An animal that is kept for ordinary use and companionship. A pet IS NOT considered a service animal.

Service Animals- For the purpose of this policy, service animals will be referred to as "service dogs." Service animals are dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, or other disability. Examples of such work or tasks include pulling a wheelchair, alerting someone who is deaf, alerting and protecting someone who is having a seizure, calming someone with Post Traumatic Stress Disorder during an anxiety attack, or performing other trained duties. Service dogs ARE NOT pets. They are working dogs. The work or task a dog has been trained to provide must be directly related to the person's disability. Service dogs ARE NOT assistance animals. Dogs whose function is to provide comfort and emotional support DO NOT qualify as service dogs.

Disability- A documented physical impairment that substantially limits one or more major life activities, or a record of such an impairment.

Owners- Students or staff who use a Service Animal to perform work or tasks

Reasonable Accommodation- A modification or adjustment to a class, program, or job that would allow a qualified individual with a disability to participate in a program or perform the essential functions of the job without creating an undue burden on G Skin & Beauty Institute/Naperville Skin Institute or fundamentally altering academic performance requirements. Student and staff requests for accommodations are determined by the Corporate Office Accommodation Committee.

Policy:

For an individual to qualify to have a service dog on campus, the individual must have a disability as defined by the ADA and the service dog must be trained to do specific tasks for the individual that are related to the individual's disability.

G Skin & Beauty Institute/Naperville Skin Institute employees cannot ask about the nature or extent of a person's disability to determine whether a person's dog qualifies as a service dog. Employees can ask:

- Is the dog required because of a disability?
- What work has the dog been trained to perform?

Employees cannot require medical documentation or training documentation for the dog or ask for the dog to demonstrate their ability to perform the work or task. Service animals are not required to wear anything designating them as service dogs.

A service dog must be housebroken and must be kept under control by a harness, leash, or other tether unless these devices interfere with the service dog's work or the individual's disability prevents using these devices. In cases in which these devices cannot be used, the owner must maintain control of the service dog at all times. A service dog must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal regarding the animal's health. G Skin & Beauty Institute/Naperville Skin Institute has the authority to direct that the service dog receive veterinary attention.

Although service dogs may be allowed in certain areas of the school, it may be required to not permit service dogs in certain areas in which the dog's presence may cause a fundamental alteration to the nature of the service or program provided in such an area. Some examples of areas where service dogs may be excluded include, but are not limited to"

- Sterile rooms (laser treatment rooms, clinic treatment rooms, etc)
- Areas in which food is prepared

- Areas in which the use of a service dog may compromise the integrity of the service being performed (biosafety guidelines must be followed)
- Custodial closets
- Facility equipment rooms/dispensary
- Any area of the school that PPE (personal protective equipment) is required
- Any area of the school in which the use of dog may be considered hazardous

Individuals with disabilities who require a service dog will not be denied access when another individual on the premises is allergic to dogs. In such cases, both parties should contact the Corporate Office to determine if both parties can be accommodated. If individuals (students and staff) have medical condition(s) that are affected by service dogs (respiratory conditions, asthma, severe allergies) need to contact their Manager as soon as possible to determine what reasonable accommodations can be made.

A person with a disability may be asked to remove a service dog from the premises if

- The dog is out of control or aggressive and the owner does not take effective action to control it
- The dog is not housebroken
- The dog is physically ill
- The dog attempts to enter an area which causes danger to the safety of the owner and/or members of the school community
- The dog attempts to enter any place on campus where the dog's safety is compromised
- The dog attempts to enter any place in which service dogs are prohibited
- The owner does not comply with caring for their service dog (no student or staff member should be asked to take care of the service dog at any time)
- The dog is not allowed to bark repeatedly because it would be disruptive to the learning environment

Students and staff who require the use of a service dog are strongly encouraged to contact the school to determine what assistance is available.

G Skin & Beauty Institute/Naperville Skin Institute is not responsible for the care, training, or supervision of service animals. The owners of the service dog are responsible for the cost, care, and supervision of their service dog including compliance with any laws pertaining to:

- Animal licensing, vaccinations, and owner identification (G Skin & Beauty Institute/Naperville Skin Institute reserves the right to request documentation showing that the animal has been licensed by the State,City, County and/or in which it resides). Vaccination tag and license must be worn by the service dog at all times.
- Maintaining control of the animal and taking effective action if animal is out of control
- Properly caring for the animal and disposing of its waste
- Property and/or equipment damage to the G Skin & Beauty Institute/Naperville Skin Institute. Owners would be responsible for the cost to cover repairs or replacement.
- Bathing, grooming, and pest control of their service dog

Non-service Animals

Emotional, support, comfort, or therapy animals are not service animals under Title II and Title III of the ADA and are not permitted on campus

STUDENT'S FINANCIAL RESPONSIBILITY

It is understood that it is the STUDENT'S RESPONSIBILITY to ensure that the school is paid in full 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 completing the hours in the program. It is the STUDENT'S responsibility to ensure that they are maintaining satisfactory academic 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 the 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. All documents are completed 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. Students maintain a minimum cumulative attendance average of 67% of all scheduled class time
2. Students 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: *COSMETOLOGY 1600*

FT Schedule 30 HPW	PT Schedule 22 HPW	PT Schedule 19.5 HPW	PT Schedule 17 HPW
450 Actual Hours (15 wks)	450 Actual Hours (20.45 wks)	450 Actual Hours (23.08 wks)	450 Actual Hours (26.47 wks)
900 Actual Hours (30 wks)	900 Actual Hours (40.9 wks)	900 Actual Hours (46.15 wks)	900 Actual Hours (52.94 wks)
1250 Actual Hours (41.66 wks)	1250 Actual Hours (56.81 wks)	1250 Actual Hours (64.1 wks)	1250 Actual Hours (73.53 wks)
1600 Actual Hours (53.33 wks)	1600 Actual Hours (72.73 wks)	1600 Actual Hours (82.05 wks)	1600 Actual Hours (94.18 wks)

COURSE NAME: *HAIR DESIGN 1000*

FT Schedule 30 HPW	PT Schedule 22 HPW	PT Schedule 19.5 HPW	PT Schedule 17 HPW
450 Actual Hours (15 wks)	450 Actual Hours (20.45 wks)	450 Actual Hours (23.08 wks)	450 Actual Hours (26.47 wks)
900 Actual Hours (30 wks)	900 Actual Hours (40.9 wks)	900 Actual Hours (46.15 wks)	900 Actual Hours (52.94 wks)
1000 Actual Hours (33.33 wks)	1000 Actual Hours (45.45 wks)	1000 Actual Hours (51.28 wks)	1000 Actual Hours (58.82 wks)

COURSE NAME: *ESTHETICS & NAIL TECHNOLOGY 600*

FT Schedule 30 HPW	FT Schedule 27.5 HPW	FT Schedule 24 HPW	PT Schedule 21.5 HPW	PT Schedule 19.5 HPW
300 Actual Hrs (10 wks)	300 Actual Hrs (10.9 wks)	300 Actual Hrs (12.5 wks)	300 Actual Hrs (13.95 wks)	300 Actual Hrs (15.38 wks)
600 Actual Hrs (20 wks)	600 Actual Hrs (21.81 wks)	600 Actual Hrs (25 wks)	600 Actual Hrs (27.9 wks)	600 Actual Hrs (30.77 wks)

COURSE NAME: *ADVANCED ESTHETICS 900*

FT Schedule 30 HPW	FT Schedule 27.5 HPW	PT Schedule 22.5 HPW
450 Actual Hrs (15 wks)	450 Actual Hrs (16.36 wks)	450 Actual Hrs (20 wks)
900 Actual Hrs (30 wks)	900 Actual Hrs (32.73 wks)	900 Actual Hrs (40 wks)

COURSE NAME: *STUDENT TEACHER 500*

FT Schedule 37.5 HPW	FT Schedule 35.5 HPW	FT Schedule 30 HPW
250 Actual Hrs (6.67 wks)	250 Actual Hrs (7.04 wks)	250 Actual Hrs (8.33 wks)
500 Actual Hrs (13.33 wks)	500 Actual Hrs (14.08 wks)	500 Actual Hrs (16.67 wks)
FT Schedule 27.5 HPW	**PT Schedule 22.5 HPW**	**PT Schedule 19.5 HPW**
250 Actual Hrs (9.09 wks)	250 Actual Hrs (11.11 wks)	250 Actual Hrs (12.82 wks)
500 Actual Hrs (18.18 wks)	500 Actual Hrs (22.22 wks)	500 Actual Hrs (25.64 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. Students will receive a copy of their SAP results via their school email account.

