

I. General Information

HISTORY

ASM Beauty World Academy, Inc. was founded in May of 1987 by a group of experienced cosmetology educators to provide training and education to individuals interested in a career in Cosmetology with an employable craftsmanship.

MISSION STATEMENT

The Schools objective is to prepare each student that enters its programs as qualified, fully licensed Cosmetologist prepared for diversified employment opportunities and adhere to its "Code of Ethics".

- 🌐 The School strives continuously to improve its operation, in order to keep abreast with the changing developments and new technology in Cosmetology.
- 🌐 The School observes all rules and regulations issued by all the State and Federal Agencies that govern its operation
- 🌐 The School encourages its faculty to keep up to date on the latest teaching methods.
- 🌐 The School maintains honest and fair relationships with its staff, students and patrons.
- 🌐 The School advertises truthfully, and makes honest representations to its students.
- 🌐 The School refrains from any criticism, which reflects unfavorably on other schools or the Cosmetology profession
- 🌐 Preparing Graduates for careers in Cosmetology, Nail Technology, Skin Care, Instructor Training, Full Specialist, Massage Therapy, Barber, Make-Up, ESOL and Advance Skin Care.

OWNERSHIP

ASM Beauty World Academy is owned and operated by **ASM Beauty World Academy, Inc. 6423 Stirling Rd. Davie, Florida 33314**. A Florida Corporation registered with the Department of State, Number: J347994 and engaged in Post-Secondary Vocational Education.

Leticia Milazzo * _____ President

Sal V Milazzo * _____ Vice-President

*Denotes ownership

GOVERNING BODY

A.S.M. BEAUTY WORLD ACADEMY it is administratively governed by its owners, Sal V. Milazzo and Leticia Milazzo located at 6423 Stirling Rd. Davie, Florida 33314.

SAL V. MILAZZO
School Director

SAL V. MILAZZO
Educational Director

LETICIA MILAZZO
Admissions

ALEJANDRA CRUZ
Financial Aid

INSTRUCTORS

SAL V. MILAZZO	COSMETOLOGY AND BARBER
Graduated from Palermo, Italy and Hollywood Institute in Hollywood, Florida	
JOHN FRANK VELEZ	COSMETOLOGY
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
MARGARITA VELEZ	NAIL AND FULL SPECIALIST
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
TERESITA ARBITO	SKIN CARE
Graduated from ASM Beauty World Academy, Inc. Hollywood, Florida	
RICKI EWING	MASSAGE THERAPY
Graduates from American Institute of Massage in Pompano Beach, Florida	

CERTIFICATION

LICENSING: The School is licensed by:

Commission for Independent Education,

Any information regarding this institution may be obtained by contacting the commission at:

Florida Department of Education

325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

1-(850) 245-3200

LICENSE # 2454

ACCREDITATION:

National Accrediting Commission of Cosmetology Arts and Sciences

4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432

(703) 600-7600 / E-Mail: naccas@naccas.org

FACILITIES

The School is housed in a one-story plaza structure in DAVIE, FLORIDA, convenient to public transportation and South Florida's Interstate I-95 and Turnpike, off street parking is also provided for its students. Broward buses available are as follow: North to South on State Road 7 (U.S. 441), Bus # 18 runs every 1/2-hour. East to West on Stirling Street Bus # 9 runs every 45 minutes.

HANDICAPPED FACILITIES

The School complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of the handicap, will be excluded from enrolling in a program of instruction.

The School building consists of 5,000 square feet of floor space divided into: classrooms, restrooms, offices, and fully equipped clinic for patrons, student and instructors.

EQUIPMENT

The School has all the equipment necessary for educating its students in all phases of its academic programs. A sample of the equipment utilized is as follows:

45 Styling Stations	2 Magnifier with light
6 Shampoo Bowls	2 Hot Wax Container
8 Hair Dryers	1 U/V Sterilization Unit
10 Manicure Stations	10 Massage Tables
2 Nail Drill	1 Massage Chair
5 Paraffin Wax Heat Containers	3 Television Sets
3 Facial Beds	3 VCR Recorder
2 Steam Machine	2 Overhead Projector

HOOR TRANSCRIPT AND CREDIT TRANSCRIPT

The hour or credit transcript from our school is transferable at the discretion of the other schools. We, at ASM Beauty World Academy, accept hour and credit transcript from all over the world and the states. In order for us to give the credit hours. The applicant need to take a writing text (Evaluation) on the program that they applying to get the license.

II. School Policies

ADMISSION POLICIES

Effective April 1, 1997, all individuals applying for admission to our School must have a High School Diploma or a General Equivalency Diploma (GED) or past an ATB test, and be at least 16 years of age (18 year of age if applying for the Massage Therapy program).

Once the student passes the test they will be admitted into A.S.M. Beauty World Academy. A third party gives all tests, which has no connection to this institution. Students who seek admission to the Instructor Training program must meet all of the above requirements and be a Licensed Cosmetologist with at least two years of verifiable work experience.

The school will **give credit for Previous Training**, if applicable. Upon written request, the student may be admitted to an advanced level of training, after evaluating the official transcripts of the other educational institution attended. In addition, an evaluation exam may be conducted by the Director and may include both written and practical examinations.

The student's tuition account will be adjusted to reflect the reduced hours of training accordingly. There is a charge for the evaluations:

Cosmetology/Barber	\$300.00	Nail Technology/Skincare	\$300.00
Full Specialist	\$300.00	Massage Therapy	\$500.00

ASM Beauty World Academy does not discriminate on the basis of race, creed, religions, sex, financial status, country or ethnic origin, residence, age, color or handicap.

Ability-to-Benefit Test

Wonderlic Basic Skills Test (WBST), Wonderlic Personnel Test or the Spanish version SLE Examen de Nivel Escolastico, are tests published by Wonderlic, Inc. The prospective student must pass the ability to benefit test with a verbal score of 200 points or better and a quantitative score of 210 points or better. According to the test publisher, the maximum times this test may be taken is four (4) times in your lifetime.

ENTRANCE REQUIREMENTS

In order for ASM Beauty World Academy to be able to enroll a Prospect Student we need the following documentation:

1. Social Security Card
2. Driver License or State I.D
3. High School Diploma or G.E.D
4. Resident Card or Citizenship Proof (If Applicable)
5. Proof of Language Competency

LANGUAGES

All Courses taught at ASM Beauty World Academy are Bilingual (English/Spanish).

TUITION AND FEE

The direct costs for all academic programs including Registration Fees, Tuition Charges, Books and Supplies are contained in a permanent catalog insert titled:

Page iii - Schedule of Tuition and Fees

The school will insure that this insert will be physically attached to the catalog prior to distribution to the public.

Financial Aid is available to those who qualify. Payment plans are also available.

ACADEMIC POLICIES

SCHOOL CALENDAR

ASM Beauty World Academy operates on a continuous basis throughout the year excluding Sundays and Legal Holidays as listed. Classes will begin for all programs on the following dates during the 2003-2004 School year.

STARTING DATES

SEE APPENDIX -- A --

ENDING DATES

The School's Academic Programs vary in length from 12 weeks for the Nail Technology program on a part time basis. A student's specific ending date will depend on the educational program that they enroll for, whether they attend on a full time or part time basis and the holidays and break periods that fall within their enrollment period. The Students Enrollment Agreement will take into consideration all of these factors and specify and exact ending date.

HOLIDAYS

The School observes the following holidays, during which the School will be closed:

Dr. Martin Luther King	January 15, 2007
President's Day	February 19, 2007
Good Friday	April 6, 2007
Memorial Day	May 28, 2007
Independence Day	July 4, 2007
Labor Day	September 3, 2007
Columbus Day	October 8, 2007
Thanksgiving Day	November 22 & 23, 2007
Christmas Day & Eve	December 24 & 25, 2007
(During Christmas vacation we take a week and a half off between Christmas day and New Years Day)	
New Years Day	December 31, 2007

SCHEDULE OF CLASSES

Full Time students are scheduled to attend 30 clock hours of instruction per week, which consist of Monday through Friday, 8:30 am to 3:00 pm. **Part Time** students, are scheduled to attend 20 clock hours of instruction per week, which consist of Monday-Friday, 8:30am to 12:30pm or 6:00pm to 10:00pm. Cosmetology, Barber, and Instructor Training Program classes are in session Monday through Friday from 8:30am to 3:00pm and 6:00pm to 10:00pm. For Nail Program, classes are held Monday through Friday, 10:00am to 2:00pm and 6:00pm to 10:00pm. Skin Care and Full Specialist classes are held Monday through Friday, 10am to 2pm; Monday through Friday 6 pm to 10 pm. Massage Therapy classes are held Monday through Friday, 7am to 11am.

CLOCK HOURS

The School is designated to be a Clock Hour Institution for defining program length. A Clock Hour is equal to 50-60 minutes in instruction either in the classroom or in the laboratory.

ACADEMIC YEAR

The School has determined that an academic year is the successful completion of 900 clock hours.

JOB PLACEMENT

ASM Beauty World Academy will Assist our Current Students and Licensed Students with Employment but cannot guarantee job placement. Graduates of the Spanish Speaking Program may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

NOTE: The following Satisfactory Academic Progress policy applies only to those programs, which are diploma or certificate-seeking.

