



**CATALOG**

***Cosmetology, Barber/Stylist, Nail Technician, Natural Hair Braiding I, Full Specialist***

**2901 West Oakland Park Blvd B 16**

**Oakland Park, Florida 33311**

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**Florida Academy of Health & Beauty Inc**

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# History

The name was chosen by select group of educators seeking to share their knowledge and skills with the hopes that the institution will make a difference.

The school opened its doors to the public in 1995 to meet the needs of the community. It was a very popular concept and was wholeheartedly welcomed by the community. The enrollment has been increasing at a constant pace and is expected to continue in the years to come. FLORIDA ACADEMY OF BEAUTY offers quality education and training in the areas of Cosmetology, Nail Technician, Barber/Stylist, Full Specialist AND Natural Hair Braiding I (**Special Note: The Natural Hair Braiding I Program is not licensed by the Commission for Independent Education but is approved By the Florida Board of Cosmetology.)**

# Mission Statement:

Our Mission is to provide quality vocational education for all students to ensure that each student masters the necessary skills and procedures required to successfully meet State Board requirements, acquire licensure and gain the competencies necessary to compete in their desired field of employment in the Beauty Industry.

# Philosophy

FLORIDA ACADEMY OF BEAUTY provides a curriculum of academic excellence. Learning is a continuous process; our primary goal is to develop and enhance the abilities of each individual while at the same time providing them with marketable skills that will enable them to become productive citizens. All students are welcome regardless of sex, religion, marital status, age, national origin, race, color, ethnic origin, creed or handicap.

# GOALS AND PROGRAM OBJECTIVES

*The school has three main goals:*

* To provide quality vocational education to all students who meet our basic requirements for admission.
* To relate the wants and needs of each individual to marketable skill.
* To adequately prepare each student to function as a productive member of society in his or her chosen career

# LICENSING & APPROVALS

Florida Academy of Health & Beauty is licensed by the Commission for Independent Education.

Licensed By: Accreditation by:

Commission for Independent Education NACCAS

Florida Department of Education, Additional 3015 Colvin Street

Information regarding this institution may be Alexandria, VA 22314

Obtained by contacting the Commission at 703-600-7600 (phone) 703-379-2200 (fax)

325 W. Gaines Street Suite 1414

Tallahassee, FL 32399

888-224-6684

# MINIMUM SIZE

The student to instructor ratio is 20:1.

# LEGAL CONTROL

FLORIDA ACADEMY OF HEALTH & BEAUTY, INC. is incorporated under the laws of the State of Florida. It is owned and controlled by Lorraine Thompson.

# ADMINISTRATION & FACULTY

President/Director of Cosmetology Lorraine Thompson

Vice President Maxiel Thomas

Chief Administrator Thomas Thompson Jr.

Financial Aid Representative Essence Thompson-Cross

Admissions Secretary Althea Lewis

**INSTRUCTORS**

Cosmetology Instructor Mrs.Shirley Jones

**Master Educator Dudley University**

Cosmetology Instructor Mrs. Starmieka Wright

**DIPLOMA, FLORIDA ACADEMY OF HEALTH & BEAUTY**

Nail Technician Instructor Ms. Zalicka Thomas

**DIPLOMA, FLORIDA ACADEMY OF HEALTH & BEAUTY**

Barber/Stylist Mr. Vontrell Hayes

**DIPLOMA, THE BARBER INSTITUTE**

Full Specialist Instructor Mrs. Shaena Morris

**DIPLOMA, EMPIRE BEAUTY SCHOOL**

# FACILITIES & EQUIPMENT

FLORIDA ACADEMYOF BEAUTY is a private agency. It occupies 4,200 square feet of space at **2901 West Oakland Park Blvd. B 16 Oakland Park, Fl. 33311, in the Shoppes of Oakland Forest.** Shopping malls, fast food restaurants and other businesses surround its location. The training facilities are air conditioned, well illuminated and simulated to replicate the areas of training provided. There is ample parking available.

FLORIDA ACADEMY OF BEAUTY has the following teaching aids: a library with reference books, periodicals, magazines, a video library of styles, cuts, perms, scalp treatments and business operations, audio/visual recorders. There is also a dining area for student use. The cosmetology lab is equipped with stationary dryers, shampoo bowls with adjustable chairs, and styling chairs.

# NON-DISCRMINATION POLICY

The school does not practice discrimination in admissions on the basis of race, color, creed, religion, sex, age, and financial status, country/area of ethnic origin or residence.

# Admissions Policy

General Admissions

An applicant must come in for a personal interview and visit to the school. Florida Academy of Beauty admits as regular students, persons who are at least 16 years of age and have a high school diploma or GED. Those applicants who are over the age of compulsory education who are not seeking Federal Aid, but do not have a high school diploma or GED may enroll in the school after successfully completing an ability to benefit examination. The ability to benefit examination used by the school is the Wonderlic Basic Skills Test (WBST), Verbal Forms VS-1 & VS-2 and Quantitative Forms QS-1 & QS-2.The minimum acceptable cut scores are 200 for Verbal and 210 for Quantitative.

# Transfer Students

The receiving institution determines transferability of credits earned at Florida Academy of Beauty. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. The following statement pertains to transfer credits from another institution:

1. All transferring students must present an official transcript from an accrediting institution before any consideration of evaluation is conducted. Florida Academy of Health & Beauty will only award credit for examinations with a minimum passing score of 75%.The prospective transfer student may also be subjected to a written and/or practical examination in order to determine appropriate level.
2. The cost of this evaluation is $250.00.
3. Florida Academy of Health & Beauty will accept a maximum of 500 hours for cosmetology and barber stylist, 300 hours for full specialist, and 120 hours for nail technician of training in order to be eligible for a diploma or certificate.

**Students Attending Other Schools**

It is the school’s policy not to recruit students already attending or admitted to another school offering a similar program of study.

# Re-Entry Policy

A student who seeks to re-enroll in the school must sign a new enrollment agreement and re-enter the school in the same progress status (satisfactory or unsatisfactory) in which they left.

# I.D. CARDS

All students will be issued I.D. cards. Students will be expected to have their cards with them at all times-both in school and during extracurricular activities.

# LEAVE OF ABSENCE

Florida Academy of Health & Beauty offers an authorized leave of absence (LOA) to students who qualify.

LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring Florida Academy of Beauty to perform a refund calculation.

In order for an LOA to qualify as an approved LOA the following criteria must be met:

1. Florida Academy of Health & Beauty requires that all requests for leaves of absence be submitted in advance in writing, include the reason for the student’s request, and include the student’s signature.
2. Florida Academy of Health & Beauty requires a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
3. Florida Academy of Health & Beauty may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, Florida Academy of Health & Beauty will document the reason for its decision and collect the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by Florida Academy of Health & Beauty to be the first date the student was unable to attend Florida Academy of Health & Beauty because of the accident.

