



# Student Consumer Handbook & Catalog

**World Class Academy of Beauty Careers  
516 West Orange Avenue  
Tallahassee, FL 32310**

**Tel. (850) 580-7799**

**<https://www.worldclassacademybeautycareers.com>**

**FAFSA SCHOOL CODE: 04252400**

**Revised January 2020**



## Contents

Purpose.....	5
History.....	5
Mission Statement.....	5
Licensure Information .....	5
OWNERSHIP/OFFICER/GOVERNING BOARD .....	6
ADMINISTRATION AND FACULTY .....	6
EDUCATIONAL PHILOSOPHY AND OBJECTIVES .....	6
STATEMENT OF PRINCIPAL .....	7
Non-Discrimination Statement.....	7
Disclosure.....	7
Admissions Information.....	7
Admissions Requirements for U.S. Citizens.....	7
Admissions Requirements for non-U.S. Citizens .....	7
Financial Assistance Programs .....	8
Financial Aid Information.....	8
IMPORTANT INFORMATION FOR ALL COURSES .....	8
Educational Requirements .....	8
Transfer Policies .....	8
Credit for Previous Education and Training Policy for VA Beneficiaries.....	9
Orientation .....	9
Facilities and Equipment.....	9
EARLY ENROLLMENT IS ENCOURAGED .....	10
ACADEMIC INFORMATION .....	10
Graduation Requirements.....	10
• Successfully complete all phases of study and practical services assignments.....	10
• Pass all required examinations with a 75% .....	10
• Complete the required number of hours.....	10
• Complete all exit paperwork .....	10
• Make satisfactory payment for debts owed to the school or arrangements have been made .....	10
Incompletes .....	11
Inadequate Grades.....	11
Suspension .....	11
Termination.....	11
Terms of Re-entry .....	11
Complaint Procedure.....	12
CAREER PLANNING .....	12
Employment Assistance.....	12
Reciprocity .....	12
Career Opportunities .....	12
Student Services.....	13
<i>Scholarships and Housing</i> .....	13
Student Records/Transcripts .....	13
Notification of Rights Under Family Educational Rights and Privacy Act of 1974 (FERPA).....	13
SATISFACTORY ACADEMIC PROGRESS POLICY .....	16
Evaluation Periods .....	16

MAXIMUM TIME FRAME.....	16
COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS.....	17
ATTENDANCE PROGRESS EVALUATIONS .....	17
ACADEMIC PROGRESS EVALUATIONS .....	17
WARNING .....	18
APPEAL PROCEDURE.....	18
PROBATION.....	18
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS .....	19
WITHDRAWALS .....	19
TUITION CHARGES .....	19
APPLICABLE FEES .....	20
WORLD CLASS ACADEMY OF BEAUTY CAREERS POLICIES .....	21
Standards.....	21
Student Conduct.....	21
Attendance and Tardiness .....	21
Test/ Exam Make Up Policy .....	22
Extra Instructional Charge Policy .....	22
Appearance.....	22
Apparel Code .....	23
Time Record Policy .....	23
Drug Prevention Program & Policy .....	23
Phones and Cell Phones .....	23
Care of Textbooks, Kits, and Equipment .....	24
Courtesy .....	24
Library.....	24
Hours.....	24
Posture.....	24
Expectations .....	24
Food and Beverages .....	25
Student Parking .....	25
Interruptions .....	25
Educator in Charge.....	25
Classroom and Salon Area.....	25
Make-Up Policy .....	25
Make-Up days (During Foundations Training).....	26
Vaccination Policy .....	26
Disability Policy.....	26
PROGRAMS OF STUDY .....	27
COSMETOLOGY .....	27
BARBERING.....	28
FACIAL SPECIALIST .....	29
NAIL TECHNOLOGY .....	30
Methods.....	31
Internship –World Class Academy of Beauty does not have internship.....	31
REFRESHER COURSES .....	31
Financial Aid Information cont.....	32
Grants.....	32

Loans.....	32
Student Rights & Responsibilities .....	33
REFUND PROCESSING .....	33
INSTITUTION REFUND POLICY – CANCELLATION AND REFUND POLICY.....	34
State Refund Worksheet.....	34
Collection Policy.....	34
Returning funds to the student .....	34
Placement Information.....	35
Pre-Enrollment Information .....	35
Compensation Expected.....	35
Cosmetologists .....	35
Safety Requirements of Cosmetology.....	36
Compensation Expected.....	36
Facial Specialists.....	36
Physical Demands of Facial Specialists.....	36
Safety Requirements of Esthetics.....	37
Compensation Expected.....	37
Nail Technician.....	37
Physical Demands for a Nail Technician .....	37
Safety Requirements of Nail Technician .....	38
POLICIES .....	38
Grievance Policy .....	38
Employment Assistance Policy.....	39
Admission Policy .....	40
High School Diploma/ GED .....	40
Campus Security: Annual Security Report .....	40
Sexual Misconduct Policy.....	41

## **Purpose**

This Student Consumer Catalog & Handbook is a publication of **World Class Academy of Beauty Careers**, its purpose is to describe the services available to students through **World Class Academy of Beauty Careers**, as well as, provide important information about policies and procedures that may not be covered in the student catalog. In the case of conflicting information between this publication and the student catalog, the student catalog supersedes.

Although this handbook will answer most of your questions relating to financial aid, it is important that students are aware that federal regulations are subject to change which may impact policies and procedures stated in this publication. Students are encouraged to visit the Admissions or Financial Aid Office for the most current information. General questions can usually be answered on a walk-in basis, but more specific questions may require an appointment.

## **History**

**World Class Academy of Beauty Careers** is located at 516 West Orange Avenue, Tallahassee, FL 32310. The school was approved for state licensure in August 2004 by the Commission for Independent Education.

## **Mission Statement**

**World Class Academy of Beauty Careers** provides training to individuals who wish to seek employment in the fields of Cosmetology, Barbering, Nail Technology, Facial Specialty and related professions.

**World Class Academy of Beauty Careers** Strives to provide training that will assist a student achieving in their fullest potential in the industry. The school offers training that will help each student to attain job and financial security, and to improve their personal life by instilling poise and confidence in themselves and in their work. Lastly, the role of the school is to train the student to pass the State Examination, or to qualify for certification and/or registration with either the Florida Board of Cosmetology or Board of Barbering.