Progress is monitored for:

COSMETOLOGY: Four times during the program at 300 hours, 600 hours, 900 hours and 1200 hours.

BARBER: Four times during the program at 300 hours, 600 hours, 900 hours and 1200 hours.

MASSAGE THERAPY: Twice during the program at 325 hours increments

INSTRUCTOR TRAINING: Twice during the program at 300 hours increments

FULL SPECIALIST: Twice during the program at 300 hours increments

SKIN CARE: Twice during the program at 130 hours increments

NAIL TECHNOLOGY: Twice during the program at 120 hours increments

And only students, who are making satisfactory academic progress, as defined by this policy are eligible for Financial Aid. Financial Aid disbursements are credited to the tuition accounts of eligible students.

A.S.M. BEAUTY WORLD ACADEMY defines satisfactory progress as:

Maintaining at least a 75 % cumulative grade average

Attend at least 67 % of the instruction hours offered for each progress report period.

Students are counseled and placed on probation, until their next evaluation period, when their attendance and/ or grade average falls below the stated minimum standards. Students must elevate their performance to the stated standards within the probationary period to continue to be considered making satisfactory progress. If, at the end of the probationary period, all standards are not achieved, the student's status is considered unsatisfactory and all Financial Aid eligibility ceases and the student will be terminated. A student on probation is eligible for Aid.

MAXIMUM TIME FRAME

Students must complete all Academic and Financial requirements to the school within one and an half (1.5) times the normally schedule number of months to complete their program and still achieve satisfactory academic progress standards.

THE MAXIMUM TIME FRAME FOR:

<i>Cosmetology</i> (1200 total program hours)	Full-time Students have 15 months to complete the program and part-time students have 22.50 months to complete the program or 1800 schedule hrs.
<i>Barber</i> (1200 total program hours)	Full-time Students have 15 months to complete the program and part-time students have 22.50 months to complete the program or 1800 schedule hrs.
<i>Massage Therapy</i> (650 total program hours)	Part-time students have 12.25 months to complete the program or 975 schedule hrs.
<i>Instructors Training</i> (600 total program hours)	Full-time students have 7.50 months to complete the program and part-time students have 11.25 months to complete the program or 900 schedule hrs.
<i>Full Specialist</i> (600 total program hours)	Part-time students have 11.25 months to complete the program or 900 schedule hrs.
<i>Skin Care</i> (260 total program hours)	Part-time students have 4.75 months to complete the program or 390 schedule hrs.
<i>Nail Technology</i> (240 total program hours)	Part-time students have 4.50 months to complete the program or 360 schedule hrs.

Time off for authorized leave of absences will not be considered as part of the Maximum Time Frame, nor will it be used in calculating attendance averages. Leave of absence will extend the graduation date by the amount of days taken.

SPECIAL GRADING

There are non credit remedial courses, incompletes, repetitions. A withdrawal has no impact on satisfactory Academic Progress.

RECORDS

Students who desire access to their cumulative records will be given full access to his/her records within 72 hours of receipt of written request. Student's record information will not be released **WITHOUT** his/her consent or that of the parent/ guardian in the case of a minor. In case of minor, defined, as a student under the age of eighteen, a parent/ guardian signature will be given access to the student's records without the expressed written consent of the student. Student's records will be permanently kept in the school in a secure location. NACCAS and other regulatory organizations that have access to student academic records.

ATTENDANCE POLICY

Students are expected to attend school regularly and punctually. Students should not exceed 20% in absences per term, which means students is expected to attend 80% of schedule classes per term to avoid overtime charges. Students may be suspended for not maintaining the prescribed attendance minimum as defined in this policy. The student will not be permitted in class after 8:45am or 6:15pm. The student prior to graduation must make up absence hours. It is strongly suggested that the student make these hours up on a weekly or monthly basis.

LEAVE OF ABSENCE

A leave of absence may be granted for up to 60 days for a reasonable cause, for example, personal or immediate family illness, disability or emergency situations approved by the school. The request for a leave must be in writing, from the student, and it must specify the reasons and the inclusive dates. If the student does not return to school by the return date stated on leave of absence form, that student will be withdrawn from school and refunds will be made within 30 days from the date the student was due back from the leave of absence. The physical last day the student attended will be used as the last day of attendance in the calculation of the refund policy. If the student has attained unsatisfactory progress upon leaving the school, the student will have unsatisfactory progress whenever they return. Leave of absence up to 180 days may be granted for medical reasons only, one LOA for 12 month period unless it is medical.

WITHDRAWAL

Students who voluntarily withdraw from the school must do so in writing by regular mail or in person at the school's office. As stated in the enrollment agreement those students that cancel their contract within 3 business days after signing the agreement will be entitled to a full refund of all monies paid. Those students that wish to withdraw after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration Fee. The student's last day of attendance will be utilized in computing a refund according to the School's published refund policy and paid within 30 days from the day the school officially withdraws the student.

PROBATION

Students who do not maintain the minimum standards as stated above will be counseled and placed on probation until the next evaluation period. During that period of time, students must elevate their grades and/or attendance to the minimum standards or their enrollment will terminate. The student will be considered meeting Satisfactory Academic Progress while on probation.

TERMINATION

Students in training may be terminated by the school for: lack of academic progress, missing 15 consecutive class days, satisfactory progress in grades or attendance, disciplinary reasons or non-payment of tuition. The school's published refund policy will apply. Refunds or unused tuition, if applicable, will be paid within 30 days. The provisions regarding temporary interruptions are as follows: If the student has attained unsatisfactory progress upon leaving the school, the student will have unsatisfactory progress whenever they return.

APPEAL

Students who wish to appeal a probationary status or enrollment termination may do so by submitting a letter to the School Director. The letter should describe any special circumstances the student feels deserve further consideration. The Director will render a decision regarding the student's appeal in 3 business days and the student will then be notified. The School Director's decision will be final.

REINSTATEMENT

Students whose enrollment has been terminated for unsatisfactory academic progress, unsatisfactory attendance, financial reasons, or disciplinary reasons may request reinstatement of the enrollment after 30 days have lapsed since the effective date of the termination. This request should be in writing, addressed to the School Director, and specify the reasons for the request.

The School Director will reinstate the student if he/she is convinced that the reasons for the termination have been corrected. The decision of the School Director regarding reinstatement is final. For those students who are put on a financial leave of absence and do not comply with payment within the 30 days, will be terminated and will not be eligible to return for an additional 30 days, at that time the student will be required to pay 50 % of their outstanding balance in order to be admitted in school again. Upon re-instatement the students Title IV Aid will resume taking in consideration previous aid awarded to the student. If the student previously attained unsatisfactory progress prior to reinstatement, then the student must re-establish satisfactory progress status again within the next evaluation period before Title IV Aid will be reinstated.

MAKE UP POLICY

Students must complete all requirements for graduation within the specified time frames as found in their enrollment agreement. Hours and/or services that must be made up due to absences must be completed within the time frame stated on the enrollment agreement, if this time is not made up, this make up time will be subject to additional tuition charges (See "other charges" in your enrollment agreement).

GRADING SYSTEM

Faculty members keep progress records for each student, which are recorded and distributed to students on their progress reports. The following factors will be measured to determine academic progress. (See standards of satisfactory progress).

Theory Work (Test Grades, Homework, Etc.)
Practical Work
Clinic Work

Theory work will be graded according to the following scale:

90 – 100	A	Excellent
80 – 89	B	Good
70 – 79	C	Satisfactory
60 – 69	D	Unsatisfactory
Below 60	F	Failing

Practical and Clinical work will be graded as follows:

9-10	A	Excellent
7-8	B	Good
5-6	C	Satisfactory
4	D	Unsatisfactory
3 or Below	F	Failing

Students must maintain a C grade average (minimum of 70% in theory work and 2 in practical/clinic work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

Evaluation of progress will be conducted by the Director of Education on the first business day of each month.

Satisfactory: Students with a minimum of 70% average in theory work and 2 in practical/clinic work, and at least 120 hours for full-time and 60 hours for part-time students

Note: *Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.*

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, he or she meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student’s academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements, he or she will determined to be making satisfactory progress. If

the student fails to meet minimum requirements, he or she will be terminated from the school. No more than four (4) probationary periods will be allowed during the course.

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal.

REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Non-credit remedial courses have no effect on a student's satisfactory progress status in this school.

GRADUATION REQUIREMENTS

Students must complete all required hours and services For State Licensing or Registration, obtain a minimum passing grade of 75 % in all theory and clinic work, and satisfy all financial obligations to the school to be awarded a Diploma upon graduation. The student will also be responsible for completing a 2-hour HIV/AIDS course as required by the State in order to be issued a license or registration. The current charge for this course is \$ 25.00 and is subject to change without notice.

STATE REQUIREMENT FOR COSMETOLOGY LICENSURE OR SPECIALTY REGISTRATION

The Florida Board of Cosmetology requires 1200 hours of training at an approved school of cosmetology and completion of 610 services in specified subjects directly related to the practice of Cosmetology. At **ASM BEAUTY WORLD ACADEMY**, our services requirements are higher because we believe that the more practice a student does the better they become. Students should be aware that a License or Registration by the Cosmetology Board is necessary for employment as a Cosmetologist, Nail Technologist, Skin Care Technician, Full Specialist, Massage Therapist or Barber in the State of Florida.