2. The student must follow Florida Academy of Health & Beauty policy in requesting the LOA.

3. There must be a reasonable expectation that the student will return from the LOA.

4. Approval of the student’s request for an LOA is in accordance with Florida Academy of Health & Beauty policy.

5. Florida Academy of Health & Beauty may not assess the student any additional institutional charges as a result of the LOA.

6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

8. Florida Academy of Health & Beauty must extend the student’s contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

9. If a student does not return to the institution at the expiration of an approved LOA, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance.

# MAKE UP POLICY

Students must complete all requirements for graduation within the specified time frames, as found in their enrollment agreement. Hours and/or services that must be made up due to absences, must be completed within the time frame stated on the enrollment agreement. If this time is not made up, the student will be required to pay $4.75 per program hour for any hours remaining after the anticipated completion date.

# GRADUATION REQUIRMENTS

Students must complete the required clock hours and services for state Licensing or Registration, Maintain 67% attendance, pass the final written examination with a minimum passing grade of 75% in all theory and clinic work, satisfy all financial obligations or have made satisfactory payment arrangements to the school, the student will also be responsible for completing a 4-hour HIV/AIDS seminar as required by the State in order to be issued a license or registration. Upon completion of these requirements, a diploma or certificate from Florida Academy of Health & Beauty will be awarded.

# STUDENT PLACEMENT ASSISTANCE

Although the school does not guarantee employment, it carries out an active job placement assistance program for its students and graduates. Students in the last quarter of their academic training will receive classroom instruction in Job Search Techniques, to include: résumé preparation, cover letters, telephone techniques, and interview role-playing. The school will also conduct a job outreach program to find the available jobs in its geographic area for its graduates. At specific intervals, the school contacts its graduates to determine their success and advancement in the cosmetology industry.

# HONOR SOCIETY

The Honor Society consists of students who have achieved a 3.0 average in their area of study.

**ALUMNI**

Graduates of FLORIDA ACADEMY OF BEAUTY will receive a newsletter on a quarterly basis to keep him/her abreast of the changes and growth at Florida Academy of Beauty as well as with current trends in their chosen career.

# LOST ARTICLES

FLORIDA ACADEMY OF BEAUTY provides a Lost and Found Department for small articles such as keys, notebooks, and textbooks. Students have to give a description of the lost item and show proper I.D. in order to retrieve the lost item(s).

# ACADEMIC REGULATIONS

Academic regulations exist to assist the school and student in maintaining its goals and objectives of a vocational institution. The school has an obligation to offer programs of quality education. In accepting admission to Florida Academy of Health & Beauty, the student will get the opportunity to earn a quality education. In order to provide equal education for all students, regulations, goals, and practices must be observed.

# SUBSTANCE ABUSE PROGRAM

In compliance with Section 22: The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), **FLORIDA ACADEMY OF BEAUTY** has addressed the problem of Drug and Alcohol abuse by introducing a Substance Abuse Policy to ensure that the institution will have a Drug-free workplace-learning environment. This policy is distributed to all employees and all students enrolled at our campus.

We understand that Drug and Alcohol addiction is complex, yet a treatable disease. Even the incidental use of highly toxic and potential addictive substances may trigger detrimental bio-medical changes within the body and /or inconsistent behavioral patterns, which could endanger both the user and surrounding persons. The sharing of paraphernalia (needles, syringes, pipes, etc.) used for the intake of these substances may, if blood to blood contact results, promote the transmission of causative agents related to hepatitis B and acquired immune deficiency syndrome (AIDS). For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving student, employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that by supporting the wellbeing of this community, we build and maintain the positive reputation of our business.

While the institution understands student and employees under a physician’s care may be required to use prescription Drugs as a form of therapy, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances. The ultimate goal of this policy is to balance our respect for individual privacy with the need to keep a safe, productive, Drug-free environment. Our intention is to prevent and make available treatment for substance abuse. We strongly encourage those who use Drugs or abuse alcohol to seek help in overcoming their problem. In this way, full-rehabilitated abusers who remain Drug free can return to school or employment in good standing. With these basis objectives in mind, the institute on has established the following with regard to use, possession, or sale of alcohol or drugs.

# STUDENT RESPONSIBILITIES

It is your Responsibility to:

* Read all information about the School’s Programs and services before you enroll.
* Read, understand, and keep copies of all forms you are asked to sign.
* Notify the School if you change your home address or attendance status.
* Understand the School’s Refund Policy
* Try your Best.

# STUDENT RIGHTS

* Your education costs you time, money and effort. To help you make the right decision Florida Academy of Health & Beauty academic program, facilities, costs of education, and refund policy, you are encouraged to ask:
* The name and address of the Licensing Organization
* How the school determines whether or not you are making Satisfactory Academic Progress and what the repercussions are if you are not.
* Information about the school’s program, faculty and facilities
* The cost of attending and the school’s refund policy.
* Information on completion, licensing and employment rates.
* Information dealing with the Campus Security Act, which reveals the school’s crime rate and procedures of reporting crime to school personnel.

# Privacy Policies

Students (& parents or guardians of minor students) have the right to obtain his/her files.

1. Information on a student will not be released to a third party without the specific, written

consent of the student (and parents or guardians of minor students)

1. Before publishing “directory information” such as name, address and phone of student,

date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;

1. The school provides and permits access to student and other school records as required

for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.

# WEATHER POLICY

As a general policy, the school will not remain in operation during adverse weather conditions. In the event of such conditions, the director of the school may a) place classes on a later schedule; cancel classes before the end of the class period; cancel classes for an entire day; close the school until the weather conditions are clear.

Because the school does not wish to endanger the lives of the faculty, staff or students, they are urged to use their best judgment in commuting to school in severe weather conditions.

# EXCUSED VS UNEXCUSED ABSENCE POLICY

An excused absence is defined as personal illness, death in the immediate family or court appearance. Documentation must be provided to the school in order to honor the absence as being excused. All other absences are deemed to be unexcused.

# Tracking of Hours

* Florida Academy of Health & Beauty is a clock hour school, which tracks student period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.
* Each student’s accrued time is based on hours attended.
* Students must clock in when they arrive and clock out at the end of the day.
* Students must clock in and out for lunch.
* Hours are rounded to the nearest quarter hour.
* It is the school’s policy not to add or deduct attendance hours as a penalty for any reason.

