

FLORIDA STUDENT COSMETOLOGY SCHOOL SCHOOL CATALOG



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Fort Pierce, FL 34950
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This catalog and all courses and programs will be taught in English

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MISSION STATEMENT

Our mission is to provide students with the most current comprehensive information available in the fields of cosmetology, barbering, facial specialist, nail specialty. To maintain an excellent instructive environment, that leads to successful program completion of our students, licensure, and industry placement.

PURPOSE

To provide exceptional career training in an excellent professional environment, committed to the highest level of quality learning, with experience educators that are committed to the success of every student while preparing our students for success in their chosen program and careers.

ADMISSIONS

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or have evidence of the 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 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.
2. Complete the initial Application and submit the \$100 non-refundable application/registration fee. (This fee is not included in the tuition fee.)
3. Provide additional enrollment requirements:
 - Prospective students must be at least 16 years of age
 - Official copy of signed Social Security Card
 - Identification: Copy of official government ID (Passport, Driver's License or Birth Certificate)
 - Student Interview: Conducted during your tour of the facility. This may be waived for students re-enrolling or a graduate returning for a different program.

Florida Student Cosmetology School may deny admission to any applicant whose background, record, statements, or behavior during the admissions process suggest that the applicant is not prepared to succeed in or benefit from the school's programs.

Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Florida Student Cosmetology School. makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain licensure, employment, and pursue a successful career.

DISCLOSURE: (Pre-Enrollment Information)

The following information is to be provided to students one week prior to enrollment or collection of tuition. The school uses its catalog as the sole source of required disclosures, the institution ensures that each prospective student is provided with a written copy, or has access to an electronic copy, of the catalog one week prior to enrollment or collection of tuition.

Each enrolled student shall receive a published catalog in written or electronic form. The catalogs are provided professionally printed and bound. The catalog constitutes a contractual obligation of the school to the student and shall be the official statement of the school's policies, programs, services, and charges and fees.

TRANSFER IN OF HOURS

Florida Student Cosmetology School accepts transfer students and may grant credit for up to 50% of the required licensure hours in the Barber and Cosmetology programs. However, the school reserves the right to deny transfer hours from institutions whose program standards and education are not equivalent to those of Florida Student Cosmetology School.

No transfer hours will be accepted for the Nail Specialist or Facial Specialist programs unless the student is transferring from a school that has formally announced a teach-out or has closed before the student could complete the program.

The number and distribution of transfer hours awarded is at the sole discretion of Florida Student Cosmetology School. Transfer credit is determined through a review of official transcripts, as well as written, practical, and hands-on assessments of the student's completed theory and practical skills.

TRANSFER OUT OF HOURS

All schools and institutions reserve the right to determine which or how many hours they will accept from another school or institution. The transferability of hours you earn at Florida Student Cosmetology School is at the complete discretion of that school or institution to which you may seek to transfer. If the hours that you earn at Florida Student Cosmetology School are not accepted at the school or institution to which you seek to transfer, you may be required to repeat some of or all your course work and hours.

RE-ENTRY OF PRIOR Florida Student Cosmetology School STUDENTS

To be eligible for readmission to Florida Student Cosmetology School, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved. Approval will be based on all applicable state licensing rules.

Approval for readmission will be made by the school's Director or other designated administrator and is based on education, schedule, and space availability.

Florida Student Cosmetology School reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic, and behavioral) may be eligible to return to the course during the following 90-day period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs.

STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on the first day of their program start date. This orientation is required for all incoming students and will include such topics as our mission, purpose, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements.

FACILITIES

Florida Student Cosmetology School is in the beautiful sunrise city of Fort Pierce Florida 34950 easily accessible to public or private transportation, with adequate facilities for faculty and students. Our facilities are approximately 3200 ft. and contain a reception area, two offices, three classrooms, spacious student salon, full dispensary, two restrooms, a resource center, six nail stations and three spa chairs, and a cafeteria and a locker area.

The latest equipment is available on site to allow a hands-on learning approach in all programs. The facility and equipment used fully complies with all federal, state, and local ordinance and regulations, including requirements for fire safety, building safety, handicap accessible and health.

Resource Center: The school has a small resource center on campus open to students. Students have access to reference text materials useful in completing the program of study. Materials are used on campus and are available during normal class hours. All books and publications that will be available will be the most current publication. The resource center will also contain a current unabridged dictionary, a thesaurus, and a recent edition of materials related to our programs and curriculum as well as the following books to assist with beauty and barber business such as:

- Fast Forward Salon and Spa Business Resource (Author: Neil Ducoff, 2nd edition 2013)
- Likeable social media (Author: Dave Kerpen, Copyright 2015)

- Marketing Warfare (Authors: Al Ries and Jack Trout, Copyright 2006)
- Marketing Demystified (Author: Donna Anselmo, Copyright 2010)
- Branding for Dummies (Author: Bill Chiaravalle and Barbara Findlay, Copyright 2007)

Students will also have access to the internet for information found on search sites such as Google and access to videos found on YouTube that is related to educational and program materials. Students and Staff will also be encouraged to research additional sources as well.

PROGRAM COSTS

Florida Student Cosmetology School does not offer any Federal Funding (Title IV) or other external agency funding. The school may offer Scholarships. Florida Student Cosmetology School provides detailed information and all qualifying requirements regarding any scholarships it may offer. Currently Florida Student Cosmetology only accepts payments for tuition in full or monthly payment arrangements.)

Barbering Program (Full-Time):

Registration (non-refundable)	\$ 100.00
Books	\$ 700.00
Kit	\$ 850.00
Tuition	\$ 9500.00
Uniform	\$ 100.00
TOTAL COST OF PROGRAM	\$11,250.00

Cosmetology Program (Full-Time)

Registration (non-refundable)	\$ 100.00
Books	\$ 700.00
Kit	\$ 850.00
Tuition	\$ 9500.00
Uniform	\$ 100.00
TOTAL COST OF PROGRAM	\$11,250.00

Facial Specialist Program (Full-Time)

Registration (non-refundable)	\$ 100.00
Books	\$ 500.00
Kit	\$ 1075.00
Tuition	\$ 3500.00
Uniform	\$ 100.00
TOTAL COST OF PROGRAM	\$ 5275.00

Nail Specialist Program (Full-Time)

Registration (non-refundable)	\$ 100.00
Books	\$ 500.00
Kit	\$ 1075.00
Tuition	\$ 3500.00
Uniform	\$ 100.00
TOTAL COST OF PROGRAM	\$ 5,275.00

FEES

The school charges the following fees, as applicable.