Legislation, effective October 1, 1983, allows certification by the school for any person qualify to take the examination after the completion of a minimum of 1,000 actual hours with the teacher's consent and only if they are prepared to pass the examination. If, however, the student

fails the examination, they shall not be qualified to take the examination again until the completion of the full 1200 hours. Students are required to complete **ALL** the minimum number of services and hours in programs leading to a Florida State License. Before any student may apply for license or registration, the student must comply with State rule 21-18.011, which states that the student shall complete an approved 2-hour educational program on Human Immune-Deficiency Virus (HIV) and submit proof upon applying for licensure or registration. (Please, see admission officer for more information).

REFUND POLICY

Should a student be terminated or withdraws for any reason, all refunds will be made according to the following refund schedule:

- (A) Cancellation must be made in writing delivered in person or by Certified 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.
- (C) Cancellation after the third business day but before the first class will result in a refund of all monies paid with the exception of the Registration Fee. A **withdrawal fee** of \$100.00 will be assessed at time of all withdrawal.
- (D) Cancellation after attendance has begun, but prior to 60 % completion, **for students receiving Title IV funds** (Pell Grant,); excess funds will be return to the government using the federal guideline known as Return to Title IV. (Tuition refund will be according to “E”).
- (E) Cancellation after attendance has begun, but prior to 50 % completion of the program, all students’ tuitions will be subject to a refund computation **using a refund calculation, as per our accrediting agency** specifications and percentage based on contract hours versus length of program:

Percentage of contract hours to the length of program			Tuition owed to school
1%	to	9.9%	20%
10%	to	19.9%	30%
20%	to	29.9%	40%
30%	to	39.9%	50%
40%	to	44.9%	60%
45%	to	49.9%	70%

- (F) The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- (G) If there is any money due to the student, it will be return to the student within thirty (30) days. Refunds will be made within thirty (30) days following determination of termination or receipt of the cancellation notice.

- (H) Cancellation after completing 50 % or more of the program will result in no refund going to the student and student is responsible to pay the balance of the tuition.
- (I) The books and equipment issued to the student become the property of the student and **are not included** in the return/refund calculation. Registration Fee is non-refundable.
- (J) The school reserves the right to terminate a student for not making academic progress, failure to adhere to attendance policy, non-payment of tuition, a breach in school rules or if the student is absent for fifteen (15) consecutive class days without an approved leave of absence. Refund of unused tuition shall be made within (30) thirty days.
- (K) The Definition of Enrollment time is considered from the first day of physical attendance to the last day of physical attendance.
- (L) In the event of school closure or program cancellation, monies will be returned to the sources from which they were received originally, unless the school arranges for train out with another school or makes arrangements to complete the canceled program.

STUDENT RIGHTS

Your education costs you time, money and effort. To help you make the right decision on selecting the proper academic programs and learn about our facilities, cost of education, refund policy, you have the right and are encouraged to ask for the following information:

- 🌐 The name and address of Licensing Organization if you have a complaint that goes unresolved.
- 🌐 The special facilities and services available to the handicapped.
- 🌐 How the School determines whether you are making Satisfactory Academic Progress and what happens if you are not.
- 🌐 Information about the School's Programs, Faculty and Facilities.
- 🌐 The Cost of attending, and the School policy on refunds of students who drop out.
- 🌐 Information regarding student completion, licensing, and employment rates.

- 🌐 Information dealing with the campus security act, which reveals the schools' crime rate and procedures of reporting crime to school personnel.

STUDENT RESPONSIBILITIES

As a student, it is your Responsibility to:

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

SCHOOL & CLINIC RULES AND REGULATIONS

The main purpose of the clinic is to provide the students the opportunity to obtain practical experience in all areas of cosmetology and prepared them with the entry-level skills necessary to work in salons upon completion of training.

This part of your training is very important and demands your active participation at all times. The prices we charge are way below salon prices. This is designed to attract clients for you to get the practical training on "real people" instead of mannequin heads and cover the costs of related clinic expenses.

You will need to complete various services on clients which, in some instances you may get graded and records will be kept as required by the State of Florida Board of Education and NACCAS, our accreditation, in order to meet graduation requirements.

The following must be followed at all times while attending ASM with no exceptions:

- 1) Students must wear black or white clothing, or a combination of both. Must wear uniform jacket at all times while in school. No blue jeans, shorts or leggings.
- 2) Must wear comfortable closed shoes at all times. No clogs, sandals, open toes shoes or high heels.
- 3) The use of hats or headphones (walk-mans, etc.) are not allowed inside the school.
- 4) Gum chewing or smoking is strictly prohibited on school property.
- 5) Absolutely no food or drinks will be allowed in the clinic floor.

- 6) Students are not allowed to use cell phones while they are in the clinic floor, attending clients or not.
- 7) You must accept clients whenever requested by the Instructor even if, all required services have been met without exception and treat the client courteously at all times.
- 8) If you do not have a client, you must work on your mannequin, do reading assignments or take tests as advised by your instructor.
- 9) All services done on clients must be checked by the instructor before the client leaves the clinic.
- 10) If any problem or complaint by the client arises, you must report it to the instructor right away.
- 11) Any student who performs services on a client, which has not been paid for or is not listed on the client's ticket, will be expelled from school immediately.
- 12) Any kind of intimidation or harassment toward any fellow student, client, or staff member will not be tolerated and will result in immediate dismissal.
- 13) Any student, who solicits our clients and encourage them to get a refund, will be dismissed from the school.
- 14) You are required at all times, without exception, to sign in when you arrive and sign out when you are leaving school property.
- 15) Always request permission if you are to leave the clinic area.
- 16) Loud talking or laughter must be kept down to a minimum as not to disturb or distract other students performing services or studying.
- 17) Students must get permission from the instructor in charge to get any services done on them. Services can only be done between 1:00pm to 3:00 or 8:00pm to 10:00pm and **ONLY** if there are no clients waiting to be served. Student will be charged 50% of the regular price. Services are for active students only.
- 18) You are **responsible** for cleaning and sanitizing your station including, mirror, chair and floor area prior to leaving school for the day. In addition, you must sweep your area after each service is performed.
- 19) The shampoo bowl must be clean and sanitized after each use.

20) It is your responsibility to protect and safeguard your equipment. The school shall not be held responsible for loss of any equipment.

All equipment and materials used during the course of this program is basic and provides the student the necessary training and preparation for their State Exam.

The well being and safety of our students, clients, and employees comes first, therefore it is important that all rules and regulations are adhered to at all times.

Your success in this or any other Career depends a lot on your attitude, ability to extend good Customer Service, being a team player, and always continuing to learn about changes and new products in the industry.

III. Student Services

STUDENT PLACEMENT ASSISTANCE

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

ADVISING

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

INTERNAL COMPLAINT PROCEDURE GUIDELINES

1. A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint.
2. A school representative should meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the school's complaint committee. The school should document the meeting between the school representative and complainant in writing. The complainant should be provided a copy of this written record at the time of the meeting.
3. The institution should set up a complaint committee within the institution to review all allegations received. The committee should be comprised of at least three individuals that may be from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student.
4. The institution's complaint committee should meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations.

5. If more information from the complainant is needed, a letter should be written outlining the additional information.
6. If no further information is needed the complaint committee should act on the allegations and a letter be sent to the complaint within the fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
7. The institution's published procedure should include the name, address and telephone number of the accrediting agency and an indication that if the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The procedure should state that the complainant is required to try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency.

GROUND FOR DISCIPLINARY ACTION OR TERMINATION

Illegal Drugs / Alcohol abuse: It is illegal to possess, distribute or be under the influence of alcohol or any type of Controlled Substance while on School property. Failure to comply could result in Suspension or Termination.

Drug Convictions: All employees must notify the institution within five days of any drug convictions or they will be terminated.

STUDENT/EMPLOYEE ASSISTANCE PROGRAM

Program Objectives

1. To provide students, employees and their families with a 24-hour telephone service to provide initial contact, referral information, and crisis intervention when necessary.
2. To help those individuals who develop behavioral, medical, family, financial or other problems by providing for initial consultation needs assessment, recommendations for treatment and identification of resources for appropriate actual treatment.
3. To provide instructors and supervisors with policy and procedural guidelines and personal consultation as necessary for the management of circumstances affecting student or employee performance.
4. To monitor the progress made by students and employees for whom they have been referred including consultation with the school director or an employee's supervisor. If satisfactory

compliance with a recommended course of action is made, a requirement for continued enrollment or employment, and the individual has given their consent for such discussion.

Problems requiring extended counseling or inpatient treatments are dealt with through referral to professional treatment facilities.

Program Promotion

To encourage self-referrals, and to keep the substance abuse program awareness in the minds of all students and employees, the institution provides a copy of this substance abuse program policy to all students and employees.

Counseling Programs

Counseling for alcohol abuse is offered by:

Alcoholics Anonymous Intergroup of Broward
305 South Andrews Avenue
Fort Lauderdale, Florida 33301
(954) 462-0265

Counseling for narcotic abuse is offered by:

Narcotics Anonymous
(954) 967-6755

In addition, these are hotlines, which will provide you assistance:

Substance Abuse Hotline (954) 467-6333 or (800) 662-HELP (4357)
Drug Treatment Center (954) 359-6375 or (800) 711-6402 / 6375

REHABILITATION PROGRAMS

The following are phone numbers of hotlines and rehabilitation centers offering recovery programs for both alcohol abuse and narcotic abuse:

The Share Program is offered by Memorial Regional Hospital, 801 South Douglas Road, Pembroke Pines, Florida 33025. Contact any staff members, which are available, 24 hours a day to assist you at (954) 966-5433. They offer a detoxification program based on alcoholic anonymous and narcotics anonymous twelve-step program, with an inpatient program and an

evening intensive program for outpatients.