## **Licensure Information**

**World Class Academy of Beauty Careers** (License # 3163) is licensed by the Commission for Independent Education. The school is accredited by the National Accrediting Commission of Career Arts & Science; 3015 Colvin St. Alexandria, VA 22314. For additional information regarding, contact:

## **COMMISSION FOR INDEPENDENT EDUCATION**

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200  
(888) 224-6684 Toll Free

## **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**

3015 Colvin St.  
Alexandria, VA 22314  
(703)-600-7600  
(703)-379-2200 Fax

## **OWNERSHIP/OFFICER/GOVERNING BOARD**

Renae Rollins, President and Chief Administrator  
(850) 980-5936

## **ADMINISTRATION AND FACULTY**

Renae Rollins, Executive Director/Faculty: Cosmetology License #CL0146637 (Wilfred Academy, Philadelphia, PA)




Reenie R. Kyles, Faculty/ Instructor: Cosmetology License #CL1203661  
(World Class Academy of Beauty Careers, Tallahassee, FL)

Marva Williams, Faculty/ Barber Instructor: Barber License #BB29090

Leonisha Smith, Financial Aid Director

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES**

**World Class Academy of Beauty Careers** has three main goals:

-  To educate students in men and women's hair cutting, styling, perming and coloring, skin care and various new techniques in the field of hairstyling, barbering, and manicuring.
-  To educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling, manicuring, and the beauty and barber industries.
-  To train students to master the necessary skills and procedures required for students to successfully pass the State Board Examination and obtain their licenses and, ultimately, become a productive part of our society/profession.

## STATEMENT OF PRINCIPAL

**World Class Academy of Beauty Careers** strives to seek out and provide the resources and support our students need to successfully attend school, graduate and find employment in a professional salon environment. We are committed to providing the resources and support which are in the best interest of our students.

## Non-Discrimination Statement

The school in its admission, instruction and graduation policies does not discriminate based on age, sex, race, ethnic origin, color, religion, or based on handicap as required by Section 504, 34 Code of Federal Regulations. **World Class Academy of Beauty Careers** owner/administration is designated to coordinate the school compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

## Disclosure

**World Class Academy of Beauty Careers** reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Commission for Independent Education rules and regulations. Students will be notified of changes through email or mail, prior to changes taking effect.

## Admissions Information

**World Class Academy of Beauty Careers** administers open enrollment. Classes for each program begin every first **Tuesday** of each month. Courses are taught in same language as catalog, *English*. Further information relating to enrolling can be obtained by contacting the Admissions Director or **World Class Academy of Beauty Careers** official. Individuals can be contacted by phone at (850) 580-7799 or by email at <https://www.worldclassacademybeautycareers.com>. Admissions office hours are Tuesday-Saturday from 9:00am to 5:00pm.

## Admissions Requirements for U.S. Citizens

The following criteria are required for admission to all programs at World Class Academy of Beauty Careers:

- 1) Must be at least 16 years of age
- 2) Enrollment application with required enrollment fee (\$150).
- 2) Copy of student's high school diploma or high school transcripts; G.E.D. certificate
- 3) Copy of the student's driver's license or photo I.D.

## Admissions Requirements for non-U.S. Citizens

Applicants who are not citizens of the United States have the same requirements as U.S. citizens, except that a valid visa or green card must be provided in place of the documentation that only U.S. citizens can provide, such as a birth certificate and social security card.

## **Financial Assistance Programs**

**World Class Academy of Beauty Careers** offer a variety of different financial assistance programs. We allow students to obtain in-house scholarships, gained directly from the executive owner and WCAB administration, Veterans Finance, strictly offered to former veterans, The Florida Department of Education's OSFA, Office of Student Financial Assistance, who administers state-funded grants and scholarships, Title IV funds, also administered by The Department of Education and eligible to anyone who is approved, and The Division of Vocational Rehabilitation, strictly offered to persons with mental and/or physical disabilities enrolled in the public rehabilitation program.

## **Financial Aid Information**

General information relating to financial aid or financial information specific to an individual student can be obtained by contacting the Financial Aid Administrator. Access to personal student information will be granted in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and paper copies can also be made available upon request. Requests can be made by phone at (850) 580-7799 or via email at <https://www.worldclassacademybeautycareers.com>. Financial Aid office hours are Tuesday-Saturday from 9:00am to 5:00pm.

## **IMPORTANT INFORMATION FOR ALL COURSES**

### **How to Apply:**

- Schedule a visit and tour to meet our staff and students.
- Learn about curriculum, books, student kit, scholarships available & easy payment plans.
- Complete & sign the enrollment application and pay the enrollment fee of (\$150).
- Submit a copy of your high school diploma/GED, and high school or post high school transcripts.

## **Educational Requirements**

A student must have a high school diploma, G.E.D. certificate.

## **Transfer Policies**

**Transfers** - A transfer student may be accepted after careful evaluation of the student's academic records. All transfer students must complete enrollment application with required enrollment fee (\$150), copy of student's high school diploma or high school transcripts; G.E.D certificate, copy of student's driver license or photo I.D and social security card, signed completed enrollment agreement, and previous institution's transcripts including academics and proof of attendance prior to being accepted and enrolled as a transfer student at **World Class Academy of Beauty Careers**.



Each transfer's program must be evaluated on an individual basis. 20% of the number of hours in our program can be credited from another institution. Transfer students are required to pay full tuition and must start at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

### **Transfers to other schools**

Every institution has its own policy regarding transferring credits. **World Class Academy of Beauty Careers**, cannot guarantee the transferability of any courses or hours.

### **Transfers from other states**

If a student has an expired license from another state, the student will be treated as a transfer from another state and be required to complete the difference in required hours between the state and the state of Florida. The length of time the student practiced in the field prior to letting their licensure expire is not relevant, so it may be recommended that it would be in the student's best interest to regain licensure in the previous state prior to attempting to gain licensure in Florida. If a student has an expired license or transfers from another state, upon completing the required hours, the student will be required to take the entire Florida state examination to obtain licensure. If a student has a valid license from another state, the student can receive an endorsement from **World Class Academy of Beauty Careers**, and not be required to take the entire Florida state examination.

### **Credit for Previous Education and Training Policy for VA Beneficiaries**

Credit for previous work experience, education and training may be granted. Such a grant of credit is at the discretion of the **World Class Academy of Beauty Careers**. This credit will shorten the length and cost of the program proportionately.

**World Class Academy of Beauty Careers** does not discriminate based on sex, race, age, color, ethnic origin or religion. Financial Aid is available for those who qualify. You can start the enrollment process with our online application which can be found at <https://www.worldclassacademybeautycareers.com>. If you have any questions about the process, please call our Admissions Office at (850) 980-5936.

