

GUTI The Premiere Beauty and Wellness Academy

Located at 4212 Cortez Rd. West, Bradenton, FL 34210 is organized and chartered as a corporation under the laws of the State of Florida. The Sebring campus is located at 135 U.S. Highway 27 N., Sebring, Florida 33872.

Governing Body

Patty Galdámez, CEO
4212 Cortez Rd.
Bradenton, Florida 34210

Accreditation

National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue
Suite 1300 Alexandria, VA 22302
Telephone: (703) 600-7600

Programs Offered

Cosmetology Program
Barber Program
Basic Cosmetology
Teacher Training Program
Massage Therapy Program
Full Specialist Program
Facial Specialist Program
Manicure Specialist Program

Professional and Business Associations

Florida Association of Cosmetology Schools
National Cosmetology Association
American Association of Cosmetology Schools
Association of Accredited Private Schools
Better Business Council
Manatee Chamber of Commerce
Florida Chamber of Commerce

Licensed By

Commission for Independent Education, Florida Department of Education.
Additional information regarding this institution may be obtained by
Contacting the Commission at:
325 W. Gaines St., Suite 1414
Tallahassee, Florida 32399-0400
Telephone: (888) 224-6684 - (850) 245-3200
Florida Board of Massage Therapy
4052 Bold Cypress Way, Bin #C06
Tallahassee, Florida 32399-3256
Telephone: (850) 488-0595

Approved For Training Grants and Loans from the following:

HRS-Vocational Rehabilitation
TFC Credit Corporation
Federal PELL Grant
Federal Direct Loans
SEOG/College Work Study
Veteran's State Approving Agency

Hours: Tuesday, Wednesday & Thursday 8:30a.m. To 9:15p.m.

Monday 8:30 a.m., to 5:00p.m.

Friday 8:30 a.m., to 5:00p.m.

Saturday 8:30a.m., to 5:00p.m.

Certified true and correct in content and policy:

Patty Galdámez, CEO

CONTENTS

GUTI	Cover
Mission Statement	Pg. 3
Educational Goals and Objectives	Pg. 3
Our Advantages	Pg. 3
Code of Ethics	Pg. 3
Career Opportunities	Pg. 4
Getting Started	Pg. 5
Working on Live Models	Pg. 5
Description of Facilities	Pg. 5
Non-Discrimination Statement	Pg. 6
History	Pg. 6
Living Quarters	Pg. 6
Admission Requirements	Pg. 6
Dress Code	Pg. 6
Schedule of Classes	Pg. 7
Holidays	Pg. 8
Privacy Act	Pg. 9
Financial Aid & Time Payment Plans	Pg. 9
Payment Policy	Pg. 9
Refund Policy	Pg. 10
Grading & Testing	Pg. 11
Satisfactory Progress Policy	Pg. 11
Termination	Pg. 12
Advising	Pg. 12
Placement	Pg. 12
Classes Cut, Conduct, Leave of Absence, Tardiness & Absences	Pg. 12
Veteran's Attendance Policy	Pg. 13
Cancellation Clause	Pg. 13
Re-Entry Policy	Pg. 13
The Enrollment Agreement	Pg. 13
Transfer Policy	Pg. 14
Cosmetology Program	Pg. 14, 15, 16
Barber Program	Pg. 16, 17, 18
Basic Cosmetology	Pg. 18, 19, 20
Teachers Training Program	Pg. 20, 21
Advanced Training	Pg. 21
Massage Therapy Program	Pg. 21, 22
Full Specialist Program	Pg. 22, 23
Facial Specialist Program	Pg. 24, 25
Manicure Specialist Program	Pg. 25, 26, 27
Staff	Insert - A
Tuition and Kit Supplies	Insert - B
Class Start Dates	Insert - C
Rules and Regulations	Insert - D
Policy for Safeguarding Customer Information	Insert - E
Grievance Policy	Insert - F
Emergency Evacuation	Insert - G

All inserts will be physically attached to the catalog.

Mission Statement:

Our mission is to provide an exceptional educational experience which improves the quality of life for our students through offering the necessary training of technical, academic, and relationship skills to excel in the beauty and wellness industry.

Educational Goals and Objectives

TO PREPARE students with technical, academic and relationship skills necessary for successful entry level employment and licensure or certification in their chosen fields.

TO ACCOMPLISH this in a professional learning environment that enhances the student's abilities.

TO ASSIST graduates in obtaining employment in their chosen field of study.

TO RESPOND to the requests of the industry for specific training needs and educational programs, and to evaluate and revise these programs when appropriate.

Our Advantages

GUTI is an institution dedicated to quality education for today's students who want to be professionals in the fields of Cosmetology, Barber, Manicuring, Aesthetics and Massage Therapy.

Modern equipment and methods are placed at your fingertips, along with advanced techniques and audio visual aids. Programs and facilities are continuously updated.

Personal guidance and attention is given to every student by our qualified staff.

GUTI will work with to make sure our students get the comprehensive training that will prepare them for their certification and/or State Board Exam(s). Our graduates are in demand! We offer placement assistance.

Our Code of Ethics

GUTI adheres to and complies with the moral and ethical standards pertaining to recruitment, education, and instruction of students. The Academy does not recruit students already attending or admitted to another school offering similar programs of study.

GUTI "The Premier Beauty & Wellness Academy"

Training today's students for tomorrow's success.

CAREER OPPORTUNITIES For the Professional

Experienced Licensed
Cosmetologist/ Barber
Or
Specialist

Instructor

Hair Stylist

SPA Owner

Make-Up Artist

Hair Analysis Specialist
And/or
Hair Color Specialist

Permanent Wave Technician

Platform Artist

Massage Therapy

SPA Manager

SPA Trainer

Manicurist

Skin Care Specialist

Distributor Sales Consultant

Texture Specialist

Cutting Specialist

Your newly chosen profession is one of the most exciting, rewarding and fastest growing industries today. Once you have completed your schooling and are licensed, you will be amazed at how many career opportunities will open up for you. The possibilities can be endless for a hard-working professional who approached her or his career with a **strong sense of personal integrity**.

Today's stylist has attained the serious and lofty title of: **"Professional"**. This change in the public's attitude is due to the hard work and creative energy given by former generations of professionals. Soon, you will have the opportunity to make your successful contribution to the industry. But, in order to do this, you will need to work with fellow members of the industry. To do this properly, you will need to make your personal commitment to professionalism.

Professionalism is required in all areas of your personal, school and business life. This is especially important in your attitudes towards your training at the Academy.

The beauty, barber and wellness industries are multi-faceted, drawing on a multitude of job descriptions and roles. Above, we have listed a few.

GUTI

GUTI The Premier Beauty and Wellness Academy is a professional and pleasant establishment! The office doors are always open and students are always welcome to come in and discuss their needs. We encourage all prospective students to visit and observe classes in session, look at all the instructional material and talk to the students. There is no obligation. Come in any time for a personal tour of the school or phone for an appointment. You can also visit our website at www.mybeautyacademy.com

Getting Started

We have new classes starting every 4 to 8 weeks. These are medium size classes with a competitive student to teacher ratio. You will advance, develop and learn at your own pace with support, and training from your instructors. The faculty have special training to teach beginning students and will coach you for this important journey in your training. Our students range in age from sixteen to the sixties. For some students, this is a beginning career and for others it is a second or third career.

Your training is about to begin as a **student** at GUTI. Your first period of training will be spent learning the fundamentals of haircutting, permanent waving, styling, color applications, facials, basic manicuring and basic pedicuring. Thereafter, you work on customers, your mannequin and fellow students, using step-by-step procedures. You will be thrilled and amazed to see your skills develop. Each day with practice and consistent work your skills will improve and the fun of learning increases.

Each subject is taught in complete, self-contained instructional modules covering each subject accordingly. The module components include student workbooks, text, practical and DVD or other supplements as needed. A student can review any module as dictated by scheduling of such. Our teaching modules are updated as necessary and advanced techniques in hair cutting and modern trends in styling are added to our library on a need basis. The instructors complete the cycle of learning and teaching with their quality training and advanced lesson plans provided by the publishing companies.

Working on Live Models

The student salon is part of the practical training of your profession. The student salon is where you practice your technical, communication and creativity. The student is required to work on different types of hair and styles as required by the guest. The student is being prepared to perform the following skills:

Haircutting – shampooing, shaping, basic texturizing, basic clipper technique (if applicable), styling, and client consultation,

Hairstyling – Client consultation, Wet Hairstyling Basics, Blow-Dry, Hair Straightening/Pressing.

Permanent Waving – Client consultation, structure of Hair, adding wave or curl to the hair

Chemical Relaxing – Client consultation, hair structure, types of relaxers, implements, materials, neutralization procedure, clean up, sanitation, and safety precautions.

