

# AESTHETICS INSTITUTE

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# AESTHETICS INSTITUTE

50 Grasso Plaza, St Louis MO 63123

## AESTHETICS INSTITUTE

### Is a **NONPROFIT Educational Facility**

dedicated to a high level of Professionalism.

**OUR INSTITUTIONAL HISTORY** is established by a 3<sup>rd</sup> Generation Industry Professional, supported by St Louis' Premiere Teaching Team with over a Decade of experience teaching aesthetics in the St Louis area. Our teaching team is highly credentialed. Our school is committed to a healthy culture of respect and support.

### **Our Mission**

Aesthetics Institute prepares students for successful aesthetics careers.

### **Program**

900 Hour Class "E" Esthetics Course

### **Admission Requirements**

The school requires a high school diploma or equivalency

Picture ID is required with proof of age.

Minimum age requirement is 18 years of age.

Students must schedule an interview for consideration

### **ADMISSIONS POLICY**

The school, in its admission, enrollment, Instruction policies, enforces a strict non-discrimination policy on the basis of sex, race, age, color, ethnic origin, gender, nationality, disability, religion, sexual orientation, or veteran status.

Signature Officials include: Alana Archdekin, Laura Piontek, and Melva May

Transfer hours: up to 100 hours may be accepted from a program from an accredited school. Submitted transcripts are faculty-reviewed for acceptance of hours.

### **Job Placement**

The school works with local Salon/Spa and Medical Spa employers, as well as, the area employer Job Boards specific to massage therapist placement. Although the school does not guarantee employment, students have ongoing counseling and placement assistance throughout their enrollment period, as well as, after graduation.

*Aesthetics Institute*

*does not accept Ability to Benefit students*

*Faculty Roster available to view at the front desk upon request*

## TUITION

**School Tuition is \$9,990**

includes:

Textbook Rental, Skin Care Lab Products, Wax Supplies, State Board Kit rental, Facilities Fees & Equipment Rental.

Students Estimated Expenses/Supplies:

binder, paper, notebook or note cards  
pens, pencils, highlighters, colored pencils  
scrubs, wrap, headbands, personal makeup  
2 sets of White twin sheets, 6 White Hand Towels  
\*student supply costs: average \$75.00

### **Expenses to expect after Graduation:**

Practical Examination fee \$54

Theory Examination fee: \$84

### **METHODS OF PAYMENT**

CASH or CHECK preferred

CREDIT CARD payments subject to 2.7% fee

\$1000 due at enrollment with

50% of balance due 1<sup>st</sup> day of class

& remaining balance due at the class midpoint

\*Students needing financial assistance may request to make payments as follows:

\$1000 nonrefundable deposit due at enrollment.

\$1000 payment due 1<sup>st</sup> day of class

\$1000 payments (7) due on the 1<sup>st</sup> of the month

\$990 final payment due prior to graduation

\*Students who fail to make payments as outlined in the enrollment agreement can result in the student being barred from additional coursework until the student's account is up to date.

### **Graduation Requirements**

Successful completion of contact hours

Theory testing at a minimum 70% pass rate .

Practical competencies min 70% pass rate

Completion of all assignments

**CERTIFICATE OF COMPLETION** is issued upon Graduation

Transcript is issued within 5 business days of graduation

## Student Clinic Services

Aesthetics Institute believes that your confidence and future success in your chosen field comes by practicing the skills you will learn. The school will promote services & events for supervised clinic practice on the public, but all students are expected to execute client-building activities to ensure that their individual clinic practice goals are met

## STUDENT RECORDS

The school practices full compliance with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment) and will not release student records information to any third party without the student's written consent except where required by law.

## RELEASE OF INFORMATION

Students may request to review their files on school grounds with 24 hour written notification to director.

## ATTENDANCE POLICY

Students must be in the classroom prepared to begin class on time. Students are required to call in any tardies or absences prior to class start time. Students must have prior approval if absence is going to exceed 5 days. Students have 10 business days to make-up time missed. Students may request a corrective action plan to make-up hours. Failure to follow plan can result in termination. Make-up time is allowed during extended clinic hours. Students must clock 900 contact hours to graduate. No more than 2:30 day approved Leave of Absences is allowed, provided it is within a 180 day timeframe. The contract period will be automatically extended for the same period of the approved L.O.A.