### **Orientation**

All courses have a complete orientation on or before the first day of class, allowing students to ask questions and gain a full understanding of expectations while participating in their educational program.

### **Facilities and Equipment**

**World Class Academy of Beauty Careers** is a beautiful, 990 square-foot quality educational facility with professional equipment. The facility is designed to meet the needs of the students and the programs offered. The campus consists of administrative and faculty space, as well as a classroom which are furnished with audio visual aids. The salon area consists of manicure and pedicure stations, styling stations and includes a retail area for our students to utilize during their training. Students are furnished with private lockers and a break room area.

**Class Size – World Class Academy of Beauty Careers** limits the class size for all programs. For each class, we accept:

Cosmetology:	5 Students
Barbers:	5 Students
Facial Specialist:	5 Students
Nail Technology:	5 Students

## **EARLY ENROLLMENT IS ENCOURAGED**

The maximum number of students/educator when students are in the school area is 17/2.

**Hours – World Class Academy of Beauty Careers** is open Tuesday through Saturday and some evenings. Hours of attendance depend on the selected program schedule. There is a one hour lunch requirement for all students.

## **ACADEMIC INFORMATION**

### **Graduation Requirements**

A grade average of 75% is required for graduation from any program at **World Class Academy of Beauty Careers**. Both theory and practical work are important. Students are evaluated on a level system that prepares them for salon performance goals. All course work must be completed to graduate. Students are issued a Diploma and Official Transcript upon completion of their respective program. The following are required for graduation from all programs:

- Successfully complete all phases of study and practical services assignments
- Pass all required examinations with a 75%
- Complete the required number of hours
- Complete all exit paperwork
- Make satisfactory payment for debts owed to the school or arrangements have been made.

### **Grades – World Class Academy of Beauty Grading Scale:**

<b>A</b>	(100%-95)	=	4.0	=	Excellent
<b>B</b>	(94%-85%)	=	3.0	=	Good
<b>C</b>	(84%-75%)	=	2.0	=	Satisfactory
<b>F</b>	(74%-0%)	=	1.0-0	=	Failing

## **Incompletes**

Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of the work that must be completed.

## **Inadequate Grades**

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

## **Suspension**

Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised of the problem and what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has a limited likelihood of success in this career, it is the responsibility of **World Class Academy of Beauty careers** to inform the student and to tell the student how deficiencies can be corrected.

## **Termination**

The Student's enrollment may be terminated by **World Class Academy of Beauty Careers**, for failure to meet any of the policies including satisfactory academic progress, nonpayment of tuition, or failure to comply with the policies of **World Class Academy of Beauty Careers**, as outlined in the policies and this catalog. A termination fee of \$150 will be applied by the institution to student's remaining balance.

## **Terms of Re-entry**

A student who must withdraw may re-enter the school under the following conditions:

A student who has officially withdrawn or has been terminated by the school and wants to re-enter their training program must notify the Director of the institution and follow the required admission procedures. Students who re-enroll in the school will continue at the same number of hours as from their previous training experience. Re-entry students will re-enter in the same satisfactory status as at time of withdraw. The school's current tuition and fees will apply at time of re-entry. Under these conditions the student will be re-admitted in the same satisfactory academic progress status at time of withdrawal. Hours earned while in the program will carry over.

## **Complaint Procedure**

Students with complaints should submit a signed complaint in writing to **World Class Academy of Beauty Careers** Director. **World Class Academy of Beauty Careers** director will review the complaint and notify the student as to how the issue will be resolved. If the student is not satisfied with the proposed resolution, the issue will be forwarded to the Ownership.

The Ownership will communicate with the student as to how the issues will be resolved. If the complainant is still not satisfied with the determination, they may pursue the matter further by contacting the school's licensing agency, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free at (888) 224-6684.

## **CAREER PLANNING**

### **Employment Assistance**

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

### **Reciprocity**

Licensed Cosmetologists, Barbers, Facial Specialist, and Nail Technicians from Florida may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

### **Licensing Requirements**

To become licensed in **Cosmetology, Barber, Facial Specialist, or Nail Technology** in Florida, students must be at least 16 years of age, have a high school diploma or GED if participating in Title IV funding, or is beyond the age of compulsory school attendance; must complete the required number of hours in the program, must graduate from an approved school, and pass the state board and state law exams. To become a licensed **Instructor in Cosmetology, Barber, Facial Specialist or Nail Technology** in Florida, Individuals must be licensed in the field for at least 2 years.

### **Career Opportunities**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation from our Cosmetology, Barbering, Facial Specialist and Nail Technology Programs.

## **COSMETOLOGY**

*Professional Stylist  
Facial Specialist  
Makeup Technician  
Nail Technician  
Independent Contractor*

*Platform Artist  
Product Representative  
Salon Owner or Manager  
State Board Member/Examiner  
Business Trainer*

## **BARBERING**

*Professional Barber  
Barber Shop Owner or Manager*

## **NAIL TECHNOLOGY**

*Nail Technician  
Salon Owner or Manager*

## **FACIAL SPECIALIST**

*Salon Owner or Manager Facial  
Technician*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an education may be your pathway to a secure income and a solid future.

## **Student Services**

### *Scholarships and Housing*

The institution does not offer housing currently. Scholarship information can be found in the “Financial Assistance Program” section of the catalog. The institution provides one on one career counseling between student & executive director, Renae Rollins.

## **Student Records/Transcripts**

Student records are retained at the institution site 516 West Orange Avenue, Tallahassee, FL. 32310, in a fireproof cabinet and are available to students upon written request. Each student has full access to their records. Transcripts are provided at graduation. Additional copies are available for \$10 each.

## **Notification of Rights Under Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the World Class Academy of Beauty Careers (“School” or “Institution”) receives a request for access. A student should submit to the Executive Director a written request that identifies the record(s) the student wishes to inspect. The Executive Director will make arrangements for access and notify the 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.