**TARDINESS**

If students are more than 15 minutes late to theory, s/he will not be allowed to clock in until after theory has concluded. It is up to the discretion of the instructor whether or not a student may enter late if the student called prior to the start of class to inform the instructor that s/he would be arriving late.

# SUSPENSION AND EXPULSION

A student will be terminated for any of the following reasons:

* 1. The use, possession or transmittal of mood modifying substances.
  2. The possession of any instrument that may be used to threat or injure another individual.
  3. A serious breach of conduct: i.e., assault, battery on a student and/or staff member, vandalism, theft, gambling.
  4. Pattern of continued defiance of school authority or policies.
  5. Extortion, obtaining money, information or anything of value from another by coercion or intimidation.

Sexual violations, offenses against chastity, common decency, morals and the like.

# SECURITY

Security personnel are employed to ensure the safety of students, faculty and staff. Your cooperation with the security personnel will help to ensure your safety and make the learning environment a more pleasant place to learn.

# PARKING

Ample parking is available for staff and students. Students should not park in the undesignated areas.

FIRE DRILLS/OTHER EMERGENCIES

Fire drills will be held periodically according to the State of Florida and Dade County, Florida guidelines. Specific instructions for evacuation are posted around the school. When the alarm sounds, students will move quickly outside of the building until the signal is given to return. The signal for evacuation of the building is a repetition of three short signals. The signal to return to the building is one long bell sound.

**DINING AREA**

A small dining area is provided for the students’ dining pleasure. Eating, drinking and smoking are prohibited in the classrooms and labs.

**HOUSING**

Florida Academy of Health & Beauty does not provide facilities for out-of-town and international students who are beyond commuting distance, but the school will assist students in finding housing Florida Academy of Health & Beauty does not recommend or endorse any housing facilities. Accommodations should be chosen at the discretion of the student.

**ANNOUNCEMENTS**

Student activities are publicized through our newsletter and/or posted on the bulletin board in the dining area. If an organization desires to have something announced, it must be submitted in writing to the Director for approval.

# DRESS CODE

All students are encouraged to dress appropriately. Clothing that causes distractions or disruptions to the learning environment, apparel, which is a safety hazard, and clothing that has offensive slogans or pictures, are not permitted at the training facilities. Hats, scarfs shorts, bare midriff top, body shirts, sandals, flip flops and all other open toe shoes are not permitted at the school.

# Orientation

Orientation will be held for all new students prior to beginning any program. You will be notified of your scheduled orientation which is mandatory prior to attending class. The orientation gives the student the opportunity to review the Student Handbook, familiarize themselves with financial aid procedures, career search and education activities, and the school facility. Staff will be available to answer questions and alleviate student concerns.

# TELEPHONE/MESSAGES

Students are not permitted to use the administrative telephones which are intended for official business purposes. Classes will not be interrupted to deliver messages. Only emergency messages will be delivered during class.

# TRANSCRIPTS

Academic transcripts are issued by the school office on written request and mailed directly to the receiver. One official transcript will be sent free of charge: thereafter a $10 transcript fee must accompany each request. Transcripts are issued when all financial obligations to Florida Academy of Health & Beauty have been satisfied.

# PAST DUE ACCOUNTS

Students with overdue accounts may not be permitted to attend class or will be placed on probation, suspension or terminated until account is current. Students will not be assigned a clinical rotation or externship until accounts are current. Any account 60 days overdue will be referred to a collection agency at the discretion of Florida Academy of Health & Beauty administration. All tuitions, fees or other debt to the school must be paid in full before graduating.

# ADVISING

Individual advising is available to all students who are enrolled. Students are encouraged to speak initially to their instructor about any problems that may be interfering with their educational process. If further advisement is required, the School’s Training Director will conduct an advisement session with the student to try and resolve the problem. Records of advising are maintained in the student file.

# COUNSELING

The entire Florida Academy of Health & Beauty staff is here for your support. If you are in need of Academic, Administrative, Financial Aid counseling, please schedule an appointment in the school office. We are here to help you make the most of your learning experience and transition into your new career.

# Student grievance procedure

Any and all student grievances must be handled according to the following procedure in the order listed (Skipping steps will not speed up the process). All steps should include copies of the previous steps correspondence and results in writing.

Step 1 ) Within 24 (twenty four) hours of any such incident or action the student must file a written grievance (letter) with the program instructor, who will then attempt to resolve the conflict through an informal conference with the parties.

Step 2) If the grievance remains unresolved then the Dean or an admissions officer should be notified and a second conference will be scheduled within 24 hours.

Step 3) In the unlikely event the grievance still remains unresolved after the above steps are completed the student may petition the Director (in writing) for a formal review. The Director (or his designated representative) will take whatever steps are deemed appropriate to resolve the matter. This may involve dismissing the grievance due to insufficient cause or evidence, or a formal hearing in more severe cases. The Director or designated representative will render a decision which is final and binding on all parties. Step 4) After a student has exhausted all means and has not obtain any satisfactory results by first following the outline procedures list above a student can file a formal grievance with the Commission for Independent Education (850-245-3200, 888-224-6864) or NACCAS (703-600-7600), 3015 Colvin Street, Alexandria, VA 22314. Records of complaints and their resolution, as applicable, are retained in the student’s file for review by the NACCAS on-site visit team.

# Code of Student Conduct

Since proper conduct is conductive to the educational objectives of Florida Academy of Health & Beauty the following “Code of Conduct” is established. Any violations will result in disciplinary action which will vary depending on the severity of the case, and may result in termination of enrollment for more severe matters, or repeated offences. The Code applies to school property as well as function or event pertaining to the school off premises.

1. Plagiarism or cheating
2. Giving false information on applications, forms, or other school papers.
3. Forgery or altering of school documentations, records, or identification.
4. Physical or verbal abuse (including obscene, racial, or sexually harassing language of any person
5. Theft or damage to private property on campus, or at school events.
6. Behavior that threatens the health or safety of other people or property.
7. Unauthorized use or misuse of school property, including, but not limited to, attempting to remove property from the Library or Supply Room which has not been properly checked out.
8. Misuse or unauthorized use of School equipment-including telephone
9. Cell phone usage is prohibited within the school and should be turned off prior to entering.
10. The possession, sale, or use of any drugs (except as permitted by law)
11. Drunken, lewd, indecent, obscene, or sexually harassing behavior is forbidden.
12. Giving false testimony or evidence at a school hearing
13. Constant tardiness or disrupting the class, or not following the directives of staff.
14. Any behavior that violates any state or local laws or ordinances.
15. Follow all policies and procedures as printed in the catalog/student handbook.