Hair Coloring – Client consultation, Tones, Hair color applications, Lighteners, Special Effects, Special Challenges, corrective solutions, safety precautions and sanitation.

Basics of Braiding - Client consultation, techniques, detangling, shampooing, conditioner, rinse, a visible and invisible style,

Man's Hair Styling and Other Related Subjects - you are learning more than the basic barber skills at Bradenton Beauty and Barber Academy. You begin to feel comfortable in any situation and with all types of hair.

Description of Facilities

The school consists of 8200 square feet of classrooms, student salon area, retail center, offices and state of the art auditorium. We are located at 4212 Cortez Rd West, Bradenton, FL 34210. There is ample parking for students, guests, faculty and staff. The school is conveniently located to public transportation, apartment complexes, restaurants, medical offices, and retail stores.

There are three classroom equipped with audio-visual aids, workstations, desks, shampoo bowls, stainless steel counters, central air and heat. In addition to the administrative offices and classrooms, there is a student lounge area equipped with microwaves, chairs, tables, soda and snack machine, and a refrigerator. The student salon area consists of 60 modern Cosmetology and Barber stations. The facial SPA Room consist of four tables, modern machines; make up counter, Vichy table, bathroom and a shower. The massage therapy SPA room consist of four tables, modern equipment and supplies. The nail department consist of four (4) SPA pedicure chairs, eight (8) manicure tables, equipment and supplies. The media centre is equipped with six (6) computers, desk, cabinets and chairs. The auditorium is build to accommodate at least seventy-five (75) people, sound, visual and data equipment, and it is a state of the art centre. The entire facility is air conditioned, well lighted, and contains modern equipment and was built in March, 2011.

The Sebring campus consists of 4,000 square feet of classrooms, clinic area and offices. The Sebring campus is a free-standing building located at 135 U.S. Highway 27 North, Sebring, Florida 33872. The school is equipped with audio-visual aids, workstations and desks. The student salon area contains 22 complete stations. The entire facility is air conditioned, well lighted, and contains all necessary equipment. There is ample parking for students, guests, faculty and staff. In addition is conveniently located to public transportation. There is a student lounge area designated for their break and lunch and is fully equipped with a microwave, chairs, table, soda machine and a refrigerator.

Non-Discrimination Statement

GUTI "The Premiere Beauty & Wellness Academy" does not discriminate on the basis of religion, race, age, creed, sex, color or ethnic origin in the education programs, admissions, instruction, graduation policies and other activities which it operates, and is prohibited from discrimination in such manner by law. This practice and requirement of non-discrimination also extends to employment by the school and the administration of students to programs and activities operated by the school. The school are conveniently located as a free standing building at a ground level and is easily accessible to the handicapped.

History

GUTI "The Premiere Beauty and Wellness Academy" formerly known as Bradenton Beauty Academy, Inc. was founded in 1953 and has been in continuous operation since that time. In 1989, the school was moved from downtown Bradenton to 3928-C Manatee Ave. West. In 2002, the school underwent a change of ownership and is now **GUTI "The Premiere Beauty & Wellness Academy"**, located at 4212 Cortez Rd. West, recently built in 2011, offering vocational training in cosmetology, barber, nail/skin care specialties, Teacher Training and Massage Therapy. The academy recently expanded their facility on April 25, 2008 adding a campus located at 135 U.S. Highway 27 North in Sebring, Florida.

Living Quarters

The school does not have dormitories. We will assist students with finding housing by giving information on the area's apartment complexes and housing within the school's vicinity.

Admission Requirements

The Academy admits as students, persons having:

1. Proof that the student is sixteen years of age or older.
2. A high school diploma or equivalent (G.E.D.).
3. Students not having a high school diploma or G.E.D., will take the Ability to Benefit from training offered will be determined on the basis of successful completion of the Wonderlic Basic Skills Test, Verbal forms VS 1 or 2 and Quantitative QS Forms 1 or 2, with a minimum verbal score of 200 and a minimum quantitative score of 210. This test is approved by the U.S. Department of Education and is independently administered by a Wonderlic certified administrator. The cost of this test is \$75.00 to the student.
4. The school will also accept any federally approved test taken at another school and passed within the last 12 months prior to enrolment at the Academy.

Dress Code

Because you are in the image business, how you look and present yourself has a big influence on whether you will be successful working in your chosen career path within the field of cosmetology, barber and wellness. You need to look stylish, have a clean appearance this will serve as an advertisement for your commitment to professional beauty. Furthermore, when you look great, your guests will assume that you can make them look great, too.

The following dress code is strictly enforced in order to maintain a professional image, structure and discipline in the Academy.

BRADENTON CAMPUS:

COSMETOLOGY STUDENTS

Eggplant, Purple, polo shirts with the school logo and black pants

Black Shoes: Closed toes (tennis shoes allowed **only** if solid black)

Purple Smock or Apron with the School Logo: To be worn at all times while in the student salon.

Name Tag: Stating your name and Student. Example: Kelly - Student

BARBER STUDENTS:

Black Dress Slacks, (No denim is allowed).

Polo Shirt: Purple with the School logo (No other shirts allowed)

Purple Smock: To be worn at all times while on the student salon.

Black Shoes: Closed toe (tennis allowed **only** if solid black)

Name Tag: Stating Your Name and STUDENT. Example: John - Student

FULL/FACIAL AND MANICURE SPECIALIST

Aqua, Blue or Green Apple polo shirts with the school logo and black or navy pants.

Black Shoes: Closed toes (tennis shoes allowed if solid black)

Black Smock or Apron with the School Logo: To be worn at all times while on the student salon.

Name Tag: Stating your name and Student. Example: Kelly - Student

SEBRING CAMPUS:

COSMETOLOGY/BARBER/MANICURE SPECIALISTS:

Black Dress Slacks, Black Dress or Skirt below the Knee: No denim is allowed.

White Top: No T-shirts

Black Smock or Apron: To be worn at all times while on the student salon.

Black Shoes: Closed toe

Name Tag: Stating Your Name and STUDENT. Example: Kelly – Student salon.

FACIAL SPECIALISTS:

White Dress Slacks, White Dress or Skirt below the Knee: No denim is allowed.

White Smock: To be worn at all times while on the student salon.

White Shoes: Closed toe.

Name Tag: Stating Your Name and STUDENT. Example: Kelly - Student

MASSAGE THERAPY:

Blue Scrubs

Black Shoes: Closed Toe

Name Tag: Stating Your Name and STUDENT. Example: Kelly - Student

Schedule of Classes

Course Offering

Courses offered are coded using a numbering system as required by the State. Courses in the numbering system are represented using a letter prefix representing the program and are numbered sequentially.

Cosmetology & Barber

The school is open 6 days a week, Monday through Saturday. Students may enroll for a range of schedules from 28.25 - 40 hour per week programs. These students are considered by the school to be full time students. **Theory classes are mandatory and must be attended until graduation** in order to be preparing for licensure examination. Request for early dismissal must be in writing and approved by management.

At the Bradenton campus theory classes are held every day Tuesday, thru Friday from 8:30 – 9:30 am. Evening theory classes are Monday from 5:00 – 9:15 pm for the night students and specialty classes. Level I theory are held Saturdays for both day and night students from 8:30am to 2:00pm. The Sebring campus theory classes are held on Wednesday from 9:00 to 1:15 for the day students and 5:00 – 9:15 pm for the night students. Level I theory class is Saturdays from 8:30 – 2:00 pm. for both day and night students in Sebring.

Students may arrive at the school at 8:15 am. Clock in time begins at 8:30 am. Day students may not stay past their contract schedule unless otherwise approved by management. Evening students are scheduled from 5:00 pm to 9:15 pm Monday through Thursday but may arrive earlier with approval of management and all day Saturday from 8:30 am to 5:00 pm.

Bradenton patrons are taken Tuesday, Wednesday, Thursday, Friday beginning at 9:30 a.m. and Monday and Saturday beginning at 8:30 a.m. Night students are on the student salon floor Tuesdays, Wednesday, and Thursday from 5:00 pm to 9:15 pm and Saturdays from 8:30 am to 5:00 pm. The student salon closes on Monday, Friday and Saturday at 5:00 pm.

Sebring Day Students may arrive at the school at 8:15 am. Clock in time begins at 8:30 am. Day students may not stay past their contract schedule unless otherwise approved by management. Evening students are scheduled from 5:00 pm to 9:15 pm Tuesday through Thursday but may arrive earlier with approval of management and all day Saturday from 8:30 am to 5:00 pm.