A student who wishes to ask World Class Academy of Beauty Careers to amend a record should write the Executive Director, 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 (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The World Class Academy of Beauty Careers 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 typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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

### **Directory Information**

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately

designated “directory information” without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. World Class Academy of Beauty Careers has designated the following information as directory information:

- student’s name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the Executive Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the School has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at **World Class Academy of Beauty Careers**. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

<b>-Cosmetology</b>	450, 900 and 1200 scheduled hours	<b>-Nail Technology</b>	120 and 240 scheduled hours
<b>-Barbering</b>	450, 900 and 1200 scheduled hours	<b>- Facial Specialist</b>	130 and 260 scheduled hours

progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:



### **COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS**

Cosmetology	(Full time, 40 hrs. /wk.)	1200 Hours	30 Weeks	1716
Cosmetology	(Part time, 25 hrs. /wk.)	1200 Hours	48 Weeks	1716
Barbering	(Full time, 40 hrs. /wk.)	1200 Hours	30 Weeks	1716
Barbering	(Part time, 25 hrs. /wk.)	1200 Hours	48 Weeks	1716
Nail Technology	(Full time, 40 hrs. /wk.)	240 Hours	06 Weeks	343.2
Nail Technology	(Part time, 25 hrs. /wk.)	240 Hours	09 Weeks	343.2
Facial Specialist	(Full time, 40 hrs. /wk.)	260 Hours	07 Weeks	371.8
Facial Specialist	(Part time, 25 hrs. /wk.)	260 Hours	10 Weeks	371.8

If the student does not complete scheduled hours, clinicals, or training by the contracted graduation date, an additional fee of \$10.00 per hour will be charged until the required hours are completed.

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

The quantitative element used to determine attendance progress is determined by dividing the total hours accrued by the total number of hours scheduled. Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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. If the student has met the minimum of 70% for attendance, this student will be making satisfactory progress for that evaluation period.

### **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 (Theory) 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 computer 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 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 grade average of 75% and pass a FINAL written and practical

exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>A</b> (100%-93%)	Excellent
<b>B</b> (92%-85%)	Very Good
<b>C</b> (84%-75%)	Satisfactory
<b>F</b> (74-BELOW)	Unsatisfactory

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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. Students have the right to appeal the failed satisfactory academic progress.

## **APPEAL PROCEDURE**

For the student to be placed on probation and continue to receive federal financial aid, the student **MUST APPEAL** the satisfactory academic progress decision within the next 10 days and prevail upon appeal. A student who does not achieve the minimum standards is no longer eligible for Title IV funds unless the student is still in a warning status or has prevailed upon appeal of the determination that has resulted in the status of probation. It is the institutions responsibility to notify the student of any evaluation that impacts the student's eligibility for financial aid. If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. 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, and federal financial aid will be reinstated, if applicable.

## **PROBATION**

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon

academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted, and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels to have financial aid reinstated.

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

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation period.

### **WITHDRAWALS**

Students who wish to officially withdrawal must notify the school in writing the reason for the withdrawal. The date on the official notification will be the date of determination that the student has withdrawn. Students failing to attend **World Class Academy of Beauty Careers** without any communication will be withdrawn from the school upon 14 continuous calendar days being absent. Students who withdraw and wish to re-enter will return in the same satisfactory academic progress status as at time of withdrawal.

Student who withdrew while not meeting satisfactory academic progress must meet the school's minimum satisfactory academic progress requirements by the end of the first evaluation period to be deemed in satisfactory academic progress. The students are required to complete a new Enrollment Agreement, make payment on any prior balance owned the school, pay all current tuition and fees, and complete all subjects and hours remaining in the program.

**LEAVE OF ABSENCE: THE SCHOOL DOES NOT OFFER LEAVE OF ABSENCE**

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

**\*Students are encouraged to purchase the \$29.00 Milady's Online Licensing Preparation at [www.milady.com](http://www.milady.com) for their area of study.**

**Any special requirement or limitations, such as physical capabilities or a criminal record can prohibit practice or profession in the field(s) for which this institution prepares students.**

### **TUITION CHARGES**

<b>Cosmetology (includes books and kit)</b>	<b>Full-time \$13,535.00 / Part-time \$13,535.00</b>
<b>Cosmetology Hourly Fee</b>	<b>Full-time \$10.49 per hour / Part-Time \$10.49 per hour</b>
<b>Cosmetology Over Contract Fee</b>	<b>\$10.49 per hour</b>

<b>Cosmetology Books and Kit Fee</b>	<b>Books \$250.00</b>
<b>ISBN: 13:978-1-305-72193-7</b>	<b>Kit \$1,000.00</b>

<b>Barbering (includes books and kit)</b>	<b>Full-time \$13,535.00 /Part-time \$13,535.00</b>
<b>Barbering Hourly Fee</b>	<b>Full-time \$10.49 per hour / Part-Time \$10.49 per hour</b>
<b>Barbering Over Contract Fee</b>	<b>\$10.49 per hour</b>
<b>Barbering Books and Kit Fee</b>	<b>Books \$250.00</b>
<b>ISBN:13-978-1-305-10055-7</b>	<b>Kit \$1,000.00</b>

<b>Facial Specialist (includes books and kit)</b>	<b>\$3,727.40</b>
<b>Facial Specialist Hourly Fee</b>	<b>\$10.49 per hour</b>
<b>Facial Specialist Over Contract Fee</b>	<b>\$10.49 per hour</b>
<b>Facial Specialist Books and Kit Fee</b>	<b>Books \$250.00</b>
<b>ISBN: 13-978-1-111-30689-2</b>	<b>Kit \$550.00</b>

<b>Nail Technology (includes books and kit)</b>	<b>\$3,467.06</b>
<b>Nail Technology Hourly Fee</b>	<b>\$10.49/ hour</b>
<b>Nail Technology Over Contract Fee</b>	<b>\$10.49 per hour</b>
<b>Nail Technology Books and Kit Fee</b>	<b>Books \$250.00</b>
<b>ISBN # 13:978-1-337-58283-4</b>	<b>Kit \$500.00</b>

**APPLICABLE FEES**

<b>LATE TUITION PAYMENT FEE</b>	<b>\$15.00 per day up to 7 days</b>
<b>ENROLLMENT FEE</b>	<b>\$150.00</b>
<b>RE-ENROLLMENT FEE</b>	<b>\$150.00</b>
<b>STATE DROP/ WITHDRAWL FEE</b>	<b>\$150.00, must be paid at time of drop/ withdrawal</b>

<b>CHANGE OF SCHEDULE FEE</b>	<b>\$100.00, must be paid prior to change of schedule being issued.</b>
<b>MISSED SATURDAY</b>	<b>\$100.00 PER SATURDAY, must be paid prior graduation.</b>

## **WORLD CLASS ACADEMY OF BEAUTY CAREERS POLICIES**

With the enrollment agreement, each student is issued a copy of and agrees to abide by the policies for students including standards for student conduct, appearance, attendance, and courtesy.

### **Standards**

Students at World Class Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at **World Class Academy of Beauty Careers**.

### **Student Conduct**

Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around another station where another student is working with a guest. Students will be under the supervision of educators always. Always get an educator's consultation before you progress with guest services. Also see "NON-HARRASSMENT POLICY", page 44.

