

The Skin Institute

Esthetician Certification Program Course Curriculum and Student Handbook

992 N. Westridge Dr., Suite A
St. George, Utah 84770

(435) 673-7696

(435) 673-7695

“Sophisticated Education in Skin Care and Make-Up Artistry”

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The Skin Institute

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I hereby certify that I have received a copy of this catalog prior to enrollment and have reviewed it's contents, understand all policies stated herein and agree to comply with the same. I also understand all policies are subject to change.

Student Signature _____ **Date** _____

The Skin Institute

Esthetician Program

Introduction

The Skin Institute's program is a blend of theory and clinical hands-on instruction. Courses are based on learning techniques as well as practical professional interaction with the client. Both aspects are important as the esthetician chooses the proper treatment program for their client's skin type and life style. We will use advanced technology that includes state of the art modalities and skin care products. After completing this program you will be able to work for yourself or take advantage of esthetician opportunities in many different career settings.

Mission Statement

The Skin Institute is committed to providing our students a career in esthetics as well as educating and inspiring them to build a foundation of knowledge, confidence, creativity, communication, and integrity as they help others improve their lives. The Skin Institute's goal is to provide innovative and dynamic esthetic education and to produce highly trained and skilled professionals prepared to enter and contribute to the esthetics industry. This is accomplished through the following objectives:

- To provide basic techniques for all phases included in our curriculum.
- To use well organized course of study.
- To ensure professional training by providing one instructor for every twenty students.
- To maintain a well-supervised and well-equipped practical area where students can improve their knowledge and skills.
- To provide a program of supportive services including guidance and counseling to students, which includes employment assistance.
- To operate a successful educational institution and be respected by the community and the esthetics industry.
- To prepare graduates for state licensing exams and employment using effective teaching techniques.
- To assess the school's effectiveness through student achievement as reflected in the campus completion, licensure, and employment rates.

Esthetician Program

Our 600-Hr. basic esthetician course is offered in 4 month full time day classes, or in 6 month part time evening & weekend classes. And a master esthetician program which is an additional 600 hours.

Accreditation

The Skin Institute is accredited by NACCAS 4401 Ford Ave. Ste. 1300, Alexandria, VA 22302-1432 (703)-600-7600 and licensed by the Utah Division of Occupational and Professional Licensing P.O. Box 146741 Salt Lake City, UT 84114-6741 (801)-530-6628.

Total Esthetic Course Cost

Esthetician course: \$6,995.
Master Esthetician course: \$7,495.00
Breakdown of fees found on pages 4 & 6.

Class Reservation

A \$1000 reservation deposit fee assures class placement and is applied in full toward tuition. Enrollment is limited. Early application is essential to ensure placement.

The stated goals and objectives are achieved by:

1. Completion of the Institutional Self Study for the school's accrediting agency, as required.
2. Periodic student evaluations of the staff, programs, and facilities.
3. Periodic surveys of graduates and employers of graduates as to the effectiveness of the instructional programs and support services.
4. Review of annual retention, licensure, and employment rates.
5. Cooperative evaluation by staff during regular staff meetings regarding the school's purpose, objectives, and success.
6. Annual feedback from the Advisory Committee of industry professionals.

Accreditation

The Skin Institute has been granted accreditation through the National Accrediting Commission of Cosmetology Arts and Science (NACCAS) 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22303. Tel. (703) 600-7600. This independent accrediting commission is recognized by the US Department of Education as a national agency for the institutional accreditation of post secondary schools and departments for cosmetology arts and sciences, including specialized esthetician schools. DOPL, Division of Occupational and Professional Licensing, 160 East 300 South, PO Box 146741, Salt Lake City, Ut 84114-6741. Phone (801) 530-6740 Fax (801) 530-6511, www.dopl.utah.gov.

There are many reasons to explore the exciting field of esthetics:

- The work is pleasant, creative, and stimulating.
- There is potential to have flexible scheduling.
- A chance to own your own business.
- Minimum wage to above average compensation.

Do you have what it takes?

Our staff of licensed professionals can train you for a career in Esthetics, but before you enroll, ask yourself these questions:

1. Do I enjoy working with people?
2. Do I enjoy using my creative energies in a positive and profitable manner?
3. Do I like to make other people feel good about themselves?
4. Would I enjoy a job where I would see the efforts of my work immediately?
5. Can I meet the physical demands that are a representative of the industry to successfully perform the essential functions of the job?
6. Do I have the ability to respect my clients by dedicating myself to understanding the safety demands of the industry and constantly monitor oneself and the environment?

The more questions you answered "Yes" to, the higher your chances are of being successful

Basic Esthetician Program

In accordance with subsection 58-11a-302(10)(c)(iv), the curriculum for an esthetics school esthetician program shall consist of 600 hours of instruction. The Basic Esthetic course will incorporate the knowledge needed to pursue a career in the field of salon, spa and resort esthetic, product representation,

and make-up artistry. Students are required to participate in both theory education and “hands-on” practical work on fellow students, models, and clientele. This is mandatory. Theory classes are taught daily in preparation for the written portion of the state board examination (a completed planned course outline is given to each student at the start of each course). Demonstration and practical courses are taught within a competency objective based framework. The Skin Institute’s curriculum includes Utah State mandated curriculum augmented with state of the art esthetic related topics.

