

# I. General Information

## HISTORY

ASM Beauty World Academy, Inc. was founded in May 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.

## PURPOSE & MISSION STATEMENT

The School's objective is to prepare each student as a fully licensed and qualified professional in his/her field that is prepared for diversified employment opportunities and adheres to its "Code of Ethics".

- ④ ASM Beauty World Academy, Inc. strives continuously to improve its operation, in order to keep abreast with the changing developments and new technology offered in Cosmetology.
- ④ ASM Beauty World Academy, Inc. observes and enforced all rules and regulations issued by all the State and Federal Agencies that govern its operation.
- ④ ASM Beauty World Academy, Inc. encourages continuing education for our educators to ensure that updated teaching methods are being used.
- ④ ASM Beauty World Academy, Inc. maintains honest and fair relationships with its students, patrons, staff, and faculty and protects their health, education, and welfare.
- ④ ASM Beauty World Academy, Inc. advertises truthfully and makes honest representations to its students.
- ④ ASM Beauty World Academy, Inc. refrains from any criticism which reflects unfavorably on other schools or the Cosmetology profession.
- ④ ASM Beauty World Academy, Inc. is committed to preparing graduates for careers in Cosmetology, Nail Technology, Skin Care, Instructor Training, Full Specialist, Barber, Basic Makeup Artistry, Advanced Makeup Artistry and Electrology.
- ④ ASM Beauty World Academy, Inc. provides an opportunity to achieve a quality education for a group of learners who has the ability to benefit from the program.

## OWNERSHIP

ASM Beauty World Academy is owned and operated by **ASM Beauty World Academy, Inc. 6423 Stirling Rd. Davie, Florida 33314**. The school campus has been expanded to 6672 & 6674 Stirling Rd. Hollywood, FL 33024. The school is a Florida Corporation registered with the Department of State, Number: J347994 and engaged in Post-Secondary Vocational Education.

Leticia Milazzo \* \_\_\_\_\_ President

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**CERTIFICATION**

**LICENSING:** The School is licensed by means of accreditation by:

Commission for Independent Education,

Additional information regarding this institution may be obtained by contacting the:

Commission for Independent Education

Department of Education

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

Toll Free: 1 (888) 224-6684

LICENSE # 2454

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**ACCREDITATION: NACCAS**

The school is accredited by the National Accrediting Commission of Career Arts and Sciences

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

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

Level of Accreditation: Institutional

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**FACILITIES**

The School is housed in a one-story plaza structure in Davie, Florida, conveniently located close to public transportation and South Florida's Interstate I-95 and Turnpike. Off street parking is also provided for the students. Broward buses are available as follow: On *State Road 7 (U.S. 441)*, Bus # 18 runs every 1/2-hour and on *Stirling Road* Bus # 9 runs every 45 minutes.

The School building consists of 5,000 square feet of floor space divided into: classrooms, restrooms, offices, and a fully equipped clinic for patrons, students, and instructors. The environment of the school is conducive to good instruction and learning and supports the educational programs offered. The adequacy of the environments assessed against the demands made upon it by the curricula, faculty and students. The school meets general tests of safety, usefulness, cleanliness, maintenance, health, lighting, ventilation and any other requirement conducive to health, safety and comfort. Evidence of compliance with relevant local safety and health standard, such a fire, building, and sanitation is available to students in the hall of the administrative offices.

The school has one room for nail technology, one theory and one clinic room for cosmetology, barber and instructor training, same rooms are used for basic and advanced makeup in different schedules, five administrative offices, waiting room for clients, reception, bathrooms, lockers, eating area and one storage room. Floor plan of the school can be found in the appendix section. The school has one expanded campus facility (6672 & 6674 Stirling Rd. Davie, FL 33024) for the skin care and electrology classroom.

## DISABILITY 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 their disability, will be excluded from enrolling in a program of instruction.

## EQUIPMENT

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

35 Styling Stations	(1)8-Function Basic Skin Care Machine & Portable
Paraffin Machine	8 UV Lamps
6 Shampoos Bowls	1 Ultrasound Corporal Machine
12 Hair Blowers	1 Vacuum Corporal Machine
9 Hair Dryers	1 High Frequency Portable Machine
24 Flat Irons	5 Magnifiers with light
1 IR Lamps	5 Hot Wax Containers
1 3-Head Red Hear Lamp	1 U/V Sterilization Unit
2 Hair Steam Machines	1 Wood Lamp
11 Manicure Stations	1 Hot Towel Machine
5 Pedicure Stations	2 Nail Dryers
7 UV Gel Nail Lamp	2 Overhead Projectors
2 Nail Drills	1 Skeleton
4 Paraffin Wax Heat Containers	6 Television Sets
4 Facial Steam Machines	5 DVD Recorders
1 Parafango Machine	Educational DVD'S
3 Facial Beds	1 Electrology Bed
1 Stone Facial Machine	1 Epilation Machine
Probes, Tweezers, Needles	Autoclave Sterilizer
Dry Heat Sterilizer	

## II. School Policies

### ADMISSION POLICIES

ASM Beauty World Academy, Inc. does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school administered programs and publications, or employment practices. Any questions regarding non-discrimination policies may be referred to the Title IX Coordinator at the school or by calling us. The school does not recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology, Barber, Full Specialist, Instructor Training, Skin Care, Nail Technology, Basic Makeup artistry, Advanced Makeup Artistry and Electrology must complete an application for enrollment and provide proof of secondary education such as a high school diploma, a General Equivalency Diploma (GED), an official transcript of secondary school completion, or have evidence of completion of home schooling that state law treats as a home or private school. If the State issues a credential for home schooling, maintain credential.

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. Once the student passes the test, they will be admitted into A.S.M. Beauty World Academy. A third party, which has no connection to this institution, provides all tests.

Students who seek admission to the Instructor Training program must meet all of the above requirements and must hold a current license as a practitioner in the field they wish to teach with at least two years of verifiable work experience.

All applicant must be at least 16 years of age to be admitted in our school.

We, at ASM Beauty World Academy, Inc. accept transcripts from all over the world. In order for us to accept the transcript, the applicant must take and pass a written test (Evaluation) for the program that the applicant desires to be licensed in.

The institution conducts verification of a foreign student's high school diploma by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

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 from the other educational institution attended. In addition, an evaluation exam may be conducted by the Director and may include both written and practical examinations. Maximum amount of credit transferable into the school: 75%. Passing grade a student must receive in each course to be acceptable for the transfer of credit into the school: 75%

The student's tuition account will be adjusted to reflect the reduced hours of training accordingly. The nominal fees for the evaluations are:

- Cosmetology/Barber/Full Specialist/Nail Technology/Skin Care \$300.00

\* The institution does not accept transfer students in the following programs:  
Instructor Training, Basic Makeup Artistry, Advanced Makeup Artistry and Electrology

The credit hour transcript from our school is transferable at the discretion of the other schools.\*

\*Note: Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **Reinstatement**

Students whose enrollment has been terminated for unsatisfactory academic progress, unsatisfactory attendance, financial or disciplinary reasons or withdrew from the program by choice may request reinstatement of the enrollment after 30 days of the effective date of the termination. This request must be in writing, addressed to the school's Director, and specify the reasons for the request. The Director will reinstate the student if he/she is convinced that the reasons for the termination have been corrected. The decision of the Director regarding reinstatement is final.

Upon re-instatement, the students Title IV Aid will resume, taking into consideration the previous aid awarded to the student. If the student 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.

The institution allows students to re-enter a program after they have withdrawn.

### **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 perspective 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.

The test is offered every Thursday at 4:00 p.m. There is a fee of \$60.00 (sixty dollars) that must be paid before the exam is given.

## **ENTRANCE REQUIREMENTS**

In order for ASM Beauty World Academy to be able to enroll a 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 Proof of Citizenship (If Applicable)

## **LANGUAGES**

All Courses at ASM Beauty World Academy are taught in either English or Spanish. This catalog is written in the language in which your program will be taught. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program is in the language in which the course will be taught. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## **TUITION AND FEES**

The direct costs for all academic programs including registration fees, tuition charges, books and supplies are contained in a permanent catalog insert titled:

### **Appendix i - 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 start every Monday.

**HOLIDAYS**

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

New Years Day	January 1, 2017
Dr. Martin Luther King	January 16, 2017
President's Day	February 20, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Columbus Day	October 9, 2017
Thanksgiving Day	November 23 2017
Christmas Day	December 24-31, 2017

**STARTING DATES**

**Classes start every Monday. Skin Care classes start on Tuesdays.**

**ENDING DATES**

The School's Academic Programs vary in length from 12 weeks for the Nail Technology program on a part time basis to one year for the Cosmetology Program. A student's specific ending date will depend on the educational program of their choice, whether the student is enrolled on a Full time or Part time basis and if the holidays and break time fall within their enrollment period. All of these factors will be taken into consideration in order to specify an exact ending date on the student's Enrollment Agreement.