**Florida Academy of Health & Beauty Schedule**

# ACADEMIC CALENDAR

**Cosmetology Start Date Barber/Stylist Start Date Nail Technician Start Date**

January 7, 2019 January 7, 2019 January 28, 2019

February 11, 2019 February 11, 2019 March 25, 2019

March 11, 2019 March 11, 2019 June 24, 2019

April 15, 2019 April 15, 2019 August 26, 2019

May 13, 2019 May 6, 2019 November11, 2019

June 10, 2019 June 10, 2019

July 8, 2019 July 8, 2019 **Full Specialist Start Date**

August 5, 2019 August 5, 2019 January 28, 2019

September 9, 2019 September 9, 2019 April 15, 2019

October 7, 2019 October 7, 2019 June 24, 2019

November 4, 2019 November 4, 2019 August 26, 2019

December 9, 2019 December 9, 2019 December 9, 2019

**Natural Hair Braiding I Start Date**

Classes are offered every other week **Special Note: The Natural Hair Braiding I Program is not licensed by the Commission for**

**Independent Education but is approved By the Florida Board of Cosmetology.**

# HOLIDAYS

New Year’s Day Independence Day

Martin Luther King Day Labor Day

Good Friday Thanksgiving

Memorial Day Christmas

Presidents Day Veterans Day

The President or Vice President when warranted may declare additional Holidays.

# HOURS OF OPERATION

Students are scheduled to attend school five days a week, Monday through Friday, from 9:00 A.M. to 3:30 P.M. or from 6:00 P.M. to 10:00 P.M.

# SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress policy is consistently applied to all students enrolled in the Cosmetology, Barber/Stylist, Full Specialist, and Nail Technicians programs whether participating in Title IV programs or not. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

**Evaluations Periods**

Students are evaluated for Satisfactory Academic Progress as followed based on actual hours:

**Cosmetology 450. 900**

**Barber Stylist 450, 900**

**Full Specialist 300**

**Nail Technician 120**

**Natural Hair Braiding I 10.5**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that the student have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation midway of the course. The signed evaluation will be placed in the student file and made available for viewing at any time**.**

**Attendance Progress Evaluations**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The students start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed**.**

**Maximum Time Frame**

Our 67% attendance rate means that you must complete the course within 150% of the contracted end date. For example, your contract says that you will complete the course in 10 months. You could do that if you had perfect attendance according to your contract. But maybe you were sick a few times, or maybe you had to take a few days off as you attend at a 67% rate, you will still be in satisfactory progress. Therefore instead of completing in 10 months, you must complete within 15 months (150% from the contract end date (10 x 1.5 = 15)) to be considered in satisfactory attendance progress.

***“Special Note:” students must be aware there may be an additional charge of 4.75 per hour after contract completion date.***

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

**Course Maximum Time Allowed**

Weeks Scheduled Hours

Cosmetology & Barber/Stylist (Full time, 40 weeks)-1200 Hours 60 1800

Cosmetology & Barber/Stylist (Part time, 60 weeks)-1200 Hours 90 1800

Full Specialist (Full Time, 26 weeks)-600 Hours 39 900

Nail Technician (Full Time, 8 weeks) - 240 Hours 12 360

Nail Technician (Part Time, 12 weeks)-240 Hours 18 360

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis

**Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exit exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Determination of Progress**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midway, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course**.**

**Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation. A student who does not achieve the minimum standards is no longer eligible for Title IV, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**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 progress while during the evaluation period, if the student appeals the decision, and prevails upon appeal. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to received Title IV funds.

**Re-Establishment of Satisfactory Progress**

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

**Interruptions, Course Incompletes, Withdrawals**

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

**Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to Florida Academy of Health & Beauty Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**Transfer Hours**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution only.

**Appeal Procedure**

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. The reason for which a student may appeal such as death of a relative, an injury or illness of the student, or other allowable special circumstances; Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the achievement of satisfactory academic progress at the next evaluation; and the results of the appeal will be placed in the student’s file.

# FINANCIAL AID

**FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY** Florida Academy of Health & Beauty Federal School Code:  038233 Florida Academy of Health & Beauty would like to encourage all students to apply for financial Aid.  If you have not done so, go online now to do your [2016-2017 FAFSA](http://www.fafsa.ed.gov/). New applicants should do an initial Free Application for Federal Student Aid (FAFSA), while returning students (who did a FAFSA in 2015-2016) can submit a renewal FAFSA.  Once your FAFSA is processed by the Central Processing System, you will have access to a Student Aid Report (SAR), either through an online summary of the online application process, or through a printed document mailed to you.  It's important that you check your SAR for accuracy and respond to any comment or notices posted by the federal processor on the SAR.  Once Florida Academy of Health & Beauty has your valid FAFSA data and you have been officially admitted to the school, we will notify you of you eligibility for aid.

**Types of Aid**

**Pell Grant**  
Grants are "free money" that is not paid back and are awarded based on need. The Federal Pell Grant is a federally awarded grant based on financial need. The amount of this grant ranges from $400 to $5815 for 2015-2016 and 2016-2017` academic years. Students who attend part time, this award will be adjusted based upon enrolled hours.

**Federal Supplemental Education Opportunity Grants (FSEOG**

The FSEOG program is the second-largest educational grant program, after [Pell Grants](http://www.studentloans.com/finaid101/pell.php). Participating schools receive a predetermined amount of FSEOG grant funds for the award year. Once those funds are used up, no additional awards can be awarded and distributed. The maximum FSEOG Federal Supplemental Educational Opportunity Grant award is $4,000 per year. The minimum award for those who qualify is usually no less than $100.

**The amount you actually receive will depend on**:

* Your financial need.
* The amount of other aid received.
* Availability of funds at your school

**Direct subsidized Loans**

Students who qualify for a subsidized Direct Loan are not charged interest while enrolled in college. Students must demonstrate need for this loan by completing the Free Application for Federal Student Aid [(FAFSA)](http://www.fafsa.ed.gov/) and providing the financial aid office signed copies of their parents’ and their own federal tax returns and W2 forms.

**Direct Unsubsidized Loans**

Interest is charged on an unsubsidized Direct Loan from the time Florida Academy of Health & Beauty receives the funds. Only payments on the principal are deferred until six months after the student ceases to be enrolled at least half-time. Students receive an interest-only bill every three months; students may pay the interest or let the interest accumulate and have it added to the amount borrowed (interest capitalization). This loan is available to all students regardless of need. Annual loan limits are the same, less any subsidized Direct loans received. This loan is available to all students regardless of need. Annual loan limits are the same, less any subsidized Direct loans received.

**Gainful Employment Information**

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs).