### **Attendance and Tardiness**

If the student is tardy, the student must report to a salon area educator before entering class or the salon area. Absences due to illness must be reported by 8:30 a.m. the day of the absence. The student must speak to an educator to report an absence and to be excused. Students should not plan to leave **World Class Academy of Beauty Careers** except for meal breaks. Special and emergency time off must be granted by an educator. If the student is absent the day of an exam, a zero will automatically be given. Exams can be taken in advance for a planned and excused absence.

#### ***The following attendance policy applies to all students***

1. When student misses two or more days of class and the absences are unexcused, in one month an educator will talk to the student about commitment to the program.
2. When a student is absent two or more unexcused days in a second consecutive month the student will talk with the Director about commitment to the program.
3. When a student is absent two or more unexcused days in a third consecutive month the student will be terminated from the program.

### ***Excused absences include***

1. Illness of student or student's child with doctor's excuse.
2. Funeral with program from service.
3. Car accident with police report.
4. Doctor visits for non-illness appointments. (Examples: medical, dental, vision, pregnancy)

Other absences may be excused if requested at least seven days in advance, and the student has an 75% grade average, 85% attendance, no tardiness, no unexcused absences, no suspensions, no disciplinary actions, and makes up all work missed. Taking time off may put you over your contracted graduation date and result in additional charges. A student will be suspended for one day after the student has been tardy three times in one month.

If a student is tardy after the suspension, the student will be advised that further tardiness may result in being dropped from the program. Any student that is absent for more than 14 consecutive days shall constitute notice of cancellation to **World Class Academy of Beauty Careers**. For purposes of cancellation, the cancellation date shall be the last day of attendance.

### **Test/ Exam Make Up Policy**

Special and emergency absences may be granted by the educators. Students are responsible for scheduling Test/ Exam make ups. All Test/ Exam make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the students return. After this a zero will be given.

### **Extra Instructional Charge Policy**

If the student does not complete scheduled hours, clinicals, or training by the contracted graduation date, an additional fee of \$10.00 per hour will be charged until the required hours are completed. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is as stated: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **Appearance**

Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes, and smile are part of your total look. Your appearance influences the guest. Your hair must be styled, and makeup applied before arriving.

You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. Wear your nametag always. If you lose your nametag, please see the Admissions Office to replace it. A fee of \$10 will be assessed.

### **Apparel Code**

The dress uniform for all students is ALL black professional attire with an optional splash of Red. A complete apparel code policy is reviewed during orientation.

### **Time Record Policy**

Students record their hours daily by using the time sheets that are made available on a weekly basis. You are responsible for your hours earned. Students risk being expelled from school for falsifying time records in any way. Hand written hours are accepted by an Instructor or the Director.

### **Drug Prevention Program & Policy**

**World Class Academy of Beauty Careers** upholds standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students both on our property and as part of any of our activities. World Class Academy of Beauty Careers will immediately contact law enforcement officials to report such activities.

**World Class Academy of Beauty Careers** believes that the health risks of the use of illicit drugs and alcohol abuse require providing education and referral services for students involved. **World Class Academy of Beauty Careers** will provide such education annually and will refer students when necessary.

Area drug abuse information, counseling, referral and treatment centers will be provided upon request. **World Class Academy of Beauty Careers** may expel students involved in unlawful possession, use or distribution of illicit drugs and/or alcohol. **World Class Academy of Beauty Careers** will refer such cases to the proper authorities for prosecution. Students may be reinstated upon completion of an appropriate rehabilitation program.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are also serious health risks associated with such use.

Please see the World Class Academy of Beauty Careers' Drug Free School Policy for more information about the school's policies regarding the prevention and consequences of illegal drug and alcohol use as well as available assistance resources. The Drug Free School Policy is published in the school's Annual Security Report, which is available online at [www.worldclassacademybeautycareers.com](http://www.worldclassacademybeautycareers.com) or a copy may be requested from the school's Director.

### **Phones and Cell Phones**

Ask permission of an educator to use the school phones. Personal phone calls should be limited to emergencies only. Use your credit card for long distance calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Turn your cell phone off when you arrive at school. Cell phones are not allowed in the classrooms or salon area.

## **Care of Textbooks, Kits, and Equipment**

Your textbooks and kits are provided. Have them in school every day. If an item is lost or broken, replace it promptly. The Director will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library.

Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat always. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. School equipment is not to leave the school at any time.

## **Courtesy**

Common courtesy is expected. Use "please" and "thank you." Address your educators and guests properly by using Mr., Mrs., Miss, and Ms. (as they prefer) and their last name. Never refer to anyone by an unprofessional nickname or last name only. Address your fellow students by their first names or their first and last names.

## **Library**

A library is provided for your use in the class room. You may check out books and other materials during the day and take them home over night. They must be returned the next day. You are required to have a staff member sign when an item is checked out and when it is returned. Failure to do so may result in you being charged replacement fees for lost books and other materials. Library hours are posted outside the conference room. Access to materials in the library outside of posted hours is available with an educator's approval.

## **Hours**

School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. Students may not attend more than eight hours per day. School holidays include New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. A student may be sent home for all or part of a day for rule breaking. The time sheets keep your hours. Even one minute late is a tardy.

## **Posture**

When working on Cosmetology projects, please remain standing. This will help your back and posture greatly and looks better. Specialty course students should also use good posture practices.

## **Expectations**

Be aware that everything you do will be evaluated and grades will be kept. Part of your professional role is looking, acting and feeling the part of a beauty industry professional. By the end of your training at World Class Academy of Beauty, you will be expected to perform all skills you have been taught satisfactorily. You will not be allowed to refuse any services an educator asks you to perform.



## **Food and Beverages**

Please keep all eating and drinking in the break room. Water in bottles is allowed in the classroom during class. There is absolutely no food in the salon areas (except water in bottles), which will be allowed in the classroom during class time). A refrigerator is in the student break room for your use. Please label everything with your name and a date. On Fridays and/or Saturdays the refrigerator will be cleaned out and everything thrown away. Please be responsible and clean up after yourself.

## **Student Parking**

Please park in the side parking lot to the left of the building in the area designated for students. This leaves room for our guests to park and walk into the school for services.

## **Interruptions**

When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam about interrupting other students in training.

## **Educator in Charge**

When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility of that area.

## **Classroom and Salon Area**

Please put all your personal belongings under your seat in class area, this includes your purse and your cell phone. Personal items should not be in your work station. You are given a one (1) hour lunch and two (2) 15-minute break times, when you are not on break you are expected to be in the area you are assigned.