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 do 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 the 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 and/or attendance 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, the student may appeal the fee with proper documentation. If a student dropped due to pregnancy or related condition, the student may re-enroll up to 12 months without a

re-enrollment fee, with documentation. Appeal forms can be located through the Student Services. 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 to the school or TFC must be current in order to re-enroll in the program.

LEAVE OF ABSENCE

G Skin & Beauty Institute **does not** currently 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

COSMETOLOGY:	**1600 HOUR PROGRAM**		
Full Time - 30 hrs/wk - 1600 Hours X 1.5 times		80 weeks	2400
Part Time - 22 hrs/wk - 1600 Hours X 1.5 times		109.09 weeks	2400
Part Time - 19.5hrs/wk - 1600 Hours X 1.5 times		123.08 weeks	2400
Part Time - 17 hrs/wk - 1600 Hours X 1.5 times		141.17 weeks	2400
HAIR DESIGN:	**1000 HOUR PROGRAM**		
Full Time - 30 hrs/wk - 1000 Hours X 1.5 times		50 weeks	1500
Part Time - 22 hrs/wk - 1000 Hours X 1.5 times		68.18 weeks	1500
Part Time - 19.5hrs/wk - 1000 Hours X 1.5 times		76.92 weeks	1500
Part Time - 17 hrs/wk - 1000 Hours X 1.5 times		88.23 weeks	1500
ESTHETICS:	**600 HOUR PROGRAM**		
Full Time - 30 hr/wk - 600 Hours X 1.5 times		30 weeks	900
Full Time - 27.5hrs/wk - 600 Hours X 1.5 times		32.72 weeks	900
Part Time - 24 hrs/wk - 600 Hours X 1.5 times		37.5 weeks	900
Part Time - 21.5hrs/wk - 600 Hours X 1.5 times		41.86 weeks	900
Part Time - 19.5hrs/wk - 600 Hours X 1.5 times		46.15 weeks	900
NAIL TECHNOLOGY:	**600 HOUR PROGRAM**		
Full Time - 30 hr/wk - 600 Hours X 1.5 times		30 weeks	900
Part Time - 22.5hrs/wk - 600 Hours X 1.5 times		40 weeks	900
ADVANCED ESTHETICS:	**900 HOUR PROGRAM**		
Full Time - 30 hr/wk - 900 Hours X 1.5 times		45 weeks	1350
Full Time - 27.5hr/wk - 900 Hours X 1.5 times		49.09 weeks	1350
Part Time - 22.5hrs/wk - 900 Hours X 1.5 times		60 weeks	1350
STUDENT TEACHER:	**500 HOUR PROGRAM**		
Full Time - 37.5hrs/wk - 500 Hours X 1.5 times		20 weeks	750
Full Time - 35.5hrs/wk - 500 Hours X 1.5 times		21.13 weeks	750
Full Time - 30 hrs/wk - 500 Hours X 1.5 times		25 weeks	750
Full Time - 27.5hrs/wk - 500 Hours X 1.5 times		27.27 weeks	750
Part Time - 22.5hrs/wk - 500 Hours X 1.5 times		33.33 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.

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 able to complete the course on a cash pay basis as outlined in the re-enrollment provisions outlined in G Skin & Beauty's admission policy.

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

WITHDRAWAL, SETTLEMENT & 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 Accreditation, state, and federally mandated policies. The following schedule of tuition refund adjustments is authorized.

If a student (or in the case of a student under legal age; her/his parent or guardian) terminates his or her program, and demands his/her money back, in writing, within three (3) business days of the enrollment, whether or not the student actually started training, all registration fees, tuition, and any other charges collected by the school shall be refunded to the student.

In all cases, the student cancellation or withdrawal date will be determined by the postmark on the written notification, or the date said information is delivered in person to the school office administration.

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

The refund calculation will be done using *scheduled* hours and is calculated based on the student's last date of attendance.

If a student cancels her/his enrollment after three (3) business days following enrollment, but before the completion of the student's first day of class attendance, she/he will be entitled to a refund of all moneys paid to the school, less the registration fee ($100) plus the cost of any books or materials (plus applicable sales tax) which have been provided by the school and retained by the student.

For students who enroll in and begin classes, but withdraw prior to class completion, the following schedule of tuition earned by the school applies: to determine tuition adjustments following termination, by either party, for any reason (including student decision, expulsion, course cancellation or school closure) (Plus Registration, Kit, and Sales Tax)

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.

PERCENT OF <u>SCHEDULED</u> TIME ENROLLED TO TOTAL COURSE	**PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH SCHOOL MAY RETAIN**
Notice of cancellation given in writing within 3 business days of signing the enrollment agreement regardless of whether or not the student actually started training	0%
Notice of cancellation given after 3 business days of signing the enrollment agreement but prior to starting classes	$100.00 (registration fee)
For students who enroll and begin classes, but withdraw prior to course completion, the following schedule of tuition earned by the school applies: 0.01% to 4.9% 5% to 9.9% 10% to 14.9%	 20% of the tuition* 30% of the tuition* 40% of the tuition*

15% to 24.9%	45% of the tuition*
25% to 49.9%	70% of the tuition*
50% and over	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 scheduled to be completed between the actual starting date and the last day of physical attendance at the school. Unofficial withdrawals are determined through the school by monitoring clock hour attendance at least every thirty (30) days. Any money due the applicant or student shall be refunded within 45 days of a determination that the student has withdrawn, whether officially or unofficially.

Termination Due To Student Non- Attendance: Students will be terminated after 14 continuous absences from the last day of physical attendance.
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 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 pro rata refund of tuition or
  2. Be entitled to participate in the school's teach-out program.
- 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 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 students transferring to another school based on the hours accepted by the receiving school
  2. Provide completion of the course and/or program or
  3. The student can participate in the school's teach-out agreement or
  4. Provide a full refund of all monies paid

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 and 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

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the Federal Government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

*If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from the school, she/he must notify the Executive Office of the school. The notice may be in writing or orally given. The date the notification is received is the date of determination. At this time, The Executive Office must begin the withdrawal process.

Unofficial withdrawals, a student's withdrawal date is her/his last day of physical attendance.
The date of determination is 14 calendar days after she/he ceases attendance.

The Federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time.
After the 60% point of the payment period, the student is considered to have earned 100% of the aid for the period.

The percentage that has not been earned is calculated by subtracting the percentage of Title IV earned from 100%.

The percentage of the payment period completed is calculated by dividing the actual hours completed in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned to Title IV is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the students account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than (45) days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and school must receive the students authorization before crediting their account.

If a credit balance still remains on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to the student.
The order of Title IV refunds to all Federal Student Aid students is implemented as follows:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct Plus Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

BUYER'S RIGHT TO CANCEL

The applicant buyer shall have the absolute right to cancel the Enrollment Agreement until midnight of the third (3rd) 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 in accordance with the institution's refund policy. 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

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. Permanent withdrawal of the student from the school

★ **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 where to purchase them from. 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. During inclement weather, permission for any additional clothing, (hats, boots, sweatshirts) is at the discretion of the campus manager. If you have questions, please speak with the school manager. When a student is assigned to a client in the student clinic, all additional clothing must be removed.
- ***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:*** Nevada State Law requires students to accumulate: 120 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 (600/500/700 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 and the campus manager. 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 into 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 20 feet of any entrance or exit of the** building. Students must smoke in their cars.