**SCHEDULE OF CLASSES**

**Barber** students are scheduled to attend 20 hours of instruction per week, which consists of Monday through Friday from 9:00 a.m. to 1:00 p.m. or 6:00 p.m. to 10:00 p.m. **Cosmetology and Instructor Training** classes are from Monday through Friday from 8:30 a.m. to 12:30 p.m. or 2:00 p.m. to 6:00 p.m. or 6:00 p.m. to 10:00 p.m. for 20 hours per week, 8:30 a.m. to 2:00 p.m. for 25 hours per week and 8:30 a.m. to 3:00 p.m. for 30 hours per week. **Skin Care/Full Specialist** classes are from Tuesday through Friday from 9:00 a.m. to 2:00 p.m. and Monday through Friday from 6:00 p.m. to 10:00 p.m. **Nail Technology/Full Specialist** classes are from Monday through Friday from 9:00 a.m. to 2:00 p.m. and Monday through Friday from 6:00 p.m. to 10:00 p.m. **Basic Makeup Artistry** classes are from Monday through Friday from 9:00 a.m. to 2:00 p.m. or 6:00 p.m. to 10:00 p.m. **Advanced Makeup Artistry** classes are from Monday through Thursday from 10:00 a.m. to 3:00 p.m. or Monday through Fridays from 6:00 p.m. to 10:00 p.m. **Electrology** classes are from Monday through Friday from 2:00 p.m. to 6:00 p.m.. Optional classes are also on Saturdays from 9:00 a.m. to 3:00 p.m. Make up hours for Cosmetology and Barber: Monday through Friday from 2:00 p.m. to 6:00 p.m.

**CLOCK HOURS**

ASM Beauty World Academy 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

ASM Beauty World Academy has determined that an academic year is the successful completion of 900 clock hours.

## JOB PLACEMENT

ASM Beauty World Academy will assist our current and licensed students in seeking for 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. The cosmetology license is also a requirement to obtain a job.

## SATISFACTORY ACADEMIC PROGRESS POLICY

This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The Satisfactory Academic Progress policy applies to every student enrolled in a NACCAS-approved program and is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance; either part-time or full-time. It is printed on the Catalog given to applicants prior to enrollment.

### **I. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Progress is monitored through evaluations as follows:

\* Actual Hours

**COSMETOLOGY:** Three times during the program at 450 hours, 900 hours, and 1200 hours.

**BARBER:** Three times during the program at 450 hours, 900 hours, and 1200 hours.

**INSTRUCTOR TRAINING:** Twice during the program at 300 hours and 600 hours.

**FULL SPECIALIST:** Twice during the program at 300 hours and 600 hours.

**BASIC MAKEUP ARTISTRY:** Twice during the program at 150 hours and 300 hours.

**ADVANCED MAKEUP ARTISTRY:** Twice during the program at 300 hours and 600 hours.

**ELECTROLOGY:** Twice during the program at 160 hours and 320 hours.

**SKIN CARE:** Twice during the program at 130 hours and 260 hours.

**NAIL TECHNOLOGY:** Twice during the program at 120 hours and 240 hours.

These progress evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The consistency basis of evaluations ensures that students have sufficient opportunities to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

**II. ACADEMIC PROGRESS EVALUATIONS**

Academic progress evaluations include cumulative qualitative elements which is a system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two practical skills evaluations will be conducted during the program. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards – Unsatisfactory

**III. ATTENDANCE PROGRESS EVALUATIONS**

Attend at least 67 % cumulative attendance of the instruction hours offered for each evaluation period in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**IV. MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for student to complete each course at satisfactory progress is as follows:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>
<b><i>Cosmetology</i></b> (1200 total program hours) Full time: 30 hrs/wk Part Time: 20 hrs/wk	Full-time students have 60 weeks to complete the program and part-time students have 90 weeks to complete the program. 1800 scheduled hours.
<b><i>Barber</i></b> (1200 total program hours) Full time: 30 hrs/wk Part Time: 20 hrs/wk	Full-time students have 60 weeks to complete the program and part-time students have 90 weeks to complete the program. 1800 scheduled hours
<b><i>Instructor Training</i></b> (600 total program hours) Full Time: 30 hrs/wk Part Time: 20 hrs/wk	Full-time students have 30 weeks to complete the program and part-time students have 45 weeks to complete the program. 900 scheduled hours.
<b><i>Full Specialist</i></b> (600 total program hours)	Part-time students have 45 weeks to



Part Time: 20 hrs/wk

**Basic Makeup Artistry**

(300 total program hours)

Part Time: 20hrs/wk

**Advanced Makeup Artistry**

(600 total program hours)

Part Time: 20 hrs/wk

**Electrology**

(320 total program hours)

Part Time: 20hrs/wk

**Skin Care**

(260 total program hours)

Part Time: 20 hrs/wk

**Nail Technology**

(240 total program hours)

Part Time: 20 hrs/wk

complete the program. 900 scheduled hours.

Part-time students have 22.5 to complete the program. 450 scheduled hours.

Part-time students have 45 weeks to complete the program. 900 scheduled hours.

Part-time students have 24 weeks to complete the program. 480 scheduled hours.

Part-time students have 19.5 weeks to complete the program. 390 scheduled hours.

Part-time students have 18 weeks to complete the program. 360 scheduled hours.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined on 67% of the scheduled hours.

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

**V. DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**VI. WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**VII. PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on the actions required to attain satisfactory academic progress by the

next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **VIII. RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

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

### **IX. INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **X. APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **XI. NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **XII. TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **PRIVACY POLICIES**

*Effective January 1, 2013, the Standards and Criteria require institutions to guarantee each student or parent or guardian if the student is a dependent minor access to the student's records.*

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to school director.

The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor.

ASM Beauty World Academy, Inc. requires a release form be complete for each third party request of information. ASM Beauty World Academy, Inc. provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release form and request for information.

Student records will be permanently kept in the school’s file in a secure location (safeguarded against loss, theft, identity theft or damage).

**Authorization Form – Release of Information**

I, hereby authorize ASM Beauty World Academy, Inc., its owners, agents, employees or representatives to release information contained in my records kept by the school, concerning my grades, address, finances and other information to \_\_\_\_\_, who in my opinion have a legitimate need to know the information contained on these records. I also understand that I have the right to access and review my educational file according to the institution Record’s Policy.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

**LEAVE OF ABSENCE POLICY**

The school may grant up to two leave of absences, each one for up to 90 days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The student must apply in advanced for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, *the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.* There is two types of LOA one for personal reasons, the other one for medical reasons. The request for a leave must be in writing, from the student, it must specify the reasons with documentation proof, the inclusive dates and the student’s signature. The school will extend the student’s contract period by the same number of days taken in the LOA. Changes to the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. 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 according to the Refund Policy and the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance. If the student has attained unsatisfactory progress upon leaving the school, the student will have

unsatisfactory progress whenever they return. The institution will not assess the student any additional charges as a result of the LOA.

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

### **WITHDRAWAL**

Cancellation can be made in person, by electronic mail, by Certified Mail or by termination. 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.

Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the application fee of (\$100.00).

Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

### **GRADING SYSTEM**

(ACADEMIC PROGRESS)

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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85 – 92	Very Good
75 – 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

### **REPORT CARD**

Each Program has theory and the practical exams required to be completed by the students with their Instructors. The report card is given the day of the student's orientation.

Each Instructor explains the procedures to the student to complete their report card. The Instructor will give one report card to each student and we will keep another Report Card that is property of ASM Beauty World Academy, Inc. and this Report card will be kept in the educational file of every student until they graduate. These tests will be graded only by the Instructor and the student will be notified about the grade and then the Instructor will write down the grade on the report card of the property of the school and also in the report card of the student.

Academic progress evaluations include qualitative elements which is a system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study.

At least two practical skills evaluations will be conducted during the program. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory

academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **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 clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration. The current charge for this course is \$15.00 and is subject to change without notice.

## **STATE REQUIREMENTS 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 service requirements are higher because we believe that the more practice a student completes 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 or Barber in the State of Florida.

Effective October 1, 1983, legislation allows certification by the school for any person who qualifies to take the examination after the completion of a minimum of 1,000 actual hours with the teacher's consent, and if they are prepared for the examination. However, if 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 a license or registration, the student must comply with State rule 21-18.011, which states that the student shall complete a board approved educational program on Human Immune- Deficiency Virus (HIV) course and submit proof upon applying for licensure or registration. (Please, see an admissions officer for more information).