Chemical Dependency Program (CD Program) is offered by CPC Fort Lauderdale Hospital, 1601 East Las Olas Blvd., Fort Lauderdale, FL 33301. Staff members are available 24 hours a day to assist you, which offers an intensive program for outpatients 5-9pm and a residential treatment program for inpatients. Call them at (800) 234-0420.

IV. Veteran Training

ADDENDUM TO VETERAN TRAINING SCHEDULE

1. VA students must provide the school all transcripts for any academic or previous training. If after evaluating the transcripts, it is determined that credits will be awarded to the student, then both the student and the USDVA must be notified.

- 2A. **ATTENDANCE:** The 90 % attendance requirement must be monitored for veteran students on a monthly basis. The school must maintain attendance records in Veteran Students' files for audit purposes. Violations of the attendance policy (once approved) will be reported to the VA within 30 DAYS.

- 2B. **ACADEMIC PROGRESS:** All veteran students must be evaluated and progress must be monitored as follows:
 - 🌐 **Cosmetology and Barber:** Eight times during the program at 150 hours, 300 hours, 450 hours, 600 hours, 750 hours, 900 hours, 1050 hours, 1200 hours.

 - 🌐 **Instructor Training and Full Specialist (Skin Care, Nails, and Make-Up):** Four times during the program at 150 hours, 300 hours, 450 hours, 600 hours

 - 🌐 **Skin Care:** Four times during the program at 65 hours, 130 hours, 195 hours and 260 hours.

 - 🌐 **Nail Technology:** Four times during the program at 60 hours, 120 hours, 180 hours and 240 hours

 - 🌐 **Massage Therapy:** Four times during the program at 163 hours, 326 hours, 489 hours and 650 hours.

All records of academic progress must be available in the Veteran Student's Files and report of unsatisfactory progress must be reported to the VA within 30 days.

The maximum timeframe allowed for Veteran Students to complete a program would be 100 % of the hours the program is approved.

A personal individualized training calendar schedule will be submitted detailing the start date, hours attending and finish date of the program based on selection of the program they will be training for.

**EVALUATIONS: Evaluation for all our programs will be \$ 50.00 for Veterans only.
Proper identification must be presented.**

All information concerning - start date, graduation dates, schedule, etc. should also be submitted to VA.

V. Programs Outlines

COSMETOLOGY Program (1200 Clock Hours)
 (40 weeks/ 10 months Full Time)
 (60 weeks/ 14 months Part Time)

PROGRAM OBJECTIVE

The Program provides training in the various cosmetology services and the biological study of the hair, skin and nails, Lectures in this program will include chemistry, sterilization, bacteriology, hygiene, state law, and salon management.

PROGRAM GOALS

The student will become skilled in performing various cosmetology services as performed in a beauty salon which are listed under the curriculum on the proceeding pages and should be prepared to pass the state licensing examination and be employed in the cosmetology field.

CURRICULUM / SUBJECTS	THEORY	SERVICES
<u>JOB PLACEMENT/ SHOP PROCEDURES</u>	20	----
A. ETHICAL OPERATIONG PROCEDURES B. SALON MANAGEMENT C. SALON SAFETY D. PAYROLL DEDUCTIONS E. RESUME/ INTERVIEW F. SEEKING EMPLOYMENT		
<u>STATE LAW AND REGULATIONS,SANITATION & STERILIZATION</u>	16	----
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<u>HIV / AIDS</u>	4	----
<u>CHEMISTRY</u>	45	----
A. INTRODUCTION B. CHEMISTRY OF SHAMPOOS & CONDITIONERS C. CHEMISTRY OF PERMANENT WAVING D. CHEMISTRY OF HAIR RELAXING E. CHEMISTRY OF HAIR COLORING F. COSMETICS CHEMISTRY		

COSMETOLOGY PROGRAM cont'd.

	THEORY	SERVICES
<u>SCALP TREATMENT</u>	25	45
A. HAIR DISORDERS		
B. SCALP CARE		
C. SCALP DISORDERS		
D. CONTAGIOUS DISEASE		
E. GENERAL HAIR TREATMENTS		
F. DRY HAIR AND SCALP TREATMENT PROCEDURE		
G. OILY HAIR & SCALP TREATMENT PROCEDURE		
H. CORRECTIVE HAIR TREATMENT		
<u>HAIR TAPERING & SHAPING</u>	76	100
A. INTRODUCTION TO HAIRCUTTING		
B. SECTIONING FOR HAIRCUTTING		
C. HAIR THINNING		
D. HAIR CUTTING WITH SCISSORS		
E. SHINGLING AND USE OF CLIPPERS ON THE NECKLINE		
F. USING THE RAZOR		
G. CHILDREN HAIR SHAPING		
H. CUTTING OVERLY CURLY HAIR		
<u>SHAMPOOS AND RINSES</u>	20	50
A. INTRODUCTION TO SHAMPOOING		
B. THE PLAIN SHAMPOO		
C. TYPES OF SHAMPOOS		
D. SAFETY PRECAUTIONS DURING SHAMPOOING		
<u>HAIR ARRANGING (STYLING)</u>	76	300
A. INTRODUCTION TO BASIC STYLING		
B. PIN CURLS		
C. STAND UP CURLS		
D. SEMI STAND UP CURLS		
E. ROLLER CURLS		
F. CYLINDER AND TAPERED ROLLERS		
G. COMB-OUT TECHNIQUES		
H. BACK COMBING & BACK BRUSHING		
I. BRAIDING		
J. CORN-RROWING		

COSMETOLOGY PROGRAM cont'd.

THEORY SERVICES

HAIR ARRANGING (STYLING) cont'd.

- K. HAIR STYLES/ACCORDING TO FACE SHAPES
- L. INTRODUCTION TO THERMAL WAVING AND CURLING IRON
- M. WAVING & CURLING IRONS
- N. BLOW DRYING
- O. FINGER WAVES

HAIR COLORING AND BLEACHING

107 50

- A. INTRODUCTION TO COLOR THEORY
- B. CLASSIFICATION OF HAIR COLORING
- C. PREPARATION FOR HAIR COLORING
- D. HAIR COLORING RECORDS
- E. TEMPORARY COLORING
- F. SEMI-PERMANENT COLORING
- G. PERMANENT HAIR COLORING
- H. HAIR LIGHTENING
- I. TONERS
- J. SPECIAL EFFECTS
- K. SPECIAL PROBLEMS

MANICURING / PEDICURING

20 20

- A. INTRODUCTION TO MANICURING & PEDICURING
- B. EQUIPMENT, IMPLEMENTS
- C. INTRODUCTION TO ARTIFICIAL NAILS

PERMANENT WAVING AND RELAXING

86 100

- A. INTRODUCTION TO PERMANENTS & RELAXING
- B. MODERN PERMANENT CHEMISTRY
- C. HAIR STRUCTURE AND PERMING
- D. PRE-PERM ANALYSIS
- E. PERM ROD SELECTION
- F. SECTIONING AND PARTING
- G. WRAPPING THE HAIR
- H. SAFETY PRECAUTIONS
- I. SCALP AND HAIR ANALYSIS
- J. SODIUM HYDROXIDE
- K. AMMONIUM THIOGLYCOLATE ACID
- L. CHEMICAL BLOWOUT
- M. SOFT CURL PERMANENT
- N. HAIR STREIGHTENING

NAIL TECHNOLOGY PROGRAM (240 Clock Hours)
 (8 Weeks/ 2 Month Full Time)
 (12 Weeks/ 3 Months Part Time)

PROGRAM OBJECTIVE

This program will provide training in the art and science of beautifying the nails, hands and feet. It will also provide training in the techniques of giving proper massage and how to use safety precautions and sanitation methods in manicuring, pedicuring, and extended nails.

PROGRAM GOALS

The Student will become skilled in using professional manicuring and pedicuring implements, chemicals, supplies, nail drills and the use of light cured gels. Techniques will also be learned identifying nail diseases; the basic types of artificial and sculptural nail, and nail extensions. At the completion of the program and once the student has met their financial responsibilities and has complied with the state rules HIV seminar requirements as explained in the catalog, the graduate will qualify for state registration and employment as a nail technician.