Sebring patrons are taken Monday, Tuesday, and Thursday, Friday and Saturday beginning at 8:30 a.m. Night students are on the student salon floor Tuesdays, and Thursday from 5:00 pm to 9:15 pm and Saturdays from 8:30 am to 5:00 pm. The student salon floor closes on Monday, Friday and Saturday at 5:00 pm

Specialty Programs

Bradenton Manicure Specialist - Day and evening classes are available. The day classes are Tuesday, Wednesday and Thursday from 9:30 a.m. to 3:30 p.m., and Saturday from 9:00 - 3:30. The evening classes are held Monday, Tuesday, Wednesday, and Thursday from 5:00 to 9:15 and on Saturdays from 1:00 to 5:00. Both day and evening students have their theory on Mondays from 5:00 - 9:15. The clinic days are Monday, Tuesday, Wednesday, Thursday, Friday and Saturday.

Sebring Manicure Specialist - Day and evening classes are available. The day classes are Monday, Tuesday, and Thursday from 9:00 a.m., to 1:15 p.m., and Saturday from 9:00 - 1:15. The evening classes are held Tuesday, and Thursday from 5:00 to 9:15 and on Saturdays from 1:00 to 5:00. Both day and evening students have their theory on Wednesdays from 5:00 - 9:15. The student salon days are Monday, Tuesday, Thursday, Friday and Saturday.

Bradenton Facial Specialist - Day and evening classes are available. The day classes are Tuesday, Wednesday and Thursday 9:30 - 3:30 (theory, demonstrations and clinic) and on Fridays and Saturdays from 9:00 - 5:00 (theory, demonstrations and clinic). The evening classes are held on Monday, Tuesday, Wednesday and Thursdays from 5:00 to 9:15 (theory, demonstrations and clinic) and on Fridays and Saturdays from 9:00 to 5:00 (theory, demonstrations and clinic). Theory class are on Mondays from 5:00 to 9:15 pm.

Sebring Facial Specialist - Day and evening classes are available. The day classes are Tuesday 9:00 - 3:30 (theory, demonstrations and clinic) and on alternating Fridays and Saturdays from 9:00 - 5:00 (theory, demonstrations and clinic). The evening classes are held on Thursday from 5:00 to 9:15 (theory, demonstrations and clinic) and on alternating Fridays and Saturdays from 9:00 to 5:00 (theory, demonstrations and clinic). Theory class are on Wednesday from 5:00 to 9:15 pm.

Full Specialist - see the schedules above for the Manicure and Facial Specialist.

Massage Therapy – Evening classes are available. The evening classes are held on Monday, Tuesdays, 5:00 p.m., - 9:15 p.m., and Saturday from 9:00 to 5:00 (theory, Demonstration and clinic).

Holidays

The school is closed for the following holidays: Martin Luther King Jr. Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the two days after, Christmas Eve, Christmas Day and the day after, New Years Eve and New Years Day. A "special" holiday may be declared for emergencies or special reasons.

Privacy Act

Neither the Privacy Act of 1974, nor The Family Educational Rights and Privacy Act (so called Buckley Amendment), are to prohibit the commissioner, and or his representative from inspecting student's records relating to admission, financial aid, or enrolment. Also, the commissioner, or legal representative, have access to these records in connection with audits, evaluation of educational programs, for the purpose of enforcement of or compliance with federal legal requirements related to these programs. This does not limit the educational agency from disclosing student records without prior consent of the disclosure in connection with the receipt of, or application for, financial aid to state, local or federal agencies. Both privacy acts do protect parents, legal guardians, and student records from improper disclosure by the institution.

The student has the right to access his/her files. A parent/guardian has access to records if the student is a dependent minor. Any disclosure of student records to any persons other than those mentioned above will require written consent from that student, who is of legal age, or their parents or guardian if they are a dependent minor.

Financial Aid & Time Payment Plans

Title IV Funds (Pell Grants and Direct Loans) and Time Payment Plans are available to students who **qualify**. For more information, please contact the Financial Aid Office at (941) 758-4400, Tuesday through Friday, 8:30 am to 5:30 pm for an appointment.

Payment and Refund Policy:

All Federal Title IV (PELL and Direct Loan) Funds received will be applied first to tuition and fees. Title IV Funds are disbursed at the beginning of the school term in 450-hour increments for a total of 900 hours in an award year. If qualified for another grant or loan, that payment will be disbursed at 300-hour intervals. To receive Federal Title IV Funds, a student must be in satisfactory progress in both attendance and grades. If a student withdraws or discontinues, any refunds will be made first to the appropriate FSA program in the order specified by Federal regulations and then to

the student. Any credit balance owed to the student will be made within 30 days of the student dropping (at least ten days after a payment check has been deposited).

Verification:

The Department of Education randomly selects students applying for financial aid for a process called verification. It is our policy that a student selected for such verification must submit all requested documents to the Financial Aid Office within two (2) weeks. If information is not received within 2 weeks, the student will receive a notice that the financial aid has been withdrawn. If the results show that incorrect information was reported, all corrections will be made and reported to the applicant and awards will be recalculated. If a student commits fraud or makes a false statement in order to receive Federal Title IV Funds, this student will be referred to local law enforcement officials for possible investigation.

Payment Policy

Tuition, fees, textbooks, material/kit cost and the exact payment plan for each student is specified on the enrollment agreement (contract). A complete kit list is given to each prospective student showing what they need, and the total cost. Payment plans vary with each student but could include cash, financial aid and time payments.

Payment Policy

Payments are due as stated on the enrollment agreement and at the times scheduled unless prior arrangements have been made or cancellation or termination is affected. The school reserves the right to discontinue/dismiss a student for failure to make the agreed instalments when due and/or to assess a \$35.00 late fee for payments past due. If the student has made payments as scheduled and has a balance due at graduation, the balance, at the discretion of the Director/Owner, may be financed at 12% interest (the school is currently financing through TFC Credit Corporation).

Refund and Return to Title IV Funds Policy

Should a student be terminated or cancel for any reason, all refunds/returns will be made according to the following schedules:

- A. Cancellation must be made in person or by Mail.
- B. 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. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the school Director/Owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the **exception** of the Enrollment Fee.
- D. Student who withdraws or discontinue after entering training, charges will be computed as follows:

(1) For students receiving Title IV Funds any unearned funds will first be returned to the appropriate FSA program and is calculated by a specific formula based on unearned hours within payment periods, after which the Institutional Refund Policy applies. The student (or parent, in the case of a PLUS loan) must repay any unearned funds that the school did not return according to the normal terms of the loan. Federal regulations require the return of Title IV Funds in the following order, as applicable: 1) FFEL loans: Unsubsidized Stafford, Subsidized Stafford, PLUS 2) Federal Direct loans: Unsubsidized Stafford, Subsidized Stafford, PLUS 3) Federal Pell Grant Program 4) Federal SEOG Program 5) other federal, state, private or institutional aid 6) remainder to student.

(2) The Institutional Refund Policy for all students is applied as follows:

Attendance in Schedule Hours	Amount Refunded by School
00.01 to 04.9%	80%
05.00 to 09.9%	70%
10.00 to 14.9%	60%
15.00 to 24.9%	55%
25.00 to 49.9%	30%
50.00 and OVER	0%
No refund due if student withdraws on or after 50%	

- E. Termination Date: Enrolment 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 school. There termination date of the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received, or in the case of leave of absence the documented day of return.
- F. All refunds will be made within 30 days following determination of termination or receipt of the Cancellation Notice, or failure to return from the approved leave of absence.
- G. The cost of extra items to the student, such as instructional supplies or equipment and lab fees is not considered in the Tuition Refund Policy computations and any monies paid for these items is non-refundable.
- H. If a program is cancelled subsequent to the student's enrolment, the school shall at its option: 1) provide a full refund of all monies paid; or, 2) provide completion of the program.
- I. If the school is permanently closed and no longer offering instruction after a students' enrolment, the student shall be entitled to a full refund of tuition.
- J. A reasonable enrolment fee not to exceed the lesser of 15% of the tuition, fees, and other charges will be assessed to the student not to exceed \$200.
- k. A termination fee of \$150.00 will be assessed to the student upon withdrawal.
- l. In the case of mitigating circumstances such as illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both parties.
- m. Students will be allowed to change their program **once** and must make this change prior to completing level one requirement and the student will be charged a \$75.00 administrative fee. After reaching 200 hours or desiring additional program changes the student would be required to withdraw and re-enrol and would be responsible for all applicable charges and fees..

Grading and Testing

Examinations are given upon completion of each unit in both theory and practical. Retakes of tests are permitted. This has proven to be a good teaching aid. The grading scale is as follows:

100-94	A	Superior
93 - 87	B	Excellent
86 - 80	C	Good
79 - 75	D	Passing
Below 75	F	Failing

The Academy's final examinations require a passing grade of 85% or above. Every effort is made by the staff to assist students in areas of need. The school retains records for a certain period of time according to regulations. Progress Reports are furnished to the students accordingly. Theory classes are mandatory.

Satisfactory Progress Policy

Students not maintaining satisfactory progress will not be eligible for Title IV Financial Aid. A student must maintain satisfactory progress according to the following standards:

Quality: A student must maintain a cumulative grade average of 75% (written and practical). The grading system is printed above. A grade of 85% must be made on the final exam.