Median Loan Debt for the 2016-2017 award year: $5,500.00Median loan debt is based on the number of students who completed in the specific financial aid award year, and has been calculated by comparing the total amounts that students borrowed for each loan type, starting with $0 up to the maximum amount borrowed.

Verification Policy and Procedures Any student may be selected for verification by the federal government or the Financial Aid Office. The verification process allows financial aid counselors to review the information reported on the FAFSA, checking for accuracy against documents provided by you.

If you are chosen for verification a completed Verification Worksheet (provided by the Financial Aid Office). Potential students who did not use the IRS Data Retrieval Tool must provide a transcript obtained from the IRS that lists tax account information of the tax filer for tax year 2015. If you are a dependent student, and your parents did not use the IRS data retrieval tool, an IRS tax transcript must also be submitted and your parents must complete the Verification Worksheet. If you are married, your spouse did not complete the IRS data retrieval tool, you spouse must submit an IRS tax transcript and your spouse must also complete the Verification Worksheet. All documents must be submitted to the Financial Aid Office.

If you are selected for verification, the documents required must be received before an actual financial aid award can be issued.

Verification should be complete within 10 business days after notification.

In case of aid recalculations, the student will be notified in writing. An award letter will serve as the written notification. Withdrawal and Settlement Policy and Checklist

# REFUND POLICY:

Florida Academy of Health & Beauty refund policy applies to students that voluntarily withdraw or have been terminated by the institution for any reason from his/her program. The official date of termination is the last day of attendance based on scheduled hours.

This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

A. All monies will be fully refunded if the application is not accepted.

B. All refunds will be made within 30 days of cancellation or withdrawal.

C. Refunds will not be granted for books, materials, or supplies/kits. Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a $100 re-entry fee.

**Cancellation and Refund Policy**

* + 1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination. The cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
    2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
    3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of $100.00 the registration fee.
    4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the scheduled hours as of the last date of attendance to the total program hours.
    5. Cancellation after completing 50% of the program will result in no refund.
    6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
    7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student. Date of determination will be within 14 days from last date of attendance.
    8. If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
    9. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

# Return of Title IV Fund

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs.

#### TUITION AND FEES:

**Cosmetology**

Tuition--------------------------------------$ 12,800.00

Registration-------------------------------$ 100.00

Books and Supplies-------------------- $ 1050.00

Total----------------------------------------$ **13,950.00**

**Barber/Stylist**

Tuition------------------------------------- $ 11,700.00

Registration-------------------------------$ 100.00

Books and Supplies-------------------- $ 900.00

Total----------------------------------------$ **12, 700.00**

***Nail Technician***

Tuition-------------------------------------$ 1100.00

Registration-------------------------------$ 100.00

Books and Supplies--------------------$ 747.00

Total----------------------------------------$ **1,947.00**

***Natural Hair Braiding I***

Tuition-------------------------------------$ 360.00

Registration-------------------------------$ 25.00

Total---------------------------------------$ **385.00**

**Special Note: The Natural Hair Braiding I Program is not licensed by the Commission for Independent Education but is approved By the Florida Board of Cosmetology.**

***Full Specialist***

Tuition-------------------------------------$ 5,900.00

Registration------------------------------$ 100.00

Books and Supplies--------------------$ 950.00

Total--------------------------------------- **$ 6,950.00**

# PAYMENT PLANS

**Methods of payment** include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to graduation date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, or credit card. Students are responsible for paying the total tuition and fees.

CURRICULUM

**The Cosmetology, Barber/Stylist, Nail Technician, Natural Hair Braiding I, Full Specialist programs are all taught in *English*.** Florida Academy of Health & Beauty courses are assigned an alpha-numeric identifier. For example the Cosmetology Program has the suffix “COS” and is numbered sequentially.

**Prior to applying for licensure, all students are required to take a course is H.I.V./A.I.D.**

CURRICULUM

# Cosmetology Program Outline

**Description of Program**

The program consists of twelve hundred (1200) hours of instruction in the art, science, and business of professional beauty care. A comprehensive, full-service approach, applicable in today’s modern salon environment is stressed. The student will receive instruction in “theory” (textbook/classroom), “practical” and “clinical” experiences on actual patrons.

There is no previous knowledge of any aspect of cosmetology that is required or assumed. Students learn through a combination of lectures, demonstrations and hands on practical experiences on mannequins. Opportunity is also provided for students to practice on each other, so as to offer a more realistic experience and exemplify the importance of good grooming for the cosmetologist.

The student learning activities take place in the lecture room, classroom, and the “Beauty Clinic”. Along with continued theory and mannequin assignment, the students perform beauty services of all kinds, upon paying patron. The “Clinic”, while still a controlled educational environment, strives to reflect as realistically as possible, a modern salon environment. During this phrase of the course, the student is guided in gaining experiences designed not only to develop and perfect the skills previously acquired, bit to aid in the development of the speed, confidence, salesmanship, customer relations skills and professionalism, required for success in a professional salon environment.

**Program Format**

The program will be a combination of lecture, demonstration, student participation, and practice. Students practice will include experiences both on mannequins and live patrons. Audio visuals aids and guest artist will supplement regular instructors when available. Students will be provided the opportunity to participate in field trips and other extra- curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

**Program Objectives**

1. Students will acquire knowledge and skills, theoretical and practical, sufficient to pass the Florida State of Cosmetology examination for licensing as a professional cosmetologist.

2. Graduate will have the practical and business skills to acquire employment in a professional, licensed, salon environment as a hairstylist, assistant or shampoo person.

3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional cosmetologist.

4. Successful graduates will have the pride and professionalism, to not only to maintain, but also to elevate the perceived value by modern consumers, of today’s full service beauty salon.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Course #** **Course: Clock Hours Service Hours**

**COS-101 *Florida Laws & Rules***  70

Laws, rules, & regulations in relation to customer

Protection. Also to educate on the transmission,

Control and prevention of HIV & Aids and AIDS 101.

**COS-102** ***Chemical Waving & Relaxing*** 160 65

Chemicals and implements in waving and relaxing

Hair to make it more manageable for the client.

**COS-103** ***Hair Shaping***  110 75

Implements and supplies used in cutting hair in a

requested style in specific times (15-30 minutes).

**COS-104** ***Hair & Scalp Treatment*** 75 45

To provide a beneficial service of stimulation to

contribute to a healthy scalp and to select specific

treatment that will improve the appearance of the clients

hair. Following proper safety precautions in the

application Procedure.

**COS-105** ***Hair Coloring*** 15045

To change the client’s hair through the use of semi-

permanent, permanent and lightening products; proper

steps to safeguard the client in giving the desired service.