Fee Description	Cost
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Additional Diploma Fee	\$50.00
Additional transcript Fee	\$15.00
Withdrawal Fee	\$150.00

The transcript fee is charged to students who request additional copies of their official transcripts. Each student is entitled to one copy of their official transcript after completion of their program of study at no charge. The additional diploma fee is charged to students who request an additional certificate, diploma or degree owing to loss or destruction of the original.

ADDITIONAL TUITION CHARGES

If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour based on the student's applicable schedule, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

REDUCTION OF TUITION AND FEES:

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution.

All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstances; **however, there shall be no reduction based upon the timing or method of payment.**

The school must maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in tuition and fees. This must include copies of all application records, notes of selection committee meetings, and copies of notices to the students who received the reduction. This information shall be kept on file at the institution for onsite review by CIE (Commission for Independent Education).

COURSE OUTLINES

Course Name: Barbering Program

Course Description: Student will receive training in the art and sciences of **Barbering**.

Course Length: 1200 Hours (50 weeks)

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Barbering theory and practice through mannequin repetitions and clinical activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. Upon completion of the course, the student will receive a diploma.

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each 40% of the distance education component completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory/Failing	60% to 69%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Course Reference/Instructional Materials:

Textbook: Milady Standard Barbering, 6th Edition, Publisher- Milady Textbook (Hardcover- English)
 ISBN-13 9781305100558
 Milady Standard Barbering Workbook ISBN-13: 9781305100664
 MindTap ISBN-13: 9781305664005

BARBERING COURSE OUTLINE: *(On Campus Hours include Theory and Practical)

Course #	COURSE NAMES & DESCRIPTION	ON CAMPUS HOURS*	Distance Education (Theory Only)
BAR 101	Orientation, HIV/AIDS, & Florida Law and Rules Students will receive a lecture on State Board requirements to receive certifiable status to become a licensed professional, school policies, and SAP requirements. This course also covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade. Students will gain knowledge of all laws and regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed to pass the State Board Exam as well as discuss the school catalog.	150	100
BAR 102	Safety, Sanitation, and Sterilization Students will learn study of agencies that regulate safety and health and levels of decontamination (Sterilization, disinfection, sanitation); also, chemical substances that kill bacteria on various surfaces including safe work practices.	325	265
BAR 103	Hair Structure and Chemistry Students will learn the structure of the hair and its composition including growth cycles/patterns, texture, density, elasticity and porosity. Students will learn the basics of chemistry including matter (elements, atoms, and molecules) in addition to the chemistry of water and different types of cosmetics such as shampoos, conditioners, tonics and rinses.	50	25
BAR 104	Shampooing Students will learn treatments of the hair and scalp with the use of different shampoos, shampooing techniques, conditioners, tonics, steam and massages.	75	20
BAR 105	Hair Cutting This course explains the principles of haircutting, which include but are not limited to safety, body positioning, and client consultation a. Taper Cuts I. Freehand II. Shear over comb III. Clipper over comb	200	25

	b. Style Cuts (to include blow drying) - Students will learn techniques including styling with a blow-dryer, irons, and rollers		
BAR 106	Chemical Services a. Permanent Waving b. Coloring and Bleaching -Students will learn the structure of hair and how it relates to color. Begins with color theory (Primary, Secondary, and Tertiary colors), types of dye classifications (Temporary, semi- permanent, demi-permanent, and permanent). Also include hydrogen peroxide, hair lighteners, application and post-care c. Hair Relaxing and Curling	350	35
BAR 107	Shaving, Beard, and Mustache Trimming This course explains the principles of shaving, which include but are not limited to safety and body positioning, client consultation, cutting, shaving, and beard trimming techniques. Students will also learn about different tools and when to utilize them. Students will learn fundamentals of shaving, safety and precautions using the proper strokes and techniques. Also, how to line and perform neck shaves, line up beards, goatees, and mustaches.	50	10
	TOTAL HOURS PER DELIVERY METHOD	720	480
TOTAL PROGRAM HOURS		1200	

Course Name: Cosmetology Program

Course Description: Student will receive training in the art and sciences of Cosmetology.

Course Length: 1200 Hours (50 Weeks)

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Cosmetology theory and practice through mannequin repetitions and clinical activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. Upon completion of this course, the student will receive a diploma.

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1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each 40% of the distance education component completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory/Failing	60% to 69%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Reference/Instructional Materials:

Textbooks: Milady Cosmetology Pro, Edition: Publisher Milady 2021

Textbook ISBN-13: 978128576941

Theory Workbook ISBN-13: 9781285769455

Practical Workbook ISBN-13: 9781285769479

MindTap ISBN-13: 9781305632028

COSMETOLOGY COURSE OUTLINE: *(On Campus Hours include Theory and Practical)

COURSE #	COURSE NAMES & DESCRIPTION	ON CAMPUS HOURS*	Distance Education (Theory Only)
Cosmo 101	Orientation, HIV, & Florida Law Students will receive a lecture on State Board requirements to receive certifiable status to become a licensed professional, school policies, and SAP requirements. This course also covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade. Students will gain knowledge of all laws and regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed to pass the State Board Exam as well as discuss the school catalog.	20	8
Cosmo 102	Sanitation and Disinfection Students will learn study of agencies that regulate safety and health and levels of decontamination (Sterilization, disinfection, sanitation); also, chemical substances that kill bacteria on various surfaces including safe work practices. Students will learn the basics of chemistry including matter (elements, atoms, and molecules) in addition to the chemistry of water and different types of cosmetics such as shampoos, conditioners, tonics and rinses.	40	30
Cosmo 103	Facials (Including Skin Care and Hair Removal) Students will be able to classify and employ variations in skin treatments, develop and employ protocols, identify sensitive skin and its issues; select peels appropriate for clients, demonstrate different mask technologies; perform manual microdermabrasion. Students will also learn proper techniques in hair removal.	120	60
Cosmo 104	Shampoos and Rinses Students will learn the proper techniques for shampooing and conditioning the clients' scalp and hair.	50	25
Cosmo 105	Scalp Treatments and Hair Care Rinses Students will be able to effectively learn the different structures and disorders of the hair and scalp as well as how to properly complete a hair and scalp analysis. Students will learn proper scalp massaging techniques.	50	22
Cosmo 106	Hair Shaping This course explains the proper techniques of haircutting, and an understanding of facial shapes.	200	65
Cosmo 107	Hair Arranging (Styling) Students will learn techniques including styling with a blow-dryer, irons, and rollers	170	55
Cosmo 108	Hair Coloring Students will learn how to identify different tonal values and levels within the hair as well as how to formulate, apply, and correct color applications. This course will provide all aspects of hair color theory and safety precautions to the students.	200	70
Cosmo 109	Chemical Waving and Relaxing/Straightening This course will prepare the student for understanding all aspects of relaxers, perms, and chemical straightening as they pertain to the structure of the hair.	200	70
Cosmo 110	Manicuring/Pedicuring/Nail Extension Students will become familiar with the equipment, cosmetics and materials to provide manicures; they will learn the procedures and safety of properly providing a manicure, including a spa manicure. Will become familiar with the equipment, cosmetics and materials to be able to provide pedicures; will learn the procedures and safety of properly providing a pedicure, including a spa pedicure. Students will understand nail anatomy as well as disorders of the nail.	100	35
Cosmo 111	Salon Management Students will learn the ins and outs of owning and operating a salon as well as how to profitably build a business.	50	40
	TOTAL HOURS PER DELIVERY METHOD	720	480

