



SCHOOL CATALOG
2011-2012

(published 7/01/11)



Dear Future Student:

Welcome to the Arizona Academy of Beauty, and thank you for selecting us to assist you in obtaining your desired field of training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

The world of hair and beauty is a career where your success and accomplishments are unlimited. It's a changing and growing industry where there is always room for more and better qualified people. At Arizona Academy of Beauty, we offer you more than the basic training to pass the State Board of Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. In order to reach this level of success, you must first learn the basics of hair and beauty culture. This means hard work, dedication and practice on your part. You will practice salon management, business concepts and the psychology of personal success.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you. The beauty and hair industry is bigger than ever, and the need for creative, well-trained designers is growing every day. Rest assured vanity will never go away. People are always going to want to look good.

More than half of the population are women, all seeking to look their best. Men are also seeking fashion after a decade of regimentation in hairstyle and dress. There are many high paying and specialized positions in the industry for men as there are for women.

We want to take this opportunity to tell you that not all schools are the same. This is where Arizona Academy of Beauty makes the difference. We employ qualified instructors to assist you in your learning journey. We have over 50 years of cosmetology experience right under our own roof! We have been in the "Beauty Business" for over 47 years and are well established with the local salons in the Tucson and surrounding areas.

Selection of the right school is one of the most important decisions you can make. We at Arizona Academy of Beauty invite you to visit our schools, meet and talk with our students and instructors. The difference in any training is education and the school. At our school, YOU, the student always comes first.

It is a pleasure to have you join us at Arizona Academy of Beauty. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sign up today....for a better future tomorrow!!!!

Sincerely,

Stewart and Carey White
President/Vice President

I. MEMBERSHIPS/CERTIFICATION APPROVALS

This Institution is recognized as an eligible institution to participate in the Federal Financial Aid Programs by the United States Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202.

Approval to Operate granted by:
**ARIZONA STATE BOARD
OF COSMETOLOGY**
1721 E. BROADWAY BLVD
TEMPE, ARIZONA 85282
(480) 784-4539

Accredited by:
**NATIONAL ACCREDITING COMMISSION
OF COSMETOLOGY ARTS & SCIENCES**
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VIRGINIA 22302
(703) 600-7600

CURRENT MEMBER OF:

Association of Accredited Cosmetology Schools, Better Business Bureau and Ntl Federation of Independent Business

OTHER APPROVALS:

- Veteran's Training
- Department of Vocational Rehabilitation
- Department of Economic Security JOBS Program
- Regional Re-Employment Program
- Bureau of Indian Affairs
- PELL Grant Program/SEOG Grant
- Federal Direct Loan Program
- Federal Plus Loan Programs

II. APPROVAL DISCLOSURE STATEMENT

Arizona Academy of Beauty, was founded in 1961 to offer men and women a school of higher learning to prepare them to enter the growing field of Cosmetology, Nail Technology and Instructor Training and to meet the demands of society by giving them a means toward gainful employment and ultimately a more successful standard of living. Emphasis is placed on preparing each student to pass the State Board Examination and receive his or her license.

The Academies of Beauty have been examined and fully approved by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and by the Arizona State Board of Cosmetology. In addition, the United States Department of Education has recognized the Academies of Beauty to be in sound financial condition to operate as a school of higher learning and to participate in Title IV funding. By our Accreditation, we are accepted by all Federal and State agencies for educational and financial aid. The Accreditation process is one of the most important professional processes in American higher education. It provides a quality assurance program from within the higher education community and professional associations. Accreditation strengthens the value of the diploma that every graduate of the Academy receives. Institutional approval must be reapproved every five years and is subject to continuing review. Approved are the courses: Cosmetology-1600 Hours Nail Technology-600 Hours Instructor Training-650 Hours

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Available are the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Direct Loan Program, and Federal Plus Loan Program. In addition, we have in house financing available and offer High School Scholarships.

The Arizona State Board of Cosmetology sets minimum standards for your program of study. The minimum number of class hours and the total clock hours for each course as outlined in the State Board's Rules and Regulations booklet, must be met to qualify the student for licensure.



Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for any further action may be made to Stewart or Carey White/Owners. Unresolved complaints may be directed to the Arizona State Board of Cosmetology, 1721 E. Broadway, Tempe, AZ 85282 Telephone number (480) 784-4539. A copy of the schools written Complaint Procedure can be obtained upon request.

III. ADMINISTRATION/FACULTY/QUALIFICATIONS/SUBSTITUTES

Arizona Academy of Beauty has 2 locations to serve your educational needs. Arizona Academy of Beauty, Inc. d.b.a. Arizona Academy of Beauty-East and Arizona Academy of Beauty-North, Inc. dba Arizona Academy of Beauty-North operate as separate corporations. Stewart L. White operates as the President/Treasurer for both Academies. Carey A. White operates as the Vice President/Secretary for both Academies.