CLINIC GUIDELINES

- Students have the privilege of receiving any of our customer services at the posted student discounted rate outside of their scheduled hours. .
- Students who are assigned to a client must be in a clean uniform with no additional attire on the outside of their uniforms. (including hats, or sweatshirts)
- 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. Absolutely no food or any liquid is allowed in any Advanced Esthetic Area/Laser Area. No food or any liquid is allowed in any clinic/student services area.
- 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. 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 prohibited in this area of the school. Students must wear clean, complete uniforms, wearing no additional attire.
- 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.
- **Termination of Student Due To Non-Attendance:** 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

- **Students who are enrolled in the 900 hour Advanced Esthetics Course pay special attention to this policy. Students who start the program at hour 1, will be complimented 45 hours of time, in case of illness or emergency. With the manager's permission, they may be allowed to make up any missed hours, during the first portion of their program. Once they begin in Module 6, Module 7, & module 8 and final part of the program, students are not allowed to make up missed time. Once they complete the final 300 hours of the Advanced Program, if they still have hours to make up, they will go back to the senior Esthetics side of the school, and can make up needed hours at that time, (with any of the 45 complimentary hours remaining) with manager permission. If there are still hours that need to be completed to reach the 900 hours required, and/or projects and testing to be completed, after the final graduation date of the original Enrollment Agreement has expired, the student will sign a Supplemental Enrollment Agreement and pay for the remaining hours in addition to the original tuition cost, prior to beginning the Supplemental Contract.**
- **A student who transfers into the 900 Hour Advanced Esthetic Program with an Esthetician License, will not be allowed to make up any missed time and must attend at 100% attendance rate.**
- **A student who does not complete the full 300 final hours of the 900 hour program by the scheduled graduation date, will be required to sign a Supplemental Contract and pay the extra fee in order to graduate from the program. All required financial obligations to the school must be current in order to sign a Supplemental Enrollment Agreement.**

MAKEUP TESTS

- 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 all the written and practical School Board Examinations to be qualified for the State of Nevada Examination.
- Any class work missed during absences can be made up upon return to school during scheduled hours. Check with Google Classroom and/or GOT (your G Online Training platform) and your teacher for assignments that were missed.

GROUNDS FOR DISMISSAL FROM THE PROGRAM

- **Dismissal Due To Non-Attendance:** Students will be terminated after 14 continuous absences from the last day of physical attendance. (according to Federal Law)
- The unlawful use, sale, distribution, manufacture, and/or possession of illegal drugs and/or alcohol and marijuanna 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.
  - Possessing prescription medication without a valid prescription is illegal and is considered grounds for dismissal from the school
  - Giving or selling your prescription medication to another person is illegal. A student or teacher who is guilty of selling prescription medication to another person on campus may be reported to local law enforcement which can result in criminal charges.
- FERPA 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 Harrassment, 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 threat of physical violence to other students and/or staff members may result in expulsion
- 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 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.**
- **NO GUNS**
  - **WEAPONS POLICY** G Skin & Beauty Institute is committed to providing a safe and secure learning and working environment. To this end, the Institute prohibits the possession, use or storage of firearm (regardless of the existence of a valid conceal carry permit); other lethal or non-lethal weapons; fireworks/explosive devices, and other dangerous objects or materials by anyone: (i) on any property owned, leased or controlled by the Institute, including but not limited to all buildings, land, common areas: (ii) at any Institute sponsored activities or events on-or-off-campus; and employed by the Institute when conducting Institute business elsewhere.
- In conjunction with the safety and security of our students and staff, G Skin & Beauty Institute has cameras installed in some of the classrooms and the hallways. Anyone who is getting a service performed and needs to change clothes into a provided gown; all changing of clothes, must be done in a Treatment Room or the bathroom.

Security Cameras

Purpose and Principles

This policy establishes the principles governing the use of security cameras at G Skin & Beauty Institute. The objectives of the security camera program are to:

• Promote the health and safety of students, staff, clients, and visitors.
• Protect G Skin & Beauty Institute property and assets.
• Respect the privacy of all members of the campus community and clients.
• Ensure transparency in the use of video surveillance technology to support a safe and secure campus environment.

Security cameras shall be used in a professional, ethical, and lawful manner, in accordance with G Skin & Beauty Institute policies and all applicable local, state, and federal laws and regulations.

Signage will be posted at campus entrances regarding the presence of the security cameras.

Security camera placement:

• Security cameras are installed only in public areas of the campus.
• Audio recording is strictly prohibited.
• Security cameras are not permitted in private areas, as defined by law.
• Private areas include, but are not limited to, restrooms, shower areas, changing rooms, and any space where a reasonable expectation of privacy exists. All esthetic treatment rooms are considered private areas.
• Security cameras shall not be positioned to monitor the interior of private buildings or spaces not owned or operated by G Skin & Beauty Institute.

Security Camera Monitoring and Review

Review of Recordings

Authorized G Skin & Beauty Institute management may review security camera recordings as necessary to support investigations and to enhance the safety and security of students, staff, clients, and visitors.

Monitoring Practices

Security camera monitoring shall not be conducted based on race, gender, ethnicity, sexual orientation, disability, or any other protected classification. All monitoring and review activities must align with the Institute's commitment to fairness, privacy, and nondiscrimination.

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 schools and should be reported immediately to the school manager or follow the school complaint procedure immediately. Any threat of physical violence to students and/or staff may result in expulsion from the program.

KEEPING UP WITH 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 your payments are not kept up to date, you will not be able to change schedules, re-enter school after dropping, or receive your graduation paperwork needed to take your state board exam.

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 he/she is aware of the situation. Remove yourself from the classroom quietly to take your call, and return after your call is completed.

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 GRIEVANCE POLICY

Email address: 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. It lives in the Orientation Booklet as well as the school catalog.

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

A student may contact the State of Nevada Cosmetology Board @https://nvcosmo.typeform.com/to/Vw7xGuMu?typeform-source=www.nvcosmo.com

* In the case of Sexual Discrimination, all complaints will be resolved through the Title IX Coordinator, however students can report the discrimination to any person at the campus they feel comfortable with, or go straight to the Title IX Coordinator by following the above procedure.

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** student must meet each of the following requirements: accrue 600 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 **Advanced Esthetics** student must meet each of the following requirements: accrue 900 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 ***Nail Technology*** *students* must accrue 600 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 qualified for the State Board Examination, each **Cosmetology** student must meet each of the following requirements: accrued 1600 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 qualified for the State Board Examination, each **Hair Design** student must meet each of the following requirements: accrued 1000 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, 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 are met, the student will be considered a graduate of the program, but if all financial responsibilities and obligations to the school are not yet met, the graduate will be considered a (delinquent) graduate of the program.. Once the student has met all requirements of the program, including the financial obligations, the student will receive a diploma and a transcript of hours for the State Board. Fees to the State Board of Cosmetology will vary depending on the program completed.

**In Nevada, the State Board practical exam is given at the school. Applicants must be at least 18 years of age to take the exam.*

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.

The school maintains records of grades and transcripts for each student for an unlimited amount of time in the cloud using appropriate safety controls. (all records are maintained for a minimum of at least 7 years.)

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 disclosure 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

Gramm- Leach-Bliley Act Policy

G Skin & Beauty Institute – Data Protection and Safety Policy

1. **Introduction**
G Skin & Beauty Institute is committed to protecting the privacy and security of our customers' sensitive information. In compliance with the Gramm-Leach-Bliley Act, this policy outlines our information-sharing practices and the measures we have implemented to safeguard data collected in connection with our financial products and services.

2. Purpose
This policy establishes guidelines for:
- Explaining our information-sharing practices to customers.
- Protecting nonpublic personal information (NPI) from unauthorized access or disclosure.
- Ensuring that all employees understand their responsibilities in maintaining data security and privacy.

3. Scope
This policy applies to all employees, contractors, and third parties who have access to customer information at G Skin & Beauty Institute. It covers:
- Financial products or services offered by our institute, including loans, financial or investment advice, and insurance.
- All forms of customer information, whether collected online, in-person, or via other communication channels.