Incremental Completion Rate: A student must complete 66.66% of possible clock hours (percentage of work) towards the educational goal based on time increments. The program must be completed within one and one-half (150%) times the normal time frame as follows:

PROGRAM	TOTAL HOURS	WEEKLY		LENGTH TIME FRAME POSSIBLE HOURS
		HOURS	MONTHS	
Cosmetology	1500	30	12	18 Mos. (2250 hrs.)
Cosmetology	1500	24	15	24 Mos. (2250 hrs.)
Cosmetology	1500	21	16 1/2	25 Mos. (2250 hrs.)
Barber	1200	24	12	18 Mos. (1800 hrs.)
Barber	1200	21	13	20 Mos. (1800 hrs.)
Basic Cosmetology	1200	24	12	18 Mos. (1800 hrs.)
Basic Cosmetology	1200	21	13	20 Mos. (1800 hrs.)
Teacher Training	600	30	05	7 1/2 Mos. (900 hrs.)
Massage Therapy	550	30	05	7 1/2 Mos. (900 hrs.)
Full Specialist	610	30	05	7 1/2 Mos. (900 hrs.)
Facial Specialist	310	24	03	4 Mos. (390 hrs.)
Manicure Specialist	300	20	03	4 1/2 Mos. (360 hrs.)

(One hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks)

Progress Evaluations: Progress evaluations (quality and completion rate) will occur as follows:

PROGRAM	HOURS	PROGRESS EVALUATION
Cosmetology	1500	450, 900 and 1200 hours
Barber	1200	450 and 900 hours
Basic Cosmetology	1200	450 and 900 hours
Teachers Training	600	300 hours
Massage Therapy	550	300 hours
Full Specialist	610	300 hours
Facial Specialist	310	150 hours
Manicure Specialist	300	150 hours

Special Grading Conditions: Students meeting minimum requirements at evaluation are considered to be making satisfactory progress until the next evaluation. Students not meeting minimum requirements at evaluation will be placed on probation (still considered to be making satisfactory progress) and will be given one month to meet the standard. (This does not apply to programs of short endurance because of the length of their program, less than 600 hrs.) If the standard is not met, the student will be at unsatisfactory progress and will not be eligible for Title IV Financial Aid. All students not meeting the standard within 30 days will be evaluated on a case by case basis to determine if the student should be allowed to continue in school or be terminated.

For a student to be considered making satisfactory progress as of the mid-point of the Program, the student must meet both the attendance and academic progress requirements on at least one evaluation by the mid-point of the program. There are no incomplete, remedial programs or repetitions. An official interruption of training has no effect on satisfactory progress.

Standards of Progress for Veteran Benefit Eligibility: At the end of each month, the student receives a progress report. If a veteran student's cumulative grade average falls below 75%, the student will be placed on probation for the next month. If at the end of the next month the grade point average remains below 75%, the student will be terminated from Veteran's Benefits for unsatisfactory progress with the VA so notified.

Appeal: Veteran students or a student who is receiving financial aid and who feels that progress was not made due to extraordinary mitigating circumstances must submit a written appeal to the school director within two (2) weeks of being notified that aid will be terminated. Mitigating circumstances are situations beyond the student's control (i.e. illness, accident, and trauma). Documentation of the situation must be provided. The school Director/Owner will make a decision within two (2) weeks.

Reinstatement: A student's V. A. benefits or financial aid will be reinstated only if an appeal is won or the student meets the above standards.

Termination/Date of Termination

The school reserves the right to discontinue/dismiss a student for failure to make the agreed upon instalments when due, failure to attend classes punctually, breach of school rules or regulations, and/or for any cause the school deems necessary for the good order and discipline of the school. Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrolment. Termination shall occur upon the student's formal notification or 30 days from the last date of attendance or upon failure to return from an approved leave of absence.

Advising

Students have access to advising from members of the school's staff daily including referral to professional assistance, if necessary. The school maintains records of student referrals. Students whose academic and /or attendance progress is unsatisfactory are provided with academic counselling and additional assistance if necessary.

Placement

Placement assistance is provided through the school information board and through school referral. The school does not guarantee employment to students.

Classes Cut- Rules & Regulations

Classes cut are identified as leaving school without permission during a portion of the day/night. This is viewed as a serious matter by the administration and a student is subject to being placed on probation or dismissed. Students are expected to be in attendance according to the terms of their contract. Students must attend school unless absences result from a reason beyond the control of the individual.

The school must be notified by telephone, before 8:30 am for day students, and before 5:00 pm for night students (8:30 am on Saturdays for day and night students). A warning will be issued to the student if he/she is tardy or absent without being excused. After three warnings, a conference with the Director will be necessary before being readmitted to classes. The student is subject to probation, suspension or dismissal at the discretion of the Director and Owner. Students not in attendance for 14 consecutive days will be dropped from the rolls of the Academy on the 15th day and notified by mail.

Veteran's Attendance Policy

Veteran students accumulating three (3) unexcused absences within a period of one month will be terminated from Veteran's Benefits. Students who wish to re-enter training may apply after 30 days, and receive individual advising from the school Director, after which a decision will be made regarding the student's eligibility to re-enter the school. Students placed on a leave of absence will be terminated from Veteran's Benefits.

Make-up Work

A student may sign up for study hall or to retake tests every Friday from 3:00pm to 5:00pm.

Conduct

Students are expected to maintain proper conduct and a professional attitude at all times. Students violating school rules and regulations will be warned and disciplined as deemed necessary by school officials. For more information on rules and regulations see the school Director.

Leave of Absence

A request for a leave of absence must be requested in writing, including the reason for the request. The appropriate form must be completed, signed and dated. Leave of Absences will only be granted for reasons of personal/family illness, personal/family/day-care problems, or financial hardship and will be considered on an individual basis by one of the Directors. A leave of absence may not exceed 180 days in a **twelve-month** period and must be requested in advance unless unforeseen circumstances prevent the student from applying prior to the start of the leave (e.g. injury in a car accident, emergency surgery). Students who fail to return to school from an approved leave of absence will be dropped from the school's rolls. The student's enrollment agreement ending date will be adjusted accordingly upon return if a leave of absence is taken.

Cancellation Clause

The school recognizes that conditions arise which cause changes in plans of students and that under such circumstances provisions for cancellation should be made. If cancellation is affected (under this clause), the student reserves the right to apply for re-instatement within one year of the date of original enrollment, at which time a credit will be made for all tuition paid.

Re-entry Policy

Students who have dropped and return to school after one-year of the date of their original enrollment will be charged the current hourly rate for the hours needed to complete their program plus the enrollment fee. Students who have been dismissed for lack of satisfactory progress may apply to be re-admitted to the institution in the same curriculum after a waiting period of 30 days.

The Enrollment Agreement

Upon enrollment, the student agrees to attend classes regularly as scheduled by the school and as may appear on all such bulletins and notices, prepare all lessons and perform all duties, abide by the rules and regulations of the school and fulfil their responsibilities, as per the enrollment agreement. The student also agrees to complete the program of instruction within the enrollment contract period starting from the date of enrollment.

However, in cases of illness, disabling accident or other circumstances beyond the control of the student, and properly documented which prevents the student from completing the training period in the required time will not incur additional charges for the overtime period if approval has been obtained from the school Director. (Students will receive a copy of the complete and detailed Student Enrollment Agreement prior to enrollment.) Hours to be made up after the scheduled date of completion are charged at the current contract overtime rate.

If a student fails to pay any amount due the school under this agreement when they are due, the student will also pay the school for all costs and expenses including reasonable attorney's fees that are incurred by the school in the collection of these amounts.

If this agreement is referred for collection to any agency that is subject to the Fair Debt Collection Practices Act, the student will pay those collection costs, which do not exceed 25% of the unpaid amount.

Tuition and Fees

The tuition and fees for each program offered at GUTI "The Premier Beauty & Wellness Academy" are listed in detail in the inserts found in the back of this catalog. GUTI "The Premier Beauty & Wellness Academy" reserves the right to periodically offer scholarships, tuition reductions or fee waivers or increases.

Transfer Policy

Transfer In: Credit for Previous Education

Credit for previous training will be evaluated and granted if appropriate, with training time shortened and tuition reduced proportionately (with the USDVA and the student so notified). Hours credited may be from any licensed and accredited school of cosmetology or barber when received on proper forms provided and duly verified. Acceptance of any transfer hours/credits earned at this institution is at the discretion of the receiving institution.

Transfer Out

Transfer out hours and services will be certified for students transferring out provided all financial obligations to GUTI "The Premier Beauty and Wellness Academy" have been met.