INSTRUCTIONAL STAFF:

ARIZONA ACADEMY OF BEAUTY-NORTH

Stewart White	Owner/President
Carey White	Owner/Vice President
Sandra Dorame	Director of Education/Instructor
Mary Yablonski	Director of Student Financial Aid
Sarah Officer	Receptionist
Barbara Robinson	Instructor
Leonard Sanchez	Instructor
Jennifer Smith	Instructor
Rita Tovar	Instructor
(as of 7/1/11)	

ARIZONA ACADEMY OF BEAUTY-EAST

Stewart White	Owner/President
Carey White	Owner/Vice President
Thelma Saenz	Director of Education/Instructor
Mary Yablonski	Director of Student Financial Aid
Melissa Bieber	Receptionist
Heather Dillon	Instructor
Maria Elias	Instructor
Cynthia Hall	Instructor
Margot Padilla	Instructor
(as of 7/1/11)	

INSTRUCTOR/STAFF QUALIFICATIONS

All instructors possess valid Arizona Cosmetology and Instructor Training Licenses and are approved through the Arizona State Board of Cosmetology. All Instructors are required to attend a minimum of 12 hours of continuing education each year. All financial aid related staff, including owner and directors, attend regular seminars to keep up to date in the financial aid industry.

SUBSTITUTES

Day and evening faculty alternate schedules to accommodate any substitution requirements at any of the locations. In addition, the academies have several substitute instructors that are available when necessary that are employed by the Academies other location.

IV. SCHOOL LOCATIONS/SCHOOL CALENDAR/START DATES

Arizona Academy of Beauty-North, Inc.
4066 N. Oracle Road, Tucson, Arizona 85705
(520) 888-0170

Arizona Academy of Beauty-North is located in a large, attractive shopping center. It is a one story facility with 6,000 square feet and is completely air conditioned. The North Academy contains 3 large classrooms, 1 student lounge area with lockers, 48 work stations, 10 dryers, shampoo area, 3 facial rooms, dispensary, reception area, executive office, teachers office, financial aid office, laundry room as well as separate men's and women's restrooms. Vending and soda machines are located within the building providing snacks for breaktime.

This ultra modern facility is located in the Northwest area of Tucson in the Target Shopping Plaza and close to public transportation, housing and daycare facilities. Due to city ordinances, this building is completely non-smoking. Smoking is permitted outside in the rear of the building only. Approximately 80 to 90 students can be enrolled at one time.

Arizona Academy of Beauty, Inc.
5631 E. Speedway Boulevard, Tucson, Arizona 85712
(520) 885-4120

Arizona Academy of Beauty-East is located in a large, attractive shopping center. It is a one story facility with 6000 square feet and is completely air conditioned. The East Academy contains 3 large classrooms, locker area, 72 work stations, 10 dryers, shampoo area, facial room, dispensary, reception area, executive office, teachers office, financial aid office, laundry room as well as separate men's and women's restrooms. Vending and soda machines are located within the building providing snacks for break time. In addition, we provide a refrigerator to store any items that are brought in for dining enjoyment. For your convenience, a microwave is also available.

This ultra modern facility is located on the Eastside of Tucson and is close to public transportation, housing and daycare facilities. Due to city ordinances, this building is completely non-smoking. Smoking is permitted outside in the rear of the building only. Approximately 80-90 students can be enrolled at one time.

Both Academies are served by bus lines. Lighted parking areas surround both buildings, with restaurants within walking distance. Our Academies simulate salon conditions to help our students "learn by doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn to practice managing the reception desk, checking patrons in, answering the telephone and operating the cash register. Our students also learn inventory control and assist in operating our dispensary. Our objective is to help the student become "salon ready".

SCHOOL CALENDAR/START DATES

Both Academies operate continuously throughout the year except for the following holidays: New Year's Day, Labor Day, Memorial Day, Thanksgiving Day and Christmas Day where we are closed all day and night. We often close early on the Christmas Eve and New Years Eve as well as Halloween night. We are closed for summer vacation the entire week of July 4th. All religious holidays honored by a particular student will be respected by the Academies.

The Academies are open for instruction as follows:

Mon. 11:00 a.m. to 10:00 p.m.
Tues.- Fri. 8:30 a.m. to 10:00 p.m.
Sat. 8:30 a.m. to 5:00 p.m.

New classes start at least once a month, sometimes as frequent as 3 times a month. The day program runs Tuesday thru Saturday and the evening program runs Monday thru Friday. All new classes begin on a Tuesday. Prior to your start date with our Academy, an orientation class will be scheduled to review all Rules and Regulations, inventory your kit and prepare you for your first day of classes. The Academy may add another starting day or change the day as circumstances dictate. Upon registering to attend our program, each student will be given a specific starting date and that date will appear on all records relating to enrollment. If the Academies should close due to extenuating circumstances, all students would be notified by phone or certified letter.