4. Definitions
- **Nonpublic Personal Information (NPI):** Any information provided by a customer that is not publicly available, including financial details, identification numbers, and contact information.
- Sensitive Data: Data that, if compromised, could lead to harm, including personal identification, financial records, and health-related details where applicable.

5. Information Collection and Use
- **Collection**: We only collect NPI that is necessary to provide our financial products and services.
- **Use:** Customer information is used strictly for the purposes for which it was collected, such as processing transactions, providing financial advice, or managing accounts.

6. Information Sharing Practices
- Disclosure to Third Parties: Customer information will not be shared with third parties except as required by law, for servicing our contractual obligations, or with the explicit

consent of the customer.

- Service Providers: We ensure that any third-party service providers with whom we share NPI are contractually obligated to safeguard the information and use it only for authorized purposes.
- Customer Notification: In accordance with GLBA requirements, customers will receive a clear and conspicuous notice describing our information-sharing practices. Customers will also be informed of their right to opt out of certain information sharing.

7. Safeguarding Sensitive Data

- Physical Security: Access to physical records containing NPI is restricted to authorized personnel only. Secure storage and disposal procedures are in place to prevent unauthorized access.
- Digital Security:
- Data is encrypted both in transit and at rest using industry-standard encryption methods.
- Access controls, such as strong authentication mechanisms and role-based access, are enforced to ensure only authorized personnel can view sensitive information.
- Regular audits and vulnerability assessments are conducted to identify and address potential security weaknesses.
- Employee Responsibilities: Employees must follow strict guidelines regarding password management, secure data handling, and the immediate reporting of any suspected data breaches.

8. Incident Response and Notification

- Incident Response Plan: A formal incident response plan is in place to address any potential data breaches or security incidents. This plan outlines steps for containment, investigation, and remediation.
- Notification Procedures: In the event of a breach affecting NPI, customers and relevant authorities will be promptly notified in accordance with GLBA and applicable state and federal regulations.

9. Training and Awareness

- All employees undergo regular training on data privacy, security practices, and their responsibilities under the GLBA.
- Refresher courses and updates to training materials are provided whenever there are significant changes to our policies or relevant regulations.

10. Monitoring and Compliance

- Continuous monitoring of our security systems is conducted to detect and prevent unauthorized access.
- Regular internal audits and compliance reviews ensure adherence to this policy and to GLBA requirements**.**
- Any noncompliance or lapses in security practices are addressed immediately, with corrective actions taken as necessary.

11. Policy Review and Revision

- This policy is reviewed at least annually, or more frequently if there are significant changes to our operations or regulatory requirements.
- Updates to this policy are communicated to all employees and made available to customers upon request.

12. Conclusion

G Skin & Beauty Institute is dedicated to maintaining the highest standards of privacy and security for our customers' sensitive information. By adhering to the principles outlined in this policy and the requirements of the Gramm-Leach-Bliley Act, we aim to build trust and ensure the safe handling of all customer data.

EMPLOYMENT OPPORTUNITIES

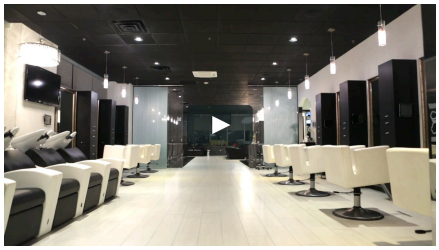
Cosmetology Course 1600

Hair Design Course 1000 Advanced Esthetics Course 900

Nail Technology Course 600 Student Teacher Course 500

Employment Opportunities for Licensed Cosmetologists and Licensed Cosmetology Student 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



Esthetics Course 600
Advanced Esthetics Course 900

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
- Sales and Education Consultant
- Beauty Editor
- Makeup Artist
- Salon Owner
- Distributor
- Professional Lash applicator
- Professional Body Waxer

Nail Technology Course 600

- Nail Technician in Nail Salon
- Nail Technician in a Spa
- Nail Instructor
- Nail Salon Owner
- Writer for Nail Magazine
- Product Sale

GUIDELINES FOR VA STUDENTS

ADMISSION REQUIREMENTS FOR STUDENTS RECEIVING VA BENEFITS

1. Submits a High School Diploma / Legal transcript from High School showing High School completion/ HiSet test results/GED® Certificate /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, all Post-Secondary Education transcripts and all Military Transcripts prior to enrollment, 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 *Certificate of Eligibility*
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.
5. Submission of a COE prior to the first day of class, along with a written request to use this entitlement.
6. Must also submit all required enrollment documentation needed to certify enrollment.
7. A separate fee of $10.00 for registration as a student to the State Board of Nevada, is required prior to enrollment.

Student Kits: Student kits are only covered partially, by VA benefits and the balance must be paid for in cash or through Financial Aid
However, the GOT Program, or G Online Training Program will be covered by the VA

SATISFACTORY ACADEMIC PROGRESS FOR VA STUDENTS

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% attendance* average while attending school in order to be eligible to receive monetary benefits for tuition and fees.
2. Students will receive a monthly Progress Report that monitors both grades and attendance, as well as a Satisfactory Academic Progress Check at scheduled Evaluation Periods.
3. Students sign a copy for their school files and students retain a copy for their personal files, of both the monthly Progress Report and the SAP.
4. If a student does not average 75% on grades, both practical and written, and/or attendance, on the monthly Progress Report, the student will meet with a school official and a Plan of Action will be agreed to by both parties. Students are expected to bring their grades and/or attendance to satisfactory by the next scheduled Evaluation Period.
5. If the student is not making Satisfactory Academic Progress by the upcoming SAP Evaluation Period the student will be put on Academic Warning.
6. The student will be given until the next scheduled Evaluation Period on Academic Warning to bring themselves satisfactory. If a student is satisfactory in both attendance and grades, the student will then be considered making satisfactory academic progress, and no further action will be taken.
7. However, if the student is not making Satisfactory Academic Progress by the end of the next scheduled Evaluation Period, the VA will be notified of their Unsatisfactory Status.
8. However, if the student has been placed on Warning due to special or mitigating circumstances, the student has the right to appeal the negative progress determination *prior* to being placed on probation. The student will be advised to follow the school's appeal process outlined in the Satisfactory Progress Policy, (on pages 8-11) and of the actions required to attain Satisfactory Academic Progress by the next evaluation point.
9. If the student appeals the negative progress determination status, and prevails upon appeal, the student will then be considered making satisfactory academic progress during the probationary period. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. A school official and the student will prepare an academic plan that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by the next evaluation point.
10. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation point. If at the end of the probationary period, the student has still not met the attendance and academic requirements required for satisfactory academic

progress or by the academic plan, she/he will be determined as NOT making satisfactory academic progress and notification will be sent to the VA offices.

PL 115-407 SECTION 103 & 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.*

EVALUATION CHECKPOINTSadzzzvvv mmm

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, as outlined above. **The first official SAP evaluation checkpoint is scheduled at the midpoint of the course, or the midpoint of the Academic Year, whichever is first.** 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.