TOTAL PROGRAM HOURS	1200
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COURSE NAME: FACIAL SPECIALIST

Course Description: Student will receive training in the art and sciences of Facial Specialist

Course Length: 220 Hours (10 Weeks)

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Facial Specialist theory and practice through mannequin repetitions and clinical activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. Upon completion of the course, the student will receive a diploma

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet
2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each 50% of the distance education component completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory/Failing	60% to 69%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Course Reference/Instructional Materials:

Milady Standard Esthetics Fundamentals ISBN# 978-1337095020 Publication Date: 2021

Milady Standard Foundation ISBN# 978-1337095259 Publication Date: 2021

FACIAL SPECIALIST COURSE OUTLINE: *(On Campus Hours include Theory and Practical)

COURSE #	COURSE NAMES & DESCRIPTION	On Campus Hours*	Distance Education
FS 101	Orientation, HIV, & Florida Law Students will receive a lecture on State Board requirements to receive certifiable status to become a licensed professional, school policies, and SAP requirements. This course also covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade. Students will gain knowledge of all laws and regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed to pass the State Board Exam as well as discuss the school catalog	8	

FS 102	Sanitation Students will learn about universal precautions, infection and disease control concerns. They will learn about the methods of equipment sterilization, sanitation procedures, health and safety in practical use as per the Occupational Safety and Health Administration (OSHA).	10	5
FS 103	Ethics Students will learn about the beauty and wellness industry. They will learn about personal hygiene, professional image, communicating for success, human relations and how to develop good networking skills.	2	2
FS 104	Basics of Electricity Students will learn about the nature of electricity, electrical equipment safety, electrotherapy, phototherapy, and their contraindications.	2	2
FS 105	Skin Theory, Diseases and Disorders of the skin Students will learn to recognize skin disorders and diseases, identify the different types of skin lesions and inflammations; recognize pigmentation disorders and contagious conditions. They will also learn about the potential damage of sun exposure and which conditions are to be referred to by a physician.	63	58
FS 106	Facial Techniques and Contraindications Students will learn how to perform mechanical facials and manual facials including extractions. They will also learn how to utilize masks, and how to choose the appropriate treatment for different skin types. They will also learn about the contraindications for a basic facial.	50	15
FS 107	Product Chemistry Students will understand basic chemistry and learn about the ingredients and their functions, FDA regulations regarding cosmetics claims and product safety. They will understand the PH scale and how acids and alkalis affect the skin	8	4
FS 108	Hair Removal The student will understand and describe the proper steps in removing hair through tweezing or waxing and understand the safety precautions to follow in the use of electrical apparatus in hair removal.	5	2
FS 109	Makeup The student will learn makeup applications for both daytime and nighttime looks	1	
FS 110	Services Students will perform facials, set up and maintenance on electrical devices, hair removal, makeup applications, lash and brow tinting, eyelash applications, and manual extractions	71	
TOTAL HOURS PER DELIVERY METHOD		132	88
TOTAL PROGRAM HOURS		220	

Course Name: Nail Specialist

Course Description: Student will receive training in the art and sciences of Nail Specialty

Course Length: 240 Hours (10 Weeks)

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Nail Specialty theory and practice through mannequin repetitions and clinical activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale. Upon completion of the course, the student will receive a diploma

Distance Education Instructional Methods (if applicable): Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. These technologies include:

1. The internet

2. One-way and two-way transmissions/communications between the students and the instructor through open broadcast, closed circuit cable, broadband lines, fiber optics, satellite, or wireless communication devices.
3. Audio conferencing or
4. DVD's if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The school will evaluate the student's qualitative academic performance for each 50% of the distance education component completed within the program at the institution by a qualified instructor.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory/Failing	60% to 69%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Course Reference/Instructional Materials:

Milady Standard Nail Technology ISBN# 978-0357446867 Publication 2020
 Milady Standard Foundation ISBN# 978-1337095259 Publication Date: 2020
 Milady Standard Foundation Workbook ISBN# 978-1337095273 Publication Date: 2020

NAIL SPECIALIST COURSE OUTLINE: *(On Campus Hours include Theory and Practical)

COURSE #	COURSE NAMES & DESCRIPTION	On Campus Hours*	Distance Education
NT 101	Orientation, HIV, & Florida Law Students will receive a lecture on State Board requirements to receive certifiable status to become a licensed professional, school policies, and SAP requirements. This course also covers all aspects of HIV/AIDS precautions and is followed with a test that must be completed with an HIV certified passing grade. Students will gain knowledge of all laws and regulations associated with the Florida Department of Business and Professional Regulations (DBPR). Students will learn the qualifications for licensure, disciplinary guidelines, and what is needed to pass the State Board Exam as well as discuss the school catalog	8	
NT 102	Sanitation Students will learn good hygiene, sanitation, sterilization, safety measures, and bacteriology; have knowledge of the important factors of maintaining proper sanitation.	20	15
NT 103	Ethics Students will learn about the beauty and wellness industry. They will learn about personal hygiene, professional image, communicating for success, human relations and how to develop good networking skills.	2	2
NT 104	Nail Theory, Practice, Nail Disorders and Diseases Identify and recognize the various disorders and diseases of the nail to determine if the client should be treated in the salon. The students will learn and understand applications, product chemistry, and supplies needed for manicuring, pedicuring, acrylic application, UV gels, nail tips & wraps, artificial nail removal, nail fill-ins, and nail art	72	49
NT 105	Nail Salon Management Students will learn the ins and outs of owning and operating a salon as well as how to profitably build a business.	48	30
NT 106	Services The student will perform manicures, pedicures, tips with overly, sculpting using a form, nail wraps and /or mending, nail fill-ins, artificial nail removal, polishing and nail art, and gel nails.	90	
TOTAL HOURS PER DELIVERY METHOD		144	96
TOTAL PROGRAM HOURS		240	

GRADUATION REQUIREMENTS

To graduate from **Florida Student Cosmetology School** must:

1. Complete all required course work and final exams
2. Complete scheduled hours
3. Meet all tuition and fee payment requirements as stipulated within the student's enrollment agreement
4. Maintain compliance with all school policies
5. Complete required graduation paperwork and documents
6. Complete exit/graduate counseling.