**V. EDUCATIONAL OBJECTIVES AND GOALS/NON DISCRIMINATION POLICY
RECORD RETENTION/INSTRUCTIONAL LANGUAGE/RECRUITMENT POLICY**

EDUCATIONAL OBJECTIVES

At ARIZONA ACADEMY OF BEAUTY, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Arizona State Board Examinations for entry level employment. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, Supervisor or School Owner.

These objectives are monitored and attained by the schools continuous attention to and evaluation of the curriculum and practical training skills, as mandated by the State Board of Cosmetology. Our staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the State Board's required curriculum. The daily training at Arizona Academy of Beauty is under the instruction of qualified Supervisors who bring many years of valuable experience within the beauty industry and believe in continuing their education to keep abreast of the vast changes in our industry. Our expert instructors bring over 50 years of specialized instruction to each student.

EDUCATIONAL GOALS

▪ **COSMETOLOGY**

The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a hairdresser, salon manager, hair colorist, salon owner, school owner, etc.

▪ **NAIL TECHNOLOGY**

The Nail Technology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a manicuring specialist, product demonstrator, etc.

▪ **INSTRUCTOR TRAINING**

The Instructor Training course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for employment as a cosmetology or nail technology instructor.

NON-DISCRIMINATION POLICY

The Academies, in its admission, instruction and graduation policies, practices no discrimination on the basis of age, color, ethnic origin, race, religion, sex, financial status or country or area of origin or residence.

RECORD RETENTION

The Academies maintain current records for a period of not less than five years. All financial aid records are secured in metal, fire resistant cabinets in a locked records office located at the North Academy.

INSTRUCTIONAL LANGUAGE

The Academies do not offer English as a second language instruction. All classes and examinations are administered in English. All Arizona State Board examinations will be conducted in English.

RECRUITMENT POLICY

We do not recruit students already attending or admitted to another Academy offering similar program of study.

VI. REQUIREMENTS FOR ADMISSION/ABILITY TO BENEFIT POLICY/TRANSFER AND RE-ENTRY POLICY/CREDIT FOR PREVIOUS TRAINING

REQUIREMENTS FOR ADMISSION

▪ COSMETOLOGY AND NAIL TECHNOLOGY

Entrance is open to career minded people who, in the opinion of the Academy staff, would be able to obtain and utilize the skills taught for employment. Candidates are thoroughly screened to determine their capabilities and career potential. The Academies will only admit as students, candidates having a high school diploma or GED certificate. Enrollment exceptions are made for students who are above the age of compulsory school attendance and show high motivation, or whose background and aptitude indicate the ability and desire to benefit from successful completion. Students who do not have a high school diploma or GED, or equivalent, must pass an Ability to Benefit Examination if they can show proof of 10 high school credits (with 2 credits in English) or can show proof of 23 years of age with a government issued driver's license/id card, birth certificate or a passport.

▪ INSTRUCTOR TRAINING

Entrance is open to individuals that hold either a current Arizona Cosmetology or Nail Technology license. In addition, each applicant must have a minimum of one years documented working experience in the salon. Instructor Training applicants must hold either a High School Diploma or a General Equivalency Diploma (GED), or can provide satisfactory evidence that they are at least 23 years of age with a government issued driver's license/id card, birth certificate or a passport. Enrollment exceptions are made for students who are above the age of compulsory school attendance and show high motivation, or whose background and aptitude indicate the ability and desire to benefit from successful completion. Students who do not have a high school diploma or GED, or equivalent, must pass an Ability to Benefit Examination if they can show proof of 10 high school credits (with 2 credits in English) or can show proof of 23 years of age with a government issued driver's license/id card, birth certificate or a passport.

ABILITY TO BENEFIT POLICY

Enrollment exceptions are made for students who are above the age of compulsory school attendance and show high motivation, or whose background and aptitude indicate the ability and desire to benefit from successful completion. Students that are seeking financial aid and who do not have a High School Diploma, GED, or equivalent, must pass an Ability To Benefit Examination. The ability to benefit is determined by successful completion of one of the approved tests that may be required by the U.S. Department of Education for those students that are requesting federal financial aid. This examination is independently administered by a qualified tester who is not a part of the Academy staff. The examination fee is \$45.00 and payable to the independent test administrator prior to the examination being scheduled.

TRANSFER AND RE-ENTRY POLICY/CREDIT FOR PREVIOUS TRAINING

Appropriate credit may be granted to students with prior training in an accredited school of Cosmetology. Students who have had prior training within or outside the state of Arizona must furnish proof of the number of hours of training to the Academy officials. Upon review and verification by school officials, hours and cost of attendance may be prorated at the Academies current hourly rate of tuition. (See Additional Charges Section). Students with prior training at Arizona Academy of Beauty may re enroll at any time. Hours and cost of attendance will be prorated at the Academies current hourly rate of tuition. (See Additional Charges Section). Applicants who have been out of school for longer than 5 years will need to furnish proof of the number of hours of training that they previously completed. Documented transfer hours must be furnished to the Academy within 30 days of the student's start date in order for the hours to be credited and tuition pro rated. After 30 days have elapsed, the full program price will be charged. A student who temporarily withdraws who is deemed to be in good standing may re-enter their program without loss of prior credit. Transfer or re-enrolled students will also meet the Academies normal admission requirements in addition to this policy. Any previous balance with Arizona Academy of Beauty must be paid off or arrangements made prior to enrollment. The Academies reserve the right to refuse the entry of transfer students and the re-entry of students who have previously withdrawn from any Arizona Academy of Beauty.