Day Program: **Monday-Thursday 9:00am-3:15pm**  
Night Program: **Monday-Thursday 4:30pm-9:30pm**  
*1 Clock Hour = 50 Minutes of Instruction*

Aesthetics Program = **25 hours/week for 36 weeks**

\*Maximum time to complete all graduation requirements is 1 1/2 the program length.

\*\*Students who extend past the regular program schedule, without an approved absence, must pay \$7/hour to complete.

**Alana May Archdekin**  
EXECUTIVE DIRECTOR

**Board of Directors**  
**Alana Archdekin – Executive Director**  
**Melva May – Director**  
**Dr. Jessica Piontek, MD-Dermatology**

CLASS START:

**2021 school start date**

FEBRUARY 8<sup>TH</sup>, 2020

AUGUST 16<sup>TH</sup>, 2020

## 2020 Holiday Schedule\*

Memorial Day : May 29-31

Labor Day : Sept

Thanksgiving : Nov 25-28

Holiday Break Dec 20 – Jan 2

\* subject to change

## INSTITUTION DESCRIPTION

The school is equipped with a classroom equipped with white boards & projector for power point presentations and dvd presentations. Demo/Technology area is equipped with flat screen tv's & white board for presentation. Clinic room is equipped with aesthetic tables professional aesthetics products.

## INSTITUTION GRADING SYSTEM

The following factors will be measured to determine academic progress:

THEORY & PRACTICAL WORK

Graded according to following scale:

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
60-69	D	UNSATISFACTORY
Below 60	F	FAILING

Students must maintain a C Grade Average (minimum 70% in theory and practical work) to be considered making satisfactory progress.

\*The Satisfactory Academic Progress Policy is distributed during Orientation and is available upon request to prospective students

## Faculty:

\*State max Teacher/Student Ratio : 1:25

\*\*current school teacher/Student Ratio : 1:6

**Aesthetics Institute**  
**is a NonProfit Educational Institution**

## COURSE DESCRIPTIONS

Aesthetics Institute

### SCHOOL OF DERMAL AESTHETICS

#### Program Objective

The School provides a Class "E" ESTHETICS COURSE designed to meet state licensing requirements. The course presents Dermal Aesthetics content with Theory Lectures, Live Demonstrations, Supervised Clinical Practice, and an interactive Technology Component to prepare graduates for successful personal and professional development. Learners will gain the esthetic skills needed to complete the program, pass the state theory and practical examinations, and have the competencies to work as a successful therapist in the Aesthetics Industry. Completion, Pass Rates, and Placement Rates are measured and monitored, with the goals of maximizing student outcomes.

#### Program Overview

The core curriculum of the Aesthetics Course offers training in foundations of aesthetics, advanced aesthetics techniques, professional ethics, anatomy and physiology, sanitary and safety practices, facial techniques and business practices.

Students must demonstrate substantial progress and competency, qualitatively and quantitatively, and pass their theory and practical testing with a minimum 70% average

Students must pass the State Licensing Examination in order to apply for licensing in the state of Missouri.

#### Program Outline

Course Code:	Course Title	Hours
DA:101	Aesthetics Foundations	165
DA:201	Advanced Aesthetics	285
DA:125	General Skin Sciences	160
DA:150	Business and Communications	55
DA:175	State Law	50
DA:250	Student Clinic	<u>185</u>
<b>TOTAL COURSE HOURS</b>		<b><u>900</u></b>

#### COURSE DESCRIPTIONS

DA:101 Aesthetics Foundations: this course provides a historical overview of esthetics is presented and a description of the requirements for the practice of esthetics. This course covers the effects, benefits, indications, and contraindications of skin treatments, and includes instruction on foundational facial techniques.

*Prerequisite : Acceptance into the Esthetics program*

DA:201 Advanced Aesthetic: this course gives instruction on facial movements, application of facial techniques, complete facial protocols, esthetics in spa setting, corrective facial techniques, massage, and advanced aesthetic therapies.