Students will be awarded a **DIPLOMA** upon completion of all graduation requirements.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The school does not guarantee that the student will pass the examination.

EMPLOYMENT ASSISTANCE/PLACEMENT ASSISTANCE

Florida Student Cosmetology School offers academic and graduate employment services to students. The school does not guarantee nor imply employment but does assist through internal job board, internal external career days and by continuing local relationships with salons and other possible beauty related employers.

SCHOOL CALENDAR

Academic year: The school operates year-round. Schedules may vary by program.

2024 Florida Student Cosmetology School observes the following holidays and school closings:

School Closure Dates:	Holiday/Event
January 15,2024	Martin Luther King Jr's Birthday Observed
May 27,2024	Memorial Day
June 19, 2024	Juneteenth
July 4, 2024	Fourth of July
September 2, 2024	Labor Day
November 27,28,29,2024	Thanksgiving Break
December 24,25,26,27,30,31,2024	Christmas Break

2025 Florida Student Cosmetology School observes the following holidays and school closings:

School Closure Dates:	Holiday/Event
January 1,2025 Wednesday	New Years
January 20,2025 Monday	Martin Luther King Jr.
February 17, 2025, Monday	President's day
May 26,2025 Monday	Memorial Day
June 19, 2025, Thursday	Juneteenth
July 3, 4, 2025, Friday	Independence Day
Sept 1,2025 Monday	Labor Day
Nov 11,2025 Tuesday	Veteran Day
November 26, 27,28, 2025, Thursday	Thanksgiving
December 24,25,26, 29,30,31	Christmas Break

NON-DISCRIMINATION

The school does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to its educational programs¹. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Sharon Parker
 School Director
 1004 S US Hwy 1
 Fort Pierce, Georgia 34950

(772) 577-6988

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination based on disability.

Individuals with disabilities wishing to request accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is requested to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form**.

PHYSICAL DEMANDS

Cosmetologists, Barbers, Nail Specialty, Facial Specialist, can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Facial Specialists, Barbers and Nail Specialists may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Facial Specialists, Barbers, Nail Specialists, to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

LEGAL OWNERSHIP/GOVERNING BODY

Florida Student Cosmetology School is a privately held Florida corporation. The schools governing board is the board of directors, located at 1004 S. US Highway 1, Fort Pierce, FL 34950. The telephone number is 772-5776988. Florida Student Cosmetology School is a registered fictitious name of Florida Student Cosmetology School 1, Inc.

LICENSED BY

The Commission for Independent Education Florida Department of Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850)245-3200
1-888-224-6684
www.fldoe.org/policy/cie

STUDENT SERVICES

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help students complete their course both personally and professionally. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school.

STUDENT ADVISING & GUIDANCE

Florida Student Cosmetology School makes a reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students who experience personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to by the school Director.

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented in the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems are beyond staff capability, the student will be referred to the appropriate professional or agency.

PERSONAL COUNSELING SERVICES/AGENCIES

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health,
1-800-994-9662
<https://womenshealth.gov>

The National Domestic Violence Hotline
1-800-799-SAFE (7223) or
1-800-787-3224

National Sexual Assault Hotline
1-800-656-HOPE (4673)

National Suicide Prevention Lifeline
1-800-273-8255
Suicidepreventionlifeline.org

PERSONAL INFORMATION RECORDS UPDATE/CHANGES

1. Address/Telephone Number Changes: Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. Name Changes: All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Requests for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED

Florida Student of Cosmetology School reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Florida Student of Cosmetology School Inc. has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen, or broken.

SCHEDULE CHANGES

The school reserves the right to change the established schedules; in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received enrollment date range, and status of the student. Official transcripts are issued by the school's designated official. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. Upon completion of their program, students are provided with an official transcript. Additional transcripts can be requested by the student/graduate by submitting a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph \ and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

STUDENT POLICIES

GROUND FOR TERMINATION

Florida Student of Cosmetology School Inc. reserves the right to terminate or to suspend a student for any reason and with or without previous warning, including, but not limited to:

1. Excessive tardiness or absences.
2. Failure to comply with conduct and employability standards.
3. Damage to property belonging to the school or its employees or other students.
4. Breach of school policies, rules, or regulations.
5. Bullying, conduct, harassment, violence, or any conditions that pose or may pose a threat to other students, guests, or employees.
6. Providing fraudulent or misleading information/documentation required for admissions, financing, or attendance.
7. Failure to make satisfactory arrangements for payments of tuition/expenses.
8. Failure to make satisfactory academic progress.

TARDINESS

It is the requirement and expectation, that Students shall report to class on time. Any student arriving after their scheduled start time shall report to their designated instructor and classroom. No student will be allowed to attend class if their arrival time, unexcused is later than 2 hours past the students scheduled start time. It is the expectation that the student notifies the school at least 30 minutes in advance of their scheduled start time, where possible, of their late arrival. Students who do not notify the school within the above parameters, the tardiness, will be unexcused. All hours missed for any reason must follow the school's make-up hour policy.

ATTENDANCE

A student is considered absent during any unattended portion of their regular schedule. Any absence will interfere with the students' learning process. Students must inform the school (in advance) of any planned absence by completing a **Student Absence Notification Form** prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than (30) minutes prior to their course's scheduled start to notify their instructor, and the Clinic Instructor.

- Students absent fourteen (14) consecutive regularly scheduled course days with or without contact will be immediately dismissed from the school on the 15th scheduled day of non-attendance.

It is the student's responsibility to make up all hours and missed work, written exams and or required practical skills services and exams. Should students need to make up any missed exams or assignments due to any UNEXCUSED absence, students will only receive the minimum passing score even if the grade earned is higher. Any student falling below 70% attendance will be subject to disciplinary action and could be in jeopardy of being withdrawn.

