



1943 S. Burnside Ave.
Gonzales, Louisiana 70737

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Contact Information

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Academy Background and Philosophy

The Laser and Medical Aesthetic Academy (LMAA) is an extensive training program for medical aesthetics and cosmetic lasers. Our training program teaches our students the skills and knowledge needed to pursue a career in the medical authentic field.

LMAA is licensed by the LA Board of Regents and adheres to the rules and regulations of the LA Proprietary Schools Advisory Commission.

Description of Available Space

Our instruction facility is made up of 1,200 square feet, including 3 treatment rooms, a laboratory, a classroom, and administrative offices. The main classroom is where the didactic portion of the program will take place. It is made up of 6 chairs with desks, a monitor and projector, school supplies, whiteboard, and podium for the instructor. The classroom holds 6 students and the instructor. Each treatment room can comfortably hold 3 students, an instructor, and a patient. The treatment rooms have an exam chair, medical equipment, medical supplies, and safety instructions.

Staff and Faculty

Board Members

Ivy Adams, President

Jason Adams, Vice-President, Secretary/Treasurer

Executive Team

Ivy Adams, President

Jason Adams, M.D., F.A.C.O.G., Vice-President

Director of Marketing

Ivy Adams

School Medical Director

Jason Adams, M.D., F.A.C.O.G.

Key Staff – Administrative Assistant

Abby McKey

Faculty and Lead Instructors

Ivy Adams (Laser Technician) – Didactic and Clinical Instructor

Jason Adams, M.D., - Clinical Instructor

Tuition Cost, Fees, and Financing

Comprehensive Laser and Medical Aesthetic Course (72 Hours)

Tuition: \$7,500.00 paid upfront

Maximum Class Size: 6 Students

Tuition includes all study material, textbooks, and handouts. There will be no additional fees due once the tuition amount is paid. If students are traveling from out of town, they are responsible for their own accommodations. Students are required to wear scrubs to their clinical days of class in either black, navy, or grey.

Educational Loans

Educational loans are not offered at this time. If you need to set up a payment plan, please contact our office and we will do our best to accommodate you.

Scholarships

Currently, LMAA does not offer scholarships. However, this is subject to change in the future.

2024 Academic Calendar

Course dates include:

Weekend class: 8:00am-5:00pm (didactic) (3 classes)

Weekday class: 7:30 am- 3:00pm Tuesday and Thursday (clinical) (6 classes)

- January 12th-February 1st
- May 17th-June 6th
- Later classes are TBD

Holidays: There are no holidays during the scheduled Academic Calendar.

The Laser and Medical Aesthetic Academy at ACWH Office Hours of Operation

Monday: 8:00am-5:00pm

Tuesday and Thursday: 7:30am-3:00pm

Wednesday: 9:00am-7:00pm

Friday: 8:00am-12:00pm

Enrollment Policy

General Admission Information

Applicants must be at least 18 years of age or older to apply for the program. A non-refundable deposit of \$500 is required at the time you submit your application. If the student is denied, the deposit will then be refunded.

There will be no entrance exam required and the student is not expected to have any prior knowledge of the course material.

The Laser and Medical Aesthetic Academy at ACWH will not admit students after the start date of the scheduled course. Doing so would result in missed information and the student will not be fully trained.

Admission Requirements

The following are required to be admitted into LMAA:

Submit a copy of your high school diploma or a copy of your General Education Test (GED). Any proof or diploma from a higher level of education is also acceptable.

This information will be kept in the student's file on campus as proof that the admission requirements were met. If the Academy cannot establish that the requirements were met, the student will be released from any contract signed and all deposits will be refunded.

Receipt for Enrollment Policy

Prior to enrollment, The Laser and Medical Aesthetic Academy will provide each student with a copy of the school catalog, enrollment agreement and the enrollment policy with the following:

1. A school catalog and program outline
2. The cancellation and refund policy
3. A schedule of tuition, fees, and any other charges
4. The progress and grievance policies and attendance policies
5. The rules of operation and conduct
6. The regulations pertaining to incomplete grades
7. Written and verbal information regarding loans and grants and their differences
8. The requirements for any state or national licensing, certifications, or registrations
9. All policies related to program incompleteness and withdrawal

The Laser and Medical Aesthetic Academy requires each student to review all forms and documents and sign stating that they have read it and agree to the terms. A copy will be made and given to the student, and one will be in their chart on record kept at the campus.