*Prerequisite : DA 101*

DA:125 General Skin Sciences: this course provides a basic understanding of the human body in relation to the Application of aesthetics procedures, with an overview of all body systems and how facial applications affect The structure and function of these same body systems. *Prerequisite : Acceptance into the Esthetics program*

DA:150 Business and Communications: this course is the study of state and federal regulatory requirements governing the practice of aesthetics. It includes a study of professional ethics and standards of practice integral to the aesthetics profession. Communication skills are taught for effective client building and servicing. *Prerequisite : DA 101*

DA:175 State Law: this course teaches Missouri law for Aestheticians and tests competencies through Mock Boards Examination preparation and review. *Prerequisite : Acceptance into the Esthetics Program*

DA:250 Student Clinic & Mock Boards: this course is designed to provide students with opportunities to apply skills obtained in the classroom in a clinic setting. Daily operations, client-building and retention, and the practice of skill sets is required. *Prerequisite : DA 101 & DA 201*

#### AESTHETICS INSTITUTE is Approved by the Missouri State Board of Cosmetology

Each State maintains their own Board and follows the laws of the state as set forth in their state's Rules & Regulations

\*Where there is no national or state requirements, our school follows local law jurisdiction.

**\*Aesthetics Institute program of study is 900 hours, which is above the state minimum requirement**

*The Missouri Board sets forth the following requirements for Licensing for Estheticians:*

High School Diploma or Equivalency

Picture ID with Proof of Age

Minimum Age Requirement of 18 years of age

\*All prospective students must submit a State Application for processing by the Board. Failure to pay tuition at other schools, failure to pay personal taxes, or licensure violations with other State Agencies or Departments may adversely affect approval from the state.

**For Additional Information on State Application Requirements, please contact:**

**Missouri Board of Cosmetology 3605 Missouri Blvd Jefferson City, MO 65102**

## STUDENT POLICIES & CODE OF CONDUCT

AESTHETICS INSTITUTE Code of Student Responsibility and its policies exist to facilitate the educational process for you and the other students and to ensure a safe, fair, and successful experience for all students, staff, and faculty.

AESTHETICS INSTITUTE of Student Responsibility reads as follows: I understand that I am required to comply with policies and procedures of the school, and rules introduced during the orientation. I know that my behavior must respect the values and norms of the school while promoting the safety and wellbeing of other students and my school's faculty and staff. I will strive to ensure that my behavior supports the educational environment at all times.

### EXPECTATIONS OF STUDENT CONDUCT:

Any student who engages in inappropriate conduct will be in violation of this Code of Student Responsibility and will be subject to a conduct review and possible termination.

*While it is impossible to outline all forms of inappropriate conduct, what follows is a non-exclusive list of the more common examples:*

1. Criminal or Violent Behavior or Violations of any policies or regulations – all published policies and posted notices
2. Violation of safety practices – action or inaction that might cause or lead to injury or death to oneself or any other person; threat or cause of harm; self-endangerment. Any activity expressly prohibited by the school or the terms of the school's insurance policy
3. Any conduct which threatens the school's ability to function or maintain positive relations, including but not limited to, inappropriate behavior or defamatory statements in blogs, social media, or other public media.
4. Failure to comply with reasonable directions from staff (or designees)
5. Theft – attempted or actual theft or possession of items belonging to another or unauthorized use of other's property.
6. Unauthorized entry – inappropriate use of keys or facilities.
7. Inappropriate use of school technology including but not limited to computers or wireless internet, and including but not limited to actions such as illegal downloading of copyrighted material, computer piracy, or using technology to threaten or cause harm.
8. Damage – causing damage to school property or the property of any vendor partners, any person, or the public domain.
9. Possession or use of any weapon, fireworks, incendiary device or explosive device.
10. Disorderly conduct – obstruction or distraction of the educational process, lewd or indecent behavior, breach of peace, physical abuse or threat, intimidation or coercion, etc. Also includes retaliation against any individual who reports any violations of the Code of Student Responsibility or any individual who participates in any investigation of such reports.
11. Stalking or Hazing – Behavior that is disturbing or distressing to others including but not limited to stalking or hazing. Stalking is defined as willful and unsolicited following or harassing of another individual through any means. Hazing is defined as any act which endangers the mental or physical health or safety of another person for the purpose affiliation with a group. Stalking or hazing can include actions in person, via social media, or through other electronic means.
12. Bias-related behavior or personal abuse – use of language, images, signs, symbols, threats, or physical behavior that directly or indirectly demonstrates hostility or contempt toward a person or group on the basis of actual or perceived identity. Behavior that exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic background, religion, expression of opinion, or other personal characteristics. Actions that would reasonably tend to cause alarm, anger, fear, or resentment in others, or that would endanger the health, safety, and welfare of another.

### **The School Director has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees:**

*The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the school may choose to exercise:*

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than one (1) term.
3. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
4. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the School Director before returning.
5. Termination: Dismissing a Student for an indefinite period of time.