VII. COUNSELING SERVICES/DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY/RELEASE OF INFORMATION/RECORD KEEPING/SATISFACTORY PROGRESS/LEAVE OF ABSENCE

CAREER/COUNSELING SERVICES

Students will be issued a progress report each month which will help track both attendance and grade point averages. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. Any student who needs personal, educational or financial counseling is advised to make an appointment with the office or their instructor.

DISCLOSURE OF EDUCATIONAL RECORDS & STUDENT PRIVACY / RELEASE OF INFORMATION

It is the policy of the Academies to release educational information on students only when it is authorized by the student, or in the case of a minor student, their parent or legal guardian. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Authorization to release information must be obtained on a case by case basis, and must include what information is to be released on the release of information form.

This policy does not apply to the Arizona State Board of Cosmetology, NACCAS, the U.S. Department of Education or any other governmental agency so authorized by law. A copy of the Academies Privacy of Information Policy – Family Educational Rights and Privacy Act (FERPA) is available upon request.

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. A request to review records by a parent or eligible student must be submitted, in writing, to the school owner/director. Educational records will be made available within 10 business days of receipt of request to review records. Educational records are defined as files, materials and documents which contain information directly related to a student and maintained by the Institution. Dependent students are not entitled to inspect the financial records of their parents. When any information is being reviewed, a school owner/director or representative will be present at all times.

RECORDKEEPING

Student practice and grades are recorded on a weekly basis and posted to the computer within 24 hours of receipt in the office. All attendance hours are posted to the computer daily and retained by the Academies. Practical hours and daily clinic services are recorded daily on client tickets and posted to the computer daily. Student progress reports are distributed monthly and if specifically requested, may be issued on a more frequent basis.

SATISFACTORY PROGRESS

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled at the Academies. Students are issued a Satisfactory Progress Policy during orientation which outlines the specific regulations.

LEAVE OF ABSENCE POLICY

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The Academy may allow a student under such circumstances to take a Leave of Absence (LOA) from the program not to exceed 180 consecutive days. Under current regulations, subsequent Leaves of Absences may be requested in the event of mitigating circumstances not to exceed 180 days in total. Any Leave of Absence must be requested in writing by the student and must be approved by the school Director, Financial Aid Director or Owner. A Leave of Absence request form may be obtained from the financial aid office. Do not request a Leave of Absence unless you absolutely need one. Student's on approved Leave of Absences will not be assessed any additional charges of tuition. Students returning from an authorized Leave of Absence will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the Leave of Absence. Students who fail to return from a Leave of Absence will be considered withdrawn as of the documented date of return. A refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 calendar days from the withdrawal date.

VII. DRESS CODE/MAKE UP HOURS/GRADUATION REQUIREMENTS/EMPLOYMENT ASSISTANCE

DRESS CODE

Each student is required to purchase a lab jacket and apron. This jacket or apron must be worn at all times. In addition the student is also required to wear either Black below the knee to ankle length pants. Jean material or sweat pant material will not be acceptable. Black closed toe, low heel shoes must be worn at all times. A full dress code policy will be covered during the students orientation.

MAKE UP HOURS

It is important to make up any class work or hours missed. Any class work or tests missed due to an absence (whether excused or un-excused) or tardy must be made up. This class work must be done on the students own time (OFF OF THE CLOCK) and must be kept up in order to maintain satisfactory progress. Hours that are not made up prior to graduation are subject to overtime charges.

There are many opportunities to make up missed hours. The State Board of Cosmetology will allow a student to receive a maximum of 56 hours of training in one week. Students who are enrolled for 6 hours per day have 26 hours every week that can be used to make up any hours missed. There are over 800 make up hours in the 12.5 months that the average student will attend school for Cosmetology and over 150 make up hours in the Nail Technology program. Assistance with scheduling make up hours can be obtained in the financial aid office at any time.