CURRICULUM	THEORY	SERVICES
<u>STATE LAWS AND REGULATIONS</u>	5	---
A. STATE RULES AND REGULATION		
<u>SANITATION & STERILIZATION</u>	4	---
B. SPECIFIC METHODS OF STERILIZATION		
<u>MANICURING / PEDICURING</u>	20	30
A. INTRODUCTION TO MANICURING & PEDICURING		
B. EQUIPMENT, IMPLEMENTS, COSMETICS AND MATERIALS, MANICURING TABLE PREPARATION		
C. TYPES OF MANICURES		
D. HAND AND FOOT MASSAGE		
E. NAIL AND DISORDERS		
F. NAIL DISEASES		
G. NAIL SHAPES		

NAIL TECHNOLOGY PROGRAM cont'd

	THEORY	SERVICES
<i>HIV / AIDS</i>	4	---
<i>ETHICS</i>	2	---
<i>NAIL THEORY, PRACTICE AND RELATED SUBJECTS INCLUDING NAIL DISORDERS AND DISEASE</i>	50	---
<i>TIPS WITH OVERLAY</i>	10	20
<i>SCULPTING USING A FORM</i>	10	15
<i>NAIL WRAPS AND/ OR MENDING</i>	15	10
<i>NAIL CAPPING</i>	10	10
<i>ARTIFICIAL NAIL REMOVAL</i>	5	5
<i>POLISHING AND NAIL ART</i>	5	10
	<hr/>	<hr/>
TOTAL	140	100
	<hr/> <hr/>	<hr/> <hr/>
	240	

GRADUATION REQUIREMENTS

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations to be considered a graduate and awarded a Diploma.

(SEE HIV REQUIREMENTS LISTED ON PAGE 14)

If the student has the required amount of hours to be eligible for licensing and is weak in any individual element of the NAIL TECHNOLOGY PROGRAM, those elements can be taught as a specialized subject at the "other charges" rate (see enrollment agreement) with varying length depending on the students needs.

SKIN CARE PROGRAM (260 Clock Hours)
 (9 Weeks / 2.25 Months Full Time)
 (14 Weeks / 3½ Months Part Time)

PROGRAM OBJECTIVE

This program will provide training in Skin Care with the means of both theory classes and practical assignments, which will provide the students with the biological foundations of the skin and the maintenance and health of the skin by correct cleansing methods. The theory classes include the study of the structure of the skin and its function. The student will also develop employer/ employee relationships and effective communications.

PROGRAM GOALS

Be able to recognize and identify lesions and diseases of the glands. Techniques will be learned for treatment of problem skin conditions such as: oiliness, dryness, acne, discoloration, scarring and others. The student will also become skilled at several cosmetic treatments and make-up applications. At the completion of the program and once complied with the State HIV seminar requirement as explained in the catalog, the graduate will qualify for state registration and employment as a skin care specialist.

CURRICULUM	THEORY	SERVICES
<u>STATE LAW/ REGULATIONS</u> <u>SANITATION AND STERILIZATION</u>	11	---
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<u>HIV / AIDS</u>	4	---
<u>PERFORMING CONSULTATION</u>	5	---
A. PROFESSIONALISM IN CONSULTATIONS B. CLIENT CARDS		
<u>BASIC DERMATOLOGY/ SKIN ANALYSIS</u>	15	---
A. STRUCTURE AND FUNCTION OF THE SKIN & DISORDERS B. LAYERS OF EPIDERMIS AND THEIR FUNCTION C. CLASSIFYING APPENDAGES OF THE SKIN D. DISEASES OF THE SWEAT GLAND E. PIGMENTATION AND ITS ABNORMALITIES F. SKIN KERATINIZATION G. COMMON PRIMARY AND SECONDARY LESIONS H. PHYSIOLOGY & ENDOCRINOLOGY		
<u>MASSAGE AND MANIPULATION</u>	10	---
A. FIVE BASIC MASSAGE MOVEMENTS B. BASIC CONSIDERATION WHEN GIVING FACIALS C. NATURE AND BENEFITS OF LIGHT THERAPY		

SKIN CARE PROGRAM cont'd.

	THEORY	SERVICES
<u>CHEMISTRY</u>	5	---
A. INTRODUCTION TO CHEMISTRY B. COSMETICS CHEMISTRY		
<u>CELLS, ANATOMY AND PHYSIOLOGY</u>	10	---
A. CELL GROWTH AND METABOLISM B. MUSCULAR SYSTEM		
<u>HAIR REMOVAL</u>	15	---
A. REMOVING UNWANTED HAIR B. PERMANENT HAIR REMOVAL C. TEMPORARY HAIR REMOVAL		
<u>MAKE-UP APPLICATION & COSMETIC TREATMENTS</u>	10	---
A. DESCRIBE BASIC COSMETICS USED ON THE FACE B. SELECTING APPROPRIATE COLOR OF FOUNDATION C. ENHANCING FACIAL FEATURES WITH COSMETICS D. TECHNIQUES IN APPLYING FALSE EYELASHES & SEMIPERMANENT LASHES AND TO TINT LASHES & BROWS E. BASIC COSMETICS USED FOR ETHNIC CLIENTS		
<u>ETHICS AND SALON MANAGEMENT</u>	5	---
A. ETHICAL OPERATING PROCEDURES B. SALON SAFETY C. SALON MANAGEMENT D. PAYROLL DEDUCTIONS E. SEEKING EMPLOYMENT		
<u>APPLIED CLINICAL TRAINING</u>	120	50
TOTAL	210	50
	260	

GRADUATION REQUIREMENTS:

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations to be considered a graduate and awarded a Diploma.
(SEE HIV REQUIREMENTS ON PAGE 14)

If the student has the required amount of hours to be eligible for Licensing, and is weak in any individual element of the SKIN CARE PROGRAM, those elements can be taught as a specialized subject at the “other charges” rate, (see enrollment agreement) with varying length depending on the students needs.

INSTRUCTOR TRAINING PROGRAM (600 Clock Hours)
 (20 Weeks/ 5 Months Full Time)
 (30 Weeks/7½ Months Part Time)

The Instructor Training Program is not a requirement for qualification as an Instructor in the State of Florida.

PROGRAM OBJECTIVE

This program will provide training to licensed cosmetologist to become Cosmetology Instructor.

PROGRAM GOALS

The student will become skilled in using their professional knowledge already obtained and using it to teach students interested in the art of cosmetology using teaching techniques learned from this program.

CURRICULUM	THEORY	SERVICES
<u>ORIENTATION AND CURRICULUM REVIEW</u>	35	60
<u>INTRODUCTION TO TEACHING</u>	30	---
<u>PROGRAMR OUTLINING & DEVELOPMENT</u>	100	105
A. LESSON PLANS B. TEACHING TECHNIQUES C. TEACHING AIDS D. EXAMINATIONS		
<u>STATE LAW AND RULES</u>	21	20
A. RECORD KEEPING B. SCHOOL ADMINISTRATION		
<u>HIV / AIDS</u>	4	---
<u>TEACHING (ASSISTING)</u>	---	75
A. CLINIC B. THEORY PRESENTATION		
<u>TEACHING (PRACTICAL)</u>	---	150
A. CLINIC B. THEORY PRESENTATION		
TOTAL	190	410

600

GRADUATION REQUIREMENTS:

Students must complete all listed hours, attendance and services, in addition to financial obligations to be considered a graduate and awarded a Diploma.

FULL SPECIALIST PROGRAM (600 Clock Hours)
(SKIN CARE, NAILS AND MAKE-UP) (20 Weeks / 5 Months Full Time)
 (30 Weeks / 7½ Months Part Time)

PROGRAM OBJECTIVE:

This program will provide training in skin care, nail care and make-up. The student will also learn the biological foundations of the skin, the maintenance and health of the skin and nails.

PROGRAM GOALS:

The student will become skilled in maintaining the beauty and health of the skin and nails. The student will also learn the structure of the skin and nails, its diseases, and its treatments. The student will also become skilled at several cosmetic treatments, make-up application, and massaging techniques for the face, hands and feet. At the completion of the program and after meeting all financial responsibilities, and complying with the state rule on HIV the student will qualify for State registration and employment as a full specialist.

CURRICULUM	THEORY	SERVICES
<u><i>ETHICS AND SHOP MANAGEMENT</i></u>	10	---
A. ETHICAL OPERATING PROCEDURES B. SALON SAFETY C. SALON MANAGEMENT D. PAYROLL DEDUCTION E. SEEKING EMPLOYMENT		
<u><i>PIGMENTATION</i></u>	15	---
<u><i>PASSIVE GYMNASTICS</i></u>	15	---
<u><i>STATE LAWS AND REGULATIONS</i></u>	20	---
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<u><i>CONSULTATIONS</i></u>	5	---
<u><i>BASIC DERMATOLOGY/ SKIN ANALYSIS</i></u>	10	---
A. STRUCTURE, FUNCTION, AND DISORDERS OF SKIN B. LAYERS OF EPIDERMIS AND THEIR FUNCTION C. CLASSIFYING APPENDAGES OF THE SKIN D. DISEASES OF THE SWEAT GLAND E. PIGMENTATION AND ABNORMALITIES F. SKIN KERATINIZATION G. COMMON PRIMARY & SERCONDARY LESIONS H. PHYSIOLOGY & ENDOCRINOLOGY		