The following demonstrates the course/program(s) offered, total length of each course measured in clock hours and satisfactory academic progress evaluation periods:

COURSE NAME: *COSMETOLOGY 1600*

FT Schedule 30 HPW	PT Schedule 22 HPW	PT Schedule 19.5 HPW	PT Schedule 17 HPW
450 Actual Hours (15 wks)	450 Actual Hours (20.45 wks)	450 Actual Hours (23.08 wks)	450 Actual Hours (26.47 wks)
900 Actual Hours (30 wks)	900 Actual Hours (40.9 wks)	900 Actual Hours (46.15 wks)	900 Actual Hours (52.94 wks)
1250 Actual Hours (41.66 wks)	1250 Actual Hours (56.81 wks)	1250 Actual Hours (64.1 wks)	1250 Actual Hours (73.53 wks)
1600 Actual Hours (53.33 wks)	1600 Actual Hours (72.73 wks)	1600 Actual Hours (82.05 wks)	1600 Actual Hours (94.18 wks)

COURSE NAME: *HAIR DESIGN 1000*

FT Schedule 30 HPW	PT Schedule 22 HPW	PT Schedule 19.5 HPW	PT Schedule 17 HPW
450 Actual Hours (15 wks)	450 Actual Hours (20.45 wks)	450 Actual Hours (23.08 wks)	450 Actual Hours (26.47 wks)
900 Actual Hours (30 wks)	900 Actual Hours (40.9 wks)	900 Actual Hours (46.15 wks)	900 Actual Hours (52.94 wks)
1000 Actual Hours (33.33 wks)	1000 Actual Hours (45.45 wks)	1000 Actual Hours (51.28 wks)	1000 Actual Hours (58.82 wks)

COURSE NAME: *ESTHETICS & NAIL TECHNOLOGY 600*

FT Schedule 30 HPW	FT Schedule 27.5 HPW	FT Schedule 24 HPW	PT Schedule 21.5 HPW	PT Schedule 19.5 HPW
300 Actual Hrs (10 wks)	300 Actual Hrs (10.9 wks)	300 Actual Hrs (12.5 wks)	300 Actual Hrs (13.95 wks)	300 Actual Hrs (15.38 wks)
600 Actual Hrs (20 wks)	600 Actual Hrs (21.81 wks)	600 Actual Hrs (25 wks)	600 Actual Hrs (27.9 wks)	600 Actual Hrs (30.77 wks)

COURSE NAME: ADVANCED *ESTHETICS 900*

FT Schedule 30 HPW	FT Schedule 27.5 HPW	PT Schedule 22.5 HPW
450 Actual Hrs (15 wks)	450 Actual Hrs (16.36 wks)	450 Actual Hrs (20 wks)
900 Actual Hrs (30 wks)	900 Actual Hrs (32.73 wks)	900 Actual Hrs (40 wks)

COURSE NAME: *STUDENT TEACHER 500*

FT Schedule 37.5 HPW	FT Schedule 35.5 HPW	FT Schedule 30 HPW
250 Actual Hrs (6.67 wks)	250 Actual Hrs (7.04 wks)	250 Actual Hrs (8.33 wks)
500 Actual Hrs (13.33 wks)	500 Actual Hrs (14.08 wks)	500 Actual Hrs (16.66 wks)
FT Schedule 27.5 HPW	**PT Schedule 22.5 HPW**	**PT Schedule 19.5 HPW**
250 Actual Hrs (9.09 wks)	250 Actual Hrs (11.11 wks)	250 Actual Hrs (12.82 wks)
500 Actual Hrs (18.18 wks)	500 Actual Hrs (22.22 wks)	500 Actual Hrs (25.64 wks)

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

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

This school accepts transfer credit or out-of-state credit for a maximum of 250 hours of attendance for esthetic students and a maximum of 800 hours of attendance for cosmetology students,and a maximum of 500 hours of attendance for Hair Design students, and a maximum of 175 hours of attendance for Nail Technology students. Upon presentation of proper credit hours from their previous school *and* by approval of the Nevada State Board of Cosmetology with additional 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 Nevada 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 Military Transcripts and 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.**

TUITION SETTLEMENT & 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.

PERCENTAGE OF TOTAL TIME ENROLLED TO TOTAL PROGRAM	**PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGES WHICH SCHOOL MAY RETAIN**
Notice of cancellation given within 3 days of enrolling, prior to starting classes	0%
Notice of cancellation given after 3 days after enrolling but prior to starting classes	$10.00 (Registration Fee)
.01% up to 60%	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 furnish 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 three (3) 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.

ADDITIONS TO THE CODE OF CONDUCT FOR VA STUDENTS

Students using their Veteran's Educational Benefits are expected to follow the school's Code of Professional Conduct. In addition, if a VA student is suspended from the program, and there is another violation upon their return, the Veterans Administration will be notified and the student will be terminated from their program. The VA students must maintain a 75% attendance average, and their Maximum Time frame is 133%.

COSMETOLOGY COURSE

1600 Hour Course Outline

G Skin & Beauty Institute

COURSE DESCRIPTION

Cosmetology is one of the most dynamic and creative professions. The need for creative, well-trained designers is growing every day. If you enjoy working with people and are willing to devote the time and energy that is necessary for real success, then this career field will bring you personal satisfaction and success. The course is measured in clock hours and is a 1600 hour program in the State of Nevada. For information regarding the nature and level of occupation, see http://www.onetonline.org/link/summary/39-5012.00

COURSE OBJECTIVES

To prepare students for careers in the diversified areas of hair care, including skin care and nail 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 manipulative skills in all areas of cosmetology, skin care and makeup, and nail technology
6. Perform the basic analytical skills to advise clients in the care of their hair, skin and nails.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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 Cosmetology and Beauty Field.

1600 Clock Hours/Units of Instruction/Curriculum

Student Teacher Ratio: 25 :1

General Theory – 250 Hours: of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: Cosmetology History; Personal Hygiene and Public Health; Professional Ethics; Electricity and Chemistry; Bacteriology; Sterilization and Sanitation; Chemistry; Anatomy; Hair and Scalp; Histology of the Skin; Braiding and Extensions; Haircutting; Hair Design; Hair Removal; Chemical Texture Services; Nail Structure and Growth; Communication; Life Skills; On the Job; Professional Image; Seeking Employment; Salon Business; Nevada State Law

Practices, Procedures and Business Skills-1350 Hours: of a combination of Classroom Instruction and Clinical Application shall be provided into the following subject areas: Cutting, thinning hair; Shaping, Trimming, Blow-Drying, Thermal Curling, Straightening, and Marcelling, Permanent Waving/Chemical Straightening, Hair Coloring, Bleaching, and Toning, Hair and Scalp Treatments and Conditioning, Shampooing, Toning, and Rinsing, Wigs and Hairpieces, Wet Hairdressing, Skip Waving, Finger Waving, Advanced Nail Techniques including extensions and wraps, Manicuring, Pedicuring, Facials, Eyebrow Arching, Skin Treatments, Facials,and Make-Up Application, Product Knowledge, Tool and Equipment Use and Safety, Reception Desk Practices, Dispensary Practices, and Salon Management Skills.
After completing 300 hours of a preliminary training period, students will begin their hands-on educational experience working on the clinic floor, practicing on clients of the school.

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 Cosmetology Fundamentals, online edition, by Milady Publishing Company is used for this course.

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 student's computer or tablet is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, financial aid advisor and school office via your gbeautyschool.com email and the GOT (G Online Training) program.

GRADING PROCEDURES

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 grade average of 75% on each exam, and pass a Final School Board written (with an 85%) and practical exam (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 the Satisfactory Academic Progress Policy)

Students are evaluated in the following areas: Theory, Practical and Student Clinic. Numerical grades are considered according to the following scale:

92 – 100	A - Excellent
84 – 91	B - Above Average
75 – 83	C - Average
Below 75	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. An inadequate requires further practice to achieve a passing level. (75%)

A progress report is issued monthly. A copy is given to the student and a copy is kept in the student Academic File.

HAIR DESIGN COURSE

1000 Hour Outline

G Skin & Beauty Institute

COURSE DESCRIPTION

A hair designer is a licensed professional that engages in the practice of hair care treatments and services. The need for creative, well-trained designers is growing every day. If you enjoy working with people and are willing to devote the time and energy that is necessary for real success, then this career field will bring you personal satisfaction and success. For information regarding the nature and level of occupation, see http://www.onetonline.org/link/summary/39-5012.00

COURSE OBJECTIVES

To prepare students for careers in the diversified area of hair care. . 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 manipulative skills in all areas of hair design.
6. Perform the basic analytical skills to advise clients in the care of their hair.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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 Hair Design and Beauty Field.