## **Make-Up Policy**

Special and emergency absences may be granted by the educators. Students are responsible for scheduling make ups. All make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the student's return. After this a zero will be given. If a make-up day

is scheduled and the student fails to come to school on that day, the student may not be able to make up time again for a month.

### **Make-Up days (During Foundations Training)**

During the first 6 weeks of training **World Class Academy of Beauty Careers** will allow a student to make up 3 days of missed *excused* absences. These make-up days must be completed on Saturdays. The student will work with the Director to set up any make-up days. If a make-up day is scheduled and the student fails to come to school on that day, no other make-up days will be granted during Foundations.

### **Vaccination Policy**

**World Class Academy of Beauty Careers** does not require vaccinations for admission into any of our programs. Anyone who is interested in obtaining more information on vaccinations should contact their local public health department or consult with their healthcare provide.

### **Disability Policy**

The Director/Owner, is hereby responsible for performing the duties of the Disabilities and Compliance Coordinator. In the case of a state that they have a disability including an intellectual disability, that person will be immediately referred to the Disability and Compliance Coordinator to continue the discussion.

In the case that the Disability and Compliance Coordinator is not available for the interview, employees must schedule a meeting with the Disability and Compliance Coordinator to complete the admissions process/discussion with the student or prospective student.

Documentation of a prospective student's disability will ONLY be accepted after the student has been enrolled and accepted into the program. Documentation should not be accepted by employees and should be taken only by the Disabilities and Compliance Coordinator.

**World Class Academy of Beauty Careers** believes that all persons are entitled to equal opportunity and does not discriminate against its students or applicants because of race, gender, color, religion, sexual orientation, age, national origin, disability, marital status, veteran status or on any other basis protected by law.

**World Class Academy of Beauty Careers** is committed to providing "reasonable accommodations" in keeping with the Americans with Disabilities Act of 1990. Students must provide an appropriate documentation of the disability which should include appropriate diagnostic testing and a recommendation form prepared by a qualified person outside of World Class Academy of Beauty Careers. "Reasonable accommodations" will be determined by

**World Class Academy of Beauty Careers** in consultation with the student, faculty and/or staff member. Accommodations are not retroactive.

**Students seeking accommodations should contact the Admissions & Aid Office at (850) 580-7799**



**Internship** –World Class Academy of Beauty does not have internship.

## **BARBERING**

Enrollment Fee: \$150                      Tuition: \$13,535.00 (full-time) or (part-time)

Tuition: As outlined in the enrollment agreement and as included in the addendum at the end of this catalog. Tuition fees for both Full-Time and Part-Time courses are the same.

**Full-Time day program is 8 months. Part-Time night program is 12 months.**

Barbering training at **World Class Academy of Beauty** includes theory and practical instruction that prepares the student to perform hair services on the public. World Class Academy of Beauty Careers offers a 1200-hour training program in barbering that meets Florida State standards.

### **Program Content**

<b>PROGRAM BREAKDOWN BY COURSE</b>	<b>HOURS</b>
BAR 101 Orientation/Ethics/Florida Rules and Regulations	15
BAR 102 Sterilization and Sanitation	81
BAR 103 Basic Chemistry/Hair Structure	50
BAR 104 Hair Coloring and Bleaching	75
BAR 105 Facials	45
BAR 106 Shaving, Mustache, Beard Trims	65
BAR 107 Hair Pieces	10
BAR 108 Shampooing and Rinsing	80
BAR 109 Scalp and Hair Treatments	30
BAR 110 Haircutting	300
BAR 111 Permanent Waving/Relaxers	235
BAR 112 Hair Styling	200
BAR 113 Salon Management	5
BAR 114 Employment Skills	5
BAR 115 HIV/AIDS	4
<b>Total Clock Hours</b>	<b>1200</b>

**Methods:** Instruction at World Class Academy of Beauty Careers uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Internship** –World Class Academy of Beauty does not have internship.

## **FACIAL SPECIALIST**

Enrollment Fee: \$150                  Tuition: \$3,727.40

**Part-Time Day Program is 11 weeks. Full time 6.5 week**

Tuition: As outlined in the enrollment agreement.

Facial Specialist training at **World Class Academy of Beauty** includes theory and practical instruction that prepares the student to perform esthetics (skin care and makeup) services on the public. World Class Academy of Beauty Careers offers a 260-hour training program in esthetics that meets Florida State standards.

### **Program Content**

Florida Law	5
HIV/AIDS	4
Sanitation/Sterilization	10
Ethics	4
Disorders of the Skin	35
Hair Removal	25
Waxing Methods	25
Eyebrow Shaping	20
Facials	90
Advanced Applications, Alphahydroxies & Peels	20
Basic Make-Up application & Techniques	15
Salon Business & Planning	6
Salesmanship	1
<b>Total Clock Hours</b>	<b>260</b>

**Methods:** Instruction at World Class Academy of Beauty Careers uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used.

Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Internship –World Class Academy of Beauty does not have internship.**

## **NAIL TECHNOLOGY**

Enrollment Fee: \$150            Tuition: \$3,467.60

Tuition: As outlined in the enrollment agreement and as included in the addendum at the end of this catalog.

**Part-Time Day Program is 10 weeks. Full time 6 weeks**

Nail Technician (manicuring) training at **World Class Academy of Beauty** includes theory and practical instruction that prepares the student to perform nail services on the public. World Class Academy of Beauty Careers offers a 240-hour training program in manicuring that meets Florida state standard

### **Program Content**

	HOURS
<b>PROGRAM BREAKDOWN BY COURSE</b>	
NT 101 Orientation/ Florida Law & Rules	5
NT 102 Sanitation and Sterilization	2
NT 103 Ethics	2
NT 104 Nail Theory, Practice, Diseases, Disorders	85
NT 105 Manicures	20
NT 106 Pedicures	10
NT 107 Tips and Overlays	37.5
NT 108 Sculpting with Forms	37.5
NT 109 Nail Wrapping for Mending	15
NT 110 Artificial Nail Removal	5
NT 111 Polish and Nail Art	5
NT 112 Nails Fill-ins	10
NT 113 Salon Management	1
NT 114 Employment Skills	1
NT 115 HIV/AIDS Course	4
<b>Total Clock Hours</b>	<b>240</b>

## Methods

Instruction at World Class Academy of Beauty Careers uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

## Internship –World Class Academy of Beauty does not have internship.

We accept cash, check or credit card for any payment. We have **NO INTEREST** in-house payment plans and other financial assistance programs available for those who qualify. \* *See page of the catalog for grading methods.*

## REFRESHER COURSES

Enrollment Fee: \$150                  Tuition: \$1500.00

Cosmetology:	250 Hour Program
Barbering	250 Hour Program
Esthetics:	10-125 Hour Program
Nail Technology:	10-60 Hour Program

World Class Academy of Beauty offers various refresher programs for re-instating licensure that meets Florida State standards.