FULL SPECIALIST PROGRAM cont'd

	THEORY	SERVICES
<u>ANATOMY AND MASSAGE/ MANIPULATION</u>	10	---
A. FIVE BASIC MASSAGE MOVEMENTS B. BASIC CONSIDERATION WHEN GIVING FACIALS C. NATURE AND BENEFITS OF LIGHT THERAPY		
<u>PHYSIOLOGY (ENDOCRINOLOGY)</u>	5	---
<u>BACTERIOLOGY, STERILIZATON, HYGIENE</u>	15	---
A. SPECIFIC METHODS OF STERILIZATION		
<u>CHEMISTRY AND PROPER USE OF PRODUCTS</u>	15	---
A. INTRODUCTION TO CHEMISTRY B. COSMETICS CHEMISTRY		
<u>HAIR REMOVAL (BODY WAXING/BROWN SHAPING)</u>	10	---
A. REMOVING UNWANTED HAIR B. PERMANENT HAIR REMOVAL C. TEMPORARY HAIR REMOVAL		
<u>MAKE-UP APPLICATION / COSMETIC TREATMENTS</u>	5	---
A. DESCRIBE BASIC COSMETICS USED ON FACE B. SELECTING APPROPRIATE COLOR OF FOUNDATION C. ENHANCING FACIAL FEATURES WITH COSMETICS D. TECHNIQUES IN APPLYING FALSE EYELASHES & SEMI-PERMANENT LASHES, TINTING OF BROWS & LASHES E. BASIC COSMETICS USED ON ETHNIC PATRONS		
<u>ELECTRICITY, LIGHTING, MAGNIFICATION</u>	5	10
<u>PROFESSIONAL ETHICS AND SALON MANAGEMENT</u>	10	---
<u>MANICURING/ PEDICURE</u>	30	30
A. INTRODUCTION TO MANICURING AND PEDICURING B. EQUIPMENT, IMPLEMENTS, COSMETICS, AND MATERIALS C. PREPARING THE MANICURE TABLE D. TYPES OF MANICURES E. HAND AND FOOT MASSAGE F. NAIL AND DISORDERS G. NAIL DISEASES H. NAIL SHAPES		

FULL SPECIALIST PROGRAM cont'd

	THEORY	SERVICES
<u>NAIL TIPS</u>	37.5	20
<u>ACRYLIC NAILS</u>	37.5	15
A. INTRO to HOW TO USE THE DRILL INTRO to NAIL WRAPS AND / OR MENDING		
<u>NAIL CAPPING</u>	10	10
<u>ARTIFICIAL NAIL REMOVAL</u>	5	10
<u>POLISHING AND NAIL ART</u>	5	10
<u>NAILS APPLIED CLINICAL APPLICATION</u>	86	10
<u>DEEP PORE CLEANSING</u>	50	5
<u>BODY TREATMENTS</u>	30	---
<u>MASK THERAPY</u>	20	10
<u>HIV/ AIDS</u>	4	---
<u>DISEASE AND ABNORMALITIES</u>	5	---
TOTAL	<u>470</u>	<u>130</u>
	600	

GRADUATION REQUIREMENTS

Student must complete all listed hours and services, in addition to attendance requirements and financial obligation to be considered a graduate and awarded a diploma.

If the student has the required amount of hours to sit for examination, and is weak in any individual element of the FULL SPECIALIST PROGRAM, those elements can be taught as a specialized subject at the “other charges”, (see enrollment agreement) with varying length depending on the students needs. (SEE HIV REQUIREMENTS LISTED ON PAGE 14)

MASSAGE THERAPY PROGRAM (650 Clock Hours)

(30 Weeks/ 7.50 Months Full Time)

(45 Weeks / 11.25 Months Part Time)

PROGRAM OBJECTIVE

The main objective is for the student to have knowledge of the human physiology and anatomy. To apply successfully Hydrotherapy, Heliotherapy and Therapeutic Massage, familiar with exercise programs, which can help the musculoskeletal system. Also, Florida State Law, CPR and HIV/Aids will be taught.

PROGRAM GOALS

This program trains men and women to enter the growing field of Therapeutic Massage. Heavy emphasis is placed on student’s developing dexterity in applying Massage techniques.

CURRICULUM

THEORY SERVICES

HUMAN ANATOMY & PHYSIOLOGY

200

- A. SCIENTIFIC LANGUAGE
- B. CONCEPTS OF THE BODY’S SYSTEMS
- C. LECTURES/DESCRIPTIVE OBSERVATION/DEMOS
- D. FUNCTIONS OF THE MUSCULAR, SKELETAL, NERVOUS, CIRCULATORY, RESPIRATORY, ENDOCRINE AND LYMPHATIC SYSTEMS

BASIC MASSAGE THEORY & CLINICAL PRACTICUM

105

180

- A. HISTORY OF MASSAGE
- B. 5 BASIC MOVEMENTS OF SWEDISH MASSAGE
- C. EFFECTS OF MASSAGE ON THE CIRCULATORY AND NERVOUS SYSTEMS

THEORY & PRACTICE OF HYDROTHERAPY

15

15

- A. HYDROTHERAPY PROCEDURES RELATED TO THE MASSAGE PROFESSION
- B. WATER RELATED THERAPEUTIC RESULTS
- C. USE OF SAUNAS, STEAM BATHS, WHIRLPOOLS, CONTRAST BATHS, HOT/COLD PACKS

Massage Therapy Cont'd

CURRICULUM	THEORY	SERVICES
<u>ALLIED MODALITIES</u>	97	---
A. DISCUSSION ON 25 MODALITIES THEORIES		
B. AREAS OF SPECIALIZATION WITHIN THE MASSAGE PROFESSION		
<u>FLORIDA STATE LAW</u>	15	---
A. RULES & REGULATIONS OF STATE LAW		
B. LEGAL PARAMETERS OF STUDENT PRACTICE		
<u>BUSINESS PRINCIPLES & DEVELOPMENT</u>	20	---
A. MARKETING & PRACTICAL INSIGHT		
B. CREATIVE OPTIONS FOR FLYERS, BUSINESS CARDS AND OTHER PROMOTIONAL MATERIALS		
C. REVIEW OF ETHICAL STANDARDS AND PROCEDURES IN BUSINESS		
<u>HIV / AIDS</u>	3	---
A. HISTORY OF THE VIRUS		
B. MEANS OF EXPOSURE AND PROTECTION		
C. SYMPTOMS OF THE VIRUS		
D. PROTECTION FROM EXPOSURE DURING THERAPY		
TOTAL	455	195
	650	

GRADUATION REQUIREMENTS

Students must complete all listed hours and services, in addition to attendance requirements and financial obligations to be considered a graduate and awarded a Diploma.

(SEE HIV REQUIREMENTS ON PAGE 14)

If the student has the required amount of hours to be eligible for licensing, and is weak in any individual element of the MASSAGE THERAPY, those elements can be taught as a specialized subject at the “other charges” rate, (see enrollment agreement) with varying length depending on the students needs.

BARBER PROGRAM (1200 Clock Hours)
 (40 weeks/ 10.5 Months Full Time)
 (60 weeks/ 15 Months Part Time)

PROGRAM OBJECTIVE

The Program provides training in the various barber services and the biological study of the hair. Lectures in this program will include chemistry, sterilization, bacteriology, hygiene, state law, and salon management.

PROGRAM GOALS

The student will become skilled in performing various barber services as performed in a barbershop which are listed under the curriculum on the proceeding pages and should have the ability to pass the state licensing examination and be employed in the barbering field.

CURRICULUM

THEORY SERVICES

TAPERED AND STYLED HAIRCUTTING

200

300

- A. HONING & STROPPING
- B. HAIRCUTTING TECHNIQUES
- C. CLIPPER CUTTING
- D. SHEAR / COMB CUTTING
- E. RAZOR CUTTING
- F. LADIES HAIRCUT & CLIPPER CUT

HAIR STYLING

100

200

- A. BLOW DRYING, AIR WAVING & CURLING
- B. CURLING IRON
- C. FINGER WAVING
- D. SAFETY REMINDERS

SHAMPOOING

9

50

- A. PLAIN SHAMPOO
- B. INCLINED POSITION
- C. RECLINED POSITION

BARBER PROGRAM CONT'D...

CURRICULUM	THEORY	SERVICES
<u>PERMANENT WAVING / CHEMICAL RELAXING</u>	50	60
A. CHEMISTRY & ACTION OF PERMANENT WAVING		
B. PROCESSING & NEUTRALIZING		
C. SCALP & HAIR ANALYSES		
D. PERM ROD & SOLUTIONS SELECTION		
E. ALKALINE & ACID BALANCE PERMS		
F. SECTIONING & PROCEDURES		
G. FILLERS & CONDITIONERS		
H. TINTED SOLUTIONS		
I. LIGHTENED HAIR		
<u>HAIR COLORING</u>	35	25
A. CLASSIFICATION OF HAIR COLORING		
B. PREPARATION FOR HAIR COLORING		
C. HAIR COLORING RECORDS		
D. TEMPORARY COLORING		
E. PERMANENT & SEMI-PERMANENT COLORING		
F. HAIR LIGHTENING , TONERS & SPECIAL EFFECTS		
G. SPECIAL PROBLEMS		
<u>THE APPLICATION OF HAIR TONIC AND SCALP MANIPULATION</u>	20	30
A. TREATMENTS OF DANDRUFF, OILY & DRY SCALP		
B. PROCEDURES FOR A SCALP MASSAGE		
C. PURPOSE & TYPES OF TONICS		
D. PROCEDURES FOR HAIR TONICS		
<u>FACIAL MASSAGE</u>	8	15
A. INTRODUCTION TO THE SKIN		
B. DISORDER OF THE SKIN		
C. FACIAL MANIPULATION		
D. FACIAL MACHINES AND USES		
<u>SHAVING</u>	25	25
A. FUNDAMENTALS OF SHAVING		
B. PROCEDURE AND PREPARATION		
C. FINAL STEPS ON SHAVING		
D. SAFETY MEASURES		
E. MUSTACHES AND BEARDS		
🕒 TRIMMING		
🕒 WAXING		
🕒 COLOR		

Barber program cont'd...