Theory hours 300
 Practical hours 300
 Total hours 600

Costs for Basic Program

Non-refundable application fee	\$ 50.00
Reservation fee (applied toward tuition)	\$1000.00
Kit	\$ 225.00
Books	\$ 175.00
Remainder of Tuition	\$5545.00

Application fee of \$50.00 and reservation fee of \$1000.00 are due with the return of the application. The remaining balance is due at least two weeks prior to the first day of class. All tuition is due for their Master course tuition two weeks prior to the start date. Methods of payment include: cash, check or money order. If tuition is paid with a Visa or Mastercard, a 3% finance charge will be required.

Goals

Our goal at The Skin Institute is to prepare and educate each student in the fundamentals of basic esthetics education set forth by the Utah State Board of Cosmetology. This course will prepare each student for the practical and theory examination for a Utah State Board Esthetics license. We hope that all of our graduates take the State Board Test and pass so that they can be licensed and become successful working Estheticians.

Content:

Basic EstheticTheoretical Academic Subjects

Orientation	2hrs
History and Career Opportunities in Esthetics	10hrs
Your Professional Image	10hrs
Communication for Success	10hrs
Infection Control: Principles and Practice	22hrs
General Anatomy and Physiology	33hrs
Basics of Chemistry	10hrs
Basics of Electricity	10hrs
Basics of Nutrition	10hrs
Physiology and Histology of the Skin	10hrs
Disorders and Diseases of the Skin	10hrs
Skin Analysis	10hrs
Skin Care Products, Chemistry, Ingredients & Selection	10hrs
The Treatment Room	10hrs

Basic Facials	10hrs
Facial Massage	10hrs
Facial Machines	10hrs
Hair Removal	32hrs
Advanced Topics & Treatments	10hrs
The World of Makeup	31hrs
Career Planning	10hrs
The Skin Care Business	10hrs
<u>Selling Products & Service</u>	<u>10hrs</u>
Total Hours	300hrs

Basic Esthetic Practical Subjects

Acne Treatment	12hrs
Aromatherapy	2hrs
Back Treatment	20hrs
Biotone Eye Treatment/Theory	7hrs
Client Consultation	10hrs
Facial Cleanse	10hrs
Mini/Men's/European Facial	41hrs
Galvanic Theory	4hrs
Hand and Arm Massage	16hrs
Foot and Leg Massage	6hrs
Makeup	20hrs
Manicure/Manicure Theory	5hrs
Paraffin Mask	2hrs
Pedicure/Pedicure Theory	21hrs
Peels	10hrs
Pressure Point/32 Step Massage	16hrs
Skin Analysis	10hrs
Brow and Lash Tint/Tint Theory	13hrs
Full Body Waxing	61hrs
Final Practical	12hrs
<u>First Aid & CPR</u>	<u>2hrs</u>
Total Hours	300hrs

Methods of Teaching

The basic esthetic course theory and practical topics are taught by utilizing methods such as: lecture, demonstrations, audio-visual, printed materials, textbooks, guest speakers and product demonstrations.

Master Esthetician Program

In accordance with subsection 58-11a-302(10)(c)(iv), the curriculum for an esthetics school master esthetician program shall consist of 600 hours of instruction. This course can only be taken when an individual has all ready completed a 600 hour Basic Esthetic program or if an individual is a licensed cosmetologist. The advanced Master Esthetics course will cover issues related to work in a medical setting such as a Dermatologist or Plastic Surgeon's office. Some procedures that are learned are

advanced chemical peels, advanced waxing, advanced make-up, machines and body wraps. Students are required to participate in both theory education and “hands-on” practical work on fellow students, models, and clientele. This is mandatory. Theory classes are taught daily in preparation for the written portion of the state board examination (a completed planned course outline is given to each student at the start of each course). Demonstration and practical courses are taught within a competency objective based framework. The Skin Institute’s curriculum includes Utah State mandated curriculum augmented with state of the art esthetic related topics.

Theory Hours 300
 Practical Hours 300
 Total Hours 600

Costs for Master Program

Non-refundable application fee	\$ 50.00
Reservation fee (applied toward tuition)	\$1000.00
Books	\$ 175.00
Remainder of Tuition	\$6270.00

Application fee of \$50.00 and holding fee of \$1000.00 are due with the return of the application. The remaining balance is due at least 2 weeks prior to the first day of class. This deadline applies to students that may be enrolled in the current Basic class. All tuition is due for their Master course tuition two weeks prior to the start date. Methods of payment include: cash, check, or money order. If tuition is paid with a Visa or Mastercard a 3% finance charge will be required.

Goals

Our goal at The Skin Institute is to prepare and educate each student in the fundamental s of advanced Master Esthetics education set forth by the Utah State Board of Cosmetology. This course will prepare each student for the theory examination for a Utah State Board Master Esthetics license. We hope that all of our graduates take the State Board Test and pass so that they can be licensed and become successful working Estheticians.

Content:

Master Esthetic Theoretical Academic Subjects

Changes in Esthetics	10hrs
Infection Control	10hrs
Advanced Histology of the Cell and Skin	10hrs
Hormones	10hrs
Anatomy and Physiology: Muscles and Nerves	10hrs
Anatomy and Physiology: Cardiovascular and Lymph	10hrs
Skin Typing and Aging Analysis	10hrs
Skin Care Products: Ingredients and Chemistry	10hrs
Botanicals and Aromatherapy	10hrs
Ingredients and Products for Skin Issues	10hrs
Pharmacology for Estheticians	10hrs
Advanced Facial Techniques	10hrs
Advanced Skin Care Massage	10hrs