Cosmetology Program - 1500 hours (54 - 118 weeks)

Prerequisite – High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

As a SPA Premiere School our main objective is to train men and women for employment in the cosmetology industry, a field that is constantly progressing and expanding. To prepare the student for the State Board exam leading to licensing and to provide many additional skills that go beyond State Board requirements, enhancing the student's abilities to progress in the cosmetology field. Modern equipment and methods are placed at your fingertips, along with advanced techniques and audio-visual aids. Advanced methods and techniques are part of the curriculum.

Program Description:

This program is designed to prepare the student with all the technical, theoretical and practical skills mandated by the State of Florida and the Cosmetology Licensing Examination Board.

PROGRAM CURRICULUM:

COS 101 FLORIDA LAW 5 Hrs: This course covers the laws of the State of Florida governing the field of cosmetology.

COS 103 HIV/AIDS 5 Hrs: In this subject the student will learn very important facts about how AIDS is transmitted, infection and prevention.

COS 105 SANITATION/BACTERIOLOGY 32 Hrs: This class will help you understand the importance of safety and sanitation procedures, storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria, which the individual needs to be aware of.

COS 107 Facials/Hair Removal/Make Up 72 Hrs.: This class is structure for the student to learn about the skin diseases, bones, nerves and muscles affected by massage, massage techniques, cosmetics and total skin care.

COS 109 Shampoo/Scalp Treatments 12 Hrs.: Upon completion of this lesson, the student should be able to recognize hair and scalp disorders commonly seen in the salon and school, and know which can be treated.

COS 111 Permanent Waving 276 Hrs: This course enable the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

COS 113 Hair and Scalp 5 Hrs.: Upon completion of this lesson, the student should be able to describe the structures of the hair root, list the three layers of the hair shaft, describe the three types of side bonds in the cortex, list the factors that should be considered in a hair analysis, describe the process of hair growth. Be able to identify the types of hair loss and their causes. Be able to describe the various treatments options of hair loss.

COS 115 Salon/Shop Management 12 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional cosmetologist.

COS 117 Hair Shaping (all phases) 454 Hrs.: reviewing how the shape of the head effects angles used in haircutting, you will learn basic cutting techniques and terms, elevations, angles, volume and closeness, advanced techniques, how to use different implements for different affects and safety and sanitation procedures.

COS 119 Chemical Relaxing 41 Hrs: This course enables the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

COS 121 Shampoos & Rinses 36 Hrs: physical and chemical action of shampoos, scalp manipulations, irregularities and corrective treatments and safety precautions¹

COS 123 Hair Coloring/Bleaching 133 Hrs.: Define all types of hair coloring products and procedures including temporary, semi-permanent, permanent color, their action on the hair as well as advanced techniques such as hi-lighting and low-lighting, lightening and toning, and special effects.

COS 125 Hairstyling (all phases) 323 Hrs.: Basic as well as advanced styling techniques, blow-drying, iron curling, basic styling as well as today's modern methods such as scrunching, proper use of styling products, safety precautions

COS 127 Manicuring and Pedicuring 50 Hrs: This subject also covers nail diseases and disorders. You will learn basic procedures, how to apply nails, nail anatomy, and proper sanitation procedures.

COS 129 Ethics & Salon Retailing 34 Hrs: These closely related subjects will be including grooming, hygiene, verbal and non verbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional cosmetologist.

COS 131 Chemistry 10 Hrs.: This unit enables the cosmetology to learn about defining matter, chemical and physical changes, mixtures, compounds, atomic theory, amino acids and protein structure of the skin and hair.

Course Service Requirements:

Service Requirements - Minimum Services

Shampoos	300	Hair Shaping	250
Facials	40	Permanent Waves	100
Manicures	30	Chemical Hair Relaxers	40
Pedicure	20	Deep Conditioner	40
Highlight	40	Wax	20
Makeup Application	20	Razor/Clipper	50
Hair Styles (includes all phases)	350	Retail	200
Hair Color	140	Beard Trim & Shaves	15

Graduation Requirements:

Upon successful completion of the required number of services, 1500 clock hours, a minimum theory grade average of 75% and a minimum grade of 85% on the final exam(s), a diploma will be issued to the student. All requirements must be met before application for examination will be made to the Dept. of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399-0750.

Cosmetology Licensure:

After the student has completed all of the above requirements, and all financial obligations have been met, a student may apply for State Board examination. The school certifies the eligibility of the student to sit for State Board examination on the application for Cosmetology Licensure. A license and examination fee with must be sent with the application, as well as an Aids certificate received from the Florida Aids Education Program (at current cost) to the student. Application is made to the Department of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399-0750.

Employment of Cosmetology Graduates Prior to Licensure:

A candidate who applies for and takes the next available exam after graduation may work in a salon, but must have available for inspection all required documents under rule 21f-20.008. A candidate is entitled to work until he/she has received the results back from the first or second exam for licensure. If after the second examination results are received, the candidate has not passed the State Board exam, the student must return to school for 40 hours of remedial training. The candidate may not work further until he/she has received his/her Cosmetology license. A fee is required for each retake examination. The Florida Board of Cosmetology exam is an all written examination in both theory and practical.

Barber Program - 1200 hours (43 -94 weeks)

Prerequisite – High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

The objective of this program is to prepare the student for the State Board exam leading to licensing. To also provide many additional skills which go beyond State Board requirements and enhance your abilities to progress in this field.

Program Description:

This program is designed to prepare the student with all technical, theoretical and practical skills mandated by the State of Florida and the Barber Licensing Examination Board.

Program Curriculum:

BAR 101 FLORIDA LAW 5 Hrs: This course covers the laws of the State of Florida governing the field of barber.

BAR 103 HIV/AIDS 5 Hrs: In this subject the student will learn very important facts about how AIDS is transmitted, infection and prevention.

BAR 105 SANITATION/BACTERIOLOGY 31 Hrs. This class will help you understand the importance of safety and sanitation procedures, storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria the individual needs to be aware.

BAR 107 FACIAL/HAIR REMOVAL 40 Hrs: This class is structure for the student to learn about the skin diseases, bones, nerves and muscles affected by massage, and massage techniques. The student will learn how to remove hair in the eyebrow and hairline areas.

BAR 109 SCALP TREATMENTS 12 Hrs: Upon completion of this lesson, the student should be able to recognize hair and scalp disorders commonly seen in the salon and school, and know which can be treated.

BAR 111 PERMANENT WAVES 218 Hrs: This course enables the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

BAR 113 PROPERTIES HAIR AND SCALP 5 Hrs.: Upon completion of this lesson, the student should be able to describe the structures of the hair root, list the three layers of the hair shaft, describe the three types of side bonds in the cortex, list the factors that should be considered in a hair analysis, describe the process of hair growth. Be able to identify the types of hair loss and their causes. Be able to describe the various treatments options of hair loss.

BAR 115 SALON/SHOP MANAGEMENT 46 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional barber.

BAR 117 HAIR SHAPING (all phases) 439 Hrs.: reviewing how the shape of the head effects angles used in haircutting, you will learn basic cutting techniques and terms, elevations, angles, volume and closeness, advanced techniques, how to use different implements for different affects and safety and sanitation procedures.

BAR 119 CHEMICAL RELAXING 41 Hrs: This course enables the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

BAR 121 SHAMPOOS & RINSES 36 Hrs: physical and chemical action of shampoos, scalp manipulations, irregularities and corrective treatments and safety precautions.

BAR 123 HAIR COLORING/BLEACHING 76 Hrs.: Define all types of hair coloring products and procedures including temporary, semi-permanent, permanent color, their action on the hair as well as advanced techniques such as hi-lighting and low-lighting, lightening and toning, and special effects.

BAR 125 HAIRSTYLING (all phases) 190 Hrs.: Basic as well as advanced styling techniques, blow-drying, iron curling, basic styling as well as today's modern methods such as scrunching, proper use of styling products, safety precautions

BAR 129 ETHICS & SALON RETAILING 34 Hrs: These closely related subjects will be including grooming, hygiene, verbal and non verbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional barber.

BAR 131 CHEMISTRY 10 Hrs: This unit enables the barber student to learn about defining matter, chemical and physical changes, mixtures, compounds, atomic theory, amino acids and protein structure of the skin and hair.

BAR 133 BARBER HISTORY/TAPERS 12 Hrs: Structure of hair in a more in-depth level from the basic cell to mitosis, how hair develops and grows. You will learn to identify factors involved in analysis of hair, disorders and diseases, how to recommend proper conditioning treatments.

Service Requirements - Minimum Services:

Shampoos	150	Permanent Waves	75
Deep Conditioner	30	Chemical Relaxers	20
Taper	150	Hair Color	75
Fade	150	Shave/Edge	30
Moustache/Beard Trim	20	Facials	20
Hair Shaping/Razor	20	Highlight	20
Retail	150	Hairstyling	150

Graduation Requirements

Upon successful completion of the required number of services, 1200 clock hours, a minimum theory grade average of 75% and a minimum grade of 85% on the final exam(s), a diploma will be issued to the student. All requirements must be met before application for examination will be made to the Dept. of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399-0750.