The student withdrawal date for any student that withdraws or is dismissed from the school will be the last date of attendance. Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Example:

Attended hours = 250.0

Absent hours = 28.0

Scheduled hours = 278.0

Percentage = $250/278 = 89.93\%$

WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The student officially notifies the school Director of his/her intent to withdraw.
2. A formal termination (unofficial withdrawal) by the student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The school officially notifies the student of dismissal from the program.

CONDUCT AND PROFESSIONAL STANDARDS

Appearance, attitude, and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. Students are required to be courteous and professional to staff and the fellow students
3. Beverage and food are not allowed in the training areas
4. Students must pick up and clean after themselves
5. Students should be considerate of others and the facility
6. Students must make personal calls outside of the classroom during classroom hours. In case of an emergency, the student must receive permission from an instructor or staff
7. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
8. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
9. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
 1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school.
 2. Possession of weapons, firearms, and knives and/or illegal drugs in or around the school.
 3. Vandalizing, stealing or being in possession of stolen property.
 4. Falsifying personal information on school documents and/or presentation of forged documents.
 5. Any intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises

ALCOHOL AND DRUG PREVENTION

Florida Student Cosmetology School. supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the property of the school or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state, or federal authorities.

ACADEMIC PROGRESS

Satisfactory Academic Progress Policy (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade of 75% and average cumulative attendance of 75% to be considered making SAP and completing the scheduled course within the maximum time frame. ***See full Satisfactory Academic Progress Policy for additional information.***

FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course on which the student enrolled.

All payments are the responsibility of the student and are payable as stated in the student enrollment agreement. Failure to comply with an established payment arrangement may result in termination: **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees.**

CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school, nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and can and will be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations are essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. For cosmetology students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

DRESS CODE

The student dress code is to assist our students in becoming adequate and comfortable with the dress expected by employers.

Students are expected to use good taste and judgement in matters concerning dress and appearance. Neat, clean, and appropriate attire creates the professional image that the school wishes to always portray, and your attire must reflect professionalism.

To have all students present a consistent and professional appearance the following policy is to be followed:

1. Students are required to dress in uniform
2. Students' uniforms must be neat and always cleaned.
3. Students who do not adhere to the school's dress code must clock out and leave the school premises or school sponsored event until they follow the student dress code.
4. All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
5. Students must always maintain proper hygiene.

6. No skin or undergarments may be visible between the shirt and pants or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie, and undergarments must be always covered.
7. Coats, jackets, and jackets with hoods cannot be worn over or under the smock or uniform.
8. No prints, written messages, or pictures are allowed on the uniform
9. Smocks, aprons, or jackets must be worn closed (buttoned, snapped, tied, or zipped)
10. No open-toed shoes, sandals, or flip flops may be worn
11. Hands and fingernails must be clean, and manicured students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
12. Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.

MAKE-UP WORK

Students must make-up failed or missed tests and incomplete assignments. Students are required to make-up missed exams within seven (7) days of the original exam date. Missed assignments must be turned in the next attended scheduled school day.

STUDENT CHILD CARE POLICY

Students are prohibited from bringing their children and or family members or friends to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare. The school is available to assist as they can with finding childcare resources.

TIME CLOCKS AND CLOCK HOURS

Student hours are recorded on the time clock each day. It's the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. **In addition to clocking in, students will also be required to manually sign in and out via the daily sign-in sheet maintained by each student assigned instructor to receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must also clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any reason. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, except for approved field trips, unless prior approval is given by the designated school official.

Students must be always engaged in a learning activity while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, or other assigned activity, in the break room or outside the building while locked in, may be subject to corrective action up to and including immediate dismissal from school for the remainder of the student's scheduled day.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

Students are also encouraged to personally track their daily attendance hours by recording them in or on their own calendars.

DEFINITION OF A CLOCK HOUR

Clock hours mean a period of 60 minutes with a maximum of 50 minutes of instruction in the presence of an instructor.

NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school and directly in front of the school's entrance.

SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. They do not permit obscenity, negative comments, personal attacks, cyber bullying or any conduct that is not in compliance with the school's standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of **Florida Student Cosmetology School** Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. This policy meets the requirements as established by the U.S. Department of Education. All students are provided with this policy prior to enrollment in any of the school's currently offered programs.

The training will include attendance, dependability, professional image, professional communication, organizational and practical skills as well as conduct and technical service-related skill evaluations. Student training is measured and communicated by:

1. Attendance and.
2. Academic Grades

- A. Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain an academic grade percentage of **75%** and average cumulative attendance of **75%** to be considered making SAP and completing the scheduled course within the maximum time frame. ***An academic year consists of 900 clock hours over a period of not less than 26 weeks.***

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on **SCHEDULED** hours as follows:

PROGRAM	Hours	Evaluation Periods	ACADEMIC YEAR	Weeks
Barber	1200	450, 900, 1200	900	19/38/50
Cosmetology	1200	450, 900, 1200	900	19/38/50
Facial Specialist	220	110, 220	900	5/10
Nail Specialist	240	120, 240	900	5/10

MAXIMUM TIME FRAME

- B. The maximum time a student must complete is 133% of the course length. All minimum course lengths are determined by **The Commission for Independent Education Florida Department of Education or National Accrediting Commission of Career Arts and Sciences [NACCAS]**. Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may later re-enroll at the school on a cash pay basis. **At no time can a student exceed 150% of the program length regardless of payment method.**

The maximum time allowed for students to complete each course at Satisfactory Academic Progress is stated below:

PROGRAM	STATUS	HOURS P/WEEK	PROGRAM HOURS	WEEKS	Maximum Time Frame	Max. Time Frame Weeks
Barber	Full-Time	24	1200	50	1596	65
Cosmetology	Full-Time	24	1200	50	1596	65
Facial Specialist	Full-Time	24	220	10	292.6	13
Nail Specialist	Full-Time	24	240	10	319.2	13

Florida Student Cosmetology School. evaluation periods are based on scheduled hours. School holidays are not considered in the calculation of cumulative attendance. Course incomplete and noncredit remedial courses are not

applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

Students meeting the minimum requirement at any evaluation are making SAP until the next scheduled evaluation.

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

- C. Students will be sent a Satisfactory Academic Progress Report upon reaching each evaluation period. All evaluation periods will be completed within seven (7) business days following each established evaluation period. Students who are found not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student file.
- D. A student's academic grade percentage is determined by:
 - a) Theory exams.
 - b) Practical exams, and.
 - c) Practice/technical activities

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%-100%
B	Very Good	80%-89%
C	Passing	70%-79%
F	Unsatisfactory – Failing	0%-69%

Students meeting the minimum requirements for 75% academics and 75% attendance at the evaluation are making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable) unless the student is on warning.