## **Policies and Procedures for Students with Disabilities**

It is the policy of AESTHETICS INSTITUTE to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which are Federal laws that prohibit discrimination on the basis of disability. AESTHETICS INSTITUTE does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of AESTHETICS INSTITUTE. This applies to all students and applicants for admission to the school. AESTHETICS INSTITUTE will provide reasonable accommodations to students with disabilities.

### **The School's Responsibilities to Students with Disabilities**

The school must provide academic adjustments, auxiliary aids and reasonable accommodations to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of the school to permit students with disabilities to use service dogs on each campus. The person responsible for implementing these responsibilities at AESTHETICS INSTITUTE is Alana Archdekin, Executive Director. Phone: (314) 915-5811

### **PROCEDURE FOR STUDENTS AND THE SCHOOL**

Documentation of disability by students :: Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the Executive Director. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker. This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed. The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The School Director will determine what information needs to be shared with school staff and learning leaders, on an "as needed basis," in order to facilitate academic accommodations or other services. Students who plan to request accommodations should contact the School Director promptly, so there is time for the Director to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Director; the Director will keep a record of the dates and contacts with the student, including a record of the accommodations student. Students who have questions about the type of documentation they need to provide should contact the Director to discuss this. The student and the school director will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The director and the student should discuss accommodations needed during all phases of the program (Theory and Practical), and for classroom instruction, skills based instruction and skills practice.

### **Decision about accommodations, and ensuring implementation of accommodations**

The Director will decide the accommodations to be provided to the student. The Director will consider any past accommodations for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

Additional factors :: The school is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the Director will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Director will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Director decides that a requested accommodation might impose such a burden, the Director will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the Director determines that the requested accommodation would be an undue burden, the Director will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students :: A student may appeal any accommodation decision made by the Director if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Director to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Director that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Director has not effectively addressed the situation.

### **GRIEVANCE PROCEDURES FOR STUDENTS WHO HAVE COMPLAINTS ON THE BASIS OF DISABILITY POLICY**

AESTHETICS INSTITUTE is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of a disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, The school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

#### **U.S. DEPARTMENT OF EDUCATION**

Students or the school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR headquarters is located at: U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW, Washington, DC 20202-1100

Telephone: 800-421-3481 FAX:202-453-6012; TDD:877-521-2172 Email: OCR@ed.gov

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

\*for more information: request a complete copy of the policy and procedures for Students with Disabilities at the front desk

## WITHDRAWAL AND SETTLEMENT POLICY

AESTHETICS INSTITUTE Withdrawal and Settlement Policy applies to all terminations for any reason, by either party, including student decision, program or course cancellation and school closure.

Any monies due applicant or student shall be refunded within 45 days of official cancellation or withdrawal:

Official cancellation or withdrawal shall occur on the earlier of the dates that

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days, (excluding Saturdays, Sundays, and holidays) of the signing of the enrollment agreement. In this case all monies collected by the school shall be refunded. Withdrawal notice is to be sent to the attn: School Director.
3. A student cancels his/her contract after three business days after signing, and a minimum of thirty days prior to class start date. In this case he/she shall be entitled to a refund of all monies paid.
4. A student notifies the School Director, in writing of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school in writing that the student will not be returning (as indicated by date of postmark): or
6. A student is expelled by the school.
7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
8. Any monies due a student who unofficially withdraws from school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the school. To determine unofficial withdrawals, the school will monitor each student's completion of class participation in learning activities (such as class assignments, examinations, tutorials, computer-assisted instruction, and participation in academic advisement or other academically-related activities). School will calculate attendance per scheduled hours from school start date to determine amount of student refund.
9. Mitigating circumstances may warrant a refund to the student that may exceed the minimum refund guidelines. A determination will be made by the School Director.

### PROGRAM CANCELLATION POLICY

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

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

### TERMINATION BY INSTITUTION

AESTHETICS INSTITUTE retains the right to terminate a student should it be discovered that a student is cheating on any tests, or if the student is stealing products, supplies, or monies from the school. A student will also be terminated if the student physically assaults another student or staff member.

### NOTICE OF THE POLICIES

The enrollment agreement outlines the obligations of both the school and the student, and provides details of the cancellation and settlement policy of the school. A copy of the enrollment agreement and withdrawal and settlement policy is furnished to the applicant before payment is made. No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the school. The school's cancellation and settlement policy is printed in the school catalog.