**Methods:** Instruction in at World Class Academy of Beauty uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

We accept cash, check or credit card for any payment. In-house payment plans are available for these courses. If payments are made on time, payments **DO NOT** accumulate interest. These types of payment methods are also suitable for payments that are owed to the institution. Terms of monies owed to the institution can/will be discussed between student who owes the institution and Ms. Renae Rollins (Executive, Administrative Director). Financial Aid is also available for those who qualify. \* *See catalog*

## **Financial Aid Information cont.**

### **FAFSA**

Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. All students must complete this to obtain any federal aid, regardless of the financial status of the family. This will determine your eligibility for a wide range of financial aid. There is a year-end deadline of June 30<sup>th</sup> to complete the FAFSA. We encourage all students to apply early to ensure you receive your disbursements within a reasonable time.

To ensure we can properly process your FAFSA, make sure your completed FAFSA includes **World Class Academy of Beauty Careers** School Code: #04252400. This code will be used by the federal processor to ensure we receive your FAFSA results, which will determine your federal aid eligibility. To ensure accuracy, whenever possible, use income and other information from your completed tax return, rather than estimated figures. Once your FAFSA results are received by **World Class Academy of Beauty Careers**, you will be awarded financial aid, according to your eligibility.

You can find more information or apply for financial aid by visiting the FAFSA website at: <http://www.fafsa.ed.gov/>.

### **Grants**

#### *Federal Pell Grant*

Grants are aid that you do not have to repay and are usually based on financial need. By completing the FAFSA, you will automatically be considered for the Federal Pell Grant. This grant is awarded to undergraduate students with the lowest Expected Family Contribution (EFC). The award amount may change annually and varies depending on enrollment status (full-time/part-time). If a student withdraws while receiving a Pell grant, the award amount may be adjusted. You can learn more about the Federal Pell Grant by scheduling a meeting with the Financial Aid Administrator or visiting the federal website at: <http://www2.ed.gov/programs/fpg/index.html>.

### **Loans**

World Class Academy of Beauty Careers do participate in the Government Student Loan Program.

### **Applying for financial aid**

Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. This will determine your eligibility for a wide range of financial aid. To ensure we can properly process your FAFSA, make sure your completed FAFSA includes The World Class Academy School Code: 04252400\_. You can find out more information or apply for financial aid by visiting the FAFSA website at: <http://www.fafsa.ed.gov/>.

### **Student Aid Report (SAR)/Institutional Student Information Report (ISIR)**

**Verification:**

**Award Letter:**

**Counseling and Master Promissory Note:**

**Financial Aid Disbursements:**



## **Student Rights & Responsibilities**

It is expected that students are actively involved in their education. This begins with understanding the Admissions process, determining the best option to pay for school, and striving to always maintain satisfactory progress. We are here to assist students in all aspects of this process, but in the end each student is responsible for his/her own education. Students are expected to pay for their tuition by one of the methods outlined in the enrollment agreement, signed prior to beginning classes. Failure to make these payments could result in termination from the school.

**World Class Academy of Beauty Careers** will not penalize students for delays in aid due to regulations, timing of financial aid awards, or other circumstances which are out of the student's control. However, if a student fails to act on items required for aid to be processed, the student will be responsible, and it may jeopardize that student's ability to continue in the program. It is essential that students watch for correspondence from the school or other agencies which may send notices about financial aid. Verification is a common item which may lead to delays or cancellation in financial aid. If a student is selected for verification, it is essential that student provide the information requested or the student's financial aid package cannot be processed.

For more information on verification, see the Verification Policy located in this handbook. Students must maintain satisfactory progress to remain enrolled at **World Class Academy of Beauty Careers**. This is important not only to ensure academic success, but also may impact eligibility for financial aid. Students who are not progressing according to the requirements of this policy may not be able to receive financial aid funds until satisfactory progress is reestablished. For more information on satisfactory progress, please refer to the Satisfactory Academic Progress (SAP) Policy, which can be found in the school catalog or under the policies section of this handbook.

## **REFUND PROCESSING**

### **Withdrawal/Termination Paperwork**

Once it is determined that a student will be withdrawal or terminated from the program, the Director will attempt to contact the student to meet with him/her to complete the withdrawal/termination paperwork. The following processes are all a part of the refund processing portion of the withdrawal/termination paperwork.

### **Return to Title IV (R2T4) Paperwork**

This form is used to determine the amount of federal student funds that must be returned to the Title IV program on the school's behalf. The Financial Aid Administrator will complete this form and send it to the third-party processor. The third-party processor will review the form and inform the school of the results.

### **Returning funds to the Department of Education**

If the R2T4 form determines that the school must return federal money, the Accountant transfers the money back into the school's federal account. The third-party processor is informed of the amount and date that the money was transferred back into the federal account.

## **INSTITUTION REFUND POLICY – CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason. This policy applies to all terminations, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

### **State Refund Worksheet**

This form is used to determine the amount of tuition is owed for the portion of the program that the student completed. This will determine if the student receives a refund for overpayment or an invoice for the total due.

### **Collection Policy**

Tuition accounts are submitted to a privately contracted collection agency 30 day after a student has dropped/terminated from the program. If the student re-enrolls, the account will be removed from the collections process.

### **Returning funds to the student**

If it is determined that the student has overpaid for the portion of the program completed, the student will be issued a refund check. The refund will be mailed to the student's current address, unless other arrangements have been made with the Financial Aid Office.

Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the Student owing tuition and fees to World Class Academy of Beauty Careers. The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Stafford Student Loans, or Federal PLUS Loans awarded under the Federal Family Education Loan Program. If the enrollment is

terminated during the first 60% of any payment period, the Federal return of Title IV funds calculation will apply. If the Student has completed 60% of the payment period, no refund is due. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

## **Placement Information**

World Class Academy of Beauty Careers provides each student with graduation and placement information prior to enrollment. The graduation rates are based on the requirements set forth by the Department of Education, whereas the placement rates are based on the information that we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the timeframe used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of **World Class Academy of Beauty Careers** can be obtained at any time by contacting the Admissions Office.