1000 Clock Hours / Units of Instruction / Curriculum

Student to teacher ratio: no more than 25:1

General Theory – 250 Hours: of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: Cosmetology History; Personal Hygiene and Public Health; Professional Ethics; Electricity and Chemistry; Bacteriology; Sterilization and Sanitation; Chemistry; Anatomy; Hair and Scalp; Braiding and Extensions; Haircutting; Hair Design; Chemical Texture Services;; Communication; Life Skills; On the Job; Professional Image; Seeking Employment; Salon Business; Nevada State Law

Practices, Procedures and Business Skills-750 Hours: of a combination of Classroom Instruction and Clinical Application shall be provided into the following subject areas: Cutting, Blow-Drying, Thermal Curling, Straightening, and Marcelling, Permanent Waving/Chemical Relaxing, Hair Coloring, Bleaching, and Toning, Hair and Scalp Treatments and Conditioning, Shampooing, Toning, and Rinsing, Wigs and Hairpieces, Wet Hairdressing, Skip waving, Finger waving, Modeling, Reception Desk Practices, Sanitation Dispensary Practices and Salon Management Skills, NV Law Regulations.

After completing 300 hours of a preliminary training period, students will begin their hands-on educational experience working on the clinic floor, practicing on clients of the school.

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 Cosmetology Fundamentals, online edition, by Milady Publishing Company is used for this course.

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 student's computer or tablet is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, financial aid advisor and school office via your gbeautyschool.com email and the GOT (G Online Training) program.

GRADING PROCEDURES

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 grade average of 75% on each written exam, and pass a Final School Board 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 the Satisfactory Academic Progress Policy)

Students are evaluated in the following areas: Theory, Practical and Student Clinic. Numerical grades are considered according to the following scale:

92 – 100	A - Excellent
84 – 91	B - Above Average
75 – 83	C - Average
Below 75	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. An inadequate requires further practice to achieve a passing level. (75%)

A progress report is issued monthly. A copy is given to the student and a copy is kept in the student Academic File.

NAIL TECHNOLOGY COURSE

600 Hours Course Outline

G Skin & Beauty Institute

COURSE DESCRIPTION

This course offers 600 clock hours of in depth training in the care of the hands and feet. All facets of Natural Nail Care are mastered, along with training in Nail Extensions, product knowledge and proper home care. The course is complemented with all facets of the study of Nail Art. The course is designed for the enthusiastic learner who loves detail! For more information regarding the nature and level of occupation, see http://www.onetonline.org/link/summary/39-5092.00.

COURSE OBJECTIVES

The objectives of this course are to prepare the student for careers in the diversified areas of nail care. Upon completion of the Units of Instruction, the determined graduate 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 clients
4. Respect the need to deliver worthy service for value received in an employment environment
5. Perform the basic manipulative skills in the areas of natural nail care for hands, feet, massage, nail extensions, acrylic and gel nails, and nail art.
6. Perform the basic analytical skills to advise clients in the care of their hands and feet
7. Apply academic learning, technical information, ad related matter to assure sound judgments, decisions, and procedures
8. 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 field of Beauty and Nail Technology

600 Clock Hour/Units of Instruction/Curriculum

Student Teacher Ratio 25:1

General Theory – 80 Hours: of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: History of Nail Care; Personal Hygiene and Public Health; Professional Ethics; Sterilization and Disinfection; Bacteriology; Disorders of the Nails; Cells, Metabolism, and Body Systems; Theory of Massage; Technical Application of Chemicals; OSHA Standards relating to the Material Safety Data Sheets on Chemicals; Understanding Chemicals and their Use; Nevada State Law-20 hours Licensing requirements

Practice and Procedures–480 Hours: a combination of Classroom Instruction and Clinical Application shall be provided into the following subject areas: Manicuring, Pedicuring, Fabric Procedures, Gel Procedures, and Sculpting Procedures, Machines or Apparatus used in Nail Technology, Product Knowledge, Salon Business Skills

Communication Skills, income reporting, record keeping,

Sanitation, and Infection Control – 40 Hours: sanitation, personal grooming, and hygiene

After completing 100 hours of a preliminary training period, students will begin their hands-on educational experience working on the clinic floor, practicing on clients of the school.

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 Nail Technology Fundamentals, online edition, by Milady Publishing Company is used for this course.

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 student's computer or tablet is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, financial aid advisor and school office via your gbeautyschool.com email and the GOT (G Online Training) program.

GRADING PROCEDURES

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 grade average of 75% on each written and practical exam. They must 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 Student Clinic. Numerical grades are considered according to the following scale:

92 – 100	A - Excellent
84 – 91	B - Above Average
75 – 83	C - Average
Below 75	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. An inadequate requires further practice to achieve a passing level. (75%)

A progress report is issued monthly. A copy is given to the student and a copy is kept in the student Academic File.

(NOT CURRENTLY OFFERING)
ESTHETICS COURSE
600 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 some training on working in the medical field. There is a concentration on the study of ingredients for professional products as well. The course is measured in clock hours and is a 600 hour program in the State of Nevada. 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

600 Clock Hour/Units of Instruction/Curriculum

Student Teacher Ratio 25 :1

General Theory – 120 Hours of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas:

History of Skin Care
Sterilization & Sanitation
Body Systems
Understanding Chemicals & their Use
Communication
Personal Hygiene & Public Health
Introduction to Skin Analysis
Bacteriology
Disorders of the Skin & Special Esthetics Procedures
Professional Image
Professional Ethics
Skin Care & Facial Treatments
Physiology & Histology of the Skin
Product Knowledge as it relates to esthetics
Career Planning
Understanding the Uses of Electricity
Cells & Metabolism
Human Anatomy
Salon/Spa Business
Nevada State Law

Practice and Procedures–430 Hours a combination of Classroom Instruction and Clinical Application shall be provided into the following subject areas:

Skin Analysis
Facial Packs
Hair removal on the body & face
Tinting of the Eyelashes & Eyebrows
Non-Therapeutic Massage of the body (including the face but excluding the scalp)
Facial treatments without the aid of machines
Facial treatments with the aid of machines
Lightening of the hair on the body & face (excluding the scalp)
Cleansing the skin
Electricity
Professional makeup techniques
Salon Business Skills
Mask therapy & facial treatments
Machines & apparatus
Arching of the Eyebrows
Application of False Eyelashes

Sanitation, and Infection Control – 50 Hours

Sanitation & Personal grooming and hygiene

After completing 150 hours of a preliminary training period, students will begin their hands-on educational experience working on the clinic floor, practicing on clients of the school.

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 most current version of the Standard Textbook of Esthetics Fundamentals, online edition, by Milady Publishing Company is used in the course.

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 the Final written (with 85%) and final practical exams (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 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%).

***A progress report is issued monthly. A copy is given to the student and a copy is kept in the student Academic File**.

ADVANCED ESTHETICS

900 Hour Course Outline

G Skin & Beauty Institute

COURSE DESCRIPTION

This course is designed to instruct the students in introductory and advanced techniques for skincare 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 900 hour program in the State of Nevada. 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
8. Perform with skill and precision in a medical setting

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

Units of Instruction/Curriculum 900 Hour Program

* The highest student to teacher ratio will be 25:1

General Theory – 90 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
HIPPA and Charting
Laser and Light Therapy Theory
Medical Aesthetics Career Development

Scientific Concepts – 100 Hours of Classroom Instruction shall be provided in the following subject areas:

Exfoliation
Bacteriology
Physiology and Histology of the Skin
Human Anatomy
Understanding Chemicals and their Use
Common Disorders and Diseases
Laser and Light Theory and Fundamentals

Practices and Procedures – 660 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, depilatories, waxing and their use, dermaplaning, IPL
Professional Makeup Techniques
Study of Sanitation and Safety, Eyelashes, Application Removal and Marketing Techniques
Product Knowledge as it relates to Esthetics and Eyelash Extensions
Microneedling
Tattoo Removal
Laser Hair Removal
Fibroblast Plasma Pen
Skin Rejuvenation with Fractional Laser Therapy
Chemical Peels
Microdermabrasion

Hydrotherapy Exfoliation

Business Practices – 50 Hours of Classroom Instruction shall be provided in the following subject areas:

Nevada Administrative Code, OSHA Standards relating to Chemical Use, Business Management, State Board Exam Review, The Skin Care Business

After completing 150 hours of a preliminary training period, students will begin their hands-on educational experience working on the clinic floor, practicing on clients of the school.

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, with the GOT (G online training program) The Standard Textbook of Esthetics Fundamentals, online edition, by Milady Publishing Company is used for this course.