### REFUND POLICY

The school's refund/collection procedures follow ethical business practices. The school's withdrawal and settlement policy is acknowledged in all refund/collection correspondence regarding cancellation and settlement form the school itself, banks, collection agencies, lawyers, or any third parties representing the institution.

#### TUITION ADJUSTMENT GUIDELINE

Percentage length scheduled to total length of program	Amount of Tuition owed to school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Dermal Aesthetics Program** Estimated Program Length : 36 weeks (900 hours)

\* Program cannot be longer than 1½ times the estimated 36 week class time frame

Education Contract is for maximum 54 week period

Additional tuition fees will apply if student extends past the 36 week contract period

Additional tuition fees are charged at \$10.00 per hour for hours clocked after 36 weeks

Refunds are calculated based on Scheduled Hours contracted at time of termination

#### DRESS CODE POLICY NOTICE:

Students are required to wear black scrubs, flat close-toed shoes, no jewelry, natural make-up, with hair pulled back, and demonstrate a commitment to excellent hygiene at all times.

\*Students will receive a warning if they are not wearing scrubs.

Upon the 3<sup>rd</sup> warning, students may be sent home and required to be in uniform before returning to school.

\*\*Students who miss class time due to repeated uniform violations must make-up class time during clinic hours within 10 days.

#### NOTICE OF NONDISCRIMINATION

AESTHETICS INSTITUTE is committed to a policy of nondiscrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, ethnic origin, sexual orientation, nationality, handicap or veteran status. AESTHETICS INSTITUTE is a place where freedom of expression and civility are encouraged.

The administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX and Section 504 of the Rehabilitation Act and the American with Disabilities Act. For assistance in these areas, contact the Executive Director, Aesthetics Institute, 59 Grasso Plaza, St Louis MO 63123, 314-915-5811, or director, Office of Civil Rights, HHS, Washington, D.C. 20201.

#### NONDISCRIMINATORY POLICY

AESTHETICS INSTITUTE admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, age, gender, religion, sexual orientation, disability, or ethnic origin, in administration of its educational policies, scholarship and loan programs, and other school-administered programs.

### STUDENT FILE ACCESS AND RELEASE OF INFORMATION POLICY

#### STUDENT RECORDS

Personal student files will be held in confidence and only disclosed to appropriate school administrative personnel as needed. All pertinent information will be held during enrollment and for one month after graduation.

#### RELEASE OF INFORMATION

Students may request to review their files on school grounds with 24 hour written notification to director.

#### RELEASE OF INFORMATION TO THIRD PARTY

A Release of Student Information Form MUST be completed EACH time the school wants or has a need to release information from the student file to a third party.

#### Notification of Student's Rights Under FERPA Law

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.  
A student should submit to the Executive Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
(212) 401-2057



## **Release of Information Policy:** *pursuant to the Family Educational Rights and Privacy Act of 1974*

The FERPA is a Federal law designed to protect the privacy of the student's educational records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. St. Louis Med Tech is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school charges \$.10/page for copies.
- Parents and eligible students have the right to request that the school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need-to-know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

### **Directory Information Public Notice**

AESTHETICS INSTITUTE, at its discretion, may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.

**Designated directory information at AESTHETICS INSTITUTE includes the following: student's name, school address, school telephone number, school e-mail address, field of study, enrollment status, grade level, date of birth, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, and most recent education agency or institution attended.**

Students may request to withhold directory information by notifying the Executive Director in writing. Note that withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request.

## **AESTHETICS INSTITUTE Grievance Policy:**

### Complaint & Conflict Resolution Process

Students are encouraged to be their own best advocate as it relates to their experience while at school, and to ensure that their expectations are being met within the framework of what the school curriculum and professional code of conduct prescribes.

However, the school acknowledges the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the school without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions.

Success of this procedure is contingent upon the good faith effort of all participants. It is the responsibility of the school administration to ensure that the procedure is followed in its entirety in its spirit as well as letter. The School Directors will be responsible for ensuring that the determination reached in a grievance is implemented.

If a student has a problem or issue of concern, that student is to initiate a conversation with an instructor or administrative staff member to specifically receive information pursuant to the issue that is being presented. If the matter is a curriculum or classroom issue, it should be addressed to the instructor responsible for that function. If the matter is a function of student administrative processing, then the administrative staff member responsible for that area should have the opportunity to correct or address the concern. In the event that the matter has not been resolved to the student's satisfaction, after having been discussed with the instructor or other administrative staff, then the student is instructed to request an appointment with a School Director to explain the situation and allow the Director the opportunity to present a mutually agreeable corrective action plan or resolution.