**REFUND POLICY**

**Refund policies which pertain to students who are receiving Title IV Federal Student Financial Assistance or veterans’ benefits shall be in compliance with applicable federal regulations.**

Refund calculations are performed and refunds are made timely. Should a student’s enrollment be terminated or cancelled for any reason, by either party, including student decision, course or program cancellation, or school closure all refunds will be made according to the following refund schedule:

- (A) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- (B) All monies will be refunded if the school does not accept the applicant or if the student or legal guardian cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- (C) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the application fee (\$100.00).

(D) Cancellation after attendance has begun will result in:

PERCENTAGE OF CONTRACT HOURS TO TOTAL LENGHT OF PROGRAM	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 40%	Pro-Rated
40.1% to 49.9%	70%
50% and over	100%

Cancellations after completing 50 % of the program will result in no refund going to the student and student is responsible to pay the balance of the tuition.

Refund calculations are based on scheduled hours.

When situations of mitigating circumstances are in evidence, school will adopt a policy wherein the refund to the student may exceed the *Minimum Tuition Adjustment Schedule*. The return calculations are in compliance with State Mandated Policy.

- (E) Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.
- (F) The date of withdrawal of a student on an approved leave of absence that notifies the school that he or she will not be returning 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.
- (G) The books and equipment issued to the student become the property of the student and are not included in the return/refund calculation.
- (H) Students will be responsible for completing a HIV/AIDS course as required by the State in order to be issued a license or registration. The current charge for this course is \$15.00 and is subject to change without notice. Students will also be responsible for paying the State

Licensing Fee. These fees are not included in the tuition price and are not refundable.

- (I) The school reserves the right to terminate a student for not making academic progress, failure to adhere to the attendance policy, non-payment of tuition, a breach in school rules or if the student is absent for thirty (30) consecutive class days without an approved leave of absence.
- (J) Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) 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 course/program cancellation, subsequent to a student's enrollment, and before instruction has begun, monies will be returned to the sources from which they were received originally, unless the school makes arrangements to complete the cancelled program. ASM does not participate in any teach-out plans with other institutions.
- (M) If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun; the school will provide completion of the course/program.
- (N) In the event of school closure permanently, if school ceases to offer instruction after students have enrolled, and instruction has begun, the school will make a full refund to the student if an acceptable train-out option is not agreed upon by the student.
- (O) Collection procedures from the institution reflect good taste and sound, ethical business practices.
- (P) Collection correspondence acknowledges the existence of the Refund Policy. The name of our accrediting agency is not used in this policy nor in any of our collection efforts.
- (Q) Contracts or promissory notes are not sold to a third party at any time.

## **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, and refund policy, you have the right and are encouraged to ask for the following information:

- 🌐 The name and address of the 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 in the case that you are not.
- 🌐 Information about the school's programs, faculty, and facilities.
- 🌐 The cost of attending and the 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 school's 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 that you are asked to sign.
- 🌐 Notify the school if you change your home address or attendance status.
- 🌐 Understand the school's refund policy.
- 🌐 Do your best and apply yourself.

## **SCHOOL & CLINIC RULES AND REGULATIONS**

The main purpose of the clinic is to provide the students with the opportunity to obtain practical experience in all areas of cosmetology and prepare 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 in order to meet graduation requirements. In some cases, you may get graded on these services and the grades will be recorded and kept on file as required by the State of Florida Board of Education and NACCAS, our accrediting agency.

The following must be followed at all times while attending ASM Beauty World Academy, Inc. with no exceptions:

- 1) Students must wear black or white clothing, or a combination of both. Must wear the 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-toed shoes or high heels.
- 3) The use of hats or headphones (iPod, etc.) is 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 on the clinic floor.
- 6) Students are not allowed to use cell phones while they are on the clinic floor, whether attending to clients or not.
- 7) You must accept clients, without exception, whenever requested by the instructor even if all required services have been met and you must 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 a service 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 or misconduct will not be tolerated and will result in immediate dismissal.
- 13) Any student who solicits our clients and encourages them to get a refund will be dismissed from the school.
- 14) You are required at all times, without exception, to clock in when you arrive and clock 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. This services can only be done between 1:00 p.m. to 3:00 p.m. or 8:00 p.m. to 10:00 p.m. and **ONLY** if there are no clients waiting to be served. Students 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 the 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 cleansed 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 with the necessary training and preparation for their State Board 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 on Job Search Techniques, which include: resume preparation, cover letters, telephone techniques, professional image, referral with salon representatives 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. ASM Beauty World Academy will assist our current and licensed students with employment, but cannot guarantee job placement.

### ADVISING

Individual academic advisement and other services are 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.

### STUDENT GRIEVANCE PROCEDURE

#### **Policy**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

#### **Procedures**

The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Both the accused and the accuser are entitled to the same opportunities to have others present and present evidence and witnesses on their behalf during an institutional disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice, provided the involvement of such advisor does not result in a postponement or delay of any meetings as scheduled. The school may not limit the choice or presence of an advisor for either the accuser or the accused in any meeting or institutional disciplinary proceedings; however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

At all times during the process, the school officials conducting the investigation will keep all information completely confidential, except as necessary to carry out a disciplinary proceeding or as permitted under state or federal law, and the name of the complainant will not be revealed to the alleged perpetrator except with the complainant's permission.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## **GROUND FOR DISCIPLINARY ACTION OR TERMINATION**

- Being under the influence of illegal drugs, controlled substances or alcohol on or around company's property.

**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 and students need to notify the institution immediately of any drug convictions.

- Theft, sabotage, abuse, misuse or vandalism of company or peer property.
- Possession of any type of weapon with or without the intention of violence.
- Sexual Harassment.
- Threats of physical violence leading up to and including promoting, instigating a fight or fighting on school grounds.
- Insubordination.
- Abusive or foul language directed to an employee, visitor or student.

## **STUDENT/EMPLOYEE ASSISTANCE PROGRAM**

**Program Objectives is to provide:**

1. Students, employees, and their families with a 24-hour telephone service to provide initial

contact, referral information, and crisis intervention when necessary.

2. Help to those individuals who develop behavioral, medical, family, financial or other problems by providing initial consultation and assistance with recommendations of resources and treatment.
3. Instructors and supervisors with policy and procedural guidelines and personal consultation, as necessary, for the management of circumstances affecting student or employee performance.
4. Monitorial progression of the student and/or employees that consulted with the director to receive necessary assistance. With the results of satisfactory compliance, a student or staff member may be required to continue enrollment or employment with given consent.

Problems requiring extended counseling or inpatient treatments are dealt with through agency referrals.

### **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:

Broward County Intergroup  
Oakland Commerce Center  
3317 NW 10<sup>th</sup> Terrace, Suite 404, Fort Lauderdale, FL 33309  
(954) 462-0265

Counseling for narcotic abuse is offered by:

Narcotics Anonymous  
(954) 967-6755

In addition, these are hotlines that will provide you with assistance:

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

Women In Distress of Broward County, Inc.  
JIM & JAN MORAN FAMILY CENTER  
P.O. BOX 50187  
Lighthouse Point, FL 33074  
Phone: (954) 761-1133

## **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 alcoholics 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 and an intensive program for outpatients is offered from 5:00 p.m. to 9:00 p.m. and a residential treatment program for inpatients. Call them at (800) 234-0420.

## **INTERNATIONAL STUDENTS**

We are authorized under federal law to enroll nonimmigrant students through Student Visa I-20 (M-1). For more information regarding student visas, contact the Admissions Office.

## IV. Veteran Training

### ADDENDUM TO VETERAN TRAINING SCHEDULE

1. VA students must provide the school with 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 the Veteran Student's files for auditing 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 their 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, , Advanced Makeup Artistry and Full Specialist (Skin Care, Nails, and Make-Up):** Four times during the program at 150 hours, 300 hours, 450 hours, 600 hours.
  
  - 🌐 **Basic Makeup Artistry:** Four times during the program at 75 hours, 150 hours, 225 hours and 300 hours.
  
  - 🌐 **Electrology:** Four times during the program at 80 hours, 160 hours, 240 hours and 320 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

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

The maximum time frame allowed for Veteran Students to complete a program is 100 % of the hours the program is approved for.

A personalized training calendar schedule will be submitted detailing the start and completion dates, and the hours of attendance. This information is based on the program selected.

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

All information concerning start dates, graduation dates, schedules, etc. should also be submitted to VA.