Arizona Academy of Beauty recommends that a student make up any absent hours within one week to avoid going into overtime charges at the end of the training. Overtime charges can accrue rather quickly and are avoidable. Charges for Cosmetology, Nail Technology and Instructor Training accrue at \$15.00 for every absent hour that a student has accrued as of the scheduled completion date as well as for any additional absent hours that accrue after the scheduled completion date according to the enrollment agreement signed before the first day of classes.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, you must first successfully complete the required number of clock hours, pass all written and practical examinations with a 75% average and satisfy all financial obligations to the Academies. Graduation Requirements: Cosmetology-complete a minimum of 1600 clock hours of training. Nail Technology-complete a minimum of 600 clock hours of training. Instructor Training-complete a minimum of 650 clock hours of training. All students must pass their Senior Final Examination, both a written and a practical test. Each part of the Senior Final Examination must be passed at 75% or higher. Cosmetology students can apply for Senior Final Examinations once they reach 1500 hours and Nail Technology students can apply for Senior Final Examinations once they reach 500 hours. Students must have a zero balance and have all of the required examinations passes at 75% or higher. There will be a \$25.00 late testing fee for any student who does not take the final examination on their scheduled date.

EMPLOYMENT ASSISTANCE

One of our primary goals is to provide the specialized, intensive training that will make our licensed graduate highly employable. Our Academies work closely with salon owners and employers throughout the Tucson area so that all licensees are given an opportunity to secure a good job. The Academies have never had difficulty placing our graduates. Established salons are constantly finding it necessary to take on additional help and will contact the Academies for recent graduates or students almost ready to take the Arizona State Board of Cosmetology examination. We post such information in our student lounge. The Academies do not guarantee employment to its graduates; however, the Academies will assist students in finding employment. The Academies placement assistance procedures include identifying employment opportunities and advising graduates on appropriate means of realizing these opportunities. After you have graduated and are licensed, the financial aid office will contact you and offer any assistance you may need. Periodically, you will be required to complete job placement questionnaires to help us update our graduate placement files. Placement assistance is a continuous service of the Academies. If the graduate wishes for information to be released to prospective employers, the student must sign a written authorization, prior to leaving the Academies in order to release such information.

Students are advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school.

IX. CAREER OPPORTUNITIES

Cosmetology and Nail Technology are highly recognized professions that gives the individual total freedom of expression. Students have been interviewed and feel that Arizona Academy of Beauty has been the beginning of a whole new world. Many doors have been opened to a great feeling of self-esteem.

The study of Cosmetology has unlimited possibilities to all students who show applied effort and will merit the recognition that research and endeavor deserve. Your total training in this course includes all phases of beauty culture; Hair, Skin and Nails. After basic schooling and practical experience in a beauty salon, the knowledge gained may lead into the more specialized facets of the profession. The cosmetologists' horizons are unbound and widely diversified. Advancement will come as the cosmetologist gain experience and becomes specialized in one or more phases of the work. For those who wish to specialize, advanced courses in hair-styling, hair coloring, permanent waving, make-up and skin analysis, etc., are available in many colleges, private classes and sometimes by manufacturers of beauty preparations. Arizona Academy students receive instruction in every phase of Cosmetology and its related areas. The students are taught anatomy, care and disorders of the hair, skin and nails, light therapy, chemistry, massage and salon management. Through the process of practical application, the student learns to master methods of hair styling, haircutting, finger waving, permanent waving, tinting and bleaching, rinsing, scalp treatment, manicuring, make-up and facial treatments.

The study of Nail Technology is the care of the hands, arms, legs and feet. With unlimited possibilities and opportunities, a lot of hard work and determination will take you a long way to a lasting career. Manicuring is considered an art. Your total training in this course includes all phases of nails. Arizona Academy Nail Technology students receive instruction in every phase of Nail Technology and its related areas.

The students are taught manicuring, pedicuring, fiberglass nails, acrylic nails, sculptured nails, fiberglass and gell nail applications, wraps, nail art and drilling. Through the process of practical application the student learns to master these services.

There are many opportunities for individuals entering the Cosmetology or Nail Technology Industry. Your goals can guide you to a lifetime career. Employment opportunities are available in individual salons, salon chains, department stores or beauty supply houses. Ambitious, capable men and women, after a comparatively short experience, many enter more specialized, well-paying positions such as: Salon Owner, Fashion and Hair Styling Coordinator, Make-up and Hair Consultant, Assistant, Hair Coloring Technician, Makeup Artist, Stylist, Facialist, Ethnic Hairstyling Specialist, Designer, Haircutting Specialist, Make-up or Hair Styling Authority for TV, Stage, Ballet or Screen and many other specialized areas

Various positions also exist within the following areas:

MERCHANDISING FIELD: Salesperson, Buyer, Assistant Buyer, Direct Seller

SCIENTIFIC FIELD: Demonstrator/Manufacturer Representative
 Research Assistant
 Trade Technician
 Technical Supervisor

WRITING FIELD: Beauty Editor (Newspapers/Magazines)
 Editorial Assistant
 Free Lance Writer
 Promotional Writer

IN THE EDUCATIONAL FIELD: Teacher of Cosmetology
 Instructor Trainer
 Substitute Teacher
 Department Head
 Guidance Counselor
 Supervisor
 Director
 Academy Owner
 State Inspector
 State Board Member
 Educational
 Director for Manufacturer

There are many opportunities for individuals desiring to become an Instructor. The benefit of helping others with your guidance and instruction is most rewarding. Knowledge has been passed on for centuries for the improvement of others and the benefits of mankind. We at the Academy are willing to give the best of our knowledge to help those who are willing to give the best of themselves. Besides the opportunities available to the cosmetologist, you now open the door to the education field. Positions are available in: State Inspector, Substitute Teacher, State Board Member, Guidance Counselor, Instructor Trainer, Director, Guest Artist or Academy Owner.