Advanced Facial Devices	10hrs
Advanced Hair Removal	10hrs
Advanced Makeup	10hrs
Spa Treatments	10hrs
Alternative Therapies	10hrs
Ayurveda Theory and Treatments	10hrs
Working in a Medical Setting	10hrs
Medical Terminology	10hrs
Medical Intervention	10hrs
Plastic Surgery Procedures	10hrs
The Esthetician's Role in Pre-& Post-Medical Treatments	10hrs
Financial Business Skills	10hrs
Marketing	10hrs
Chemistry and Biochemistry	10hrs
Laser	10hrs
Nutrition and Stress Management	10hrs
<u>Advanced Skin Disorders</u>	<u>10hrs</u>
Total Hours	300hrs

Master Esthetic Practical Subjects

Lymph Drainage	10hrs
Reflexology	10hrs
Microcurrent (Biotone)	40hrs
Microdermabrasion	40hrs
LED (Light Emitted Diode)	20hrs
Ultrasound	40hrs
Advanced Aromatherapy	10hrs
Advanced Chemical Peels	15hrs
Advanced Waxing	25hrs
Men's Treatments	10hrs
Camouflage and Makeup Artistry	15hrs
Body Treatments (Wraps and Scrubs)	20hrs
Laser Hair Removal	15hrs
Medical Assisting	20hrs
<u>Advanced European Facial</u>	<u>10hrs</u>
Total Hours	300hrs

Methods of Teaching

The Master Esthetic course theory and practical topics are taught by utilizing methods such as: lecture, demonstrations, audio-visual, printed materials, textbooks, guest speakers and product demonstrations.

Employment

The Skin Institute will assist and guide graduates in obtaining satisfactory employment by means of letters of reference, job opportunity lists, and posting classified advertising, but does not guarantee

employment. Students will receive training in how to seek employment that includes how to write a resume', complete an employment application, and prepare for an effective interview.

Student Dress Code

This is an industry of appearance and image. You determine the clients you want and the money you make by the way you present yourself.

Students must come to school with their hair and make up in a professional manner. The student must be clean and concerned with every aspect of personal and oral hygiene. The student's clothes must be clean and pressed, and be in good condition with no rips, holes, or fraying. Remember, we are a profession.

(Dress code is subject to change at any time).

A uniform is required and must be kept neat and clean at all times. The uniform must consist of the following:

Basic students are expected to provide their own uniforms and to come dressed professionally in white scrub pants (no shorts, capris, or skirts) and a TSI or white scrub top (short sleeve or long sleeve only). Pants hem should not be touching the floor. Shoes must be plain white, flat rubber soled, closed-toed athletic type. A nametag will be provided by the school.

Master students are expected to provide their own uniforms and to come dressed professionally in black scrub pants (no shorts, capris, or skirts) and a TSI or black scrub top (short sleeve or long sleeve only). Pants hem should not be touching the floor. Shoes must be plain black, flat rubber soled, closed-toed athletic type. A nametag will be provided by the school.

Jewelry –1 pair of stud earrings only, wedding ring only (not worn on practical day), no necklaces, bracelets or watches.

Students will have clean, bare nails (no polish).

With colder weather students may wear sweatshirts/jackets as long as they are solid without design and match the color of uniform assigned. Student nametags must be worn at all times. No exposed midriffs or facial or body piercings will be allowed. If students arrive at school out of uniform they will be asked to clock out and sent home to change. They can return to class in uniform and enter the class session at 9am, 11am or 2pm only so that there will not be disruptions during instruction.

Satisfactory Academic Progress Policy

The following are requirements of The Skin Institute for the purpose of monitoring our basic and master students:

Minimum attendance required: 90%

Minimum practical and theory grade required: 80%

Appeal Process

A student may appeal a determination that he/she isn't making satisfactory academic progress by submitting a letter to the Institute director. The letter of appeal should identify how the Institute has incorrectly assessed the student's academic process as defined by this policy, or the special circumstances that the student would like to be considered in the application of this policy. All appeal decisions are final and are documented and retained in the student's file. Should the appeal be decided in the student's favor, documents would be recorded in the student's file.

Grading System

Grading Procedures for Basic and Master Esthetician Courses

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated

by written exams and administered after each unit of study. Practical exams are evaluated by observation and administered after select units of study. Practical skills are evaluated according to text procedures and criteria contained in Practical Evaluations.

Students must maintain a theory and practical grade average of 80%. Then pass two school finals at the end of the program.

The following is the grading system utilized by the Skin Institute:

94%	to	100%	A
87%	to	93%	B
80%	to	86%	C
73%	to	79%	D
72% and below			F

Attendance

1. The Skin Institute operates Monday through Friday, 9:00am to 5:00pm with a one hour lunch break and two 15 minute breaks for full-time students. Evening classes are held Monday through Friday, 5:30pm to 9:30pm with one 15 minute break and Saturday, 8:30am to 3:30pm for part-time students. There will be times when students are required to attend class outside their scheduled times. When this occurs the students will be notified in plenty of time to plan for it.
2. Absences are highly discouraged. Students must maintain a 90% attendance rate to be considered making satisfactory progress. The Institute reserves the right to dismiss students whose attendance, behavior, performance or professionalism interferes with the Institute's training environment, as a first or final disciplinary step. This is continually monitored. If you fall below our requirements, we will advise you.
3. Classes begin promptly at 8:50am and 5:30pm for day and evening classes, respectively. The Institute adheres strictly to this policy. Students who are absent or late must telephone the school prior to class time and speak with a staff member. We require students to arrive at 8:50am and 5:30pm so they can clock in and get settled in their seats.