If this informal conversation does not satisfy the student expectation of resolution, the next step would be for the student to put into writing the details and all pertinent information regarding the situation, including two or more possible ways to resolve the situation to the student's satisfaction and give to Director.

The Director will read the written description, and respond within 5 business days. The Director will request an appointment with the student where a written corrective action plan will be presented to the student which will outline what the school is prepared to commit to as a resolution to the student's concern.

If the corrective action plan meets with the student's satisfaction, both parties will sign to indicate their mutual agreement.

If after the formal meeting with the Director, the student is still not satisfied with the outcome, the student may contact the following state agency in the next step in filing a formal grievance:

Missouri State Board of Cosmetology  
3605 Missouri Blvd  
Jefferson City, Missouri 65102  
573.751.1052

Commission on Massage Therapy Accreditation  
2101 Wilson Blvd suite 302  
Arlington, Virginia 22201  
202.888.6790

AESTHETICS INSTITUTE is Intentionally Accredited through COMTA, 2101 Wilson Blvd, Ste 302, Arlington, VA 22201  
[info@comta.org](mailto:info@comta.org) (202) 888-6790

AESTHETICS INSTITUTE has as its core agenda to meet and exceed the educational expectation for every student. The school only asks that students communicate their needs and commit to the resolution process to allow the school to make every attempt to resolve all issues and give reasonable remedy to every student.

### **AESTHETICS INSTITUTE TRANSCRIPT REQUEST POLICY:**

The AESTHETICS INSTITUTE Transcript Request Policy states that students who wish to request a transcript must do so utilizing the AESTHETICS INSTITUTE Transcript Request Form. If the student cannot execute the form in person, the student will need to request that a form be emailed, faxed, or mailed to them. The school will then execute the transcript request upon receipt of the completed and signed Transcript Request Form. 2016 Policy states that there is currently no charge for transcripts.

\*Transcripts can be withheld if a student has an outstanding financial obligation to the school. Students who fail to make tuition payments as outlined in the enrollment agreement can result in the student being barred from additional coursework until the student's account is up to date.

### **UPON GRADUATION :: WHAT YOU CAN EXPECT :**

Upon graduation, you will have been taught proficiencies in Skin Care Treatments for executing protocols for Anti-Aging, Acne-Management, Sensitive Skin Management, basic facials and peels, and know how to maintain healthy skin. You will learn body treatments, waxing, make-up and how to safely operate aesthetic equipment in a sanitary environment.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

AESTHETICS INSTITUTE Satisfactory Academic Progress Policy applies to all students:

### **NOTICE**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Aesthetics Institute  
NOTE: The Satisfactory Progress Policy is available to the public upon request, and each student is given a copy of this Satisfactory Progress Policy in their Orientation Folder. The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. The policy complies with the guidelines established by the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Progress as follows:

School of Dermal Aesthetics : 450 hours and eighteen scheduled weeks completion, and at 900 clocked (actual) hours

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

### **ATTENDANCE PROGRESS EVALUATIONS**

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

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

#### **ESTHETICS COURSE**

	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<b>FULL TIME 25 hours per week for 36 weeks - 900 Hours</b>	<b>54 weeks</b>	<b>900</b>

\*approved Leave of Absence will extend the contract period and maximum time frame by the same number of days as are in the LOA

### **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 as completed and counted toward course completion only when rated as satisfactory or better (the system will reflect completion of the practical assignment as a 100% rating). If the 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 minimum theory testing at a 70% pass rate. Practical competencies must be achieved at a minimum 70% pass rate.