**COS-106** ***Shampoos and Rinses*** 100 50

Use of shampoo and chemicals in cleansing the scalp

and hair in preparation for additional salon services.

**COS-107** ***Hair Arranging & Styling*** 300 300

Arranging hair into a style of the client’s choice through

the development of dexterity coordination and strength

in creating designs and patterns in the hair.

**COS-108** ***Facials/Make-up/ Hair Removal*** 45 10

To gain information and knowledge to give facial

Massage treatment. Using chemicals properly in

Protecting the client from damage. To describe

Chemical Implements and techniques used to

correct specific problems according to the client’s desire.

**COS-109** ***Sanitation-Sterilization*** 50

**COS-110** ***Manicuring & Pedicuring*** 120 20

Professional manicuring/ pedicuring implements

Supplies, procedures in shaping and polishing nails.

**COS-111** ***Salon Management/Career Placement*** 20

Describe the basic principles needed to plan and

Operate a salon as a successful business. To apply

For and fill out employment application.

**TOTAL 1200 610**

T**otal program length approximately 40 weeks (days) 60 weeks (night class).** Grading Procedures

Tests based upon theory work and practical assignments will be administered periodically. The results will be issued on an alphabetic and/or numeric basis. The minimum passing score will be 75%. The grade scale is outlined in the Satisfactory Progress Policy. In addition, students are evaluated at 450 hours and at 900 hours to verify that they are maintaining Satisfactory Academy Progress. At the end of program student will be awarded a diploma & is eligible for the cosmetology board exam.

**Available Occupations for Graduates**

Here is a list of some of the top beauty jobs you can think about:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Cosmetologist](http://www.beautyschoolsdirectory.com/faq/cosmetologist.php) | * Salon Owner | * Distributor's Sales Representative | * [Cosmetology Instructor](http://www.beautyschoolsdirectory.com/faq/cosmetology-teacher.php) | * Beauty Care PR Specialist |
| * [Hairstylist](http://www.beautyschoolsdirectory.com/faq/hair_school.php) | * Salon Coordinator | * Fashion Show Stylist | * Beauty Care Marketing | * Research Chemist |
| * [Barber](http://www.beautyschoolsdirectory.com/faq/barber.php) | * Salon Sales Consultant | * Photo and Movie Stylist | * Salon Franchisee | * Beauty Product Designer |
| * [Esthetician](http://www.beautyschoolsdirectory.com/faq/esthetician.php), | * Manufacturer Sales Representative | * Platform Artist and Educator | * Salon Chain Management | * Beauty Business Consultant |
| * Nail Care Artists | * [Makeup Artist](http://www.beautyschoolsdirectory.com/faq/makeup-artist.php) | * Beauty Magazine Writer/Editor | * Beauty Care Distributor | * Trade Show Director |
| [Manicurist](http://www.beautyschoolsdirectory.com/faq/manicurist.php) | Director of Education at Beauty School | * Cosmetology School Owner | * Salon Computer Expert | * [Salon Manager](http://www.beautyschoolsdirectory.com/faq/salon-spa-manager-job-description) |

# Barber/Stylist Program Outline

**Program Description**

The program consists of twelve hundred (1200) of theory & practical skills necessary to become a barber/stylist in the State of Florida. The program is designed to develop the student’s integrity and motivation in order for them to become successful barber/stylists. Every effort is made to ensure that each student receives a well-balance training, responding to the need of the industry. Florida Academy of Health and Beauty will be mixing traditional barber training, as well as today’s modern hair styling techniques to ensure that our student will be on the cutting edge of the barber industry.

**Program Format**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructor when available.

**Program Objectives**

The ultimate objective is to prepare students to pass the Florida State Board Examination. This qualifies them to practice barbering in the State of Florida as licensed barbers. An additional objective is to provide training that enables graduate to function effectively in today’s full-service salons. This requires that students be trained in the basics of every service performed in salons today. It is also our desire that students be exposed to sound business practices. Students are required to attend five class sessions for four hours for classroom teaching and five class sessions of four hours each practical teaching, for a total of 40 hours per week, unless prior arrangements have been made with the Chief Administrators Officer.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Course # Course: Clock Hours Service Hours**

**BS-101** ***Sterilization***  85

The learning objective is to explain the

importance of decontamination methods in

the barbershop.

**BS-102** ***Shampoo/Rinse/Scalp Treatment*** 80 50

This course is designed to teach the proper

shampoo procedures and to recognize and

diagnose scalp conditions.

**BS-103** ***Color Rinse*** 30 30

This course is designed to learn the preparation

and application of the semi-permanent rinse.

**BS-104** ***Hair Styling*** 200 200

This course is designed to teach students the

practices and techniques of hairstyling and to

become proficient of the usage of the thermal

hairstyling tools. (Curling irons and blow dryers)

**BS-105** ***Perming*** 200 50

This course-learning objective is to discuss

chemical actions on the hair during perms and to

explain the difference in chemicals on the hair.

**BS-106 Hair Cutting 300 300**

This course teaches all the necessary techniques

of haircutting including: tapes, fades, flat top and

standard cutting.

**BS-107** ***Hair Coloring/Bleaching*** 75 25

This course discusses topics covering the

introduction to coloring, classification of hair

coloring & bleaching; it’s preparation and

application.

**BS-108 *Hair Relaxing***  30 10

This course objective is to discuss the

different applications of applying chemicals

on the hair.

**BS-109** ***Hair Pieces***  15

This course objective is to demonstrate the

ability to fit and cut hair pieces.

**BS-110 *Chemistry***  50

The learning objective of this course is to define

organic and inorganic chemistry.

**BS-111** ***Facials, Massage Treatment*** 46 15

The learning objectives of this course is to

describe the purpose of facial massages. This

course also describes the various types of facial

treatments and practices.

**BS-114 *Shave/Mustaches & Beard Trims*** 70 25

This course objective is to demonstrate a beard

trim with shears, comb and trimmers; To identify

mustaches and beard designs. This course also

teaches the proper technique of handling a razor

to demonstrate the standard cutting positions and

strokes.

**BS-211** ***Florida Law and Licensing*** 15

The learning objective of this course is to identify

the primary objectives of the barber-styling

licensing laws. To discuss the state board rules and

regulations of your state.

**HA-1001** ***HIV/AIDS Education***  4

The learning objective of this course is to prepare

student’s awareness on the spread of infectious

disease such as HIV and AIDS to the public and

infection control.