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 student's computer or tablet is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, financial aid advisor and school office via your gbeautyschool.com email and the GOT (G Online Training) program.

GRADING PROCEDURES

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 the Final writtens (with 85%) and final practical exams (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 Student Clinic. Numerical grades are considered according to the following scale:

92 – 100	A - Excellent
84 – 91	B - Above Average
75 – 83	C - Average
Below 75	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. An inadequate requires further practice to achieve a passing level. (75%)

***A progress report is issued monthly. A copy is given to the student and a copy is kept in the student 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 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 work experience prior to enrollment. A Student Teacher or PIL license is required from the State of Nevada Board of Cosmetology to enroll.

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

Student to teacher ratio: 1:1

350 Hours - Teaching Methods and Techniques

150 Hours - Educational Psychology, Business Methods, applications, student teaching and State Law

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 The Professional Educator, online edition, by Milady Publishing Company is used for this course.

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 student's computer or tablet is encouraged in the classroom to watch related materials, take notes, do class projects on, and to stay connected with your instructor, financial aid advisor and school office via your gbeautyschool.com email and the GOT (G Online Training) program.

GRADING PROCEDURES

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 exams (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 Student Clinic. Numerical grades are considered according to the following scale:

92 – 100	A - Excellent
84 – 91	B - Above Average
75 – 83	C - Average
Below 75	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. An inadequate requires further practice to achieve a passing level. (75%)

***A progress report is issued monthly. A copy is given to the student and a copy is kept in the student Academic File**.

HENDERSON, NEVADA
2026 CLASS STARTS

New Class Start Dates 2026

January 5th and 6th	+ Jan 19/20 for all 750 Est/ADV E*
January 26th and 27th*	+ Feb 9/10 for all 750 Est/ADV E
February 23rd and 24th	+Mar 9/10 for all 750 Est/ADV E
March 23rd and 24th	+ Apr 6/7 for all 750 Est/ADV E
April 20th and 21st	+ May 4th & 5th for all 750 Est/ADV E
May 18th and 19th	+ June1st & 2nd for all 750 Est/ADV E
June 15th and 16th	+ June 29/30 for all 750 Est/ADV E
July 13th and 14th	+ July 27/28 for all 750 Est/ADV E
August 10th and 11th	+ Aug 24/25 for all 750 Est/ADV E
September 8th (7th is LABOR Day)	+Sept 21/22 for all 750 Est/ADV E
October 5th and 6th	+ Oct 19/20 for all 750 Est/ADV E
November 2nd and 3rd	+ Nov 16/17 for all 750 Est/ADV E
November 30th and Dec 1st	+ Dec 14/15 for all 750 Est/ADV E
Dec 29th Tuesday(Dec 28th ort)	+Jan 11/12 for all 750 Est/ADV E

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.

2026 TUITION & FEES

COSMETOLOGY COURSE - 1600 HR

Registration Fee	$ 100.00
Class Kit and Books	$ 2420.00
Kit Tax	$ 202.79
Tuition	$22,602.00

HAIR DESIGN COURSE - 1000 HR

Registration Fee	$ 100.00
Class Kit and Books	$ 2020.00
Kit Tax	$ 169.28
Tuition	$20,235.00

ESTHETICS COURSE - 600 HR (not currently offering)

Registration Fee	$ 100.00
Class Kit and Books	$ 920.00
Kit Tax	$ 77.10
Tuition	$13,800.00

ADVANCED ESTHETICS COURSE - 900 HR

Registration Fee	$ 100.00
Class Kit and GOT Platform	$ 1170.00
Kit Tax	$ 98.05
Tuition	$ 17,400.00

NAIL TECHNOLOGY COURSE - 600 HR

Registration Fee	$ 100.00
Class Kit and Books	$ 670.25
Kit Tax	$ 56.17
Tuition	$ 10,546.37

TRANSFER STUDENTS

Registration Fee	$ 100.00
Lab Fees and Book Rental	$ 10.00
*	
Tuition (per hour/per program tuition)	*

**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 along with a State of Nevada approval of hours transferable.*

All students are required to pay $10.00 to register with the State Board

STUDENT TEACHER COURSE - 500 HR

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

STUDENT TEACHER FEES

Registration Fee	$100.00
Lab Fee + Book Rental	$100.00
State Board Reg	$ 10.00
State Tax	$ 8.38
Tuition	$5000.00

See Tuition Reduction on page 49

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 $10.00 fee for Registration with the State Board is paid prior to enrollment
- 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 to 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 Enrollment Agreement expiration date, if needed. However students must be up to date on all financial obligations to the school and TFC to sign a supplemental Enrollment Agreement. If the Supplemental Enrollment Agreement is not signed and executed immediately at the expiration of the student's Enrollment Agreement, students 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:

- Financial Aid
  Pell Grant
  Subsidized Stafford Loan
  Unsubsidized Stafford Loan
  Plus Loan
  TFC Credit Corporation

Cash Pay
Full Payment at the time of signing enrollment agreement
Down Payment and the balance on TFC Loan Payments
VA Payments
WIOA

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.

TUITION REDUCTION

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.
- Tuition reduction 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
- If a student withdraws from the program, and they were awarded a scholarship on the initial enrollment period, the scholarship is no longer valid on the remaining hours of that program, unless they return within 180 days from their LDA. (last day attended)

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.

Our current campus staff consists of a management team, qualified and licensed instructors, admissions personnel, and a school administrative assistant.

G Skin & Beauty Institute Licensed Instructors are as follows: Audry Jones, Angela Townsell, Deborah Deschene, Danielle Wade, Cindy Mccormick, Leslie Richardson, Noelle Joseph, Katie Fieblekorn, Julie Reed, Alexa Frye, Lisa O'Connor

FACILITIES & EQUIPMENT

G Skin & Beauty Institute offers large well-equipped classrooms, locker facilities, student lounge, and a fine laboratory (clinic) area for practical experience. Full use is made of audio-visual aids and a supplemental library. The school occupies approximately 13,001 square feet of floor space and meets all specific requirements as set forth by the Nevada State Board of Cosmetology.

SCHOOL HOURS OF OPERATION

Monday	9:00am to 5:00pm
Tuesday	9:00am to 9:30pm
Wednesday	9:00am to 9:30pm
Thursday	9:00am to 9:30pm
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:

(those with work or childcare issues, may ask an adviser for additional options that may be available)

COSMETOLOGY 1600	***ACTUAL HPW***	***Time to Complete the Program***	***Schedule***
Full Time	30	53.33 Weeks	Tues-Thui 9-5
Full Time	22	72.73 Weeks	Tues-Fri 9-3
Part Time	19.5	82.05 Weeks	T/W/Th 5:30-9:30 & Sat 8-4
Part Time	17	94.18 Weeks	T/W/Th 5:30-9:30 & Sat 8-1
HAIR DESIGN 1000	***ACTUAL HPW***	***Time to Complete the Program***	***Schedule***
Full Time	30	33.33 Weeks	Tues-Thu 9-5
Full Time	22	45.45 Weeks	Tues-Fri 9-3
Part Time	19.5	51.28 Weeks	T/W/Th 5:30-9:30 & Sat 8-4
Part Time	17	58.82 Weeks	T/W/Th 5:30-9:30 & Sat 8-1
ESTHETICS /NAIL TECH 600	***ACTUAL HPW***	***Time to Complete the Program***	***Schedule***

Full Time	30	20 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4
Full Time	27.50	21.81 Weeks	Mon-Fri 9-3
Part Time	24	25 Weeks	M/T/Th 9-2:30 & Sat 8-4 M/W/F 9-2:30 & Sat 8-4
Part Time	19.5	30.77 Weeks	T/W/Th 5:30-9:30 & Sat 8-4

ADVANCED ESTHETICS 900	***ACTUAL HPW***	***Time to Complete the Program***	***Schedule***
Full Time	30	30 Weeks	M/T/Th 9-5 & Sat 8-4 M/W/F 9-5 & Sat 8-4
Full Time	27.50	32.73 Weeks	Mon-Fri 9-3
Part Time	22.50	40 Weeks	M/T/Th 9-5 M/W/F 9-5
Part Time	19.5	46.15 Weeks	T/W/Th 5:30-9:30 & Sat 8-4

STUDENT TEACHER 500	***ACTUAL HPW***	***Time to Complete the Program***	***Schedule***
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	T/W/Th 5:30-9:30 & Sat 8-4

STUDENT KITS, EQUIPMENT, SUPPLIES & BOOKS

***Students provide their own equipment through the purchase of a Class Kit or purchasing needed items separately. The digital platform of a complete package of the book and educational materials provided online specifically for our students.**
***Transfer students' tuition for any of the programs is determined upon presenting a sealed transcript to the Admissions Representative when transferring for the training hours that are needed to be completed.**

TRANSFER STUDENT

Students may provide their own equipment. The GOT Online Digital Platform and the Electronic Book must be purchased through the School.