Tardiness Policy: The scheduled start time is 8:50am or 5:30pm, respectively. A student is considered tardy any time after 8:50am or 5:30pm. Roll call will be taken at the beginning of each class. If a student is not present they will be marked absent until they show up. If the student does show up then they will be considered tardy. The roll call sheet will be the tracking method for administration. Each student will be permitted 3 tardies throughout the scheduled contract course. For every tardy after the allotted 3 a charge of \$20.00 will be enforced. The tardy payment can be made at the front desk. A copy of the receipt will be issued to both the student and the appropriate teacher. This will clear the tardy. The only exception to this charge being enforced is if the student has pre-authorized reason for being tardy. It is at the teacher's discretion to allow a tardy student into class. Students who are tardy are required to make up all tests, services, and required projects they missed. No tardy is excused even if you call in. In case of an emergency, the tardy may be subject for approval through the Director of Education.

Excused and Un-excused Policy: Anytime a student knows they are going to be absent they need to request approval from the appropriate member of staff with a form filled out and signed by both the student and the staff member. If the absence is approved by the staff member, then the student needs to make up the hours missed, but is not required to pay a fee to make up those hours. However, if the

absence is not approved then the student must pay \$6.00 per hour to make those hours up. The document will be placed in the student's file.

Un-excused absences are highly discouraged. But, when they occur and the student places a call to the institution, they must ask for the instructor or member of administration to inform the school that they will not be attending. In the event the student fails to contact the Institute regarding consecutive absences in excess of 14 days, the student's enrollment will be terminated.

Make-up Policy: A student must have permission to make up hours and pay any required fees before they clock in to attend make up session. A receipt of payment will be issued to both the student and the appropriate instructor. This will permit the instructor to give them credit for those hours. Students will not receive credit for those hours made up until money due is paid in full. The exceptions to having to pay for make up hours would be: 1. If the school requests a student to stay and help past their scheduled time. 2. If the student has an approved absence for hours missed. The authorized amount will not be charged, but anything beyond those hours will be. 3. Extenuating circumstances such as a death in the family.

If a student needs to make up hours past their contracted graduation date. They must pay \$24.00 per day. This fee is mandatory even if the student is not planning to stay a full 8 hour day. Payment must be made at the reception desk prior to clocking in. After the payment is made the student and the appropriate instructor will receive a receipt so that they are made aware that the student has settled up their fees to be attending. Make up times to come in after their contracted completion date must be approved by an administrative staff member and/or instructor.

Disciplinary Policies

Students must understand that any infraction of the Satisfactory Academic Progress Policy, Standards of Conduct, Rules and Regulations, General Policies (found in it's entirety in the institute's policy and procedure manual), or the Enrollment Agreement could result in any of the following disciplinary actions:

Counseling: A student may be counseled for any infraction of the Satisfactory Academic Progress Policy, Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be placed on probation.

Probation: Probation will be determined by administration on a case-by-case basis. This could include any of the following: regularly monitored progress by administration, not permitted to work on clients, not permitted to participate in special activities, or anything else deemed appropriate by administration.

Suspension: Enrollment may be immediately suspended for up to two weeks for any infraction of the Satisfactory Academic Progress Policy, Standards of Conduct, Rules and Regulations, non-compliance with education requirements, or General Policies at the discretion of the school administration.

Dismissal/Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct
- Noncompliance with Satisfactory Academic Progress Policy, Rules of Conduct, General Policies, and/or Enrollment contract.
- Noncompliance with state laws and regulations.
- Any action that causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property; and theft.

- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

School Rules

1. Students must attend scheduled hours, attend on time, and be in uniform. The Director of Education has the option not to admit tardy students into class.
2. Students must take a lunch between 1:00pm to 2:00pm. If a service runs a student later than this time, lunch should be taken right after the client is finished.
3. Students must not leave school at any time during the day without receiving permission from an instructor and the front desk. If they leave the building for any reason, they must clock OUT and leave their time card in the building.
4. Student time cards must be kept on the premises at all times. Failure to keep this documents in the building may result in a loss of credit hours.
5. If a student cannot attend school, the student, or parent if a student is a minor, must call and talk to an instructor prior to class start time. The student is responsible to get missing assignments from their instructor.
6. Only book bags with school related items are to be taken into the classroom. All other items (purses, etc) are to be kept in the student's locker. The student is responsible for providing their own lock.
6. Students will not be allowed to abuse all drugs, including smoking, while they are enrolled in school as per the school's Drug Free Policy.
7. Students must park in the area designated for student parking which will be assigned by the institute.
8. The heat/cooler thermostats and breakers are off limits to students unless directed by an instructor.

Clinic Rules

In order to maintain a professional standard on the clinic floor, the following standards will be observed:

1. Any student who is disrespectful or abusive to a client, student, equipment, or staff member will be subject to disciplinary action.
2. Students are required to complete all services assigned to them. If a student is too ill to perform a service they must clock out for the day.
3. Client consent forms must be completed and signed by the client prior to any service.
4. In the event more materials are needed to complete a service, the student should consult a staff member and additional charges will be added to the client's ticket.
5. Students must not visit with other students who are busy with clients.
6. Students must take all directives given to them by a staff member.
7. All clients must be checked out by instructors or receptionist.
8. Any rules regarding back bar products or use of kit can be found in the kit policy.

Spa Rules

1. Students must be in full uniform to work in the spa area. Their hair must be pulled away from the face and off the shoulders.
2. Students who do not have clients should not be upstairs.
 - Students are expected to be responsible for set up of clients including:
 - Tray with appropriate products in the appropriate amount
 - Towels and linens

- Client paperwork
- 3. Students are responsible for reviewing client paperwork. After the treatment they are required to complete the back of the consultation and/or consent form with treatment information and give to receptionist to file.
- 4. Students are expected to be completely DONE setting up 5 minutes prior to client's appointment time.
- 5. Students are responsible for completely cleaning up after client.
- 6. Students will take turns being Receptionist Assistants and Spa Attendants
- 7. Students must enter thru the lower entrance into the classroom facilities.