- E. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended + scheduled hours = cumulative % of attendance.

- F. A student will be placed on warning but considered to be making SAP during the warning period, if the student's attendance falls below 75% or their academics fall below 75%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

In the event the student withdraws, or other official interruptions, the student, upon returning to school, maintains status as of the time of departure.

- G. **Withdrawals and incompletes** have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative SAP standard. Florida Student Cosmetology School does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.
- H. Regarding SAP, a student's **transfer hours** accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on SCHEDULED contracted hours at the school.
- I. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan

by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

- J. *Appeal Process:*** 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 the 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 students' 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 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.
- K. *Non-Credit, 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.

ACADEMIC DISHONESTY

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant Florida Student of Cosmetology School the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their own equipment, books and personal belongings and is provided with a locker or other designated space for storage of these items, purses, coats, bags, backpacks and other personal belongings must be kept in the locker or designated secure location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
 - a. Make an appointment to discuss the matter informally with the school Director or designer. If not resolved at this level, the student may:

- i. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school designated will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved:
- ii. Request the official school designer shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the students' satisfaction:
- iii. Students may submit to the State Board and/or NACCAS only after the student has exhausted the institution's internal complaint process.

PAYMENT AGREEMENT

All student payments are the responsibility of the student and are payable as stated in the student enrollment agreement. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course on which the student is enrolled. Any changes in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages payments.

BILLING: Tuition payments are due based on the schedule established through the financial planning process. The payment options accepted are cash, MasterCard, Visa, cashier's check, and money order.

SCHOLARSHIP & FEE WAIVERS

Florida Student Cosmetology School reserves the right to offer scholarships and waive fees to eligible students.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

A student may withdraw voluntarily from the institution and cancel their enrollment. Alternatively, the student's enrollment may be terminated by the institution. Should a student's enrollment be terminated, or the student withdraws or cancels for any reason, all refunds will be made according to the refund policy specified below:

- Notice of cancellation or withdrawal must be submitted to the Institution in writing. Cancellations shall be submitted to the Campus Director. The written cancellation notice may be submitted in person, via email to the Campus Director, or by certified mail.
- Withdrawing students are required to meet with the Campus Director, complete a Student Change Request Form, and complete the designated withdrawal process to ensure a smooth transition out of the Institution.
- Withdrawal or cancellation date: The withdrawal or cancellation date is the date that any of the following occur:
 - The date the student notifies the Institution of the student's withdrawal, or the date of withdrawal, whichever is earlier, or
 - The last date of attendance, or
 - The date when the Institution terminates the students' enrollment.
- Grounds for termination: Students may be terminated prior to completion of their diploma or degree program for insufficient academic progress, nonpayment of tuition, fees, or other assessed costs or for failure to comply with the Institution's rules as published in the institutional catalog.
- Funds will be returned in accordance with the refund schedule presented below.
- Refunds will be made within 30 days following determination of termination or receipt of cancellation notice.
- A full tuition refund (less provided books and supplies) will be made if the Enrollment Agreement is cancelled within three business days from the student signing the Enrollment Agreement.
- Cancellation or withdrawal after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours scheduled to the total clock hours in the program.
- Cancellation after completing more than 40.01% through 49.99% of the program will result in a 30% refund
- Cancellation after completing more than 50% of the program will result in no refund.
- An applicant who enrolls, does not start school, and fails to cancel within (3) business days will receive a refund of tuition.

- There are no refunds for books, kits, uniforms or learning materials. Students who voluntarily withdraw from or who are terminated by the school after starting class are obligated to the school for fees and charges for books and supplies and tuition as specified in the catalog and the school's enrollment agreement. Termination, withdrawal or cancellation of enrollment does not relieve the student from the responsibility of all debts, including tuition fees and other authorized charges. The institution charges a withdrawal fee of \$150.00

The withdrawal date for refund computation purposes is the date of official withdrawal by the student or the date the institution determines the student has withdrawn.

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), **Florida Student Cosmetology School** has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to be the designated school official. Students or guardians of a dependent minor student should complete the **Request to Review** Records/Release of Student Information from each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records contain information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other students(s) to reveal record).
3. Those records are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation at the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to hear. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or

stating the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the students' statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardians of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardians of a dependent minor student may file complaints regarding alleged failure of complying with FERPA with The Family Policy Compliance Office, Us Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

LEAVE OF ABSENCE OF POLICY

Florida Student Cosmetology School encourages students to make steady progress toward completing their program. Thus, a leave of absence may be granted only under the following circumstances:

1. Care for the student's child after birth or adoption; maternity or paternity leave.
2. Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
3. Due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
4. Death of an immediate family member.
5. Enrolled students who are members of the military and receive official military orders.
6. Personal reasons.

A Leave of Absence (LOA) will require a student's contracted graduation to be revised based on the terms of the LOA. AN LOA will extend the student's contract period and maximum time frame by the same number of days as the LOA. All students, when placed on an LOA, will return with the same academic and attendance status as when they began their LOA. All students who are granted an approved LOA is considered to remain in an in-school status and is not considered to have withdrawn. No refund calculation is required at that time, and no additional institutional charges will be assessed to students granted an LOA.

Students with less than thirty (30) days of attendance are not eligible for an LOA. After thirty (3) days, an LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed sixty (60) consecutive calendar days or what is deemed necessary by the student's, student's spouse's, partner's or child's or parent's healthcare provider, as applicable except for personal reasons. Students will only be eligible for one (1) LOA for personal reasons within each program of study. The personal LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed fourteen (14) consecutive calendar days. LOA's cannot exceed one hundred eighty days (180) in a twelve (12) month period.

Based on the student's academic progress, the school may require the student return when the curriculum is at or near the same point of education as when the LOA began. With student's written approval, this may extend the LOA beyond the timeframe requested by the student, to ensure quality education. Students are encouraged to request the least amount of time needed, due to the likelihood of the LOA being extended to ensure quality education and maximum allowable timeframe for LOA's.

An LOA may only be granted where there is a reasonable expectation that the student will return from the LOA. Additionally, the school makes no guarantee an LOA request will be approved. An LOA should be requested only when truly necessary and is as the student's risk. When an LOA request is unable to be accommodated and a student is obligated to withdraw from his/her respective program, the student is encouraged to apply for readmission by following the current Re-entry/Readmission Policy.