X. FEE SCHEDULE/TERMS OF CASH PAYMENTS/SCHOLARSHIPS/ADDITIONAL CHARGES

FEE SCHEDULE:

COURSE	APPLICATION	KITS/BOOKS	TUITION	TOTAL
COSMETOLOGY	\$100.00	\$1,000.00	\$14,400.00	\$15,500.00
NAIL TECHNOLOGY	\$100.00	\$1,050.00	\$3,750.00	\$ 4,900.00
INSTRUCTOR TRAINING	\$100.00	\$ 200.00	\$4,350.00	\$ 4,650.00

TERMS OF CASH PAYMENTS:

- COSMETOLOGY:** A payment of \$7,750.00 is required at the time of enrollment. The balance of tuition is to be paid in 10 monthly installments of \$775.00 each.
- NAIL TECHNOLOGY:** A payment of \$2,450.00 is required at the time of enrollment. The balance of tuition is to be paid in 3 monthly installments of \$817.00 each.
- INSTRUCTOR TRAINING:** A payment of \$2,325.00 is required at the time of enrollment. The balance of tuition is to be paid in 4 monthly installments of \$581.00 each.

SCHOLARSHIP POLICY

The Academies offers each year over \$80,000.00 in scholarships through local high schools. See the Director of Financial Aid for a list of participating schools.

ADDITIONAL CHARGES

Extra instructional charges will be assessed when the student reaches 100% of the scheduled course completion. (See Table Below). Upon enrollment, students will be given a computer generated completion date. This is the date by which students are required to complete their education. If a student takes an approved leave of absence, the scheduled completion date will not remain the same. The completion date will be revised to include the exact number of days that the student was out on his/her leave of absence. Completion dates include any scheduled school closures for holidays. The additional hourly fee may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver.

If a student wishes to return to school after drop out or termination or a student is transferring hours in from another Cosmetology school, the current hourly rate of tuition will be charged. (See Table Below) Any unpaid balances from the previous enrollment must be brought up to date and a re-registration fee will be charged. The term "Brush-Up" is defined as applicants that have the required state hours for licensing or are/were licensed or could have been licensed in their respective field needing extra and/or additional hours of training. Students who terminate or drop prior to course completion will be charged an administrative fee associated with withdrawal or termination of \$150.00. This fee is assessed upon any termination or drop.

COURSE	OVERTIME CHARGE	ENROLLMENT CHARGE
COSMETOLOGY (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 9.00/HOUR
NAIL TECHNOLOGY (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 6.25/HOUR
INSTRUCTOR TRAINING (TRANSFER OR RE-ENROLL)	\$15.00/HOUR	\$ 9.00/HOUR
COSMETOLOGY BRUSH UP	\$15.00/HOUR	\$12.00/HOUR
NAIL TECHNOLOGY BRUSH-UP	\$15.00/HOUR	\$12.00/HOUR
INSTRUCTOR TRAINING BRUSH-UP	\$15.00/HOUR	\$12.00/HOUR

Each student must purchase a lab jacket and apron as a part of their uniform. These items are purchased at the Academy for \$100.00 during orientation. Each student must also furnish their own notebook, paper, dividers, pens/pencils.

We accept cashiers checks, money orders or cash as acceptable forms of payment. Personal checks or business checks are not accepted. There will be a \$10.00 late charge per week for all late payments to the Academies after the specified payment date as stated on their contract.

XI. FINANCIAL AID PROGRAMS/RETURN TO TITLE IV

FINANCIAL AID PROGRAMS

Arizona Academy of Beauty administer Federal Programs of student assistance. Grants and loans are available from a wide variety of government sources. Here are some of the most utilized programs: Pell Grant Program; Supplemental Educational Opportunity Grant Program; Direct Subsidized and Unsubsidized Loans and Direct Parental Loans. If you are enrolled or accepted for enrollment, and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs. Remember! Grants are “gifts”....Loans must be repaid. For more information and application forms, talk to the Financial Aid office. We encourage students to get in touch as soon as possible, at least 2 to 4 weeks before beginning classes.

FEDERAL PELL GRANTS are available for qualifying students to assist them with their tuition costs. The school’s computerized system will calculate the amount of need you are eligible to receive. The maximum grant available for the 2010-2011 award year is \$5,550.00.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS can supplement the Pell grant and is awarded to students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility and amount of Direct Loans.