CURRICULUM	THEORY	SERVICES
<u>SANITATION, STERILIZATION AND BACTERIOLOGY</u>	40	---
A. DEFINE SANITATION & DECONTAMINATION		
B. METHODS OF SANITATION & PROCEDURES		
C. TYPES OF DISINFECTANTS		
D. SAFETY PRECAUTIONS & FIRST AID		
E. RULES OF SANITATION		
<u>SHOP MANAGEMENT</u>	10	---
A. MANAGEMENT FUNCTIONS		
B. BUSINESS PLANNING & CAPITAL INVESTMENT		
C. TYPES OF OWNERSHIP		
D. EQUIPMENT, LOCATION & LEASE		
E. LEGAL REGULATIONS		
F. TELEPHONE TECHNIQUES & ETHIQUETTE		
G. INSURANCE NEEDS		
<u>HIV/AIDS</u>	4	---
A. HIV & STAGES OF AIDS		
B. PREVENTING AIDS		
C. SAFETY RULES TO FOLLOW		
TOTAL	495	705
	1200	

GRADUATION REQUIREMENTS

Student must complete all listed hours and services, in addition to attendance requirements and financial obligation to be considered a graduate and awarded a diploma.

(SEE HIV / AIDS REQUIREMENTS LIST ON PAGE 14)

If the student has the required amount of hours to sit for the examination and is weak in any individual element of the BARBER PROGRAM, those elements can be taught as a specialized subject at the “other charges” rate (see enrollment agreement) with varying length depending on the student’s needs.

VI. Financial Aid

PURPOSE

The purpose of the School Financial Aid Department is to help provide assistance to those students who need funding to pursue their educational goals. Financial Aid programs attempt to close the gap that exists between the cost of your education and the money available from you and your family income, savings or other sources.

Because government funds are limited, the funds you may receive may not always cover all of your educational expenses. As a result the student and/or, if applicable, parents are expected to make a maximum effort in meeting those expenses.

Eligible students that demonstrate a financial need may be offered a **FEDERAL GRANT**, known as a Pell Grant. Federal Grants are awards that do not have to be paid back to the government.

To simplify Federal Financial Aid is money provided by the government to help the students pay their education.

ELIGIBILITY

You are eligible if you:

- 🌐 Are a United States Citizen or legal resident
- 🌐 Can demonstrate a financial need
- 🌐 Are enrolled to attended at least half-time (20 hrs per week)
- 🌐 Are making Satisfactory Academic Progress (see page 6)
- 🌐 Registered with the Selective Service (for males only), if applicable
- 🌐 Don't owe any money to any of the Federal Financial Aid programs

PROGRAMS AVAILABLE

FEDERAL PELL GRANTS

A Federal Pell Grant, unlike the loans, does not have to be repaid. The Pell Grant is awarded only to undergraduate students who have not earned a Bachelor degree or Professional Degree. For many students the Pell Grant is the foundation to their financial aid to which additional aid may be added.

HOW TO APPLY

Information on all forms of Financial Aid will be available through the Financial Aid Office in the school. Prospective students interested in obtaining financial aid will need to call or come to Financial Aid office where they may be able to obtain the necessary forms and information to apply. The staff, while they can't complete the financial aid forms for you, will be more than glad to assist you in the completing or answering any question regarding the forms. Like anything government regulated, financial aid has procedures, which must be followed, that would take sometime to complete therefore, we suggest that students planning to use financial aid, plan in advance.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Your eligibility for Financial Aid Payments depends on you. You must maintain Satisfactory Academic Progress as detailed on page 6 of this catalog. Any student not meeting the published Satisfactory Academic Progress requirements will be ineligible to receive any financial aid.

For further information, all prospective students are given "**THE STUDENT GUIDE**" from the Department of Education, which also will give you more information.

VII. ASM Scholarships

ASM Beauty World Academy, Inc. created in 2001, two scholarships to provide financial assistance to qualifying students. These scholarships are:

The Sal V. Milazzo International Scholarship Fund

The Geraldine Tortora National Scholarship Fund

THE SAL V. MILAZZO INTERNATIONAL SCHOLARSHIP FUND

The Sal V. Milazzo International Scholarship Fund has been established to assist international students interested in a Cosmetology or Massage Therapy career.

This scholarship was created with the vision to encourage and support cosmetology and massage therapy careers around the world while providing financial assistance to deserving individuals demonstrating a genuine desire to obtain a education in our school.

Mr. Milazzo began his career in Sicily, Italy, where he studied cosmetology at a school named ENACS for three year. After finishing his studies, he venture to the United States, since most of his family were her already, arriving in New York, by ship in the winter of 1964. After spending some time in New York, he decided to go to Kansas City, Kansas to be closer to his family and start his career as cosmetologist in full.

In 1965, he opened his first salon, “*L’Art Coiffure*”. During the next 14 years he worked hard and polish his skills to a point that he was participating in hair show platforms and receiving several awards. In 1979, he moved to Florida. During the next few years, while working at several salons he notice there was a need for a cosmetology school, that will provide quality training and education to those interested in a career in cosmetology and ...

In 1987, Mr. Milazzo in association with a co-worker and friend, Mrs. Geraldine Tortora, founded ASM Beauty World Academy, as we know it today, in the city of Hollywood. The name ASM, as a matter of fact, stands for “*Academia di Salvatore Milazzo*”.

PURPOSE AND GOAL

The scholarship was created as a living tribute to honor the achievements and dedication of the co-founder of ASM, Mr. Sal V. Milazzo, in a way that reflects his values and dedication towards the education in the arts and sciences of cosmetology. This scholarship will serve as a vehicle towards the strengthening of the cosmetology industry around the world by providing the quality training needed to build a successful career and lessen the financial burden through financial assistance to all International Students interested in becoming a professional cosmetologist or massage therapist anywhere in the world.

SCHOLARSHIP REQUIREMENTS

All applications are accepted and reviewed from prospective individuals around the world in a monthly basis. After reviewing the applications, those individuals that meet the scholarship criteria, will be notified and awarded a scholarship of up to \$1000.00 maximum, for Cosmetology, Barber, Instructor Training, Full Specialist and Massage Therapy Program. In January 2005 we offering \$ 300.00 of ASM Scholarship for Nail Technology and Facial Program. All candidates must meet the following criteria to be considered as a scholarship recipient:

- 🌐 Be 16 years old or older.
- 🌐 Be a national or legal resident in a foreign country.
- 🌐 Have a High School Diploma or equivalent from their country.
- 🌐 Be in the United States legally. (Visa/Passport must be active).

LEGAL STATUS FOR INTERNATIONAL STUDENTS

Any person coming into the U.S. must have an unexpired passport or visa. If individual came to the U.S. under a tourist visa and which to pursue studies at our school, we are approved by INS to process a change of status on your tourist visa to that of a student visa (I-20, M1). For more information regarding students visa contact the Admission Office.

THE GERALDINE TORTORA NATIONAL SCHOLARSHIP FUND

The Geraldine Tortora National Scholarship Fund has been established to assist students, from all 49 states and Puerto Rico, interested in a Cosmetology or Massage Therapy career.

This scholarship was created with the vision to encourage and support cosmetology and massage therapy careers around the world while providing financial assistance to deserving individuals demonstrating a genuine desire to obtain a education in our school.

In 1960 Mrs. Geraldine Tortora, started her career working as a cosmetologist. In 1962, she opened her first salon, which successfully operated for six years. During 1968, Mrs. Tortora became a cosmetology instructor. In the 1980s' she worked with the State of Florida Department of Education providing lectures on continued education until 1985 when the program was discontinued by the State. Along the way she has being the recipient of numerous awards including the prestigious "Who's Who in Education" award. But her biggest achievement can't be compared to the success she had when teaching a young lady, who was deaf and mute, and making her a cosmetologist.

Just like Mr. Milazzo, she shares the same vision that there was a need for a cosmetology school that will provide quality training and education to those interested in a career in cosmetology and in 1987 together with Mr. Milazzo, co-founded ASM Beauty World Academy.

For the last 15 years Mrs. Tortora has been instrumental in the development of the training programs as its Educational Director as well as serving as an instructor. She has devoted all her energy and efforts to provide quality education and training to all students and have pledge to continue as long as possible.

PURPOSE AND GOAL

The scholarship was created as a living tribute to honor the achievements and dedication of the co-founder of ASM, Mrs. Geraldine Tortora, in a way that reflects his values and dedication towards the education in the arts and sciences of cosmetology. This scholarship will serve as a vehicle towards the strengthening of the cosmetology industry in the United States by providing the quality training needed to build a successful career and lessen the financial burden through financial assistance to all U.S citizens and residents interested in becoming a professional cosmetologist or massage therapist anywhere in the United States of America.