Granting Credits for Previous Training

LMAA does not accept any credits from other institutes or schools regarding Laser and Medical Aesthetics. If a student begins our course and cannot finish, their credits will transfer, and the clinical hours can be made up at a later time. Didactic days missed will count against your final grade and result in failure. To see what are considered excused absences, please see our attendance policy.

Fee Schedule and Breakdown

Program: Laser and Medical Aesthetics Training Certification - \$7,500.00

Fee Breakdown:

- Deposit/Registration Fee- \$500.00
- Student Workbook Fee- \$250.00
- Laser Goggles Fee- \$100.00
- Laser Disposables Fee (Laser Windows, Handpieces, foot Pedal Covers, Sublative Tips, Ultrasound gel, Cryogen, Micro Crystals, Spot Size Shields.) - \$500.00
- Medical Supplies Fee (gloves, gauze, alcohol wipes, applicators, masks, disposable medicine cups, needles, hand sanitizer, Cavi Wipes.)- \$300.00
- Comprehensive Laser Training and Certification- \$5,000.00
- Microneedling Training- \$500.00
- Microneedling Disposables Fee (Needle Tips, Skin Pen Kits) - \$350.00

Deposit: Due at the time of signing up for the program.

Remaining Balance: Due 60 days prior to the start date of the program.

Academy Refund Policy

Rejection: An applicant who is not accepted into the program will receive a full refund of all monies paid.

Cancellation Policy

Three business day cancellations: All monies paid by a student shall be refunded if requested within three business days after signing enrollment agreement and making an initial payment.

Cancellation after three business days, but before commencement of classes: If tuition or fees are collected in advance of entrance, and if the student does not begin classes, all tuition, less than a \$500 security deposit, shall be refunded. All refunds will be processed within 30 days of notice of cancellation.

Refund Policy:

1. After a student has completed less than 15% of the program, we shall refund 80% of the tuition, less a \$500 security deposit, thereafter;
2. After a student has completed less than 25% of the program, we shall refund 70% of the tuition, less a \$500 security deposit, thereafter;
3. After a student has completed 25%, but less than 50% of the program, we shall refund 45% of the tuition, less a \$500 security deposit, thereafter;
4. After a student has completed 50% of the program or more, we may retain 100% of the stated course price.

Refund Policy for Students Called to Active Military Service.

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- a) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- b) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Program Outline

Program Description

The Laser and Medical Aesthetics Program provides our students with the confidence, knowledge, and skills to further or start their career at a Physician's office or Medical Spa as a certified cosmetic laser technician. This program allows our students hands on experience, along with written and book-work study sessions.

In as little as 3 weeks, our students will be a certified cosmetic laser technician, giving them the confidence to perform several different procedures using top-of-the-line cosmetic lasers and medical equipment.

Subject listing and Course Description

The training course at LMAA will prepare the student to walk into a facility as a Cosmetic Laser Technician and be ready to treat a patient in the topics studied. The **didactic** portion (27 hours) of the course includes the following:

- Anatomy and physics of hair
- Anatomy and physics of skin
- Laser Biophysics
- Differentiating between IPL and Laser
- Laser Safety
- Tissue Interaction
- Radio Frequency technology
- Differentiating between different skin treatments and lesions
- Disorders of the skin
- Vascular lesions
- Wound Care
- Tattoo Removal Overview
- Microneedling history and technology

The **Clinical** portion (45 hours) of the course includes the following HANDS-ON experiences on real patients:

- Job Shadowing (6 hours)
- Emsella Vaginal Rejuvenation (2 hours)
- Laser Hair Removal (12 hours)
- Microneedling (8 hours)
- Laser Facials (Skin Tightening) (4 hours)
- Photo facial (4 hours)
- Hydrafacial (5 hours)
- Radio Frequency (4 hours)

| Course Subject No. | Title | Didactic Hours | Clinical Hours | Total Clock Hours |
|---------------------------|--------------------------------------|-----------------------|-----------------------|--------------------------|
| AP101 | Anatomy and physics of hair and skin | 4 | | 4 |
| BP102 | Laser Biophysics | 4 | | 4 |
| LS103 | Laser Safety | 4 | | 4 |
| TI104 | Tissue Interaction | 2 | | 2 |
| SL105 | Skin Lesions | 3 | | 3 |
| DS106 | Disorders of the skin | 3 | | 3 |
| WC107 | Wound Care | 3 | | 3 |
| MN108 | Microneedling | 4 | 8 | 12 |
| OB201 | Clinical Observation | | 6 | 6 |
| HO202 | Clinical Hands On | | 31 | 31 |
| TOTAL HOURS | | 27 | 45 | 72 |

Subject Descriptions:

Objectives of Course:

- To provide the students with skills, training, and information with extensive educational guidance.
- To provide the student with the skills and knowledge to pursue a career as a laser technician or Medical Aesthetician.
- To complete and understand the training necessary to become a laser safety officer.
- To provide hands on experience performing advanced laser and aesthetic treatments such as spider vein removal, vaginal rejuvenation, laser skin tightening, radiofrequency skin tightening, laser hair removal, photo facial, and Microneedling.
- To educate the student in portraying a professional and positive attitude to better their chances at employment.

Topics

| Class | Course Titles | Chapter Names Included | Course Number |
|---------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Laser and Medical Aesthetics Didactic | Anatomy and physics of skin, hair, and nails | Permanent Hair Reduction, Hair, Hair Growth Cycles, Types of Hair, Skin, Layers of Skin, Melanin, Fitzpatrick Scale | AP101 |
| Laser and Medical Aesthetics Didactic | Laser Biophysics | Differentiating between IPL and Laser, Radio Frequency Technology, Tattoo Removal, Laser Hair Removal, Radiation, Electromagnetic Chart, Wavelengths, Vaginal Rejuvenation | LB202 |
| Laser and Medical Aesthetics Didactic | Laser Safety | Laser Treatment Controlled Area, Safety Precautions, Nominal Hazard Zone, Eye Hazards | LS20 3 |
| Laser and Medical Aesthetics Didactic | Tissue Interaction | Chromophores, Optimal Heat Transfer, Results | TI204 |
| Laser and Medical Aesthetics Didactic | Skin Lesions | Vascular Lesions, Benign Pigments, Primary and Secondary Skin Lesions | SL205 |
| Laser and Medical Aesthetics Didactic | Disorders of the skin | What to Treat, What not to Treat | DS206 |
| Laser and Medical Aesthetics Didactic | Wound Care | Five Stages of Wound Care | WC207 |
| Laser and Medical Aesthetics Didactic | Microneedling | Benefits, Pre-care, Post-care, Contraindications | MN208 |

Medical Equipment Used

- Syneron Candela GentleMax Pro
- Syneron Candela Ematrix
- Image Microdermabrasion
- Skin Pen Microneedling Device
- Emsella Chair

Clinical Training

| Class | Course Title | Chapters Names Included | Course Number |
|---------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Laser and Medical Aesthetics Clinical | Clinical Observation | Observing Cosmetic Injections, Laser Procedures, Medical Aesthetic Procedures | OB201 |
| Laser and Medical Aesthetics Clinical | Clinical Hands-On | Use of laser equipment, Laser Hair Removal, Photo facial rejuvenation, Laser Spider Vein Removal, Laser Skin Tightening, Vaginal Rejuvenation, Radiofrequency Skin Tightening, Microneedling, Stretch Mark Removal, and other medical aesthetic procedures. (A minimum of 25 supervised patients) | HO202 |

Skills to be learned during the course:

The Laser and Medical Aesthetic Academy teaches students both practical and theoretical skills to become a Certified Cosmetic Laser Technician that are required by most reputable Physician's offices and Medical Spas. These skills along with the student's knowledge will prepare them to take the next step in their career. Some of these skills include:

- Assess and review patient's chart to determine the correct course of action
- Assess and review patient's chart to determine the correct Fitzpatrick
- How to prepare the patient for treatment and ensure the patient does not have contraindications
- How to discuss and inform the patient on post care
- Perform permanent hair reduction
- Biological effects of Laser and Intense Pulsed Light (IPL)
- Communication skills
- Consultation skills
- Able to consider and understand medical considerations and conditions

Course Descriptions

AP101. Anatomy and Physics of Hair and Skin

(4 clock hours)

After this section of the course, the student will be able to define the different types of hair, define the different layers of skin, understand, and define the different stages of hair growth and when the laser should be performed, explain the hair growth cycles, define melanin, and determine the Fitzpatrick of a patient. The student will also understand the biology of the epidermal and subcutaneous layer of the skin. They will be able to explain what melanocytes are and how they protect the skin. Finally, they will learn how heat and light interacts with hair and skin.

LB102. Laser Biophysics

(4 clock hours)

In this chapter, the students will learn the history of lasers and its meaning. The students will also be able to define wavelength and explain the Electromagnetic Spectrum. They will also know the difference between Ionizing Radiation and Non-Ionizing Radiation. Identifying the difference between spontaneous and stimulated emission along with understanding the impact control of the various spot sizes will also be mastered by the end of this chapter.

LS103. Laser Safety

(4 clock hours)

During the laser safety course, the student will learn about laser hazards, how to protect themselves and others in the treatment room, and the laws regarding room guidelines. At the end of the course, the student should be able to identify which machines require protective eye wear, basic safety protocol, and understand the following organizations: OSHA, ASLMS, FDA, and ANSI.

TI104. Tissue Interaction

(2 clock hours)

After this portion of the course, the students should be able to explain tissue interaction and how the laser must be absorbed to produce an effect. They will also understand the different types of chromophores and determine which application match each of them.

SL105. Skin Lesions

(3 clock hours)

This section outlines, describes, and explains the different types of skin lesions that might be seen while working as a Medical Aesthetician or Laser Technician. It will also teach how to differentiate between the different lesions. The students should be able to identify which treatments would benefit the lesion and which treatments to avoid.

DS106. Disorders of the Skin

(3 clock hours)

Along with the skin lesions chapter, disorders of the skin help familiarize the student with common skin disorders, their causes, and their best treatment options. After completing this section, students will better understand which disorders should be referred out to a dermatologist rather than being treated in a Medical Spa environment.

WC107. Wound Care

(2 clock hours)

This chapter will highlight and explain the five stages of wound care. The student will also become familiar with inflammation and how it effects the body.

MN108. Microneedling

(4 clock hours)

After completing this course, the student will be certified in Microneedling. They will learn the benefits to the procedure as well as how the mechanical device works to create results. Contraindications, pre-care, post-care, candidate, and safety precautions will all be discussed. Because Microneedling is needles, the students will study the anatomy of the face and learn which depths should be used on different areas of the face. The student will also be able to correctly describe the treatment, recommend the number of treatments needed, and consult a patient about the results that are to be expected based on their skin.

OB201. Clinical Observation

(6 clock hours)

The clinical observation experience is done at The Med Spa at ACWH with real patients who have appointments scheduled there. This day allows the students to get a feel for the environment, ask questions, and see other medical spa procedures such as Botox and Fillers. The instructor will start the day with an overview of the schedule and explain what will be done that day. The instructor will also cover the following protocols:

- Review the patient's chart and paperwork
- Prep the patient for the procedure
- Instructor demonstration of the procedure
- Discuss aftercare with the patient
- Q&A and practicum

HO202. Clinical Hands-On

(31 clock hours)