VA STUDENTS

Those students attending through the Veterans Program must purchase the GOT Online Digital Platform and the Electronic Book for the 600 hour Esthetics program, a second GOT program for the 900 hour Advanced Esthetics program. The 900 hour Advanced Esthetics student must also purchase through the school,

TEXTBOOKS

Milady Standard Textbook of Esthetics Fundamentals Online Edition through Google Classroom
Milady Standard Textbook of Cosmetology Online Edition through Google Classroom

Milady Standard Textbook of Nail Technology Online Edition through Google Classroom
Milady Standard Textbook of Professional Educator Online Edition through Google Classroom

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

ESTHETICS COURSE - CLASS KIT & BOOK

SHOULDER TOTE BAG

Skin Care Kit:

Body Brush Set	Satin Release Wax Residue Remover
Foil Blanket Bag	Muslin Remover Cloths
Bag of Plastic Spatulas	Applicator Sticks (Petite, Small, Large)
4 Piece Tweezer Kit	Cotton Filled Gauze
Esthetic Wipes	Calendula Gold Hard Wax w/Tea
Aloe Vera Wax	Lavender Wax w/Camomile
Wild Cherry Hard Wax	Cosmetic Non-Latex Sponges
Dura Lash Eyelash Tab Kit	Cosmetic Deluxe Lip Brushes
Lash Extension Kit	Cosmetic Deluxe Mascara Wands
Makeup Kit	

GOT: G Online Digital Platform
Milady Standard Esthetics:
Miladyś Online Esthetics Fundamentals Textbook

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: *Eye makeup remover, cleansing gels and creams, facial scrubs, glycerine, 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, cotton swabs, esthetic wipes, spatulas, paper towels, towels, facial machines, steamers, facial bowls, sheets and blankets, massage cream and oils, wax warmers with wax, applicator sticks, muslin, eyelash glue and eyelashes.*

ADVANCED ESTHETICS COURSE - CLASS KIT & BOOK

SHOULDER TOTE BAG

Skin Care Kit:

Body Brush Set	Satin Release Wax Residue Remover
Foil Blanket Bag	Muslin Remover Cloths
Bag of Plastic Spatulas	Applicator Sticks (Petite, Small, Large)
4 Piece Tweezer Kit	Cotton Filled Gauze
Esthetic Wipes	Calendula Gold Hard Wax w/Tea
Aloe Vera Wax	Lavender Wax w/Camomile
Wild Cherry Hard Wax	Cosmetic Non-Latex Sponges
Dura Lash Eyelash Tab Kit	Cosmetic Deluxe Lip Brushes
Lash Extension Kit	Cosmetic Deluxe Mascara Wands
Makeup Kit	

GOT: G Online Digital Platform
Milady Standard Esthetics : Advanced Textbook Electronic Edition

Advanced Esthetics Kit: (For students with a 600 Hour State License)
Google Classroom Digital Platform
Milady Standard Esthetics : Advanced Textbook (Electronic Edition)

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: *Eye makeup remover, cleansing gels and creams, facial scrubs, glycerine, 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, cotton swabs, esthetic wipes, spatulas, paper towels, towels, facial machines, steamers, facial bowls, sheets and blankets, massage cream and oils, wax warmers with wax, applicator sticks, muslin, eyelash glue and eyelashes.*

NAIL TECHNOLOGY - CLASS KIT & BOOK

GOT Program (G Online Training Platform)
Milady Standard Nail Technology Book Online edition

1	200 Ct Nail Tips	4	Softie 220/240
1	Nail Forms (Roll)	2	3 way buffer
4	Nail Glue	1	square flat brush
2	Buff Blocks	1	oval sable brush
1	Nail Wipes	2	Dappen Dish
1	Nail Brush	1	Deep Manicure Bowl
1	Finger w. Clamp/tips	1	Practice Hand/Clamp
1	7 Piece Manicure Set	1	Nail Art Brushes
6	100/180 files	1	Tip slicers

Creative Nail Acrylic Products

1	4 oz Low Odor Liquid	1	.8z White Powder
2	.8oz Blush Powder	1	1oz Prep

OPI Kit (Includes all acrylics, tips, glue, implements, manicure bowl, files, etc.)

Nail Technology Lab Items Supplied by the school are available for USE ONLY during classes or in the school clinic and while working on clients. *Files, buffers, polish, top coat, ridge filler, manicure bowls, facial tissue, cuticle oil, paraffin wax, paraffin wax warmers, cotton, gel nail kits, wrap kits, acrylic powder and liquid, acetone, non-acetone polish remover, base coat, hand cream, towels, pedicure baths, nail brushes, paper towels, towels, manicure and pedicure soak, cuticle pushers, foot spray, sloughing lotion,scrub, tips, glue, gloves and face masks.*

COSMETOLOGY - CLASS KIT & BOOK

¾ inch barrel curling iron
Clipper/Trimmer
Razor
Styling Comb
Pintail Comb
Rattail Comb
Detangling Comb
Barber Comb
Rubber Styling Comb
Super Grip Clips
Fine Mist Spray Bottle
Shampoo Cape
Blow Dryer
Male & Female Mankins
Manikin Stand
Deluxe Tote w/ ID Tag
Heat Resistant Tool Bag
Shears
Flat Iron 1”
2in Ceramic Round Brush
Boar Bristle Brush 3in
Vent Brush
Oval Cushion Brush
Styling Brush
Makeup Kit
Makeup Brush Set
Manicure Kit w. Case
Practice Finger w. Clamp
Manicure Bowl
Nail Brush
Milady’s Standard Cosmetology Textbook Online Edition
Sassoon Platform
Salon Apron

Cosmetology Lab Items Supplied by the school are available for USE ONLY during classes or in the school clinic and while working on clients. *Rollers, velcro rollers, electric rollers, crimpers, jumbo curling irons, perm rods, endpapers, head form sheets, styling gel, mousse, hairspray, conditioner, shampoo, cholesterol, clips, shampoo capes, cutting capes, towels, cholesterol, foil, bowls and applicator brushes, bleach bottles, semi permanent hair color, permanent hair color, permanent waves, temporary color, relaxers, bleach, pro-oxide developer, foils, frosting caps, neck trimmer, hand mirrors, hair cutting stations, shampoo bowls, stand alone dryers, manicure tables and pedicure stations, nail polishes, nail polish remover, cuticle oil and hand and foot lotion, files and buffers, and nail tools, acrylic powder and liquid, gel supplies, sanitizing materials, facial supplies including makeup remover, cleansers, toners, gauze, sheets, paraffin warmer and paraffin, massage creams and oils, facial scrubs, facial machines, steamer,masks, lotions, facial moisturizer, esthetic wipes, facial bowls and sponges, wax warmers, waxes, muslins, applicator sticks (all sizes), beds, sheets, blankets and all sanitizing materials. Makeup, makeup brushes, applicator tools, makeup remover and sanitizers.*

*Students may use a Ziploc bag, plastic box, or any airtight container to keep their items sanitized at all times.

* If back-ordered, items will be substituted with an item of equal or greater value.

STUDENT TEACHER KIT

Textbooks

- Milady's Master Educator Textbook
- Student Teacher Google Classroom Digital Platform