## V. Programs Outlines

### ***COSMETOLOGY Program***

(1200 Clock Hours)  
 (40 weeks/ 10 months Full Time)  
 (48 weeks/ 12 months)  
 (60 weeks/ 15 months Part Time)

#### **DESCRIPTION**

The Program provides various training in 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.

#### **EDUCATIONAL OBJECTIVES**

The students will become skilled by performing various cosmetology services as performed in a beauty salon. The students will also be prepared to pass the state licensing examination and be employed in the cosmetology field.

<b>CURRICULUM / SUBJECTS</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>COS101 - JOB PLACEMENT/ SALON PROCEDURES</u></b>	20	----
A. ETHICAL OPERATION PROCEDURES B. SALON MANAGEMENT C. SALON SAFETY D. PAYROLL DEDUCTIONS E. RESUME/ INTERVIEW F. SEEKING EMPLOYMENT		
<b><u>COS102- STATE LAW, REGULATIONS, SANITATION &amp; STERILIZATION</u></b>	16	----
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<b><u>COS103 - HIV/ AIDS</u></b>	4	----
<b><u>COS104 - CHEMISTRY</u></b>	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		

<b><u>COS105 - SCALP TREATMENT</u></b>	25	45
<ul style="list-style-type: none"> <li>A. HAIR DISORDERS</li> <li>B. SCALP CARE</li> <li>C. SCALP DISORDERS</li> <li>D. CONTAGIOUS DISEASE</li> <li>E. GENERAL HAIR TREATMENTS</li> <li>F. DRY HAIR AND SCALP TREATMENT PROCEDURE</li> <li>G. OILY HAIR &amp; SCALP TREATMENT PROCEDURE</li> <li>H. CORRECTIVE HAIR TREATMENT</li> </ul>		
<b><u>COS106 - HAIR TAPERING &amp; SHAPING</u></b>	76	100
<ul style="list-style-type: none"> <li>A. INTRODUCTION TO HAIRCUTTING</li> <li>B. SECTIONING FOR HAIRCUTTING</li> <li>C. HAIR THINNING</li> <li>D. HAIR CUTTING WITH SCISSORS</li> <li>E. SHINGLING AND USE OF CLIPPERS ON THE NECKLINE</li> <li>F. USING THE RAZOR</li> <li>G. CHILDREN HAIR SHAPING</li> <li>H. CUTTING OVERLY CURLY HAIR</li> </ul>		
<b><u>COS107 - SHAMPOOS AND RINSES</u></b>	20	50
<ul style="list-style-type: none"> <li>A. INTRODUCTION TO SHAMPOOING</li> <li>B. THE PLAIN SHAMPOO</li> <li>C. TYPES OF SHAMPOOS</li> <li>D. SAFETY PRECAUTIONS DURING SHAMPOOING</li> </ul>		
<b><u>COS108 - HAIR ARRANGING (STYLING)</u></b>	76	300
<ul style="list-style-type: none"> <li>A. INTRODUCTION TO BASIC STYLING</li> <li>B. PIN CURLS</li> <li>C. STAND UP CURLS</li> <li>D. SEMI STAND UP CURLS</li> <li>E. ROLLER CURLS</li> <li>F. CYLINDER AND TAPERED ROLLERS</li> <li>G. COMB-OUT TECHNIQUES</li> <li>H. BACK COMBING &amp; BACK BRUSHING</li> <li>I. BRAIDING</li> <li>J. CORN-RROWING</li> <li>K. HAIR STYLES/ACCORDING TO FACE SHAPES</li> <li>L. INTRODUCTION TO THERMAL WAVING AND CURLING IRON</li> <li>M. WAVING &amp; CURLING IRONS</li> <li>N. BLOW DRYING</li> </ul>		



O. FINGER WAVES		
<b><u>COS109 - HAIR COLORING AND BLEACHING</u></b>	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		
<b><u>COS110 - MANICURING / PEDICURING</u></b>	20	20
A. INTRODUCTION TO MANICURING & PEDICURING		
B. EQUIPMENT, IMPLEMENTS		
C. INTRODUCTION TO ARTIFICIAL NAILS		
<b><u>COS111 - PERMANENT WAVING AND RELAXING</u></b>	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		
<b><u>COS112 - FACIAL TREATMENT, HAIR REMOVAL, SKIN CARE</u></b>	20	10
A. INTRODUCTION TO THE SKIN		
B. DISORDER OF THE SKIN		
C. FACIAL MANIPULATION		
D. FACIAL MACHINES AND USES		
E. PERMANENT HAIR REMOVAL		
F. TEMPORARY HAIR REMOVAL		

**COS113 - STATE BOARD PREPARATION**

10 ----

A. MOCK STATE BOARD TEST

**T O T A L**

525	675
<b>1200</b>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85 – 92	Very Good
75 – 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Sal V. Milazzo  
Alicia Boluarte

Johanis Torres  
Wiuissette Soler

**TEXT:**

- Milady’s Standard Cosmetology (English); Milady’s Standard Cosmetology (Spanish)

**REFERENCE MATERIALS:**

- Milady’s Standard Cosmetology Haircutting (English) 2009
- Milady’s Standard Cosmetology Haircoloring (Spanish) 2009
- Milady’s Standard Cosmetology Haircoloring (English) 2009

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

## 2 - NAIL TECHNOLOGY PROGRAM

(240 Clock Hours)  
 (9.6 Weeks/ 2.4 Months Full Time)  
 (12 Weeks/ 3 Months Part Time)

### DESCRIPTION

The Student will become skilled in using professional manicuring and pedicuring implements, chemicals, supplies, nail drills, and the use of light cured gels. The following techniques will also be learned: Identifying nail disorders and diseases, artificial nails, sculptured nails, and nail extensions.

### EDUCATIONAL OBJECTIVES

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. At the completion of the program, once the student has met their financial responsibilities and has complied with the state rules and HIV seminar requirements as explained in the catalog, the graduate will qualify for state registration and employment as a nail technician.

CURRICULUM	THEORY	SERVICES
<b><u>NL101 - STATE LAWS AND REGULATIONS</u></b>	5	---
A. STATE RULES AND REGULATION		
<b><u>NL102 - SANITATION &amp; STERILIZATION</u></b>	4	---
B. SPECIFIC METHODS OF STERILIZATION		
<b><u>NL103 - MANICURING / PEDICURING</u></b>	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		

<i>NL104 - HIV / AIDS</i>	4	---
<i>NL105 - ETHICS</i>	2	---
<i>NL106 - NAIL THEORY, PRACTICE AND RELATED SUBJECTS INCLUDING NAIL DISORDERS AND DISEASE</i>	50	---
<i>NL107 - TIPS WITH OVERLAY</i>	10	20
<i>NL108 - SCULPTING USING A FORM</i>	10	15
<i>NL109 - NAIL WRAPS AND/ OR MENDING</i>	15	10
<i>NL110 - NAIL CAPPING</i>	10	10
<i>NL111 - ARTIFICIAL NAIL REMOVAL</i>	5	5
<i>NL112 - POLISHING AND NAIL ART</i>	5	10
<b>TOTAL</b>	<u>140</u>	<u>100</u>
	<b>240</b>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Margarita Velez  
Trinidad Alexandra Bedoya

**TEXT(S):**

Milady’s Standard Nail Technology (English); Milady’s Standard Nail Technology (Spanish)

**REFERENCE MATERIALS:**

Video: The Elegant Glass Nail Wrap, San Francisco Nail Art., Aids Video

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

### **3 - SKIN CARE PROGRAM**

(260 Clock Hours)  
(13 Weeks / 3<sup>1/4</sup> Months Part Time)

#### **DESCRIPTION**

The student will gain knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage to describe chemicals, implements and techniques used in hair removal.

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.

#### **EDUCATIONAL OBJECTIVES**

The student will 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, scar treatments, and others. The student will also become skilled at several cosmetic treatments and make-up applications. At the completion of the program, once the student has met their financial responsibilities and 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. Educational Objectives:

- (a) To explain the structure and function of skin;
- (b) To describe diseases of the glands;
- (c) To recognize lesions;
- (d) To describe basic facial massage movements;
- (e) To recognize and define the various types of corrective facials;
- (f) To describe products used and the purpose of each;
- (g) To understand the purpose and effects of muscle toning;
- (h) To describe the benefits and nature of light therapy;
- (i) To analyze and correct improper brow shapings;
- (j) To describe the proper steps in removing hair through tweezing or waxing; and
- (k) To understand the safety precautions to follow in the use of electrical apparatus in hair removal;
- (l) To apply make-up.