**TOTAL 1200 705**

**Total program length approximately 40 weeks (days) 60 weeks (night class).**Grading Procedures:

Students are graded during each course of study on Pass/Fail basis by the Instructors’ evaluation of the artistic talent, quality of work, and the students’ ability to follow instructions. The school maintains a certain amount of flexibility in its testing and evaluations of individual students because the utilization of the skills acquire are partially dependent on creativity and artistic talent**.** In addition, students are evaluated at 450 hours and at 900 hours to verify that they are maintaining Satisfactory Academy Progress.

**Available Occupations for Graduates**

Here is a list of some of the jobs you can think about:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Cosmetologist](http://www.beautyschoolsdirectory.com/faq/cosmetologist.php) | * Salon Owner | * Distributor's Sales Representative | * [Cosmetology Instructor](http://www.beautyschoolsdirectory.com/faq/cosmetology-teacher.php) | * Beauty Care PR Specialist |
| * [Hairstylist](http://www.beautyschoolsdirectory.com/faq/hair_school.php) | * Salon Coordinator | * Fashion Show Stylist | * Beauty Care Marketing | * Research Chemist |
| * [Barber](http://www.beautyschoolsdirectory.com/faq/barber.php) | * Salon Sales Consultant | * Photo and Movie Stylist | * Salon Franchisee | * Beauty Product Designer |
| * [Esthetician](http://www.beautyschoolsdirectory.com/faq/esthetician.php), | * Manufacturer Sales Representative | * Platform Artist and Educator | * Salon Chain Management | * Beauty Business Consultant |
| * Nail Care Artists | * [Makeup Artist](http://www.beautyschoolsdirectory.com/faq/makeup-artist.php) | * Beauty Magazine Writer/Editor | * Beauty Care Distributor | * Trade Show Director |
| [Manicurist](http://www.beautyschoolsdirectory.com/faq/manicurist.php) | Director of Education at Beauty School | * Cosmetology School Owner | * Salon Computer Expert | * [Salon Manager](http://www.beautyschoolsdirectory.com/faq/salon-spa-manager-job-description) |

# Hair Braiding I Program Outline

Students are trained to master the knowledge and skills in braiding techniques. As with all of our programs, this program educates students to render professional services with confidence and professionalism and to develop a competent attitude that is compatible to success and professional growth.

**Program Objective:**

The Natural Hair Braiding Program is designed to prepare students in the different techniques of braiding and to obtain gainful employment in this ever-growing field.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Course # Course: Clock Hours Service Hours**

**C-101** ***Sterilization & Sanitation*** 5 3

This course will teach students the methods and

procedures that are approved by the standards of the

State Board of Cosmetology and the Health

Department to safeguard the public’s health.

**C-104**  ***Scalp Diseases, Disorders & Treatment*** 4 3

This course is designed to teach students how to

Recognize and diagnose scalp conditions, to render

the proper treatment or service and safety rules and

regulations. Technique in natural hair braid.

**C-108 Natural Hair Braiding Techniques** 5

This course is designed to teach students various

Natural Hair Braiding Techniques

**C-113** ***State Law*** 2

The learning objective of this course is to identify the

Primary objectives of the cosmetology licensing laws.

To discuss the state board rules and regulations of our

State regarding the practice of natural hair braiding.

**HA-1001 *HIV/AIDS***5

The student will learn the cause of HIV/AIDS,

Hepatitis, Tuberculosis and other communicable

diseases and the dangers of these diseases.

**TOTAL 21 6**

Possible Job Opportunities upon completion of the Braiding Course: Students can achieve a successful career as a professional hair braider. As the industry grows, there will be more of a need for demonstrators, consultants, sales representatives, salon and/or business owners, or product distributors. Although the state requirements for the Natural Hair Braiding I program is 16 clock hours, Florida Academy of Health & Beauty elected for students to obtain an additional 5 hours over the requirement to provide students with hands-on training in various braiding techniques. Because the course length is so short, the additional hours give students the added benefit of polishing and perfecting their braiding talents. In addition, students are evaluated at 10.5 hours and at 21 hours to verify that they are maintaining Satisfactory Academy Progress. Special Note: **The Natural Hair Braiding I Program is not licensed by the Commission for Independent Education but is approved By the Florida Board of Cosmetology.**

**Available Occupations for Graduates**

At the completion of this course, students are certified through the Department of Business and Professional Regulation as a hair braider.

# Nail Technician Program Outline

**Description of Course:**

The course consists of two hundred and forty (240) hours of instruction in the art science and business of professional nail care. A comprehensive, full-service approach applicable in today’s modern salon environment is stressed. Basic manicuring, pedicuring, nail tipping and wrapping as well as nail sculpting are covered. The student will receive instruction in “theory” (textbook/lecture oriented material), “classroom/practical” and “clinical” experiences, and actual patrons.

During this course, the student is guided in gaining experience designed not only to develop and perfect the skills previously acquired, but also to pay in the development of the speed, confidence, salesman ship, and customer relation skills and professionalism required for success in a salon environment.

**Course Format**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on artificial fingers, models and live patrons. Regular instructors will be supplemental by audio visual aids. Students will be provided the opportunity to participate in field trips and other extracurricular activities that are sanctioned by the school. Absences for participation in activities that are not sanctioned by the school will be counted as regular absences.

**Course Objective**

1. Students are to acquire knowledge and skills, theoretical and practical, sufficient to becoming a licensing nail technician in the State of Florida.

2. Graduates will have the practical and business skills to acquire employment in professional, licensed salon environment as a nail technician.

3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional nail technician.

4. Successful graduates will have the pride and professionalism to, not only maintain but to elevate the perceived value, by modern consumers, of the nail artist in today’s full service beauty salon.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Course # Course: Clock Hours Service Hours**

**NT-101** ***Florida Laws & Rules*** 5

Rules & Regulations of Florida Law

21 F-22,004(1) & (2) units 1-2-3.

**NT-102** ***HIV/Aids 101***  4

Causes of disease, precautions & presentations

Of aids 101

**NT-103** ***Sanitation & Disinfecting*** 4

Protective aids against bacteria, different

Methods of achieving the universal law of

Health, welfare & safety of the public & not

Spreading any communicable disease by using

Sterilization standards.

**NT-104** ***Ethics***  2

Professionalism, appearance & attitude, career

development.

**NT-105** ***Nail Theory, Practice & Related Subjects*** 85

Nail structure & growth-study of the anatomy of

The hand & foot-study of nail disorders, diseases

And causes.

**NT-106** ***Manicures & Pedicures*** 30 30

The enhancement of the fingernail & toenail by

Soaking, filing, messaging, clipping & polishing.

**NT-107** ***Tips with overlay***  37.5 15

Gluing a plastic tip to the fingernail & covering the

Tip & natural nail with an acrylic product.