Failure to comply with the above rules will withdraw your privilege of working in the spa area.

Facilities

The Skin Institute is located in an upscale facility of clean lines and contemporary decor conducive to interactive learning and cleanliness and safety for the student and public. The school features separate classrooms for theory and practical learning, two dispensaries, retail and reception area, student break room, and two administrative offices. Students are welcome to take breaks, lunch and dinner breaks outside behind our building where a picnic table is located.

- 3900 sq. ft. of modern, air-conditioned space
- new floor coverings
- classrooms for theory and practical
- well-lit, mirrored area for make-up instruction
- two administrative offices
- one large clinic area - well equipped
- three smaller clinic area - with advanced state-of-the-art skin care equipment i.e. Dermasound/Ultrasound machine, Microdermabrasion, Biotone-computerized facial rejuvenation, synergie cellulite treatment machine.
- one pedicure room
- student lunch/break room
- four restrooms (one containing a beautiful shower for body treatments).
- An extensive library of texts, publications, industry related journals, video tapes and C.D.'s.

Drug Abuse Prevention

The Skin Institute fully supports the prevention of drug abuse. On the day of orientation, students are provided with an informative pamphlet that outlines the hazards of drug abuse. The school has certified to the Department of Education that it operates a drug free campus. All students, sign a statement that they do not use, sell, or distribute illegal drugs or substances, and that they will remain drug free during the period of entitlement or enrollment. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area. Any student or team member caught using illegal substances inside the school or on the grounds of the school will be immediately terminated.

In keeping with the company's intent to provide a safe and healthy environment, smoking is prohibited throughout the entire course of enrollment.

Food Policy

No food is allowed in the classroom and/or practical room. Water is permitted in the theory room only. Food in the classroom may be used for teaching purposes, as decided by the instructor.

Cell Phone Policy

Cell phones are not permitted in the classroom. They can only be used outside during breaks. They need to be kept in the student's car or locker in the "off" position. If a student is caught with a cell phone they will be given one verbal warning. If the student is caught a second time, the phone will be confiscated until the end of the school day and the student will be expelled for the next two days of scheduled class time. The student will be responsible for making up those hours and charged the hourly make up fee to do so if necessary.

Clocked Hours Completed

The Utah State Board of Cosmetology permits only clocked hours as acceptable evidence of verified attendance for each student. The Skin Institute records total student's hours for each day according to the hours and minutes recorded by the student's time cards. This can include transfer hours recognized from prior enrollments or attendance at another school. Hours from transfer students will be recognized according to state board requirements. The Institute requires a student to clock a minimum of 600 hours for graduation requirements.

- Student's hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of time. To receive full clock hour credit, a student must clock IN or OUT in the following manner: Scan card in front of sensor making sure that it makes FOUR beeping sounds this ensures that the card has been read and accepted. If the scanner creates a single beep this means that there is a problem. If the scanner makes two beeps this means that they are locked out. Please notify a staff member if there is an issue with the time clock. If the student leaves the facility for any reason other than lunch they must clock out.
- Students may also receive clocked hours for administrative approved off-site activities. In this case the clocked hours will manually be put into the system. This must be authorized.
- Students are required to take at least a ½ hour lunch.
- Under no circumstances should a student ever leave the premises during their scheduled hours without permission of an instructor. Students who leave the premises without instructor permission and do not clock out may be dismissed from school.
- Students are required to clock their own time. Clocking time for other students may result in suspension or dismissal from school.

Graduation Requirements

In order to receive a diploma in either the basic or master course from the Institute, the student must satisfy the following requirements:

1. Completion of the total contract course hours with a percentage grade average of 80% or above.
2. Successfully pass Mock State Board Examination with a percentage grade average of 80% or above for both written and practical.
3. Payment in full of all tuition fees due to the Institute, including any overtime (make up time) fees.
4. Permanent address and phone number given to school for their files.
5. Student workbook completed.
6. Student test book completed.
7. Required number of practical treatments completed.

The Institute issues a diploma upon graduation from the basic esthetic course and upon graduation from the master esthetic course. The receipt of our diploma does not grant students the right to practice in their

chosen field. A license from the Utah State Board of Cosmetology must be obtained. The admission to licensing for Utah State Board of Cosmetology requires the school to give the applicant an application for examination and a certificate of graduation. The student will need to provide a valid form of identification, proof of age, high school diploma, pass port photo and pay the required fees for examination.

The Institute will provide materials and literature to prepare the students for the State Board Examinations, however the Institute does not guarantee passing the examinations. All graduates must pass a State Board Examination to receive a license. Students are expected to schedule their examinations, and personally pay the necessary costs related to the State Board Examination and state licensure.

Admission Requirements

The Skin Institute does not discriminate on the basis of sex, sexual orientation, race, religion, age, color, financial status, or ethnic origin. To be admitted as either a basic or master student to The Skin Institute, applicants must fulfill the following requirements:

1. Attend a personal interview and orientation session at The Skin Institute.
2. Complete an enrollment agreement and sign a contract.
3. Pay all required tuition and fees (due in full before the first scheduled day of school.)
4. Applicants with prior hours of training must also submit a copy of their academic transcript and a written statement of why they discontinued their prior training and why they would like to resume at The Skin Institute.
5. Submit a copy of a high school diploma or G.E.D., driver's license, and a social security card.