The clinical hands-on experience trains students in laser procedures, Microneedling, microdermabrasion, and chemical peels. The didactic portion of the course prepares students for clinicals by teaching them the information needed to perform laser hair removal, photo

facials, laser vein removal, Microneedling, Microdermabrasion, chemical peels, radio-frequency skin tightening, Fractional wrinkle and scar reduction, and vaginal rejuvenation safely and effectively. Students will work in very small groups (2-3 students) to guarantee optimal hands-on time. Patients in each category will already be lined up and scheduled for the students to perform on. An instructor will always be in the room, and will go over the following protocols with each patient:

- Review the patient's chart and paperwork
- Prep the patient for the procedure
- Instructor demonstration of the procedure
- Discuss aftercare with the patient
- Q&A and practicum

The day will continue with each student performing and observing in treatments. By the end of the clinical hands-on experience, the student will be comfortable and confident performing all the treatments listed above.

Grading and Marking System

Students will be informed immediately upon completing the course if they pass or fail. A passing grade is achieving 80% or higher on each of the written exams and completing the clinical training in a satisfactory manner. The instructor does have the right to fail a student if he/she is not confident that the student can perform the procedures safely and effectively by the end of clinicals. This checklist will be used to determine if the student deserves to pass the class and is prepared to treat patients on his/her own.



Clinical Checklist

Must have 6/7 to pass clinicals

- ☐ Professional Bedside Manner
- ☐ Able to correctly identify and treat a patient's concerns
- ☐ Review pre-care with the patient
- ☐ Review post-care with the patient
- ☐ Correctly skin type the patient
- ☐ Able to physically perform treatments
- ☐ Good customer relations

Certificates will be provided to each student within 30 days of passing the course.

Student transcripts are available to all students that request them. To request an official transcript, the student must provide a written request along with a \$15 administrative fee, and the transcript request will be processed.

Institutional Satisfactory Progress Policy

a. Definition of Satisfactory Progress

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as passing or better. Practical skills are evaluated accordingly to text procedures and performance standards. Students must maintain a theory grade average of 80% and pass a FINAL written and practical exam with 80% or higher score prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

| | | |
|------------|-----------------|-----------------------------------------|
| 90 – 100 | A = Excellent | P: Pass (80% or above) |
| 80 – 89 | B = Good | F: Fail (below 80% for Pass/Fail exams) |
| 75 – 79 | C = Not Passing | I: Incomplete |
| 74 or less | F = Failure | W: Withdrawal |

b. Definition of Progress Evaluation Period and Frequency of Progress Reporting

The Laser and Medical Aesthetic Academy records a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.

c. Probation Policy and Terms

A student will be put on academic probation if he/she fails a course. A student will be put on general probation for misconduct or failure to pay tuition.

Attendance: When a student has exceeded the allowance for absences for a course that is still in session, an attendance warning will be sent to the student. The warning will remind the student that he/she has until the end of the course to make up work or course failure will result.

Academic: A student who fails an exam will be sent an academic warning stating that he/she must retake the exam in order to pass the course.

d. Termination Policy

If after the probation period a student has not fulfilled the requirements of his/her probation, the student will be dismissed.

Students can be automatically dismissed for the following reasons:

1. Coming to class under the influence of drugs or alcohol.
2. Misconduct (obscene, violent, or sexually inappropriate behavior, cheating, plagiarism, or knowingly furnishing false information).

If a student wishes to appeal termination, he/she may file a complaint with the grievance committee. To be re-enrolled a student must show evidence to the School President's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Board of Directors or School President.

e. Readmission Policy

LMAA allows students whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such re enrollment does not circumvent the school's refund policy. After 180 days, re-enrollment will be based on the current fee schedule and a reentry fee of \$50.

f. Progress Reports

LMAA does not issue formal progress reports to students.

g. Incompletes, Withdrawals, Repeat Subjects, and Remedial Work

LMAA will record a grade of "incomplete" for a student who withdraws prior to completion of the course. A student who receives a grade of "incomplete" shall be allowed to re-enroll in the program during the 12-month period following the date the student withdraws. The student will then be allowed to finish any incomplete subjects without payment of additional tuition.