FEDERAL DIRECT SUBSIDIZED LOANS allows all students to borrow funds to be used towards the cost of attending an Accredited postsecondary school. Loan amounts may differ, depending upon the individual personal need of each applicant. Your eligibility can be determined by the Financial Aid Officer. Repayment is based on the rate of \$50.00 per month beginning 6 months from your last date of attendance.

FEDERAL DIRECT UNSUBSIDIZED LOANS allows all students, regardless of income, to be able to obtain a student loan. The interest rate and loan limits are the same as for the Federal Family Education Loan Program. The borrower may be responsible for interest that accrues throughout the life of the loan including in-school and deferment periods.

FEDERAL DIRECT PLUS LOANS allow parents to obtain a parental loan. The parent is the borrower. Applicants must sign a consent to allow for a credit check. The loan amounts are dependent upon the individual need of each applicant. Your eligibility can be determined by the Financial Aid Officer. Repayment is based on the amount that is borrowed beginning 45 days after the final disbursement on the loan. This loan will begin repayment while the student is still in school.

RETURN TO TITLE IV

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. The new requirements do not prohibit a school from developing its own refund policy or complying with refund policies required by outside agencies. The final regulations apply to any student who withdraws on or after October 7, 2000. If a recipient of SFA grant or loan funds withdraws from a school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined. If the amount disbursed to the student was/is greater than the amount the student earned, unearned funds have to be returned. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The Return to Title IV Calculation will determine the order in which funds must be refunded. The student could owe an overpayment to

the Federal Government under this calculation. In addition, any future federal regulations could supersede this policy. Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course and an application not to exceed \$100.00. The following would be the order in which the moneys would be refunded: (1) Unsubsidized Direct Student Loan (2) Subsidized Direct Student Loan (3) Federal Direct PLUS Loan (4) Pell Grant (5) FSEOG (6) Other Federal, state, private or institutional sources of aid (JTPA, JOBS, DES, VA etc.) (7) Student.

XII. EDUCATIONAL REFUND POLICY

1. The following application fees are a part of the total price set out for each program: \$100.00 for Cosmetology, Nail Technology and Instructor Training.
2. Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - A. An applicant is not accepted for training by the School. The applicant shall be entitled to a refund of all monies paid with the exception of the application fee as stated in paragraph (1) above.
 - B. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract. In this case, all monies collected by the School shall be refunded with the exception of the application fee as stated in paragraph (1) above. This policy applies regardless of whether or not the student has actually started training.
 - C. If the student cancels his/her enrollment after three (3) business days after signing the enrollment agreement/contract but prior to entering classes, the student shall be entitled to a refund of all monies paid to the School with the exception of the application fee as stated in paragraph (1) above.
 - D. A student notifies the institution of his/her withdrawal;
 - E. A student on approved leave of absence notifies the school that he/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.
 - F. The student is expelled by the school.
3. In type (B), (C), (D) or (E), official cancellations or withdrawals the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
4. Any monies due a student who unofficially withdraws from the institution shall be refunded within forth-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals will be monitored at a minimum once a month.
5. When situations of mitigating circumstances are in evidence, the school may provide a refund which may exceed this policy.
6. The cost of the kit and supplies is not included in tuition refund computations. These items become the property of the student and are non-refundable except as stated in items (A), (B) or (C) above. In the event of (A), (B) or (C) above, the school shall determine if the contents of the kit have been used. If the kit has been used, then it will become the property of the student and is non-refundable or returnable to the School.
7. Application Fee and Book/Supply Fees are not included in tuition refund computations. Books and Kits will not be issued prior to the commencement of classes unless certified funds are received by the School. The Book and Kit Fees are earned upon issuance of these items.
8. Students who terminate prior to course completion will be charged a termination fee associated with withdrawal or termination of \$150.00. This fee is assessed upon any termination or drop.
9. If the school is permanently closed and no longer offering instruction, after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

10. If a program or course is canceled subsequent to the student's enrollment, and before instruction in the program or course has begun, the School shall at its option: (1) Provide a full refund of all monies paid or (2) Provide completion of the course.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable. The following would be the order in which the moneys would be refunded: (1) Unsubsidized Direct Student Loan (2) Subsidized Direct Student Loan (3) Federal Direct PLUS Loan (4) Pell Grant (5) FSEOG (6) Other Federal, state, private or institutional sources of aid (JTPA, JOBS, DES, VA etc.) (7) Student. After applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

Percentage Of Scheduled Time Enrolled To Total Course	Total Tuition School Shall Receive/Retain
.01% to 4.9%	20% Retained
5.00% to 9.9%	30% Retained
10.00% to 14.9%	40% Retained
15.00% to 24.9%	45% Retained
25.00% to 49.9%	70% Retained
50% and over	100% Retained

XIII. CURRICULUM: COSMETOLOGY/NAIL TECHNOLOGY

COSMETOLOGY:

The Cosmetology course of instruction consists of 1600 clock hours and is a 54 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 81 weeks. The first 450 hours are devoted to classroom instruction where you learn design principles, technical information and professional practices. The remaining 1150 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a cosmetology course shall complete the following curriculum: 1.) Theory of cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases and disorders, and Arizona cosmetology laws and rules; and 2.) Clinical and laboratory cosmetology including theory that involves nails, hair, and skin: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the hair, skin, and nails; (c) Morphology and treatment of hair, skin, and nails; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Cosmetology machines, tools, and instruments and their related uses; (g) Chemical texturizing; (h) Changing existing hair color; (i) Hair and scalp care; (j) Fundamentals of hairstyling including braiding and extensions; (k) Body, scalp and facial massage and manipulations; (l) Hair cutting fundamentals; (m) Fundamental aesthetics of the body and face; (n) Fundamentals of nail technology; (o) Clinical and laboratory practice that includes hair, skin and nails, (p) Alternative hair, skin and nail technology; (q) Pre and post client consultation, documentation and analysis; (r) Body and facial hair removal except by electrolysis; (s) Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices, (t) Cosmetology technology; and (u) Required industry standards and ecology including monitor duties.

NAIL TECHNOLOGY:

The Nail Technology course of instruction consists of 600 clock hours and is a 15 to 20 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 30 weeks. The first 150 hours are devoted to classroom instruction where you learn hands on, technical information and professional practices. The remaining 450 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a nail technology course shall complete the following curriculum: 1.) Theory of nail technology, infection control, diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails and skin structures, and Arizona cosmetology laws and rules; and 2.) Clinical and laboratory nail technology including theory that involves nails, skin and limbs: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the nail and skin; (c) Massage and manipulation of the limbs; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Nail Technology machines, tools, and instruments and their related uses; (g) Clinical and laboratory practice that includes nails, skin and limbs; (h) Pre and post client consultation, documentation and analysis; (i) Manicuring, including use of nippers; (j) Pedicuring, including use if nippers; (k) Artificial nail enhancements (application and removal); (l) Alternative nail technology; (m) Electric file use; (n) Pedicure spa modalities; (o) Exfoliation modalities on limbs or the body; and (p) Required industry standards and ecology including monitor duties.

XIV. CURRICULUM: INSTRUCTOR TRAINING/GRADING SYSTEM

STUDENT INSTRUCTOR TRAINING:

The Student Instructor Training course of instruction consists of 650 clock hours and is a 22 week program. Day and Night classes are available. Students are scheduled to attend 30 hours per week for both classes. The maximum time frame to complete this program is 33 weeks. The first 120 hours are devoted to classroom instruction where you learn teaching principles, technical information and professional practices. The remaining 530 hours are spent in both the classroom and clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the State Board of Cosmetology requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Each student in a nail technology course shall complete the following curriculum:

SUBJECT	HOURS
Orientation and Arizona Laws And Rules	8
Theory, Preparation and Practice	405
<ul style="list-style-type: none"> ▪ Curriculum Development and Using Educational Aids ▪ Presentation Principles Both Practical and Written ▪ Classroom Management ▪ Evaluation, Assessment and Remedial Methods both Pactical and Written ▪ Diversity in learning-Including Cultural Methods of Teaching ▪ PersonalDevelopment-Including Ethics ▪ Alternative Learning 	
Lab (clinic) oversight	237
Total	650

GRADING SYSTEM

Students must maintain an overall grade point average of 75% (C) grade in order to be considered making satisfactory progress. Grades for both theory and practical subjects will be added together and averaged out. If a student is absent and misses coursework, a zero will be posted to the students account. Students are encouraged to make up all missed coursework within 2 weeks of absence. Progress evaluations are given to all students in all programs. Evaluations are distributed to the student on a monthly basis. Each evaluation will be determined by the students progress in: Theory Work and Practical Work. Each student is evaluated monthly in the areas of grades and attendance. Regular attendance is conducive to a high grade of scholarship and develops the habits of dependability and punctuality. The following factors will be measured to determine academic progress:

Theory work and written tests will be graded according to the following breakdown:

90% – 100%	A Excellent
81% – 89%	B Good
75% – 80%	C Average
0% – 74%	F Failing

Practical and clinic work will be graded according to the following breakdown:

90% - 100%	A Excellent
81% - 89%	B Good
75% – 80%	C Average
0% - 74%	F Failing

If a student falls below either or both criteria for satisfactory progress, consultation with the Financial Aid Director/Owner will be scheduled. At this time, the student will be placed on probation. During the probation period, students are still considered to be making satisfactory progress and are eligible for financial aid disbursements. During this time the student will make an effort to correct the area that is below satisfactory progress. At the end of a probation period if the student has not satisfied the requirements for satisfactory progress, financial assistance disbursements will be withheld and the student progress will be reviewed to determine if the student can continue with their education or is terminated. One disbursement of Direct Loans, Pell Grant or SEOG can be applied to the students account while out of satisfactory progress. Students must be maintaining satisfactory progress by the next disbursement date in order for any additional Title IV program funds to be disbursed.