Numerical grades are considered according to the following scale:

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
60-69	D	UNSATISFACTORY
Below 60	F	FAILING

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress will be placed on warning or probation status.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

#### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and may appeal the negative determination at the beginning of the probationary period. Students will be considered to be making satisfactory progress during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

#### RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

#### APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed; such as, death of a relative, an injury or illness, or other allowable circumstance as determined by the school. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

#### NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours

#### EMPLOYMENT INFORMATION / GAINFUL EMPLOYMENT DATA

AESTHETICS INSTITUTE Esthetics Program /CIP CODE#12.0409

For additional important information, please visit:

<http://bls.gov/soc>

<http://onetonline.org/crosswalk>

<http://nces.ed.gov/ipeds/cip2010>

<http://nces.ed.gov>

\*visit the Net Price Calculator Information Center

## **EMERGENCY EVACUATION/LOCKDOWN PROCEDURES**

AESTHETICS INSTITUTE has implemented and trained our staff on procedures should an emergency event occur at the Campus. Students are to listen to the faculty and follow instructions during such an event. The school Emergency Evacuation and Lockdown Procedures are reviewed at orientation and again twice a year during Daylight Savings Time. If you would like additional information please see the Director.

## **CRIME AWARENESS AND CAMPUS SECURITY**

AESTHETICS INSTITUTE's Campus Crime Report and Statistics are available in the administrative offices. Our report and statistics are updated annually and distributed to staff and students as well as published in our manuals and catalogs

1. The school does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local agency of jurisdiction. 911 should always be used in emergency situations.
2. Any employee witnessing any form of criminal action or other emergency should report it to a Campus official on duty. The official on duty will investigate the incident and report it to the local police department. The official will prepare a memorandum regarding the incident and submit to the Campus Director.
3. All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises.
4. During orientation, student gatherings and staff meetings, students and employees are reminded that they can assist in crime prevention by ensuring that all doors are locked; that they do not walk alone to automobiles or public transportation facilities and that they report any suspicious situations to a school official.
5. Whenever any of the following crimes occur on campus, the information is reported to local police agencies and recorded in a memorandum. These statistics are disclosed to students and employees every year.

2018 2019

- A. Murder 0 0
- B. Non-Negligent manslaughter 0 0
- C. Negligent manslaughter 0 0
- D. Forcible sex offenses 0 0
- E. Non-Forcible sex offenses 0 0
- E. Robbery 0 0
- F. Aggravated Assault 0 0
- G. Burglary 0 0
- H. Motor vehicle theft 0 0
- I. Arson 0 0
- J. All hate crimes involving injury 0 0

Whenever an arrest is made for the following violations stated below, the school records the incident and reports the statistics to students and employees every year.

- A. Liquor Violations 0 0
- B. Drug Violations 0 0
- C. Weapon Possessions 0 0

6. The sale/use of alcohol and illegal drugs are not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities.

The school has in place a Drug and Alcohol Abuse Prevention Program as required under Public Law 101-226.

7. Students and Faculty are encouraged to be knowledgeable about their surroundings. Information regarding registered sex offenders can be obtained at the following site: [Http://www.nsopr.gov](http://www.nsopr.gov)

8. Firearms of any kind are prohibited on campus property. Reports of individuals in possession of any type of dangerous weapon should be made to the county police immediately.

9. The campus will post Notices/Warnings on the student and Faculty bulletin boards, make public announcements, send e-mail notifications (text message when available) when information on a situation that may be dangerous to students, faculty, or guests is made known to us so they may take appropriate precautions.

10. In the event of an emergency lock down, St Louis MED TECH will notify students and staff within 30 minutes of the event.

11. Student may view a copy of the :

- Violence Against Women Act - Administrative Office, Orientation Material
- Additional information on Sex and Drug abuse – Administrative Office
- Emergency Evacuation and Lock Down Procedure – Administrative Office

## **AVAILABILITY OF GED PROGRAMS**

AESTHETICS INSTITUTE DOES NOT administer GED testing. However, we can recommend off-site facilities for additional information.

AESTHETICS INSTITUTE admits students who have a high school diploma/GED that is recognized by the MO State Board of Cosmetology.

## **VOTER REGISTRATION**

AESTHETICS INSTITUTE does not require students to be registered and to vote for admission into our program, but the school encourages students to embrace their civic duty and vote.

## **STATEMENT OF OWNERSHIP**

AESTHETICS INSTITUTE is nonprofit educational facility under the direction of a Board of Directors.

AESTHETICS INSTITUTE assumes full responsibility for the agreement between the school and the student.

## **AFFILIATIONS AND LICENSING**

The school is Licensed by the Missouri State Board of Cosmetology, 3605 Missouri Blvd, Jefferson City, MO 65109.(573) 751-1052.

The school is Institutionally Accredited through COMTA, 2101 Wilson Blvd, Ste 302, Arlington, VA [22201info@comta.org](mailto:22201info@comta.org) (202)888-6790