Barber Licensure:

After the student has completed all of the above requirements, and all financial obligations have been met, a student may apply for State Board examination. The school certifies the eligibility of the student to sit for State Board examination on the application for Barber Licensure. Current DBPR license and exam fee must be sent with the application, as well as an Aids Certificate from the Florida Aids Education Program (also at current costs) to the student. Application is made to the Department of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399.

Employment of Barber Graduates Prior to Licensure:

A candidate who applies for and takes the next available exam after graduation, pending the results of that exam, may work in a shop under the direct supervision of a licensed Barber at all times and only in a licensed Barber Shop. If the results of the first exam indicate that the applicant has failed to achieve a passing grade on either or both portions of the exam, the applicant shall immediately cease to practice as a Barber, until the application is made for the next available exam. If the Boards are failed twice, the candidate must immediately cease to practice as a Barber and cannot resume practice until all Boards are passed, and the license is received. (See Rule 61G3-16.010).

Basic Cosmetology Program - 1200 hours (43- 94 weeks)

Prerequisite – High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

As a Premiere School our main objective is to train men and women for employment in the cosmetology industry, a field that is constantly progressing and expanding. To prepare the student for the State Board exam leading to licensing and to provide many additional skills that go beyond State Board requirements, enhancing the student's abilities to progress in the cosmetology field. Modern equipment and methods are placed at your fingertips, along with advanced techniques and audio-visual aids. Advanced methods and techniques are part of the curriculum.

Program Description:

This program is designed to prepare the student with all the technical, theoretical and practical skills mandated by the State of Florida and the Cosmetology Licensing Examination Board.

PROGRAM CURRICULUM:

BC 101 FLORIDA LAW 5 Hrs. This course covers the laws of the State of Florida governing the field of cosmetology.

BC 103 HIV/AIDS 5 Hrs. In this subject the student will learn very important facts about how AIDS is transmitted, infection and prevention.

BC 105 SANITATION/BACTERIOLOGY 32 Hrs. This class will help you understand the importance of safety and sanitation procedures, storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria that the individual needs to be aware of.

BC 107 Facials/Hair Removal/Make Up 40 Hrs. This class is structure for the student to learn about the skin diseases, bones, nerves and muscles affected by massage, massage techniques, cosmetics and total skin care.

BC 109 Shampoo/Scalp Treatments 50 Hrs. Upon completion of this lesson, the student should be able to recognize hair and scalp disorders commonly seen in the salon and school, and know which can be treated.

BC 111 Permanent Waving 150 Hrs: This course enable the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

BC 113 Hair and Scalp 10 Hrs.: Upon completion of this lesson, the student should be able to describe the structures of the hair root, list the three layers of the hair shaft, describe the three types of side bonds in the cortex, list the factors that should be considered in a hair analysis, describe the process of hair growth. Be able to identify the types of hair loss and their causes. Be able to describe the various treatments options of hair loss.

BC 115 Salon/Shop Management 20 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional cosmetologist.

BC 117 Hair Shaping (basic) 200 Hrs.: Reviewing how the shape of the head effects angles used in haircutting, you will learn basic cutting techniques and terms, elevations, angles, volume and closeness, advanced techniques, how to use different implements for different affects and safety and sanitation procedures.

BC 119 Chemical Relaxing 60 Hrs: This course enables the student to be able to learn about the factors of physical and chemical actions that take place during permanent waving, to describe the various types of permanent waving solutions. The student will learn how these chemicals react on the hair, advanced perming techniques and relaxing techniques, product knowledge, safety and sanitation requirements.

BC 121 Shampoos & Rinses 36 Hrs: Physical and chemical action of shampoos, scalp manipulations, irregularities and corrective treatments and safety precautions.

BC 123 Hair Coloring/Bleaching 235 Hrs.: Define hair colouring products and procedures including temporary, semi-permanent, permanent color, their action on the hair. Basic hi-lighting and low-lighting, lightening and toning, and special effects.

BC 125 Hairstyling (basic) 240 Hrs.: Basic styling techniques, blow-drying, iron curling, basic styling. Proper use of styling products, safety precautions.

BC 127 Manicuring and Pedicuring 60 Hrs: This subject also covers nail diseases and disorders. You will learn basic procedures, nail anatomy, and proper sanitation procedures.

BC 129 Ethics & Salon Retailing 40 Hrs: These closely related subjects will be including grooming, hygiene, verbal and non verbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional cosmetologist.

BC 131 Chemistry 17 Hrs: This unit enables the cosmetology to learn about defining matter, chemical and physical changes, mixtures, compounds, atomic theory, amino acids and protein structure of the skin and hair.

Course Service Requirements:

Service Requirements - Minimum Services

Shampoos	250	Hair Color	100
Facials (basic)	15	Hair Shaping	200
Manicures	15	Permanent Waves	75
Pedicures	10	Chemical Hair Relaxers	20
Highlights	25	Wax	10
Deep Conditioner	20	Retail	150
Hair Styles (basic)	275		

Graduation Requirements:

Upon successful completion of the required number of services, 1200 clock hours, a minimum theory grade average of 75% and a minimum grade of 85% on the final exam(s), and all financial obligations have been met a diploma will be issued and certification of eligibility will be sent in on the registration form to DBPR (Department of Business and Professional Regulations). 1940 N. Monroe St., Tallahassee, FL 32399-0750.

Cosmetology Licensure:

After the student has completed all of the above requirements, and all financial obligations have been met, a student may apply for State Board examination. The school certifies the eligibility of the student to sit for State Board examination on the application for Cosmetology Licensure. A license and examination fee must be sent with the application, as well as an Aids certificate received from the Florida Aids Education Program (at the current cost) to the student. Application is made to the Department of Business and Professional Regulation, 1940 N. Monroe St., Tallahassee, FL 32399-0750.

Employment of Cosmetology Graduates Prior to Licensure:

A candidate who applies for and takes the next available exam after graduation may work in a salon, but must have available for inspection all required documents under rule 21f-20.008. A candidate is entitled to work until he/she has received the results back from the first or second exam for licensure. If after the second examination results are received, the candidate has not passed the State Board exam, the student must return to school for 40 hours of remedial training. The candidate may not work further until he/she has received his/her Cosmetology license. A fee is required for each retake examination. The Florida Board of Cosmetology exam is an all written examination in both theory and practical.

Teacher Training Program - 600 hours (25 weeks)

Prerequisite

You must hold an active Cosmetology, Barber or Specialist license; must have been engaged in the practice of Cosmetology, Barber or a Specialty for at least 2 years; and have a High School Diploma or GED. **Teacher Training Program not required to practice Cosmetology.**

Program Objective:

Our objective in this program is to outline ideas that will assist the teacher trainee to develop the skills and techniques to teach in their appropriate field. To teach effective lesson planning that will pin-point essential information and skills that must be passed on to the student and to stimulate thought processes by which teaching can be made effective.

Teaching in this industry requires definite techniques. Teaching requires more direction than doing, more patience, understanding, fairness, firmness, friendliness and the ability to make good judgement. The teacher- training program is not required for qualification by the State of Florida, Department of Business and Professional Regulation; however you do have to have an active Florida license in the field that you may be teaching. We encourage instructors in the Cosmetology or Barber fields to have both licenses.

While it is not required to take a teacher training program to teach Cosmetology/ Barber in Florida, it is essential to be a successful instructor you must have a foundation in instructing and supervising students. The following curriculum is offered and must be passed with an 85% or better:

You will prepare course outlines and lesson plans. You will teach actual classroom presentations under direct supervision of an instructor. This includes the use of motivational devices/techniques, use and preparation of audio visual aids and actual performance of teacher maturity and sincere desire for learning and school management techniques.

Program Description

This program is designed to prepare the student with all technical and practical skills mandated by the National Accrediting Commission of Cosmetology Arts and Sciences. The Technical instruction means given by demonstration, lecture, classroom participation, or examination.

Program Curriculum

TT 101 FLORIDA LAW 5 Hrs: This course covers the laws of the State of Florida governing the field of Cosmetology/Barber/Specialty Fields but in more detail.

TT 103 HIV/AIDS 10 Hrs: This unit are the same as the other programs; however, the instructor trainee should not only learn the subject material but also be conscientious of how all material is presented to the student.

TT 105 SANITATION/BACTERIOLOGY 10 Hrs: This unit covers all the laws regarding Cosmetology, Barber and Postsecondary schools, but in more detail than the cosmetology or barber student learns. However, the instructor trainee should not only learn the subject material but also be conscientious of how all material is presented to the student.