Performance Objectives:

- (a) To use the materials and equipment required in giving facials;
- (b) To perfect procedures and manipulations;
- (c) To use the proper steps and safety precautions in giving facial treatments for varied types of skin;
- (d) To remove superfluous hair on the head, face or neck through epilation and/or depilation, excluding electrolysis.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>SC101 - FLORIDA LAWS AND RULES</u></b>	5	---
<b><u>SC102 - HIV AND AIDS</u></b>	4	---
<b><u>SC103 - SANITATION</u></b>	10	---
<b><u>SC104 - ETHICS</u></b>	2	---
<b><u>SC105 - BASICS OF ELECTRICITY</u></b>	8	---
<b><u>SC106 - FACIAL TECHNIQUES AND CONTRAINDICATIONS</u></b>	56	---
<b><u>SC107 - PRODUCT CHEMISTRY</u></b>	8	---
<b><u>SC108 - HAIR REMOVAL</u></b>	2.5	---
<b><u>SC109 - MAKEUP</u></b>	2	---
<b><u>SC110- SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN</u></b>	55	---
<b><u>SC111 - FACIALS, MANUAL AND MECHANICAL, INCLUDING MASKS, PACKS OR TREATMENTS WHICH MUST BE PERFORMED ON A VARIETY OF SKIN TYPES INCLUDING NORMAL, OILY, DRY, COMBINATION, PROBLEM, AND MATURE</u></b>	15	15
<b><u>SC112 - SET UP, USE AND MAINTENANCE OF ELECTRICAL DEVICES</u></b>	1.25	5
<b><u>SC113 - HAIR REMOVAL, INCLUDING TWEEZING, WAXING, THREADING, AND SUGARING</u></b>	5	20
<b><u>SC114 - MAKEUP APPLICATION FOR BOTH DAY TIME AND NIGHTTIME LOOKS</u></b>	5	10
<b><u>SC115 - LASH AND BROW TINTING</u></b>	5	10
<b><u>SC116 - EYELASH APPLICATION, INCLUDING STRIP LASHES, INDIVIDUAL LASHES, AND SEMIPERMANENT LASHES</u></b>	5	5
<b><u>SC117 - MANUAL EXTRACTIONS</u></b>	1.25	5



T O T A L

190      70  
260

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85 – 92	Very Good
75 – 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Sandra Gonzalez

**TEXT(S):** Milady’s Standard Esthetician (English); Milady’s Standard Esthetician (Spanish)

**REFERENCE MATERIALS:** Magazines: Les Nouvelles Esthetiques, Skin Inc.  
 Videos: LES NOUVELLES ESTHETIQUES = Skins Cleansing \* BY: ZEHAVI, LES NOUVELLES ESTHETIQUES = Fourth International Congress of Esthetics = Mask Make-Over \* BY: CAROLE WALDERMAN, LES NOUVELLES ESTHETIQUES = State Of The Art Facial Message \* BY: S. THELESTE, LES NOUVELLES ESTHETIQUES = Skin Care Treatment for Men \* BY: ZEHAVI, Aids Prevention Video

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

**4 - INSTRUCTOR TRAINING PROGRAM** (600 Clock Hours)  
 (20 Weeks/ 5 Months Full Time)  
 (24 Weeks/ 6 Months)  
 (30 Weeks/7½ Months Part Time)

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

**DESCRIPTION**

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

**EDUCATIONAL OBJECTIVES**

This program will provide training to licensed cosmetologists to become cosmetology instructors.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>IT101 - ORIENTATION AND CURRICULUM REVIEW</u></b>	35	60
<b><u>IT102 - INTRODUCTION TO TEACHING</u></b>	30	---
<b><u>IT103 - PROGRAM OUTLINING &amp; DEVELOPMENT</u></b>	100	105
A. LESSON PLANS B. TEACHING TECHNIQUES C. TEACHING AIDS D. EXAMINATIONS		
<b><u>IT104 - STATE LAW AND RULES</u></b>	21	20
A. RECORD KEEPING B. SCHOOL ADMINISTRATION		
<b><u>IT105 - HIV / AIDS</u></b>	4	---
<b><u>IT106 - TEACHING (ASSISTING)</u></b>	---	75
A. CLINIC B. THEORY PRESENTATION		
<b><u>IT107 - TEACHING (PRACTICAL)</u></b>	---	150
A. CLINIC B. THEORY PRESENTATION		
<b>TOTAL</b>	190	410
	<b>600</b>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Sal V. Milazzo

**TEXT(S):** Milady’s Master Educator *Student Course Book (Second Edition)* By Letha Barnes  
Forewords by Bill Church and Eric Fisher

**REFERENCE MATERIAL:**

Career Choice 10 minutes that may change your life

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

**5 - FULL SPECIALIST PROGRAM**  
**(SKIN CARE, NAILS AND MAKE-UP)**

(600 Clock Hours)  
 (27 Weeks / 6<sup>3/4</sup> Months Full Time)  
 (30 Weeks / 7½ Months Part Time)

**DESCRIPTION:**

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

**EDUCATIONAL OBJECTIVES**

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 in several cosmetic treatments, make-up application, and massaging techniques for the face, hands, and feet. At the completion of the program, once the student has met their financial responsibilities and complied with the State HIV seminar requirement as explained in the catalog, the graduate will qualify for state registration and employment as a full specialist.

<b>CURRICULUM</b>	<b>THEORY</b>	<b>SERVICES</b>
<b><u>FS101 - ETHICS AND SHOP MANAGEMENT</u></b>	10	---
A. ETHICAL OPERATING PROCEDURES B. SALON SAFETY C. SALON MANAGEMENT D. PAYROLL DEDUCTION E. SEEKING EMPLOYMENT		
<b><u>FS102 - PIGMENTATION</u></b>	15	---
<b><u>FS103 - PASSIVE GYMNASTICS</u></b>	15	---
<b><u>FS104 - STATE LAWS AND REGULATIONS</u></b>	20	---
A. STATE RULES AND REGULATIONS B. SPECIFIC METHODS OF STERILIZATION		
<b><u>FS105 - CONSULTATIONS</u></b>	5	---
<b><u>FS106 - BASIC DERMATOLOGY/ SKIN ANALYSIS</u></b>	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

**FS107 - ANATOMY AND MASSAGE/ MANIPULATION** 10 ---

- A. FIVE BASIC MASSAGE MOVEMENTS
- B. BASIC CONSIDERATION WHEN GIVING FACIALS
- C. NATURE AND BENEFITS OF LIGHT THERAPY

**FS108 - PHYSIOLOGY (ENDOCRINOLOGY)** 5 ---

**FS109 - BACTERIOLOGY, STERILIZATON, HYGIENE** 15 ---

- A. SPECIFIC METHODS OF STERILIZATION

**FS110 - CHEMISTRY AND PROPER USE OF PRODUCTS** 15 ---

- A. INTRODUCTION TO CHEMISTRY
- B. COSMETICS CHEMISTRY

**FS111 - HAIR REMOVAL (BODY WAXING/BROWN SHAPING)** 10 ---

- A. REMOVING UNWANTED HAIR
- B. PERMANENT HAIR REMOVAL
- C. TEMPORARY HAIR REMOVAL

**FS112 - MAKE-UP APPLICATION / COSMETIC TREATMENTS** 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

**FS113 - ELECTRICITY, LIGHTING, MAGNIFICATION** 5 10

**FS114 - PROFESSIONAL ETHICS AND SALON MANAGEMENT** 10 ---

**FS115 - MANICURING/ PEDICURE** 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

<u><b>FS116 - NAIL TIPS</b></u>	37.5	20
<u><b>FS117 - ACRYLIC NAILS</b></u>	37.5	15
A. INTRO to HOW TO USE THE DRILL INTRO to NAIL WRAPS AND / OR MENDING		
<u><b>FS118 - NAIL CAPPING</b></u>	10	10
<u><b>FS119 - ARTIFICIAL NAIL REMOVAL</b></u>	5	10
<u><b>FS120 - POLISHING AND NAIL ART</b></u>	5	10
<u><b>FS121 - NAILS APPLIED CLINICAL APPLICATION</b></u>	86	10
<u><b>FS122 - DEEP PORE CLEANSING</b></u>	50	5
<u><b>FS123 - BODY TREATMENTS</b></u>	30	---
<u><b>FS124 - MASK THERAPY</b></u>	20	10
<u><b>FS125 - HIV/AIDS</b></u>	4	---
<u><b>FS126 - DISEASE AND ABNORMALITIES</b></u>	5	---
	470	130
TOTAL	<b>600</b>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Margarita Velez  
Trinidad Alexandra Bedoya  
Sandra Gonzalez

**TEXT(S):** Milady’s Standard Esthetician (English); Milady’s Standard Esthetician (Spanish)  
Milady’s Standard Nail Technology (English); Milady’s Standard Nail Technology (Spanish)

**REFERENCE MATERIALS:** Magazines: Les Nouvelles Esthetiques, Skin Inc.  
Videos: LES NOUVELLES ESTHETIQUES = Skins Cleansing \* BY: ZEHAVI, LES NOUVELLES ESTHETIQUES = Fourth International Congress of Esthetics = Mask Make-Over \* BY: CAROLE WALDERMAN, LES NOUVELLES ESTHETIQUES = State Of The Art Facial Message \* BY: S. THELESTE, LES NOUVELLES ESTHETIQUES = Skin Care Treatment for Men \* BY: ZEHAVI, Aids Prevention Video, The Elegant Glass Nail Wrap, San Francisco Nail Art.