Transfer Students

Students should arrange for a personal interview. In addition to the standard admission requirements a transfer student must also provide:

1. A complete transcript of training at the previous school or licensing agency.

In addition to the above, a competency exam may be required prior to enrollment at The Skin Institute.

If the Institute accepts you, we will credit you for your previous training hours in accordance with the regulations of the Utah State Board of Cosmetology. Tuition is based on the total number of hours the student needs to complete, the Institute's requirements of the course plus administration fees. Students are required to have purchased all equipment and supplies needed to complete the program prior to the first day of class.

The Skin Institute does not recruit students all ready attending or admitted to another school offering a similar program of study.

Re-entry Students

Former students of The Skin Institute who wish to re-enter must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within 30 days of the original exit date will be charged the same contract amount as the original enrollment and all previous payments will be credited to the contract, less any refunds made as a result of the withdrawal. A student who takes a leave of absence or who drops and re-enrolls and who was on probation at the time he or she took a leave of absence or dropped, the student must return to the program on probation. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment.

Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment at The Skin Institute two times may not be considered for re-enrollment. Acceptance of re-entry students is based on availability and past performance.

Class Starting Dates

The Skin Institute has three starting dates throughout the year for full-time day Basic and Master classes. The Institute also has 2-3 starting dates throughout the year for part-time evening Basic and Master classes. Please call for current class starting dates.

Holidays

The Skin Institute is closed for the following days:

- New Years Day
- Memorial Day
- Spring Break
- Independence Day
- Labor Day
- Thanksgiving Eve
- Thanksgiving
- The Day after Thanksgiving
- Winter Break, includes Christmas & New Years Eve

Excused Absence Request

Anytime that a student will be missing time during the scheduled contract period they must fill out an "Excused Absence Request" form. The form must be presented to the appropriate designated person for approval or denial. If the time is approved, the student is still required to make that time up but will not be required to pay the \$6.00 per hour fee. If it is denied, the student will have to make the time up and have to pay \$6.00 per hour to do so. Determination of approval or denial is based on reason for the request for time off. Frivolous reasons will be denied.

Authorized Leave of Absence

Students must request a leave of absence when they plan to not attend any time during their period of enrollment exceeding 5 days. If approved, the official leave extends the contract period by the same number of days and hours designated in the leave document. However, the students should work to bank up hours if they know there is time going to be missed, or arrange to make up hours so they don't have to stay past their scheduled graduation date. No re-entry fee will be charged if a student returns to class on or before the first class day scheduled after the end of the leave. If the student does not attend class on the day they are scheduled to return they will be required to make up those hours missed and pay any applicable fees. A request for a leave of absence must be made in writing and approved by the school.

Cancellation and Refund Policy

If the Institute does not accept the applicant, the applicant shall be entitled to a refund of all monies paid. A student (or in the case of student under legal age, his/her parent or guardian) cancels his/her contract

and demands his/her money back in writing, within three business days of the signing of the contract. In this case all monies collected by the school shall be refunded except the \$50.00 application fee. This policy applies regardless of whether or not the student has actually started training. A student cancels his/her contract after three business days after signing but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the \$50.00 application fee. The contract and student's enrollment can be terminated only by a written notice. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification delivered to the school in person, or after fourteen days of unexplained absences which shall constitute constructive notice of cancellation to the school or a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

In the event the course is cancelled prior to the first day of class, all fees and tuition will be refunded. In the event the Institute closes for business and is no longer offering instruction after a student has enrolled and/or instructions has begun, the student is entitled to pro-rata refund of tuition.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the course. The student's formal termination by the Institute shall result in a refund of money due to the student within 30 days of cancellation. Kits (for basic estheticians) and books, once they have been issued, are not refundable. If for any reason the Institute must seek legal counsel to collect unpaid bills due to the Institute, the student will be responsible for all fees incurred by the Institute's lawyers and or the court.

Deposits or down payments are considered part of tuition costs. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standard- for refunds:

Percentage of Time Enrolled to Applicable Billing Period	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5.0% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Housing

The Skin Institute does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Evaluations and Counseling

Students are counseled regarding progress twice within the students' enrollment period. Students' strengths and areas needing improvement are identified and plans for needed improvement are discussed. Counseling regarding personal matters, licensing regulations, reciprocity, employment, and continuing education opportunities are available to students as needed. The administration office has a list of agencies for referral if a student needs other assistance.

Scholarship Policy

The Skin Institute provides a \$500.00 scholarship towards the Master Course to previous Basic Course students of the school that were successful in passing the requirements and have the desire to continue their education.

Performance Statistics

The Skin Institute maintained the following performance statistics for 2008 regarding campus completion, licensure and job placement rates for the Esthetic programs.

Completion Rate:	95.77%
Employment Rate:	72.55%
Licensure Rate:	100.00%

Job Demand in Esthetics

The following information was obtained from the U.S. Department of Labor Bureau of Labor Statistics. Estheticians and other skin care specialists will see large gains in employment, and are expected to grow 34 percent as more facial procedures to improve one's complexion become available and become more popular in spas and some medical settings. This is faster than average for all occupations. This growth primarily will be a result of an increasing population and from the growing demand of personal appearance services, particularly skin care services. Opportunities for entry-level workers should be favorable with continued growth in the number of full-service day spas. In addition to those arising from job growth, numerous job openings will arise from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. As a result, job opportunities generally should be good. However, competition is expected for acquiring jobs and clientele at higher paying salons and spas, as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those licensed to provide a broad range of services. In 2006 estheticians held 38,000 jobs. By 2016 they're projected to hold 51,000. Median earnings for estheticians in 2006 including tips were \$12.58 per hour. While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. A number of factors determine the total income. They may receive commissions based on the price of the service, or salary based on the number of hours worked, and many receive commissions on the products they sell.