PROCEDURES FOR REQUESTING LOA:

Students requesting an LOA must complete the LOA Request Form, sign, and submit to campus management in advance, detailing the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/decreed, obituary or official military orders documents). When requesting an LOA for medical reasons, the school will not extend an LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting an LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of the LOA must be on the day school is open, and the student is normally scheduled.

The LOA Request Form and supporting documentation (if applicable) should be submitted within twenty-four (24) hours of the requested LOA start date. In the event of unforeseen circumstances preventing the student from submitting the requested LOA within twenty-four (24) hours, the complete paperwork should be submitted as soon as possible.

However, students must be mindful of the attendance policy as any student absent for fourteen (14) consecutive calendar days may be withdrawn from his/her program. The approved LOA start date will be determined by the school to be the first scheduled date the student was unable to attend school because of the qualifying incident. Any student that is unable to request an LOA due to unforeseeable circumstances prior to being terminated for being absent fourteen (14) consecutive calendar days is encouraged to follow the current Withdrawal Appeal and or Re-entry/Readmission Policy.

The designated department or school official will review and determine approval or denial for all requests on an individual basis. The LOA Request Form will be returned to the student with denial or approval. Approved LOA's will contain the students scheduled return meeting date and time. If the student has been on LOA due to medical reasons, including pregnancy/childbirth, he or she must submit a signed release from a qualified healthcare provider indicating the student is able to return to the school as of or prior to the scheduled return date. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted absent. If the medical release is not provided within 48 hours of the return date the student can be withdrawn from his or her program.

PROCEDURES FOR REQUESTING TO EXTEND AN LOA

Students requesting an LOA extension must contact the designated school official, detailing the reason for the request and the date in which the student is requesting to return to school, no later than 24 hours prior to the scheduled return date and time, to allow sufficient time for processing. However, if the student is unable to submit his or her LOA extension request at least 24 hours prior due to extreme unforeseen permitted to require an extension up until his or her scheduled return time. The student must submit all supporting documentation to the school to validate the need for the extension at the time of his/her request. If approved, the designated school official will schedule a new return meeting and update all paperwork. The student will be notified in writing of the outcome of the extension request.

PROCEDURES FOR RETURNING FROM AN LOA

Changes to the contract period on the Enrollment Agreement must be initiated by all parties or a Contract Addendum must be signed and dated by all parties upon return. Students returning from medical leave must provide a medical release from a qualified healthcare provider, indicating the student is able to return to the school as of or prior to the scheduled return date, upon returning from LOA. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted as absent. If the medical release is not provided within 48 hours of the return date the student can be withdrawn from his or her program. Based on a student's academic progress status and LOA, the school reserves the right to have a student test upon reentrance or repeat a level of education.

FAILURE TO RETURN FROM AN LOA

The school will officially withdraw students who do not return on their scheduled return date. To calculate a potential refund, the withdrawal date will be the student's last date of attendance. For students receiving Title IV loans, the school will report the change in enrollment status to the holder of the loan, which could reduce and/or exhaust the student's grace period.

MAKE UP HOURS

Make up hours will be scheduled one Saturday a month. The students will be notified a month in advance as to which Saturday is scheduled for the following month.

ADMINISTRATION & FACULTY

Name	Position	Department	Credential	Issuing Agency
Earl Demery	Barber Instructor	Barbering	BB8895523	DBPR
Lexxis Parker	Instructor/Admission	Cosmetology, Nail Specialist & Facial Specialist	(CL1245417) Cosmetology License	DBPR
Sharon Parker	Owner/Instructor	Cosmetology, Nail Specialist & Facial Specialist	(CL0226249) Cosmetology License	DBPR
Sharon Parker	School Director/Owner/Instructor	Cosmetology, Nail Specialist & Facial Specialist	(CL0226249) Cosmetology License	DBPR

Rhonda Guadeloupe	Instructor	Facial Specialist	(FB9742809) Facial Specialist	DBPR
Zhakiah Taylor	Nail Instructor	Nail Instructor	FV9651660	DBPR

LICENSING REQUIREMENTS

FLORIDA BARBER LICENSURE REQUIREMENTS

476.114 Examination; prerequisites:

- (1) A person desiring to be licensed as a barber shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
 - (a) Is at least 16 years of age.
 - (b) Pays the required application fee; and
 - (c) Holds an active valid license to practice barbering in another state, has held the license for at least 1 year, and does not qualify for licensure by endorsement as provided for in 476.144(5); or
2. Has received a minimum of 900 hours of training in sanitation, safety, and laws and rules, as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of barbering at one of the following:
 - i. A school of barbering licensed pursuant to chapter 1005.
 - ii. A barbering program within the public school system; or
 - iii. A government-operated barbering program in this state.

The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 600 actual school hours. If the person passes the examination, she or he shall have satisfied this requirement; but if the person fails the examination, she or he shall not be qualified to take the examination again until the completion of the full requirements provided by this section.

- (3) An applicant who meets the requirements set forth in subparagraphs (2)(c)1. and 2. those who fails to pass the examination may take subsequent examinations as many times as necessary to pass, except that the board may specify by rule reasonable timeframes for rescheduling the examination and additional training requirements for applicants who, after the third attempt, fail to pass the examination. Prior to reexamination, the applicant must file the appropriate form and pay the reexamination fee as required by rule.

FLORIDA COSMETOLOGY LICENSURE REQUIREMENTS

477.019 Cosmetologists; qualifications; licensure; supervised practice; license renewal; endorsement; continuing education –

1. The person desiring to be licensed as a cosmetologist shall apply to the department for licensure.
2. An applicant shall be eligible for licensure by examination to practice cosmetology if the applicant:
 - (a) Is at least 16 years of age or has received a high school diploma
 - b) Pays the required application fee, which is not refundable, and the required examination fee, which is refundable if the applicant is determined to not be eligible for licensure for any reason other than failure to successfully complete the licensure examination; and
 - c)1. Is authorized to practice cosmetology in another state or country, has been so authorized for at least 1 year, and does not qualify for licensure by endorsement as provided for in subsection (6); or

2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of cosmetology at one of the following:

- i. A school of cosmetology licensed pursuant to chapter 1005.
- ii. A cosmetology program within the public school system.
- iii. The Cosmetology Division of the Florida School for the Deaf and the Blind, provided the division meets the standards of this chapter.
- iv. A government-operated cosmetology program in this state.