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

## 6 - BARBER PROGRAM

(1200 Clock Hours)  
 (40 weeks/ 10 Months Full Time)  
 (48 weeks/ 12 Months)  
 (60 weeks/ 15 Months Part Time)

### DESCRIPTION

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.

### EDUCATIONAL OBJECTIVES

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 to become employed in the barbering field.

### CURRICULUM

### THEORY SERVICES

#### **BB101 - TAPERED AND STYLED HAIRCUTTING**

194

300

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

#### **BB102 - HAIR STYLING**

100

200

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




#### **BB103 - SHAMPOOING**

9

50

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



<b><u>BB104 - PERMANENT WAVING / CHEMICAL RELAXING</u></b>	50	60
<ul style="list-style-type: none"> <li>A. CHEMISTRY &amp; ACTION OF PERMANENT WAVING</li> <li>B. PROCESSING &amp; NEUTRALIZING</li> <li>C. SCALP &amp; HAIR ANALYSES</li> <li>D. PERM ROD &amp; SOLUTIONS SELECTION</li> <li>E. ALKALINE &amp; ACID BALANCE PERMS</li> <li>F. SECTIONING &amp; PROCEDURES</li> <li>G. FILLERS &amp; CONDITIONERS</li> <li>H. TINTED SOLUTIONS</li> <li>I. LIGHTENED HAIR</li> </ul>		
<b><u>BB105 - HAIR COLORING</u></b>	35	25
<ul style="list-style-type: none"> <li>A. CLASSIFICATION OF HAIR COLORING</li> <li>B. PREPARATION FOR HAIR COLORING</li> <li>C. HAIR COLORING RECORDS</li> <li>D. TEMPORARY COLORING</li> <li>E. PERMANENT &amp; SEMI-PERMANENT COLORING</li> <li>F. HAIR LIGHTENING , TONERS &amp; SPECIAL EFFECTS</li> <li>G. SPECIAL PROBLEMS</li> </ul>		
<b><u>BB106 - THE APPLICATION OF HAIR TONIC AND SCALP MANIPULATION</u></b>	20	30
<ul style="list-style-type: none"> <li>A. TREATMENTS OF DANDRUFF, OILY &amp; DRY SCALP</li> <li>B. PROCEDURES FOR A SCALP MASSAGE</li> <li>C. PURPOSE &amp; TYPES OF TONICS</li> <li>D. PROCEDURES FOR HAIR TONICS</li> </ul>		
<b><u>BB107 - FACIAL MASSAGE</u></b>	8	15
<ul style="list-style-type: none"> <li>A. INTRODUCTION TO THE SKIN</li> <li>B. DISORDER OF THE SKIN</li> <li>C. FACIAL MANIPULATION</li> <li>D. FACIAL MACHINES AND USES</li> </ul>		
<b><u>BB108 - SHAVING</u></b>	25	25
<ul style="list-style-type: none"> <li>A. FUNDAMENTALS OF SHAVING</li> <li>B. PROCEDURE AND PREPARATION</li> <li>C. FINAL STEPS ON SHAVING</li> <li>D. SAFETY MEASURES</li> <li>E. MUSTACHES AND BEARDS</li> </ul>		
<ul style="list-style-type: none"> <li> TRIMMING</li> <li> WAXING</li> <li> COLOR</li> </ul>		

<b><u>BB109 - SANITATION, STERILIZATION AND BACTERIOLOGY</u></b>	40	---
A. DEFINE SANITATION & DECONTAMINATION		
B. METHODS OF SANITATION & PROCEDURES		
C. TYPES OF DISINFECTANTS		
D. SAFETY PRECAUTIONS & FIRST AID		
E. RULES OF SANITATION		
<b><u>BB110 - SHOP MANAGEMENT</u></b>	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		
<b><u>BB111 - HIV/AIDS</u></b>	4	---
A. HIV & STAGES OF AIDS		
B. PREVENTING AIDS		
C. SAFETY RULES TO FOLLOW		
	_____	
<b>TOTAL</b>	495	705
	<u>1200</u>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

- Theory Work (Test Grades, Homework, Etc.)

- Practical Work

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Sal V. Milazzo

**TEXT(S):** Milady’s Standard Barber (English); Milady’s Standard Barber (Spanish)

**REFERENCE MATERIALS:**

- Aids Video
- Career Choice 10 minutes that may change your life

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

## 7 - BASIC MAKEUP ARTISTRY PROGRAM-

(300 Clock Hours)  
 (12 Weeks / 3 Months Full Time)  
 (15 Weeks / 3<sup>3/4</sup> Months Part Time)

### DESCRIPTION:

This course will train basic production make-up artists, rounded in the knowledge and ability required to perform at a high level of competency in the media of television, film, and photography. This program will prepare the student to become a basic creative make-up artist. During the course the students will acquire the knowledge needed to become a proficient make-up artist and preparing the student to be employed in the cosmetology industry as a make-up artist.

### EDUCATIONAL OBJECTIVES

- Become a Creative Makeup Artist
- Human Relations and Professional Skills
- Professional image of the Makeup Artist
- Cosmetics and the Skin
- Anatomy, Art and Makeup Techniques
- Passport to Success

### CURRICULUM:

### THEORY SERVICES

#### BM101 - PART 1, HOW TO BECOME A CREATIVE MAKEUP ARTIST:

A.	Career Options and Opportunities for Makeup Artist	20	
B.	Human relations and professional ethics	20	
C.	Professional image of the Makeup Artist	15	

#### BM102 - PART 2, COSMETICS AND THE SKIN:

A.	Cosmetic chemistry and cosmetic ingredients	25	
B.	The structure and function of the skin	25	
C.	Care of the skin	35	15

#### BM103 - PART 3, ANATOMY, ART AND MAKE-UP TECHNIQUES:

A.	Anatomy and Architecture of the Face	15	
B.	The Makeup Consultation	15	10
C.	Sanitation and Safety Practices for Makeup Artists	20	10
D.	Step-by-step Makeup Application	20	10
E.	The Art of Corrective Makeup	20	10

#### BM104 - Part 4, PASSPORT TO SUCCESS:

A.	Business Management Skills & FL Laws and Rules	15	
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**TOTAL 300**

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Raymond Andino

**TEXT(S):**

- The Art and Science of Professional Makeup  
By Stan Campbell Place  
ISBN #: 0-87350-361-9

**REFERENCE MATERIALS:**

**Magazines:**

- Les Nouvelles Esthetiques
- Skin Inc.
- Makeover Before & After \* By Style
- Halloween Make-up \* By Martha Stewart

**Books:**

- Making Face \* By Kevyn Aucoin
- Making Up \* By Rex
- Face Graphics and Color Sensations \* By Barbara Lukausky
- How to look Ten Years Younger \* By Adrien Arpel and Ronnie Sue Ebenstein
- The Business of Beauty Cosmetics Retailing \* By Debbie Purvis
- Essential Nations about Black Skin \* By Les Nouvelles Esthetiques
- Secret to looking good & Feeling Young \* By Dick Clark
- Cosmetic Ingredients \* By Ruth Winter

**Videos:**

- Secrets of the Perfect Make-up \* By Lynda Carter
- House of Style Kiss and Make-up \* By Beauty Guide MTV
- Make-up for Wearers of Glasses and Contact Lenses \* By K.P., Vith Munich
- Face It \* By Rex
- Airbrush Make-up \* By: Dinair
- Beginners Special Make-up Effects \* By Rob Burman
- Special Make-up Effects Techniques of life casting \*By Rob Burman
- Motivational Video: Career Choice 10 minutes that may change your life

**Websites:**

- [www.professionalmakeupartistry.com/](http://www.professionalmakeupartistry.com/)
- [www.makeupartistnetwork.com](http://www.makeupartistnetwork.com)
- [www.makeupmag.com](http://www.makeupmag.com)
- [www.themakeupartist.com](http://www.themakeupartist.com)

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

## 8 - ADVANCED MAKEUP ARTISTRY PROGRAM-

(600 Clock Hours)  
(30 Weeks / 7½ Months Part Time)

### DESCRIPTION:

This course will train production make-up artists, well rounded in the knowledge and ability required to perform at a high level of competency in the media of television, film, and photography. This program will prepare the student to become an advanced creative make-up artist. During the course the students will acquire the knowledge needed to become a proficient make-up artist and preparing the student to be employed in the cosmetology industry as a make-up artist.