TT 106 PSYCHOLOGY OF LEARNING 60 Hrs: This includes success factors, student failure, motivation, learning factors, individual differences, emotional influences, retention, sensory of appeal and student participation.

TT 108 METHODS OF TEACHING 85 Hrs: Teaching methods, four-step method, classroom preparation, application, testing, lectures, workbooks, demonstrations, conference holding, field trips and other methods are learned.

TT 110 MOTIVATIONAL DEVICES 30 Hrs: Includes functions of teaching, student needs, professional approach, speech and voice projections, classroom distractions and how to handle them.

TT 112 USE AND PREPARATION OF AUDIO VISUALS 40 Hrs: Importance is stressed, classification characteristics of aids, selection and use, films, display aids, chalkboard, charts and pictures.

TT 114 RECORD KEEPING 30 Hrs: Includes attendance records, test score records, required file keeping, etc. All tests, written and practical in each of the above areas must be passed with a score of 85% or better.

TT 116 LESSON PLANNING/TESTING 100 Hrs: Development of a cosmetology/barber program, organization, planning, preliminary analysis, detailed breakdown, related subject matter, practice preparation, outlines and practice.

TT 118 CLASSROOM MANAGEMENT 100 Hrs.: These subjects are closely related to motivational devices. They include professional attitude, classroom atmosphere, classroom techniques, association of ideas and curriculum practice preparation.

TT 120 CLASSROOM PRESENTATION 130 Hrs.: In this unit the instructor trainee should not only learn how to present all material to the student but be aware of the responsibility and the professional attitude.

Graduation Requirements

Upon the successful completion of all hours, services and an average of 85% on theory subjects and an 85% in the final exam. All financial obligations have been met a diploma will be issued.

Advanced Training (for Licensed Cosmetologist/Barbers)

The academy offers an Advanced Training/Refresher Program designed to meet the needs of the individual. A \$200 enrolment fee is charged. Tuition is \$15.00 per hour with a minimum of 50 hours and a maximum of 150.

Massage Therapy Program - 550 hours (29 weeks)

(

The Massage Therapy Program prepares the student with the basic knowledge, tools, ethics, and procedures to become successful in this field. This program is only offered at the Bradenton Campus.

Prerequisite

High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

The program objective is to prepare students for a successful career in this specialty area of Massage, Reflexology, skin analysis, Massage practices, Massage Business, safety and sanitation procedures. The student is also prepared to meet the Florida Board of Massage Therapy

Program Description:

The student is offered a balance in both, academics and practical expertise in this ever-changing field. Through instruction and hands-on training the student will acquired a well-rounded education.

Program Curriculum:

MT 101 FLORIDA STATUTES 5Hrs: This class covers the laws of the State of Florida by the Massage Therapy Board governing the field of Massage Therapy.

MT103 RULES AND HISTORY OF MASSAGE 5 Hrs: This course you will learn important rules of sexual conduct, professionalism and the background of where massage came from.

MT105 SANITATION / BACTERIOLOGY 5 Hrs: In this class you will learn the importance of safety and sanitation procedures, proper cleaning and storage of products. The clients and therapists safety is crucial.

MT110 HIV/AIDS EDUCATION 5 Hrs: This course will teach you the difference between the two subjects and how that affects you as the therapist and how you the therapist can help the client.

MT115 ANAOTOMY AND PHYSIOLOGY 150 Hrs: In this unit you will learn the body's muscles, where they attach and their functions. The skeletal structure & how the body works and moves and the basic functions of the body. This is the most important unit for you the therapist to know.

MT120 ETHICS & PROFESSIONAL IMAGE 5 Hrs: You will learn Professionalism in way of your attire, attitude, the way you carry yourself and how to properly handle any situation as it arises.

MT125 MASSAGE BUSINESS ADMINISTRATION 8 Hrs: This course will give you insight on how to enter the work field of the Massage Therapist. How to start your business and make it work for you.

MT130 BASIC/ADVANCE MASSAGE THEORY 141 Hrs: In this section you will learn the hands on of the massage routine and the theory behind why and how it benefits you and your client.

MT135 CLINICAL PRACTICUM 165 Hrs: In this unit the student will perform hands on massage on their client to include pre consultation, massage and post consult. This is performed on the public.

MT140 HYDROTHERAPY 25 Hrs: You will learn in this section the benefits of Ice, Heat, Vibration & Water baths on specific injuries and how it facilitates healing.

MT145 ALLIED MODALITIES 36 Hrs: In this course you will learn the different areas of massage such as Craniosacral, Lymphatic Drainage, Rolfing, Neuromuscular, Aromatherapy and many more.

Graduation Requirements:

Upon successful completion of all hours, services and passing each subject with a 75% or better and an 85% or better on the final exam and all financial obligations have been met a diploma will be issued and certification of eligibility will be sent in on the registration form to DBPR (Department of Business and Professional Regulations).

Fees for Registration:

A fee (at current rate) must accompany the registration form to the DBPR. The applicant may work immediately upon applying for licensure under the direct supervision of a registered specialist. The Massage Therapy program is only available at the Bradenton Campus.

Full Specialist Program - 610hours (37 weeks)

The Full Specialist Program combines the Facial Specialist and the Manicure Specialist Programs. Please refer to the appropriate outline.

Prerequisite - – High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

The program objective is to prepare students for a successful career in this specialty area of skin care, manicuring, pedicuring, nail extensions, skin analysis, make-up, hair removal, and safety and sanitation procedures. The student is also prepared to meet the Florida State Board requirements for eligibility and registration with the DBPR.

Program Description:

This program is designed to prepare the student with all technical, theoretical and practical skills mandated by the State of Florida and the Barber Licensing Examination Board.

Program Curriculum:

FS 101 FLORIDA LAW 5 Hrs.: This course covers the laws of the State of Florida governing the field of the Nail Industry.

FS 103 HIV/AIDS 8 Hrs.: In this course the student will learn the important facts about how AIDS is transmitted, infection and prevention, safety and sanitation procedures, storage of chemicals used in the salon.

FS 105 SANITATION/BACTERIOLOGY 15 Hrs.: This class will help you understand the importance of safety and sanitation procedures, storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria the individual needs to be aware of.

FS 115 SALON/SHOP MANAGEMENT 15 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral. How to successfully represent yourself as a professional Manicure Specialist.

FS 117 ETHICS SEEKING & GAINING EMPLOYMENT 10 Hrs.: :: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional Skin Care Specialist.

FS 119 NAIL CAPPING 12 Hrs.: In this unit the student should be able to coat the natural nail with products such as acrylic or fibreglass to strengthen the nail.

FS 121 POLISHING/NAIL ART 7 Hrs.: To enhance the nail with décor and express creativity on the client's unique personality. Nail art gives the student the flexibility of originating designs ranging from conservative to appropriate art forms to the more flamboyant holiday and expressive specialty art forms.

FS 123 ARTIFICIAL NAIL REMOVAL 5 Hrs.: In this section the student will learn how to maintain and remove the artificial nails.

FS 125 MANICURES 20 Hrs.: In this unit the student will learned the basic knowledge and master the fundamental techniques.

FS 127 PEDICURES 12 Hrs.: The student will learn about the pedicuring skills needed to care for the client's feet, toes, and toenails.

FS 129 TIPS WITH OVERLAY 50 Hrs.: This unit is geared towards the student to learn the methods, types, proper procedures and precautions to use in applying nail tips.

FS 131 SCULPTING USING A FORMS 50 Hrs. In this unit, you will learn the proper use of various products used for artificial nails, as well as product knowledge of the chemicals used, safety precautions to protect both the client and yourself, the use of fibreglass, acrylic and gel products, when to use and recommend each type of product, proper procedures for artificial nail removal and repair. This unit also includes nail art in which you will learn the different techniques used in painting and nail decoration.

FS 133 WRAPS AND/OR MENDING 30 Hrs.: The student learns how to repair, mend a natural nail as well as the procedures.

FS 135 AROMATHERAPY 20 Hrs. The student will be introduce to the essential oils, familiarize them the each essential oils. The ways in which they can pamper their clients and the products they could use.

FS 136 ELECTRIC FILING 20 Hrs.: This unit will introduce the student to the right methods or techniques regarding the safety precautions on drilling the natural and artificial nails.

FS 135 FACIALS 150 Hrs.: This unit is geared towards the benefit of a facial, the key elements of a facial, facial products, philosophies and methods. The different techniques of facials and how students should be aware that many technicians develop advanced and customized techniques. The student will learn step-by-step procedures for facial, treatments, recommendations for different skin types.

FS 137 SKIN DISEASE 86 Hrs.: Upon completion of this lesson, the student will be able to identify common skin condition and disorder. Explain the different types of skin lesions. Identify the types of disorder that are not to be worked on. Recognise which disorders to refer to a physician. Understand acne, the causes of the disorder and the different grades of acne.