The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 1,000 actual school hours. If the person then passes the examination, he or she shall have satisfied this requirement; but if the person fails the examination, he or she shall not be qualified to take the examination again until the completion of the full requirements provided by this section.

3. Upon an applicant receiving a passing grade, as established by board rule, on the examination and paying the initial licensing fee, the department shall issue a license to practice cosmetology.
4. If an applicant passes all parts of the examination for licensure as a cosmetologist, he or she may practice in the time between passing the examination and receiving a physical copy of his or her license if he or she practices under the supervision of a licensed cosmetologist in a licensed salon. An applicant who fails any part of the examination may not practice as a cosmetologist and may immediately apply for reexamination.

BARBER REQUIREMENTS

A Barber registration is required to perform Barbering services cutting, shaving, chemical services.

Application Requirements:

- **AGE:** Specialty registration applicants must be at least 16 years of age or have received a high school diploma.
- **EDUCATION:** Applicants must complete 1200 school hours in the Florida Barbering program.
- **HIV/AIDS COURSE:** Applicants should submit the initial HIV/AIDS course completion certificate receive from their school. Their HIV/AIDS course must have been completed within two years prior to applying it must be at least four hours long for more information. Please refer to our list of board approved initial HIV/AIDS Courses.
- **EXAMINATION:** you do have to take the Florida Barber examination for this registration.
- **CERTIFICATION OF ELIGIBILITY:** A complete Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application.

COSMETOLOGY REQUIREMENTS

Application Requirements:

- **AGE:** Cosmetology registration applicants must be at least 16 years of age or have received a high school diploma.
- **Education** applicants must complete 1200 school hours in the Florida Cosmetology program.
- **HIV/AIDS COURSE:** applicants should submit the initial HIV/AIDS COURSE completion certificate received from their school. Their HIV/AIDS COURSE must have been completed within two years prior to applying, it must be at least ten hours long for more information. Please refer to your list of board approved initial HIV aids Courses.
- **Examination:** you do have to take the Florida cosmetology examination for registration.
- **CERTIFICATION OF ELIGIBILITY:** A completed certification of eligibility form from Section IV of form COSMO 1 must be submitted with your application.

NAIL SPECIALIST REGISTRATION

A Florida specialty registration is required to perform manicure, pedicure and nail extension services.

Application Requirements:

- **AGE:** Specialty registration applicants must be at least 16 years of age or have received a high school diploma.
- **EDUCATION:** Applicants must complete 180 school hours in a Florida nail program.
- **HIV/AIDS COURSE:** Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to applying and must be at least four hours long. For more information, please refer to our list of board-approved [Initial HIV/AIDS Courses](#).
- **EXAMINATION:** You do not have to take the Florida cosmetology examination for this registration.
- **CERTIFICATION OF ELIGIBILITY:** A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application.

FACIAL SPECIALIST REGISTRATION

A Florida specialty registration is required to perform facial specialty services. Facial services are the massaging or treating of the face or scalp with oils, creams, lotions, or other preparations.

Application Requirements:

- **AGE:** Specialty registration applicants must be at least 16 years of age or have received a high school diploma.
- **EDUCATION:** Applicants must complete 220 school hours in a Florida facial specialty program.
- **HIV/AIDS COURSE:** Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to applying and must be at least four hours long. For more information, please refer to our list of board-approved [Initial HIV/AIDS Courses](#).
- **EXAMINATION:** You do not have to take the Florida cosmetology examination for this registration.
- **CERTIFICATION OF ELIGIBILITY:** A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application.

Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, Toll free telephone number (888) 224-6684.

DISTANCE EDUCATION

Student orientation:

Student orientation for all students will take place on the first day of the students program. The orientation will include review of Distance Education and how to use the CIMA platform from Milady's in addition to introduction to the Zoom.us and usage of the Zoom Virtual Platform.

Transfer credits or credits by examination

Transfer credits or credits by examination will be validated for this modality as follows: Transfer In of hours of previous attendance from other schools will be accepted as stated in the student catalog for Barber and Cosmetology only up to 40%. Upon evaluation of the hours, the transferring student will be required to sit for a theory examinations based on transcript and a practical exam of skill set level in relation to Florida Student Cosmetology School standards. The

scores from each exam will be combined and the average used to determine what percentage (not to exceed 40% of total hours) will be accepted.

Additional Disclosures

Additional disclosures (criminal background check, licensure exams, language offered, medical exams/physical requirements, etc.) Additional disclosures are in the student handbook which is given to all students during their pre-enrollment phase. Students will be required to provide all documents required by the Commission on Independent

Education. The school also addresses in its catalog that the student may have some difficulty receiving licensure based on prior criminal backgrounds.

Distribution of learning materials

The distribution of materials: Physical materials such as hard cover bound books, kit and other physical items will be dispersed in person while student is on campus. All program students will be provided with information related to their one-day in Distance Education. The school will also address any issues brought up in home.

Evaluation of student work

Examination and evaluation of student work: Students will only be performing theory work via virtual/distance education one day per week of their weekly schedule. Therefore, students will only be allowed to take theory exams when participating in virtual classrooms. All practical training and exams will take place on campus during the students scheduled/assigned program schedule and days.

Timely response to students' questions and comments:

To ensure student can get questions and or comments answered quickly, the students can submit questions to their respective instructor when virtual. Students will also participate in class review each week during the first 1.5 hours of their scheduled first day of class.

Attendance and record keeping:

The school will have an electronic learning Management System that will aid in tracking attendance records daily as well. When students are virtual, CIMA by Milady's has an attendance tracking and recording feature. So, that makes it much more efficient and effective to support students attending class via zoom and or distance ed.

internships/Externships/Labs:

The institution does not provide externships or lab services online. All labs are conducted on campus. There are no externships.

Transcripts

Transcripts are maintained at the school in the office of the Owner/Director. Students can request a copy of their transcript by following the direction for doing so that is found in the students' catalog.

Technical support:

The school will be able to support basic technological needs from students in relation to the vendor of the tool or equipment.

Equipment and supplies used/needed (Le. operating system):

The school has facility equipment that meets the needs of our students. The school will also provide supplies and equipment through their respective programs. Students should need a computer, manufactured within the last 4 years, a standard web browser and a high-speed internet connection to access the CIMA site.

Group study

Institution does not use group study and in hybrid portion of its academic programs.

Student Services

The school will continuously set high standards for our students and provide them with highly skilled and knowledgeable instructors as well as administrators whose goal is to prepare them for successful completion of the program, gain licensure and be placed successfully in the industry related field of their choice.