**NT-108** ***Sculpturing using a form*** 37.5 15

The art of placing a form at the fingertip & covering

The natural nail by shaping & building a nail over the

Form with an acrylic product made of

monomer & polymer.

**NT-109** ***Nail Wraps and/or mending***  15 10

Protecting the nail from breakage by gluing a type of

material to the natural nail, or mending a break in

the nail by gluing a material over the split nail.

**NT-110** ***Nail Capping or Overlay*** 10 10

To cover the natural nail with an acrylic

product or gel to protect the nail.

**NT-111** ***Artificial Nail Removal***  5 5

Several Methods of carefully removing the acrylic

Or gel from the natural nail.

**NT-112** ***Polishing & Nail Art***  5 10

How to beautify the finger nail or toenail

With designs & colored nail polish.

**TOTAL 240 95**

Total program length-approximately 8 weeks (Full time) and 12 weeks (Part time). Grading Procedures: Tests based upon theory work and practical assignments will be administered periodically. The results will be issued on an alphabetic and/or numeric basis. The minimum passing score will be 75%. In addition, students are evaluated at 120 hours and at 240 hours to verify that they are maintaining Satisfactory Academy Progress. The student will be awarded a certificate& eligible to become registered in the state of Florida as a manicurist, pedicurist, & Nail extension specialist.

**Available Occupations for Graduates**

Here is a list of some of the jobs you can think about:

* Manicurist
* Pedicurist
* Acrylic Nail Specialist

# Full Specialist Program Outline

**Description of Course**

This course consists of six hundred hours (600) which combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. Upon successful completion of the program hours, clinic services and final exam, the students will receive a certificate of completion and will be registered with the State for licensing.

**Course Format**

The course will be a combination of lecture, demonstration, student participation, and practice. Students practice will include experiences with live patrons. Audio visuals aids and guest artist will supplement regular instructors when available. Students will be provided the opportunity to participate in field trips and other extra- curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

**Course Objectives**

1. The student should be able to give a professional manicure, pedicure, apply acrylic nails and give facials without the aid of machines

2. The student will be able to identify skin disorders and know the proper procedures and products to use

3. Graduate will have the practical and business skills to acquire employment in a professional, licensed, salon environment as a full specialist.

4. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional full specialist.

5. Successful graduates will have the pride and professionalism, to not only maintain, but also to elevate the perceived value by modern consumers, of today’s full service beauty salon.

**Numerical grades are considered according to the following scale:**

**A 100%-95% 4.0 Excellent**

**B 94%-85% 3.0 Good**

**C 84%-75% 2.0 Satisfactory**

**D 74%-65% 1.0 Unsatisfactory**

**F 64%-0% 0.0 Failing**

**Course #: Course: Clock Hours Service Hours**

FS -105 ***Nail Theory, Practice***  85

Nail Structure, nail growth, nail facts, Study of the

anatomy of the hand & foot: study of nail disorders,

diseases a& causes.

FS -106 ***Manicures & Pedicures*** 40 30 The enhancement of the fingernail & toenail by soaking,

filing, massaging, clipping & polishing.

FS- 107 ***Tips with Overlays*** 37.5 15

Gluing plastic tips to the fingernail & covering the

tip & natural nail with acrylic product made from

monomer & polymer.

FS- 108 ***Sculpturing Using a Form*** 37.5 15

Art of placing a form at the fingertip & covering

the natural nail by shaping & building a nail over the

form with an acrylic product made from monomer

& polymer.

FS- 109 ***Nail Wraps/Mending*** 25 10

Protecting the nail from breaking by gluing a type of

material to the natural nail, or mending a break in nail

by gluing a material over the split nail.

FS- 110 ***Nail Capping*** 20 10Covering the natural nail with an acrylic

product or gel to protect the nail and

to grow the natural nail.

FS- 111 ***Artificial Nail Removal***  15 5

Several Methods of carefully removing

the Acrylic or gel from the natural nail

FS -112 ***Polishing & Nail Art*** 35 30

How to beautify the fingernail or toenail with

designs & colored nail polish.

FS-101 ***Florida Laws and Rules*** 6

Significance of rules and regulations of Florida Law

21F-22.004 (1) & (2) covers units 1-2-3

FS-102 ***HIV/AIDS 101*** 4

Causes, precautions & presentations of AIDS 101

FS-103 ***Sanitation & Disinfecting*** 20

Protective aids against bacteria, the universal law

Of health, welfare & safety of the public & not

Spreading any communicable disease.

FS-104 ***Ethics***  20

Professional appearance and attitude.

FS-114 ***History of Skin & Skin Functions*** 15

The study of the dermis & epidermis & effects

the skin has on the body.

FS- 115 ***Disorders of Skin-Special Procedures*** 10

Procedures to correct or control skin-disorders

FS- 116 ***Analyzation of Skin & Motor Points*** 15

Correct use of esthetic machines & their

components with electric currents.

FS- 117 ***Chemistry and Product Content*** 5

The study of product content where,

why of use of the same.

FS-118 ***Facial Motor Points & Massage*** 40 20

Procedures and techniques of facial massage.

FS- 119 ***Treatments & Facial Packs***  90 50 Mask therapy, all facets of applications for the treatment

of individual types of skin, with & without the aid

of machines and apparatus.

FS- 120 ***Removal of Superflous Hair***  30 20

Hair removal with the use of wax and tweezers.

FS -121 ***Professional Make-up Techniques*** 30 20

Correct application of make-up to different types

Of skin & shapes of face.

FS -122 ***Muscle Toning with Machine***  20 10

Using the facial machine to tone & strengthen

The facial muscles.

**TOTAL 600 235**

**Total program length-approximately 26 weeks. Grading Procedures:** Tests based upon theory work and practical assignments will be administered periodically. The results will be issued on an alphabetic and/or numeric basis. The minimum passing score will be 75%. In addition, students are evaluated at 300hours and at 600 hours to verify that they are maintaining Satisfactory Academy Progress. The student will be awarded a diploma & will be eligible to become registered in the state of Florida as a Full Specialist **Note:** Although the state requirements for the Full Specialist program is 500 clock hours, Florida Academy of Health & Beauty elected for students to obtain an additional 100 hours over the requirement to provide students with more hands-on training and theory knowledge. The added benefit of the additional 100 hours is that students will receive advanced training in nails, facials, and make-up at no additional cost. In addition, students are more prepared and equipped for the demands of the beauty industry.

**Available Occupations for Graduates**

Here is a list of some of the jobs you can think about:

* **Manicurist**
* **Pedicurist**
* **Acrylic Nail Specialist**
* **Esthetician**
* **Make Up Artist**
* **Hair Removal Specialist**