SCHOLARSHIP REQUIREMENTS

All applications are accepted and reviewed from prospective individuals in the U.S. in a monthly basis. After reviewing the applications, those individuals that meet the scholarship criteria, will be notified and awarded a scholarship of up to \$1000.00 maximum for Cosmetology and Barber program, \$1500.00 for Massage Therapy and \$1000.00 for Full Specialist and Instructor Training program . All candidates must meet the following criteria to be considered as a scholarship recipient:

- 🌐 Be 16 years old or older.
- 🌐 Be a national or legal resident in the United States.
- 🌐 Have a High School Diploma.



THE
Sal V. Milazzo
International
Scholarship Fund

The Sal V. Milazzo International Scholarship Fund was created with the vision to encourage & support cosmetology, barber and massage therapy careers around the world and provided financial support to deserving individuals interested in attending ASM Beauty World Academy, Inc.

Established in 2001 as a living tribute recognizing the achievements of Sal V. Milazzo in a way that reflects his values and dedication towards education in the arts & sciences of cosmetology and massage therapy, this scholarship will be a vehicle to strengthen the cosmetology and massage therapy industry around the world by assisting international students becomes professional cosmetologists or massage therapists.

The goal of the Scholarship Administration is sincere in recognizing and rewarding individuals who share a passion for cosmetology or massage therapy. In 1985, Sal V. Milazzo and Geraldine Tortora founded ASM Beauty World Academy, a cosmetology school. Their main objective was to provide an affordable high quality education to all those individuals interested in a career in cosmetology or massage therapy and in particular, international students looking for way to improve their quality of life in their countries.

The Milazzo family interest is not self-serving, but a genuine concern for the promotion of high quality cosmetology or massage therapy education. Under the direction of Leticia Milazzo, wife of Sal V. Milazzo and Director of the Scholarship the mission will continue. The Scholarship Administration is committed to the goals and aspirations of ASM Founders and will continue to help deserving international students receive the necessary professional training to build a successful career. The Administration is a firm believer that a career in one of these fields could be the path to self-fulfillment and reward. Like her husband, Leticia enjoys the tremendous satisfaction in helping people achieve their goals & dreams and will do whatever is necessary to make them come true.

Sal V. Milazzo International Scholarship Fund
6423 Stirling Road
Davie, Florida 33314
Phone: (954) 321-8411
Fax: (954) 321-8683
asm60@bellsouth.net

***The Sal V. Milazzo
International Scholarship Fund***
6423 Stirling Road
Davie, Florida 33314
Tel: (954) 321-8411 – Fax: (954) 321-8683

All the information must be complete:

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Number)

(City) (Country or State) (Zip Code, if any)

Telephone: (_____) _____

Visa/Passport #: _____ Date of Birth: _____
Month/Date/Year

EDUCATION

Name of School	Address	# of Years Completed	Course of Study
High School	City		
College	City		
Vocational/Tech	City		

Other credentials or skills: _____

Honors received or additional information: _____

WORK HISTORY

Employer <small>(List most current employer first)</small>	Address	Dates Employed	Salary & Position

FINANCIAL

Please provide the sources and estimated amount of your financial income:

Annual Sources of Income	Amount (Estimate if needed)
Government Grants	\$
Scholarships	\$
Assistance from Family and Relatives	\$
Other Income	\$
Totals	\$

What will be your tuition expenses be for your _____ program: \$ _____

Do you plan to live with relatives or friends during your schooling? ___ yes ___ no

REFERENCES

Please give names, address and telephone numbers of two references that are not related to you:

1. _____

 _____ Phone () _____

2. _____

 _____ Phone () _____

COSMETOLOGY SCHOOL INFORMATION

If you are awarded this scholarship, when do you plan to begin your cosmetology/barber/massage therapy training?

Please give month and year _____

When do you expect to graduate? _____

School Name: _____ ASM Beauty World Academy, Inc. _____

Address: _____ 6423 Stirling Road _____
 _____ Davie, FL 33314 _____

Telephone: _____ (954) 321-8411 _____

School Contact: Leticia Milazzo _____

School Accredited By:

N.A.C.C.A.S. – National Accrediting Commission of Cosmetology Arts and Sciences

APPLICANT'S ESSAY

Please attach a one page essay explaining all the following:

Your essay is very important for your consideration for this scholarship. Please include the following information:

1. **Financial need**
2. **Why you want to be a cosmetologist/barber or massage therapist?**
3. **Your ambitions, interests and brief family history**

I certify the information provided in this application is true and complete to the best of my knowledge and agree that any false or misleading information may disqualify me from further consideration and may be grounds for revoking the scholarship if discovered at a later date.

I authorize the Sal V. Milazzo International Scholarship Foundation to use my name for publicity photos, press/news releases and any promotional material that may be developed in connection with the Foundation if I am awarded a scholarship.

Signature

Date

RELATIVE/FRIEND INFORMATION

Relative/Friend Name: _____

Address: _____

Phone #: _____

Employer: _____

Work Phone #: _____

Relationship to Applicant: _____

COPY



THE
Geraldine Tortora
National
Scholarship Fund

The Geraldine Tortora National Scholarship Fund was created with the vision to encourage & support cosmetology, barber and massage therapy careers in the United States and provided financial support to deserving individuals interested in attending ASM Beauty World Academy, Inc.

Established in 2001 as a living tribute recognizing the achievements of Geraldine “Mrs. Gerry” Tortora in a way that reflects her values and dedication towards education in the arts & sciences of cosmetology and massage therapy, this scholarship will be a vehicle to strengthen the cosmetology and massage therapy industry around the world by assisting national students in U.S becomes professional cosmetologists or massage therapists.

The goal of the Scholarship Administration is sincere in recognizing and rewarding individuals who share a passion for cosmetology or massage therapy. In 1985, Sal V. Milazzo and Geraldine Tortora founded ASM Beauty World Academy, a cosmetology school. Their main objective was to provide an affordable high quality education to all those individuals interested in a career in cosmetology or massage therapy to improve their quality of life here in the United States.

The Mrs. Tortora interest is not self-serving, but a genuine concern for the promotion of high quality, cosmetology and massage therapy education. Under the direction of Leticia Milazzo, wife of Sal V. Milazzo and Director of the Scholarship the mission will continue. The Scholarship Administration is committed to the goals and aspirations of ASM Founders and will continue to help deserving students receive the necessary professional training to build a successful career. The Administration is a firm believer that a career in one of these fields could be the path to self-fulfillment and reward. Like Mrs. Tortora, Mrs. Milazzo enjoys the tremendous satisfaction in helping people achieve their goals & dreams and will do whatever is necessary to make them come true.

Geraldine Tortora National Scholarship Fund
6423 Stirling Road
Davie, Florida 33314
Phone: (954) 321-8411
Fax: (954) 321-8683
asm60@bellsouth.net

***The Geraldine Tortora
National Scholarship Fund***

6423 Stirling Road

Davie, FL 33314

Tel: (954) 321-8411 – Fax: (954) 321-8683

All the information must be complete:

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Number)

(City) (Country or State) (Zip Code, if any)

Telephone: (_____) _____

Social Security #: _____

Date of Birth: _____
Month/Date/Year

EDUCATION

Name of School	Address	# of Years Completed	Course of Study
High School	City		
College	City		
Vocational/Tech	City		

Other credentials or skills: _____

Honors received or additional information: _____

WORK HISTORY

Employer <small>(List most current employer first)</small>	Address	Dates Employed	Salary & Position

FINANCIAL

Please provide the sources and estimated amount of your financial income:

Annual Sources of Income	Amount (Estimate if needed)
Government Grants	\$
Scholarships	\$
Student Loans	\$
Expected Income from Employment	\$
Assistance from Family and Relatives	\$
Other Income	\$
Totals	\$

What will be your tuition expenses for your _____ program \$ _____

Do you plan to live with relatives or friends during your schooling? ___ yes _____ no

Do you parent(s) or relative (s) claim you as a dependant on their tax return ___ yes _____no

REFERENCES

Please give names, address and telephone numbers of two references that are not related to you:

1. _____

 _____ Phone () _____

2. _____

 _____ Phone () _____

COSMETOLOGY SCHOOL INFORMATION

If you are awarded this scholarship, when do you plan to begin your cosmetology/barber/massage therapy training?
 Please give month and year _____

When do you expect to graduate? _____

School Name: _____ ASM Beauty World Academy, Inc. _____

Address: _____ 6423 Stirling Road _____
 _____ Davie, FL 33314 _____

Telephone: _____ (954) 321-8411 _____

School Contact: _____ Leticia Milazzo _____

School Accredited By:

N.A.C.C.A.S. – National Accrediting Commission of Cosmetology Arts and Sciences

APPLICANT'S ESSAY

Please attach a one page essay explaining all the following:

Your essay is very important for your consideration for this scholarship. Please include the following information:

1. **Financial need**
2. **Why you want to be a cosmetologist/barber or massage therapist?**
3. **Your ambitions, interests and brief family history**

I certify the information provided in this application is true and complete to the best of my knowledge and agree that any false or misleading information may disqualify me from further consideration and may be grounds for revoking the scholarship if discovered at a later date.

I authorize the Geraldine Tortora National Scholarship Foundation to use my name for publicity photos, press/news releases and any promotional material that may be developed in connection with the Foundation if I am awarded a scholarship.

Signature

Date

RELATIVE/FRIEND INFORMATION

Relative/Friend Name: _____

Address: _____

Phone #: _____

Employer: _____

Work Phone #: _____

Relationship to Applicant: _____

Appendix A