Safety Hazards and Physical Demands of Esthetics

Most full-time estheticians put in a 40-hour week, but longer hours are common, especially among self-employed workers. Estheticians usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important because the schedule and work can be demanding. Having good posture is necessary to prevent back problems when leaning over to do treatments. Properly stretching hands and wrists is important as repetitive movements can cause soariness. There are treatments that involve invasive substances that will require protective equipment such as latex gloves and also aprons or vests to protect from oil, tinting, or product staining on clothes. Protective face masks may also be incorporated to guard against germs or bacteria from close contact with clients.

State Requirements for Licensure

1. Graduate from a school of Esthetics with at least 600 hour basic course or 1200 hour master course.

2. Pass a written theory exam.
3. Pass a practical exam.
4. Make application and pay state fees.

All students prepare for the Utah State Board examination. In order to prepare students for the State Board Exam, clinic floor students are tested against Utah State Board requirements on a routine basis. These examinations entitled Mock State Board Examinations (MSBE) are similar to the actual exam given in order to obtain a license in Utah. It is the Institute's policy that a student must obtain a passing grade of 80% or higher on these examinations prior to being issued a diploma. The Utah State Board issues a pass or fail report. Students who fail the actual Utah State Board examinations may repeat the examination on the next available examination date. The Utah State Board will require additional fees.

Right to Privacy

The student and their parents, if the student is a dependent minor, are guaranteed by the school, the right of access to the cumulative records under proper supervision and interpretation by a school representative. All student records shall be confidential and information released only upon written authorization of the student, with the following exceptions: 1) Records may be released to law enforcement agencies following proper legal procedures. 2) Appropriate parties connected to financial aid and accrediting agencies.

Agencies requiring information from school records must file a written request, which will become part of the student's permanent file. No portion of the file may be removed or reproduced without permission of the owner of the school, as all materials and records contained therein are the property of The Skin Institute.

Student Grievance Procedure

The Skin Institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedure will be included in new student orientation, thereby assuring that all students know the steps to follow, should they desire to register a complaint at any time. Evidence of final resolution of all written complaints will be retained in school files through two complete accreditation cycles. The following procedure outlines the specific steps of the complaint process.

1. All complaints of The Skin Institute may go through a verbal process first. The parties involved may state their complaint to any staff member with whom they feel comfortable stating their complaint.
2. If a verbal complaint does not resolve the situation, the student should register the complaint in writing on the designated form provided by the school within 10 days of the date that the act, which is the subject of grievance, occurred.
3. A school representative will review the complaint within 10 days of the receipt of the written complaint, and will document the meeting between the school representative and the complainant in writing; giving the complainant a copy of this written record and/or resolution.
4. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee consisting of the school director, a member of the administrative office, and an instructor and/or student within 21 days of receipt of the complaint.
5. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed, the complaint committee should act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

6. Complaints are required to try and be resolved through the school's complaint process. If the complaint is of such and extreme nature that it cannot be resolved by the corporate manager, a form is available through The National Accrediting Commission of Cosmetology Arts & Sciences – 4401 Ford Avenue Suite 1300, Alexandria, VA 22302. (703)-600-7600

Administrative Staff and Faculty

Mary Ronnow	Owner
April Terry	Director of Education
Desiree Andelin	Director of Admissions
Cassie Goimarac	Administrative Assistant
Leigh Gubler	Instructor
Kristina Brammer	Instructor

The Skin Institute
992 N. Westridge Dr, Suite A
St. George, Utah 84770
(435) 673-7696

CONTRACT

This contract made and entered into this _____ day of _____ in the year 20____ by and between THE SKIN INSTITUTE located at the above address hereinafter referred to as "INSTITUTE" and _____ hereinafter referred to as "STUDENT".

WITNESSITH:

Institute agrees to enroll student FULL TIME, or PART TIME (circle one) with the start date to begin classes on or before _____ with the course study in BASIC ESTHETICS, or MASTER ESTHETICS (circle one). With the anticipated completion date of _____.

Whereas the following number of clocked hours required to graduate is as follows:

600 Basic Esthetics **600 Master Esthetics**

1. Graduation Requirements

In order to receive a diploma in either the basic or master course from the Institute, the student must satisfy the following requirements:

1. Completion of scheduled 600 basic or master clock hours. Full time enrollment requires sixteen weeks of education, calculated at forty clock hours each week, and part time enrollment requires twenty four weeks of education, calculated at twenty six clock hours each week.
2. Successfully pass Mock State Board Examination with a percentage grade average of 80% or above for both written and practical.
3. Payment in full of all tuition fees due to the Institute, including any overtime (make up time) fees.
4. Permanent address and phone number given to school for their files.
5. Student workbook completed.
6. Student test book completed.
7. Required number of practical treatments completed.

The Institute issues a diploma upon graduation. The receipt of our diploma does not grant students the right to practice in their chosen field. A license from the Utah State Board of Cosmetology must be obtained. The admission to licensing for Utah State Board of Cosmetology requires the school to give the applicant an application for examination and a certificate of graduation. The student will need to provide a valid form of identification, proof of age, high school diploma, pass port photo and pay the required fees for examination.