A student wishing to withdraw is requested to have an exit interview with a school Director and a withdrawal form will be put in the student's file.

Attendance Policy

General Requirements for Attendance

LMAA has a strict attendance policy. Because the program is only made up of 9 days total, it is crucial that the student does not miss class. If a student must miss class, the didactic or clinical training will have to be made up before they will receive their certification. Each student is only allowed to miss one out of the nine days. If a student misses more than one day, they will have to repeat the program at the next available date.

The Laser and Medical Aesthetic Academy does not consider published School Holidays as days of absence.

a. Attendance Probation Policy and Terms

After one missed day, the student will be on attendance probation. This means that if an additional day is missed, he/she will have to repeat the program.

b. Termination for Unsatisfactory Attendance

If a student exceeds the allotted attendance warnings, he/she will be terminated. Students whose enrollments are terminated for the violation of the attendance policy may attend the program again later. This provision does not circumvent the school's refund policy.

c. Readmission after Termination for Unsatisfactory Attendance

LMAA gives students the opportunity to make up one missed day without any additional charge. Students are required to coordinate with their admissions representative to schedule make-up days. LMAA does not guarantee make-up days on any specific dates, and students are only allowed to schedule make-up days if there are open spots on future term's rosters or availability in the instructor's schedule.

d. Make-up Work

The Laser and Medical Aesthetic Academy make-up work shall:

1. Be supervised by an instructor approved for the class being made up
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session
3. Be completed within two weeks of the end of the grading period during which the absence occurred
4. Be documented by the school as being completed, recording the date, time, duration of make-up session, and the name of the supervising instructor and
5. Be signed and dated by the student to acknowledge the make-up session.

Graduation Requirements

LMAA's requirements for graduation include the following:

1. A minimum 27 hours of Laser Training and Safety Didactic
2. 45 hours of clinical observation and hands on training in addition.
*A student must complete his/her training within a year's time. Students returning after one year must re-take the entire course.

Placement Assistance Program and Student Counseling

Our school does not offer or include housing during the duration of our program. LMAA also does not guarantee job placement once the program is completed. Admission representatives work with local, regional, and national placement assistance organizations to assist graduates in job placement. Additionally, LMAA does not offer any formal Student Counseling Services. We will however work with each student individually for a minimum of one hour during didactic training to assist with their resume and send the resume to local medical spas.

Student Grievance Procedures

Written Student Grievance Procedure

Step 1: Instructor/Staff Member:

The student is recommended to directly communicate with the instructor/staff member involved in the grievance within 14 days. The student must articulate the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated, and a proposed remedy. The person alleged to have caused the grievance must respond to the student promptly, in writing, within 7 days.

Step 2: School Administrator

In cases where the problem is not resolved through direct communication with the instructor/staff member involved, the student will submit a Grievance Form with supporting evidence to the office of the school administrator within 14 calendar days of the communication with the faculty/staff member. The school administrator or designee will review the grievance.

Within 14 calendar days, the school administrator or designee will objectively investigate the grievance, consult, and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the administrative office.

Step 3: Appeal to President's Office

The student may appeal the decision in Step 2 if proper procedures were not followed or there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days of the decision for the administrator and made to the office of the President. The student must submit written justification for further review and provide evidence that there are grounds for appeal. The President or designated staff member of LMAA will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available to not considered during Step 2, and render a decision in writing. The decision will be final, and any further appeals shall be made to the Louisiana Board of Regents within 14 calendar days.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the school administrator who will maintain them in accordance with the state archival policies.

Students Right to Appeal to Louisiana Board of Regents – Title 28, Part III Chapter 17

LMAA is required to direct all unsolved grievances to:

Louisiana Board of Regents
P. O. Box 3677
Baton Rouge, LA 70821-3677
225-342-4253

Student complaints relative to actions of school officials shall be addressed to Louisiana Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA, 70821-3677, Phone 225-342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

The information contained in this catalog is true and correct to the best of my knowledge.

School Director

School President

Date