## **Pre-Enrollment Information**

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency, which are calculated and reported annually, November 30th of each year. The 2017 Rates for all programs are as follows:

Completion Rate: 100%

Licensure Rate: 100%

Placement Rate: 83%

## **Compensation Expected**

### **Cosmetologists**

Cosmetologists can expect to make a national median wage of \$39,686. In the state of Florida, cosmetologists can expect to make a median wage of \$35,973. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings. The compensation information is based on the information from O\*NET, the Occupational Information Network, which is a comprehensive database of job information included wage information, job characteristics, and worker attributes. O\*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information provided is based on the SOC code 39-5012.00, Hairdressers, Hairstylists and Cosmetologists.

### **Physical Demands of Cosmetology**

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

- This job requires that you stand for long periods of time, so it is suggested that you wear proper fitting and supportive shoes and support hose. These are not a requirement but will help increase your chances of longevity in the profession.

## **Safety Requirements of Cosmetology**

Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. You will be working with water which means there is always a risk of water spills. All water spilled should be wiped up as quickly as possible after a spill. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up immediately following each haircut to minimize accidents. It is the responsibility of each stylist to promote a safe working environment.
- Gloves are to be worn during chemical services to reduce the risk of any allergic reaction that an individual may have to certain chemicals.
- Anytime a product accidentally gets in your eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

## **Compensation Expected**

### **Facial Specialists**

Facial Specialists can expect to make a national median wage of \$28,600. In the state of Florida, facial specialists can expect to make a median wage of \$32,520. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

The compensation information is based on the information from O\*NET, the Occupational Information Network, which is a comprehensive database of job information included wage information, job characteristics, and worker attributes. O\*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information provided is based on the SOC code 39-5094.00, Skin Care Specialists.

### **Physical Demands of Facial Specialists**

There are physical demands placed on the body in any career. In esthetics, care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.
- Because this job requires that you work for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

### **Safety Requirements of Esthetics**

Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each aesthetician to promote a safe work environment.
- Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.
- Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### **Compensation Expected**

### **Nail Technician**

Nail Technician graduates earn from \$20,000 to \$30,000 in salary and gratuities in an entry level position depending on the work schedule and the area population. A commission scale is commonly used to pay Nail Technician resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

### **Physical Demands for a Nail Technician**

There are physical demands placed on the body in any career. In, Nail Technician care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.
- Because this job requires that you work for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

**Safety Requirements of Nail Technician** – Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.
- Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.
- Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

**POLICIES**

**High School Diploma Review**

Students are required to have either a valid high school diploma, transcripts with graduation date or a G.E.D. to be accepted into the programs at **World Class Academy of Beauty Careers**. This information must be provided prior to acceptance at the school.

If we have a reason to believe that a diploma provided by a student is not valid, the administration will take measures to verify the validity. **World Class Academy of Beauty Careers** maintains a list of schools which have been identified as not providing valid high school diplomas. To verify the validity, the administration will first check this list to see if the diploma in question is from one of these schools.

If the high school which issued the diploma is not on the list, the administration will research information on the school through the best measures available (internet, phone, contacting other schools that may have dealt with the school in question, etc.). After further information has been gathered, the administration will meet and decide as to the validity of the diploma. If no further information can be obtained or if the validity is questionable, the administration will deny admission to the student. The student will be informed by mail that they could not be accepted because the administration could not verify the validity of the diploma.

**Grievance Policy**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners.

The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute.

School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact the school's licensing agency, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free at (888) 224-6684 and the National Accrediting Commission of Careers Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, telephone number (703) 600-7600

## **Employment Assistance Policy**

While **World Class Academy of Beauty Careers** cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a

great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## **Admission Policy**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in **World Class Academy of Beauty Careers**, based on age, race, gender, disability, or national origin. (Applicant Must Be 16 Years of Age or Older). Our objective is to prepare students to become eligible to take the Florida State Board exam and ultimately receive a Barber license. To prepare students to meet the public with personal poise and assurance and to make a significant contribution to the profession.

The student must have the following:

1. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
2. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S high school diploma.

## **High School Diploma/ GED**

NACCAS recognizes several equivalents 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;
- For Associate Degree Programs: For a student who enrolls in a program that leads to an associate degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class.
- Foreign High School diploma will need to be translated and equivalent to United States Policy

## **Campus Security: Annual Security Report**

Campus safety and security are important issues at World Class Academy of Beauty Careers. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions.

World Class Academy of Beauty Careers publishes an Annual Security Report that describes the school's campus safety and security policies and procedures. It includes statistics concerning reported crimes which have occurred



on campus or on public property surrounding campus during the previous three calendar years. The Annual Security Report is available online at [www.worldclassacademybeautycareers.com](http://www.worldclassacademybeautycareers.com) or a copy may be requested from the school's Director. The Annual Security Report is updated annually and distributed to students and staff on or before October 1<sup>st</sup> each year.

The safety of our campus community is very important. Involvement of our campus and community officials help ensure that we can provide a safe environment for learning and growth on campus. We ask that you read the Annual Security Report carefully and ask questions about anything you may not understand.

## **Sexual Misconduct Policy**

World Class Academy of Beauty Careers is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence and dating violence are all forms of sexual misconduct.

World Class Academy of Beauty Careers' Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is published as part of the school's Annual Security Report and disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the school's Title IX Coordinator, Ms. Renae Rollins, on-site or by calling (850) 980-5936, or from the school's website at [www.worldclassacademybeautycareers.com](http://www.worldclassacademybeautycareers.com). World Class Academy of Beauty Careers provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The school will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

World Class Academy of Beauty Careers' Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The school encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the school will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

## **Start Dates for 2018: Cosmetology, Barbering, Facial Specialist and Nail Technology Programs**

**Both Full-Time (day) and Part-Time (day or night) classes begin the first Tuesday of each month.**

Tuesday, January 2nd, 2018  
Tuesday, February 6th, 2018  
Tuesday, March 6th, 2018  
Tuesday, April 3rd, 2018  
Tuesday, May 1st, 2018

World Class Academy of Beauty Careers  
#019141-00

Tuesday, June 5th, 2018  
Tuesday, July 3rd, 2018  
Tuesday, August 7th, 2018  
Tuesday, September 4th, 2018  
Tuesday, October 2nd, 2018  
Tuesday, November 6th, 2018  
Tuesday, December 4th, 2018

World Class Academy of Beauty Careers is CLOSED Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and December 26th, New Year's Eve, New Year's Day, and Independence Day.

**SUBJECT TO CHANGE:**

**\*\* Start dates are subject to change without notice. \*\***

**\*\*The policies and content included in World Class Academy of Beauty Careers catalog is subject to change without notice. \*\***