### EDUCATIONAL OBJECTIVES

- Become a Creative Makeup Artist
- Human Relations and Professional Skills
- Professional image of the Makeup Artist
- Cosmetics and the Skin
- Understanding Light and Color
- Anatomy, Art and Makeup Techniques
- Special Makeup Techniques
- Passport to Success

### CURRICULUM:

### THEORY SERVICES

#### AM101 - PART 1, HOW TO BECOME A CREATIVE MAKE-UP ARTIST:

A.	Career Options and Opportunities for Makeup Artists	20	
B.	Human relations and professional ethics	10	
C.	Professional image of the Makeup Artist	20	

#### AM102 - PART 2, COSMETICS AND THE SKIN:

A.	Cosmetic chemistry and cosmetic ingredients	25	
B.	The structure and function of the skin	25	
C.	Care of the skin	35	15

#### AM103 - PART 3, UNDERSTANDING LIGHT AND COLOR:

A.	Light The Invisible Art	20	
B.	The Power and Excitement Of Color	20	

#### AM104 - PART 4, ANATOMY, ART AND MAKE-UP TECHNIQUES:

A.	Anatomy and Architecture of the Face	20	
B.	The Makeup Consultation	10	10
C.	Sanitation and Safety Practices for Makeup Artists	30	10
D.	Step-by-step Makeup Application	30	10
E.	The Art of Corrective Makeup	15	10

AM105 - PART 5, PERMANENT MAKEUP AND AIRBRUSH MAKEUP		
A.	Permanent Makeup	20                      10
B.	Airbrush Makeup	20                      10
AM106 - PART 6, SPECIAL MAKE-UP TECHNIQUES:		
A.	Special Occasion and Glamour Makeup	30                      20
B.	Character and Special Effects Makeup	30                      10
C.	Skin Care, Makeup and Grooming for men	35                      15
D.	An Historical Overview of Makeup	10                      15
AM107 - Part 7, PASSPORT TO SUCCESS:		
A.	Business Management Skills & FL Laws and Rules	40
		<hr/> <b>TOTAL 600</b>

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos and demonstrations.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

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

Work will be graded according to the following scale:

93 – 100	Excellent
85– 92	Very Good
75– 84	Satisfactory
0 – 74	Below Standards - Unsatisfactory

**INSTRUCTOR’S NAME:**

Moran Levi



**TEXT(S):**

- The Art and Science of Professional Makeup  
By Stan Campbell Place  
ISBN #: 0-87350-361-9

**REFERENCE MATERIALS:**

**Magazines:**

- Les Nouvelles Esthetiques
- Skin Inc.
- Makeover Before & After \* By Style
- Halloween Make-up \* By Martha Stewart

**Books:**

- Making Face \* By Kevyn Aucoin
- Making Up \* By Rex
- Face Graphics and Color Sensations \* By Barbara Lukausky
- How to look Ten Years Younger \* By Adrien Arpel and Ronnie Sue Ebenstein
- The Business of Beauty Cosmetics Retailing \* By Debbie Purvis
- Essential Nations about Black Skin \* By Les Nouvelles Esthetiques
- Secret to looking good & Feeling Young \* By Dick Clark
- Cosmetic Ingredients \* By Ruth Winter

**Videos:**

- Secrets of the Perfect Make-up \* By Lynda Carter
- House of Style Kiss and Make-up \* By Beauty Guide MTV
- Make-up for Wearers of Glasses and Contact Lenses \* By K.P., Vith Munich
- Face It \* By Rex
- Airbrush Make-up \* By: Dinair
- Beginners Special Make-up Effects \* By Rob Burman
- Special Make-up Effects Techniques of life casting \*By Rob Burman
- Motivational Video: Career Choice 10 minutes that may change your life

**Websites:**

- [www.professionalmakeupartistry.com/](http://www.professionalmakeupartistry.com/)
- [www.makeupartistnetwork.com](http://www.makeupartistnetwork.com)
- [www.makeupmag.com](http://www.makeupmag.com)
- [www.themakeupartist.com](http://www.themakeupartist.com)

**REQUIRED LEVELS OF ACHIEVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

## 9. ELECTROLOGY -

(320 Clock Hours)

(16 Weeks / 4 Months Part Time)

### DESCRIPTION:

The Electrology program prepares students who want to become Electrologists. They will enroll in the practice and will be train in permanent hair removal and laser or light-based hair reduction using equipment and devices approved by the board which have been cleared by and registered with the U.S.F.D.A. and that are used pursuant to protocols approved by the board. This program consists of 120 hours of academic instructions and 200 hours of clinical applications.

### EDUCATIONAL OBJECTIVES

Train students in the practice of Electrology. Upon graduation, students will receive a diploma and be prepared to take and pass the examination test in order to obtain the Electrologist License required to work in the field. The Electrology program is also a pre-requisite to take the Laser Hair Removal 30 hours Certification Training Course.

### CURRICULUM: SERVICES

### THEORY

<b>EL101 – INTRODUCTION TO ELECTROLYSIS TECHNIQUES THROUGH GALVANIC, THERMOLYSIS, BLEND, AND LASER AND LIGHT-BASED MODALITIES, HISTORY OF PERMANENT HAIR REMOVAL, GENERAL TREATMENT PROCEDURES</b>	<b>15</b>	<b>---</b>
<b>EL102 – PRINCIPLES OF ELECTRICITY, EPILATOR FUNCTIONS, AND ADJUSTMENTS</b>	<b>5</b>	<b>---</b>
<b>EL103 – LASER AND LIGHT-BASED HAIR REMOVAL PHYSICS</b>	<b>5</b>	<b>---</b>
<b>EL104 – LASER SAFETY AND PRECAUTIONS</b>	<b>5</b>	<b>---</b>
<b>EL105 – INTEGUMENTARY SYSTEM (SKIN AND APPENDAGES)</b>	<b>6</b>	<b>---</b>
<b>EL106 – CIRCULATORY (BLOOD AND LYMPH) AND NERVOUS SYSTEM</b>	<b>6</b>	<b>---</b>
<b>EL107 – ENDOCRINE SYSTEM, INCLUDING RELATED DISEASES</b>	<b>6</b>	<b>---</b>
<b>EL108 – BIOLOGY OF HAIR GROWTH</b>	<b>10</b>	<b>---</b>
<b>EL109 – SKIN ASSESMENT, INCLUDING SKIN TYPING, EFFECTS OF ALL MODALITIES, EFFECTS OF TEMPORARY REMOVAL</b>	<b>20</b>	<b>---</b>
<b>EL110 – STUDY OF BLOOD-BORNE PATHOGENS WITH EMPHASIS ON HEPATITIS (ALL TYPES), &amp; HIV/AIDS</b>	<b>5</b>	<b>---</b>

<b>EL111 – MICROBIOLOGY OF THE SKIN (FLORA AND FAUNA), SANITATION AND SAFETY PROCEDURES INCLUDING DEMONSTRATIONS IN ACCORDANCE WITH RULE 64B8-56.001, F.A.C.</b>	<b>7</b>	<b>---</b>
<b>EL112 – CLINIC AND OFFICE MANAGEMENT, COMMUNICATIONS, PROFESSIONAL ETHICS, BOOKEEPING, AND PATIENT MANAGEMENT</b>	<b>5</b>	<b>---</b>
<b>EL113 – STUDY OF CH. 64B8, F.A.C., AS IT RELATES TO ELECTROLYSIS, CH 478, F.S. AND CH 456, PART II, F.S.</b>	<b>5</b>	<b>---</b>
<b>EL114 – CONSULTATIONS INCLUDING MEDICAL HISTORY, CONTRAINDICATIONS, COMPLICATIONS</b>	<b>20</b>	<b>---</b>
<b>EL115 – COORDINATION SKILLS WITH PROBE HOLDER AND FORCEPS</b>	<b>---</b>	<b>5</b>
<b>EL116 – INSERTIONS</b>	<b>---</b>	<b>15</b>
<b>EL117 – SANITATION/ STERILIZATION PROCEDURES</b>	<b>---</b>	<b>10</b>
<b>EL118 – HANDS ON EQUIPMENT INSTRUCTION (LASER AND LIGHT-BASED)</b>	<b>---</b>	<b>15</b>
<b>EL119 – HANDS ON EQUIPMENT INSTRUCTION (THERMOLYSIS)</b>	<b>---</b>	<b>10</b>
<b>EL120 – HANDS ON EQUIPMENT INSTRUCTION (BLEND AND GALVANIC)</b>	<b>---</b>	<b>10</b>
<b>EL121 – CLIENT PRE/POST TREATMENT</b>	<b>---</b>	<b>10</b>
<b>EL122 – CLIENT ASSESMENT</b>	<b>---</b>	<b>15</b>
<b>EL123 – GENERAL TREATMENT PROCEDURES FOR ALL MODALITIES</b>	<b>---</b>	<b>80</b>
<b>EL124 – CONSULTATIONS</b>	<b>---</b>	<b>15</b>
<b>EL125 – VISUALS/LIBRARY</b>	<b>---</b>	<b>5</b>
<b>EL126 – REVIEW/EXAM PREPARATION</b>	<b>---</b>	<b>10</b>
<b>TOTAL:</b>	<b><u>120</u></b>	<b><u>200</u></b>
	<b>320</b>	

**INSTRUCTIONAL METHODS:**

The students will learn in three ways:

1. **Practical Learning:** Hands-on experiences and clinic activities.
2. **Theory Learning:** Through lectures, discussion, question and answer, problem solving, individualized instruction, guest speakers, projects, presentations, group work, videos, demonstrations, home study and online.
3. Field Trips to beauty salons, seminars, trade shows and cosmetic manufacturers plants.

**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.

- Theory Work (Test Grades, Homework, etc..)
- Practical Work

Work will be graded according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
0-74	Below Standards – Unsatisfactory

**INSTRUCTOR’S NAME:**

Omar V. Perez

**TEXT(S):**

Modern Electrology by Fino Gior – January 30, 2000  
Principles of Dermatology  
Dorland’s Pocket Medical Dictionary by Dorland – 29<sup>th</sup> edition  
Electrolysis Exam Review  
Electrolysis, Thermolysis and the Blend by Arthur Ralph Hinkel – June 1968

**WEBSITES:**

<http://www.electrolysisinformation.com>

<http://www.hairremoval.about.com>

**VIDEOS:**

<http://video.about.com/hairremoval/>

**REQUIRED LEVELS OF ACHIVEMENT:**

Students must complete all required hours and services for state licensing or registration, obtain a minimum passing grade of 75 % in all theory and clinical 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 HIV/AIDS course as required by the State in order to be issued a license or registration (if applicable). The current charge for this course is \$15.00 and is subject to change without notice.

\* The program's course numbering system used in this catalog starts with two letters of the program's name and it's followed by three numbers starting on 100.

## **VI. Financial Aid** **FOR THOSE WHO QUALIFY**

### **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's income, savings, or other sources.

Because government funds are limited, the funding you receive may not always completely cover your educational expenses. As a result, the student and/or parents, if applicable, are expected to make a maximum effort to meet these 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. We also offer **DIRECT LOAN**, this is a student loan from that the student is required to pay back to the government.

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

### **ELIGIBILITY**

You are eligible if you:

- 🌐 Are a United States Citizen or legal resident.
- 🌐 Can demonstrate financial need.
- 🌐 Are enrolled to attend at least half-time (20 hrs per week).
- 🌐 Are making satisfactory academic progress.
- 🌐 Registered with the Selective Services (for males only), if applicable.
- 🌐 Do not 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's degree or Professional Degree.

For many students, the Pell Grant is the foundation to their financial aid to which additional aid may be added.

## **DIRECT STUDENT LOANS**

The Direct Student Loan is Financial Aid that **does have to be paid back**; however, the student has a six month grace period from the time that they graduate to start paying back the loan. There is a fixed rate on the loan of 6.8% that starts being charged after the first disbursement to the school is made and will also be charged during the six month grace period for any unsubsidized loan. The monthly payments are very minimal and any amount of money paid over the minimal amount will be credited to the principal amount of the loan. There are four different types of Direct Students Loans. They are as follows:

### **Direct Subsidized Loans:**

This loan is for students only. Interest is not charged while you are attending school at least half-time, during grace periods, or deferment periods. You must demonstrate financial need in order to be eligible for the loan.

### **Direct Unsubsidized Loans:**

This loan is for students only. Interest is charged during all periods, including while you are in school, grace periods, and deferment periods.

### **Direct PLUS Loans:**

This loan is for parents of dependent students. Interest is charged during all periods.

### **Direct Consolidation Loans:**

This loan is for students and parents that combine different federal student loans into one loan.

With the Direct Student Loan, no one is rejected based on their credit and anyone who qualifies for the Federal Pell Grant automatically qualifies for the Direct Loan.

## **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 the Financial Aid office where they may be able to obtain the necessary forms and information to apply. The staff cannot complete the financial aid forms for you, but will be more than glad to assist you in the completion of the forms or answering any questions that you may have. Government financial aid has various procedures that must be strictly followed and may take some time; therefore, we suggest that students who are planning to use financial aid plan accordingly.



**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

Your eligibility for financial aid payments depends on your progress. You must maintain satisfactory academic progress as detailed on this catalog. Any student who does not meet 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 will also give you more information.

## **VII. ASM Beauty World Academy, Inc.** **Scholarship**

ASM Beauty World Academy, Inc. created the following scholarship in 2001 to provide financial assistance to qualifying students.

### **The Sal V. Milazzo Scholarship Fund**

### **THE SAL V. MILAZZO SCHOLARSHIP FUND**

The Sal V. Milazzo Scholarship Fund has been established to assist students interested in a Cosmetology career.

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

Mr. Milazzo began his career in Sicily, Italy, where he studied cosmetology for three years at a school named ENAC. After finishing his studies, he ventured to the United States. Since most of his family was already here, he arrived 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 a cosmetologist.

In 1965, he opened his first salon, “*L’Art Coiffure*”. During the next 14 years, he worked hard and polished his skills to a point where 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 noticed that there was a need for a cosmetology school that would provide quality training and education to those interested in a career in cosmetology.

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 Beauty World Academy, 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 anywhere in the world. The number of scholarships awarded is unlimited.

## **SCHOLARSHIP REQUIREMENTS**

Every time a student enrolls in our institution, we check if they meet the requirement for our scholarship.

After reviewing the applications, those individuals that meet the scholarship criteria will be notified and awarded a scholarship of \$500.00 if enrolled in the following programs: Cosmetology, Barber, Instructor Training and Full Specialist and \$300.00 if enrolled in the Nail Technology, Skin Care, Basic Makeup Artistry, Advanced Makeup Artistry and Electrology programs. All candidates must meet the following criteria to be considered a scholarship recipient:

- 🌐 Have a High School Diploma or equivalent from their country.



THE  
*Sal V. Milazzo*  
Scholarship  
Fund

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

Established in 2001 as a living tribute to the achievements of Sal V. Milazzo in a way that reflects his values and dedication towards education in the arts and sciences of cosmetology, this scholarship will be a vehicle to strengthen the cosmetology industries around the world by assisting students enrolling in our institution in becoming professional cosmetologists.

The goal of the Scholarship Administration is sincere in recognizing and rewarding individuals who share a passion for cosmetology. In 1987, 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 individuals interested in a career in cosmetology.

The Milazzo family interest is not self-serving, but a genuine concern for the promotion of high quality cosmetology education. Under the direction of Leticia Milazzo, Sal V. Milazzo's wife and Director of the Scholarship Fund, the mission will continue. The Scholarship Administration is committed to the goals and aspirations of ASM Beauty World Academy 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 a rewarding future. Like her husband, Leticia enjoys the tremendous satisfaction in helping people achieve their goals and dreams and will do whatever is necessary to make them come true.

Sal V. Milazzo Scholarship Fund  
6423 Stirling Road  
Davie, Florida 33314  
Phone: (954) 321-8411  
Fax: (954) 321-8683  
[info@asm.edu](mailto:info@asm.edu)

## *The Sal V. Milazzo Scholarship Fund*

**6423 Stirling Rd Davie, FL 33314**  
**Tel: (954) 321-8411 – Fax: (954) 321-8683**  
[www.asm.edu](http://www.asm.edu)

All of the information must be complete:

Name: \_\_\_\_\_  
 (First) (Middle) (Last)

Address: \_\_\_\_\_  
 (Street Number)  
 \_\_\_\_\_  
 (City) (Country or State) (Zip Code, if any)

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month / Date / Year

### EDUCATION

Name of School	Address	# of Years Completed	Course of Study
High School	City		

### WORK HISTORY

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

### REFERENCES

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

1. \_\_\_\_\_  
 \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_

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 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: \_\_\_\_\_