The Institute will provide materials and literature to prepare the students for the State Board Examinations, however the Institute does not guarantee passing the examinations. All graduates must pass a State Board Examination to receive a license. Students are expected to schedule their examinations, and personally pay the necessary costs related to the State Board Examination and state licensure.

2. Students must maintain average test scores of 80% or higher. Upon completion of the 600 hours students will receive a diploma, enabling them to take the Utah State Exam.

3. NOW THEREFORE: Applicant must submit an application along with a \$50 non-refundable application fee and a reservation fee of \$1000 to reserve space within the program. Upon acceptance by The Skin Institute, the reservation fee and application fee will be applied toward tuition. A full refund of the reservation fee will be given if the student's application is denied or written cancellation of enrollment is received by the Institute before the beginning of instruction identified as the above start date.

4. The start date for class will be _____. On or before the first day of class, the student will need to bring the following:

- A copy of your driver's license
- A copy of your social security card
- A copy of your high school diploma or G.E.D.
- A 3" three ring binder and something to write with
- A white uniform for Basic students (white scrub pants, white lab coat (optional), white TSI t-shirt or white scrub top, clean white closed-toe athletic shoes)
- A black uniform for Master students (black scrub pants, white/black lab coat (optional), black TSI t-shirt or black scrub top, clean black closed-toed athletic shoes)
- Student handbook
- Balance of fee

5. Tuition and Fees. Total basic esthetic course cost is \$6,995.00 for both the 16 week full time and 24 week part time 600 hour courses. Total master esthetic course cost is \$7,495.00 for both the 16 week full time and 24 week part time 600 hour courses. The \$50 application fee, which is paid at the time the application is submitted, is non-refundable, but applies toward tuition. Student kit (basic esthetic course) and books are also non-refundable. Any money owed the Institute for charges, or student tuition, must be paid in full at the beginning of the course. If at this time all monies are not paid in full, students will not be allowed to clock in to record hours at the Institute until all monies are paid.

a. Course cost of \$6995.00 includes:

Non-refundable application fee	\$ 50.00	
Reservation fee (applied toward tuition)	\$1000.00	
Student kit	\$ 225.00 (basic)	
Books	\$ 175.00(basic)	\$ 175.00(master)
Remainder of tuition	\$5545.00(basic)	\$6270.00(master)

- b. Methods of payment. The skin Institute accepts cash, check, or money order. If tuition is paid with a Visa or Mastercard a 3% finance charge will be required. The balance of tuition and fees is due before the first day of class.
- c. If a student is under the age of 18 years old, the student will need a cosigner, who will be co-liable to the Institute for the fees agreed to in this student contract, if student should default in any payments thereof. This provision may be waived by written agreement between student and the Institute only.
- d. The cost of tuition is figured for a sixteen or twenty four week period respectively. Students will be charged an extra \$6.00 per hour for every hour not excused. And \$24.00 for every day they need to attend past their contracted graduation date.
- e. Students are responsible for their own uniforms.
- f. By law, students are not allowed to accept revenues for services provided to the public until they are fully licensed. Revenues from the services performed by the students contribute to the cost of training, thereby reducing the amount students would otherwise pay for training. Students are allowed to keep their own gratuities.
- g. If a student cancels their enrollment before their first scheduled day of class the student is entitled to a refund of all monies paid the Institute, less the \$50 application fee.

6. Cancellation and Refund Policy

If the Institute does not accept the applicant, the applicant shall be entitled to a refund of all monies paid. A student (or in the case of student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded except the \$50.00 application fee. This policy applies regardless of whether or no the student has actually started training. A student cancels his/her contract three business days after signing but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the \$50.00 application fee. The contract and student's enrollment can be terminated only by a written notice. The "formal cancellation date" will be determined by the postmark on written notification;

the date said notification delivered to the school in person, or after fourteen days of unexplained absences which shall constitute constructive notice of cancellation to the school or a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

In the event the course is cancelled prior to the first day of class, all fees and tuition will be refunded. In the event the Institute closes for business and is no longer offering instruction after a student has enrolled and/or instructions has begun, the student is entitled to pro-rata refund of tuition.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the course. The student's formal termination by the Institute shall result in a refund of money due to the student within 30 days of cancellation. Kits (basic esthetician) and books, once they have been issued, are not refundable. If for any reason the Institute must seek legal counsel to collect unpaid bills due to the Institute, the student will be responsible for all fees incurred by the Institute's lawyers and or the court.

Deposits or down payments are considered part of tuition costs. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standard for refunds:

Percentage of Time Enrolled to Applicable Billing Period	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

7. The Institute does not guarantee any employment. But the Institute will assist students in finding employment, by helping with resumes, listing jobs available on student bulletin boards, and helping students make contacts.

8. Termination by Institution: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive education environment and general objectives of the school.

9. Drug policy: The Skin Institute is a drug free campus. Any student caught using illegal substances inside the school or on the school grounds will immediately be terminated as a student. In keeping with the company's intent to provide a safe and healthy environment, smoking is prohibited throughout the entire course of enrollment.

I certify that I have read the entire contract and have accepted the terms and conditions listed above, and have received a copy of the contract. I further certify that I will follow INSTITUTE HOURS, POLICIES, and REQUIREMENTS.

This contract agreement is effective for either the 600 hours full time or 600 hours part time esthetics program and is effective whether the student withdraws, drops, or is terminated, and until all areas of the contract are satisfied.

THIS CONTRACT IS ACCEPTED BY

STUDENT **DATE**

CO-SIGNER (IF NEEDED) **DATE**

WITNESS **DATE**

THE SKIN INSTITUTE **DATE**