FS 139 HAIR REMOVAL 20 Hrs.: This lesson covers the methods and techniques of temporary and permanent hair removal, hair growth and characteristics.

FS 141 MAKE-UP & MAKE-UP APPLICATIONS 20 Hrs.: This class covers the different types of cosmetics and their uses. How make-up plays an important role in the fashion world and the constant changes with the seasons. Recognising the need for a safe environment and taking measures to prevent the spread of infectious and contagious diseases. Understanding the cosmetic color theory, basic makeup procedure,, the different facial types and the procedures for basic corrective makeup.

FS 143 L&B TINTING 5 Hrs.: This class will help the student to understand the correct way to temporarily tint lashes and brows.

FS 145 SPECIALTY TREATMENTS 50 Hrs.: Upon completion of this lesson, the student will be able to recognize the chemical peels and its benefits, understand aromatherapy and body wraps.

Graduation Requirements:

Upon successful completion of all hours, services and passing each subject with a 75% or better and an 85% or better on the final exam and all financial obligations have been met a diploma will be issued and certification of eligibility will be sent in on the registration form to DBPR (Department of Business and Professional Regulations).

Fees for Registration:

A fee must accompany the registration form to the DBPR. The applicant may work immediately upon applying for licensure under the direct supervision of a registered specialist

Facial Specialist Program - 310 hours (16 weeks)

Prerequisite

High School Diploma, GED or Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

The facial specialist program concentrates on the care of the skin and the different techniques used in areas of skin care & make-up. This program is designed for the student who wishes to specialize in skin care and make-up application. In addition to the clinic services required, the following is a brief description of theory subjects required to be passed with a 75% or better:

Program Description:

This program is designed to prepare the student with all technical, theoretical and practical skills mandated by the State of Florida and the Barber Licensing Examination Board.

Program Curriculum:

FS 101 FLORIDA LAW 5 Hrs.: This course covers the laws of the State of Florida governing the field of cosmetology.

FS 103 HIV/AIDS 4 Hrs.: In this subject the student will learn very important facts about how AIDS is transmitted, infection and prevention.

FS 105 SANITATION/BACTERIOLOGY 5 Hrs.: This class will help you understand the importance of safety, sanitation procedures, and storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria the individual needs to be aware. The student will be able to know the different types of disinfectants and how they are used.

FS 115 ETHICS SEEKING & GAINING EMPLOYMENT 20 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral, how to successfully represent yourself as a professional Skin Care Specialist.

FS 135 FACIALS 108 Hrs.: This unit is geared towards the benefit of a facial, the key elements of a facial, facial products, philosophies and methods. The different techniques of facials and how students should be aware that many technicians develop advanced and customized techniques. The student will learn step-by-step procedures for facial, treatments, recommendations for different skin types.

FS 137 SKIN DISEASE 81 Hrs.: Upon completion of this lesson, the student will be able to identify common skin condition and disorder. Explain the different types of skin lesions. Identify the types of disorder that are not to be worked on. Recognise which disorders to refer to a physician. Understand acne, the causes of the disorder and the different grades of acne.

FS 139 HAIR REMOVAL 15 Hrs.: This lesson covers the methods and techniques of temporary and permanent hair removal, hair growth and characteristics.

FS 141 MAKE-UP & MAKE-UP APPLICATIONS 20 Hrs.: This class covers the different types of cosmetics and their uses. How make-up plays an important role in the fashion world and the constant changes with the seasons. Recognising the need for a safe environment and taking measures to prevent the spread of infectious and contagious diseases. Understanding the cosmetic color theory, basic makeup procedure,, the different facial types and the procedures for basic corrective makeup.

FS 143 L&B TINTING 2 Hrs.: This class will help the student to understand the correct way to temporarily tint lashes and brows.

FS 145 SPECIALTY TREATMENTS 50 Hrs.: Upon completion of this lesson, the student will be able to recognize the chemical peels and its benefits, understand aromatherapy and body wraps.

Service Requirements - Minimum Services:

Facials	60
Make-up Applications	25
Arches (waxing)	35
Lash & Brow Tints	15
Specialty Treatments	40

Graduation Requirements

Upon successful completion of hours, services and an average grade of 75% on theory subjects and practical requirements, 85% on the final theory and practical exams and all financial obligations have been met, a diploma will be issued and a Certification of Eligibility is completed on the registration form to register the student with the Florida Board of Cosmetology (DBPR).

Fees for Registration

To register with the DBPR the student must send an \$89 fee with their application. The applicant may work immediately upon applying for licensure under the direct supervision of a registered specialist.

Manicure Specialist Program - 300 hours (15 weeks)

Prerequisite:

High School Diploma, GED and Wonderlic VS 1 or 2, Passing Score of 200, & QS 1 or 2, Passing Score of 210.

Program Objective:

You will receive an education in both theory and practical experience and gain knowledge in all phases of Manicuring, Pedicuring and Nail Extensions, meeting all requirements set forth by the Department of Business & Professional Regulation to register as a specialist in this area. The following subjects are included in your program, and require a passing grade of 75% or better.

Program Description:

This program is designed to prepare the student with all technical, theoretical and practical skills mandated by the State Florida and the Florida Board of Cosmetology (DBPR).

PROGRAM CURRICULUM:

MS 101 FLORIDA LAW 5 Hrs.: This course covers the laws of the State of Florida governing the field of the Nail Industry.

MS 103 HIV/AIDS 4 Hrs.: In this course the student will learn the important facts about how AIDS is transmitted, infection and prevention, safety and sanitation procedures, storage of chemicals used in the salon.

MS 105 SANITATION/BACTERIOLOGY 5 Hrs.: This class will help you understand the importance of safety and sanitation procedures, storage of chemicals used in the salon. The preparation of implements for the client's protection and identifying all types of bacteria the individual needs to be aware of.

MS 115 SALON/SHOP MANAGEMENT 8 Hrs.: These closely related subjects will be including grooming, hygiene, verbal and nonverbal communication, how to seek and gain employment, payroll deductions, importance of retailing, retention and referral. How to successfully represent yourself as a professional Manicure Specialist.

MS 117 NAIL TECHNIQUES 87 Hrs.: In this unit, you will learn the proper use of various products used for artificial nails, as well as product knowledge of the chemicals used, safety precautions to protect both the client and yourself, the use of fibreglass, acrylic and gel products, when to use and recommend each type of product, proper procedures for artificial nail removal and repair. This unit also includes nail art in which you will learn the different techniques used in painting and nail decoration.

MS 119 NAIL CAPPING 12 Hrs.: In this unit the student should be able to coat the natural nail with products such as acrylic or fiberglass to strengthen the nail.

MS 121 POLISHING/NAIL ART 7 Hrs.: To enhance the nail with décor and express creativity on the client's unique personality. Nail art gives the student the flexibility of originating designs ranging from conservative to appropriate art forms to the more flamboyant holiday and expressive specialty art forms.

MS 123 ARTIFICIAL NAIL REMOVAL 5 Hrs.: In this section the student will learn how to maintain and remove the artificial nails.

MS 125 MANICURES 20 Hrs.: In this unit the student will learned the basic knowledge and master the fundamental techniques.

MS 127 PEDICURES 12 Hrs.: The student will learn about the pedicuring skills needed to care for the client's feet, toes, and toenails.

MS 129 TIPS WITH OVERLAY 40 Hrs.: This unit is geared towards the student to learn the methods, types, proper procedures and precautions to use in applying nail tips.

MS 131 SCULPTING USING A FORMS 40 Hrs.: This unit is geared towards the student's ability to create and demonstrate the proper procedures in nail sculpting.

MS 133 WRAPS AND/OR MENDING 25 Hrs.: The student learns how to repair, mend a natural nail as well as the procedures.

MS 135 AROMATHERAPY 15 Hrs.: This class will facilitate the student with the proper knowledge and techniques regarding the fragrances and the substances in the lotions used to promote this mood, which many people use it for beauty and health.

MS 137 ELECTRIC FILING 15 Hrs.: Introduction to the different types of drills for the natural and the acrylics nails.

Service Requirements:

Spa Manicures	50	Nail Wraps and/or Mending (set)	100
Spa Pedicures	25	Nail Capping (set)	100
Tips with Overlay (set)	100	Artificial Nail Removal (set)	50
Sculpting Using a Form (set)	150	Nail Art (set)	50
Paraffin Treatment	10	Polish	20
Aromatherapy Services	5		

Graduation Requirements:

Upon successful completion of hours, services and an average grade of 75% on theory and practical subjects, 85% on the final exams and all financial obligations have been met, a diploma will be issued and certification of eligibility will be completed on the registration form to register the student with the Florida State Board of Cosmetology (DBPR).

Fees for Registration:

The applicant must submit a \$89 fee with their application. The applicant may work immediately upon applying for licensure under the direct supervision of a registered specialist.

NOTES: