



Latin Beauty Academy, Inc.

*Latin Beauty Academy, Inc. Licensed by the Commission for Independent Education (CIE)
Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS)
Approved by the US Department of Education (USDOE) for Title IV Programs*

**6348 Forest Hill Blvd Suite # 348 Greenacres, FL. 33415
561-439-9600**

www.latinbeautyacademy.edu

LATIN BEAUTY ACADEMY, INC CATALOG VOL.12 JANUARY 2018

CIE License #: 3728

NACCAS Ref.#: 019139-00

USDOE OPEID #: 042420-00



SCHOOL CATALOG

VOL. 12

January, 2018

TABLE OF CONTENTS

Welcome from the President----- 6
School Mission Statement and Objectives ----- 7
Vision Statement----- 7
Title IV Statement ----- 7
State Licensing Agency ----- 8
Governing Body ----- 8
School History ----- 8
Educational Philosophy ----- 8
Purpose ----- 8
Ownership & Management ----- 9
Administrators List----- 9
Faculty List----- 9
Facility Description----- 10
School Schedule ----- 10
Holidays ----- 10
School and Academic Calendar ----- 10&11
Administrative Policies----- 12
Language of Instruction and Outreach ----- 12
Student Disciplinary Procedures ----- 12
Internal Complaints and Grievance Procedure ----- 12
Student Problem Solving----- 13
School Admission Requirements----- 13&15
Enrolment Procedure ----- 15
Graduation Requirements ----- 15
Attendance ----- 15&16
Make Up Work ----- 16
Tardiness ----- 16
Leave of Absence ----- 16&17
Academic and Administrative Termination----- 17
Program Changes, Equipment, and Other Changes ----- 18
Confidentiality ----- 18
School Rules and Regulations ----- 18&19
Student’s Rights and Responsibilities ----- 19&20
Latin Beauty Academy, Inc.’s Responsibilities ----- 20
Copyright Infringement Policies and Sanctions ----- 20
Inclement Weather ----- 20
Satisfactory Academic Progress (SAP) Policy----- 21-28
 Unsatisfactory Academic Progress Procedure----- 22
 Qualitative Criteria for Satisfactory Academic Progress ----- 22
 Quantitative Criteria for Satisfactory Academic Progress ----- 22
 Maximum Time Frame ----- 23
 Academic Progress Evaluations ----- 23-24
 Grading Scale ----- 24
 Minimum Grade Required ----- 24
 Withdrawal ----- 25
 Non-Credit, Repetition and Remedial Courses ----- 25
 Transfer Courses (Clock Hours)----- 25
 Determination of Progress -----25&26
 Attendance Progress Evaluation ----- 26
 Warning Status ----- 27
 Probation Status ----- 27&28
 Re-Establish of Satisfactory Academic Progress ----- 28
 Appeal Procedure ----- 28&29
Examination of Student Records, Transcripts, and Diploma ----- 29
Course Numbering System ----- 29
Unit of Credit: Clock Hours ----- 29
Pass ----- 29
Fail ----- 29

LATIN BEAUTY ACADEMY, INC CATALOG VOL.12 JANUARY 2018

CIE License #: 3728

NACCAS Ref.#: 019139-00

USDOE OPEID #: 042420-00

Cumulative Grade Average (CGA) -----	30
Incomplete Grade -----	30
Change of Program -----	30
Additional Degree Program -----	30
Financial Aid and Financial Services -----	30
Types of Financial Aid -----	30&31
Student Eligibility Requirements-----	32
Financial Aid Verification-----	32
Federal Student Aid Information Resources -----	33
Reasons for Termination -----	33
Institutional Refund Policy -----	33&34
Return of Title IV Funds (R2T4) -----	34&36
R2T4 Process -----	36
Tuition, Fees, Books, Uniforms, and Supplies -----	36
Payments -----	37
Tuition Schedule by Programs -----	37
Financial Aid Loan Repayment Obligation -----	38
Bad Debt Process -----	38&39
Campus Security Policy -----	39-41
Timely Warnings -----	41
Reporting Crime -----	41
Confidential Reporting Procedure -----	41
Clery Act Compliance -----	41
Family Education Right and Privacy Act (FERPA) -----	41&42
Release of the Student Information -----	42
Drug/Alcohol Policy -----	42&43
Sexual Harassment Policy-----	43
Definition of Sexual Harassment -----	44
Enforceability of the Policy -----	44
To Report Sexual Harassment -----	44
Student Services -----	44-46
Career Services -----	46&47
Scholarship-----	48&49
Policy for Registration/Licensure/Examination and Fee -----	49
Student Grievancy Policy and Procedure -----	50
The Nature of Grievance-----	51&52
Right of Appeal-----	52
Equal Opportunities-----	52
Monitoring and Review-----	52
Confidentiality -----	52
Grievance Procedure Flowchart -----	53
Appeal Procedure Satisfactory Academic Progress (SAP) Determination -----	54
Disclosure -----	55
COSMETOLOGY PROGRAM -----	56
Objectives -----	57
Description-----	57
Program Format-----	57
Teaching and Learning Methods -----	57&58
Grading Procedures and Diplomas Awarded-----	58
Grading Scale-----	58
Program, Hours & Fees-----	59
Methods of Payment-----	59
Curriculum -----	59
Requirements for the Cosmetology Program -----	60
References-----	60
Cosmetology Program Curriculum Description-----	61-63
NAIL TECHNICIAN PROGRAM -----	64
Objective -----	65
Description-----	65
Program Format-----	65
Teaching and Learning Methods -----	65&66

LATIN BEAUTY ACADEMY, INC CATALOG VOL.12 JANUARY 2018

CIE License #: 3728

NACCAS Ref.#: 019139-00

USDOE OPEID #: 042420-00

Grading Procedures and Diplomas Awarded-----	66
Grading Scale-----	66
Program Hours & Fees-----	67
Methods of Payment-----	67
Curriculum-----	67
Requirements for the Nail Technician Program -----	68
References-----	68
Nail Technician Program Description-----	69&70
FACIAL SPECIALIST PROGRAM -----	71
Objective -----	72
Description-----	72
Program Format-----	72
Teaching and Learning Methods -----	72&73
Grading Procedures and Diplomas Awarded-----	73
Grading Scale-----	73
Program Hours & Fees-----	74
Methods of Payment-----	74
Curriculum-----	74
Requirements for the Facial Specialist Program -----	75
References-----	75
Facial Specialist Program Curriculum Description-----	76&77
FULL SPECIALIST PROGRAM -----	78
Objective -----	79
Description-----	79
Program Format-----	79
Teaching and Learning Methods -----	79
Grading Procedures and Diplomas Awarded-----	80
Grading Scale-----	80
Program Hours & Fees-----	81
Methods of Payment-----	81
Curriculum-----	81
Requirements for the Full Specialist Program -----	82
References-----	82
Full Specialist Program Description-----	83-85
BARBER/STYLIST PROGRAM -----	86
Objective -----	87
Description-----	87
Program Format-----	87
Teaching and Learning Methods -----	87&88
Grading Procedures and Diplomas Awarded-----	88
Grading Scale-----	88
Program Hours & Fees-----	89
Methods of Payment-----	89
Curriculum-----	89
Requirements for the Barber/Stylist Program -----	90
References-----	90
Barber/Stylist Program Description-----	91&92



Dear Students,

Welcome to Latin Beauty Academy, Inc.! The faculty and I are happy to have you join us. We are here to serve you and your community. We realize how important it is to choose a career that will open wonderful job opportunities. Career training demands sacrifice and time; it is a long road with many challenges and a promise of reaching your goals at the end. We assure you that Latin Beauty Academy, Inc. is the best institution for you, where you will realize your dreams of becoming a professional. Our faculty and I are committed to supporting you as you work toward your professional goals. We offer you individual attention in your studies, which will provide you with the tools to graduate and become successful in your chosen field. Once again, welcome!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ariel Espinosa'. The signature is stylized and fluid.

Dr. Ariel Espinosa, President

SCHOOL MISSION STATEMENT AND OBJECTIVES

Latin Beauty Academy, Inc. will provide the motivated student with the basic skills and knowledge required to seek employment in the beauty industry as a Cosmetologist, Barber, Nail Technician, Facial Specialist or Full Specialist. The objective of Latin Beauty Academy, Inc. is education. All programs are designed to give the students an education that will lead to the Florida state license, and help graduates attain jobs in their fields after completing their course work.

- Offer graduates viable career options by providing quality educational programs based on employer-driven requirements;
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student;
- Prepare and encourage students to pursue learning throughout their lives and incorporate in the job market.
- Assure the professional success of the students.
- Train students for professional advancement, intellectual inquiry, and community engagement.
- Teach knowledge to become qualified professionals to confront the diverse challenges in the health and beauty industries.

VISION STATEMENT

Latin Beauty Academy, Inc.'s vision is to equip current and future students with skills in the competitive beauty industry through impact of educational programs and professional partnerships.

TITLE IV STATEMENT

Federal government through financial aid helps to pay for education expenses at an eligible college, technical school, vocational school, or graduate school.



STATE LICENSING AGENCY

Licensed by the Commission for Independent Education and the Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

*325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888) 224-6684*

GOVERNING BODY

The name and corporate address and phone/fax number of the governing body of Latin Beauty Academy, Inc. is:

*Latin Beauty Academy, Inc
6348 Forest Hill Blvd., Suite 348
Greenacres, FL 33415
Office: 561-439-9600
Fax: 561-439-9005*

SCHOOL HISTORY

The Latin Beauty Academy, Inc., was founded in September, 2006 in West Palm Beach, Florida during a time when many Latin people were establishing at the Palm Beach County, primarily from Mexico, Peru, Cuba, Costa Rica, Venezuela, and Colombia. At that time Mrs. Rosa Enriquez thought there was a need of a Latin beauty school in private education industry to develop beauty programs in high demand for the growing Latin community.

Latin Beauty Academy, Inc. was opened and approved by the Commission for Independent Education (CIE) on April 15, 2008. The programs of the institution were created by focusing on a qualified and practical vocational education to guide the vision and mission statements established by her president, Mrs. Enriquez.

Latin Beauty Academy, Inc. is a corporation formed under the laws of the State of Florida with Ariel Espinosa as its current President/CEO/Owner. Dr. Espinosa bought on October, 2010 keeping the same vision as Mrs. Enriquez had on September, 2006. He analyzed the need for an accredited vocational institution that would employ professional instructors and provide a quality education to the newly arrived Spanish-speaking students.

EDUCATIONAL PHILOSOPHY

Latin Beauty Academy, Inc. as educational institution has as first goal is to provide hands-on training to its students, and to provide a quality education in the beauty field, developing skilled professionals to work in high demand careers.

PURPOSE

Latin Beauty Academy, Inc. 's purpose is to provide a high quality education to post-secondary students. The institution has a commitment to its students to ensure that they will be well-trained professionals. Latin Beauty Academy, Inc. is focused on preparing the students to enter the job market, training them in professional advancement, intellectual inquiry, and community engagement. The students receive knowledge to become qualified professionals and to confront the diverse challenges in the beauty industry.

OWNERSHIP & MANAGEMENT

Latin Beauty Academy, Inc. is a corporation formed under the laws of the State of Florida. Latin Beauty Academy, Inc. is owned and operated by Ariel Espinosa, DHS; President/CEO. Dr. Espinosa has been employed in the education industry for more than twenty years. Dr. Espinosa has vast experience as school executive; he always is searching of new and innovative ideas that will further the education of students in the field of beauty.

ADMINISTRATORS LIST

Ariel Espinosa, Doctor in Health Science, President/CEO/DOE/DOA
Adys Garcia, Dip. in Accounting, Director of Finances
Hector J. Rodriguez, B.A, Director of Financial Aid
Rosa Enriquez, Diploma. in Cosmetology, Student Information Coordinator
Yousis Zayas, Diploma. in Cosmetology, Academic Coordinator
Mayda Aviles, Diploma. in Cosmetology, Clinic Coordinator

FACULTY LIST

Yousis Zayas

Cosmetology – Margate School of Beauty 2009 - Diploma
Licensed by the State of Florida Board of Cosmetology
Cosmetology Instructor

Mayda Aviles

Cosmetology – Emma’s Beauty Academy 2003- Diploma
Licensed by the State of Florida Board of Cosmetology
Cosmetology Instructor

Angela Maria Casarella

Cosmetology- Academy of Palm Beach 2015- Diploma
Licensed by the State of Florida Board of Cosmetology
Cosmetology Instructor

Norma Kasdorf

Cosmetology-University Career School 2013- Diploma
Licensed by the State of Florida Board of Cosmetology
Facial Instructor Instructor

Raquel Simon

Cosmetology-Florida Career College- Diploma
Licensed by the State of Florida Board of Cosmetology
Full Specialist Instructor

Arasay Troche

Nail Technician-Latin Beauty Academy, Inc. 2015-Diploma
Licensed by the State of Florida Board of Cosmetology
Nail Technician Instructor

Ivonne Mora

Barber/Stylist – Latin Beauty Academy 2017 – Diploma
Cosmetology– Latin Beauty Academy 2016 – Diploma
Licensed by the State of Florida Barbers and Cosmetology Board
Barber/Styling Instructor

Claudia Segura

Full Specialist-Eternity Cosmetology School 2014-
Diploma
Licensed by the State of Florida Board of Cosmetology
Full Specialist Instructor Instructor

Yusniel Marin Pando

Massage Therapist-Dade Medical College 2011- Diploma
Licensed by the State of Florida Board of Massage
Therapy
Massage Therapy Instructor

FACILITY DESCRIPTION

Latin Beauty Academy, Inc. has 3600 square feet of space and it is divided into 2 Administrative Offices, 4 Classrooms, 1 Library, 2 Facial Room, 1 Storage Room, 2 Restrooms, 1 Laundry Spot, 1 Student Lounge, and 2 Styling Salon.

SCHOOL SCHEDULE

Monday – Fridays: 8:00 a.m. to 10:00 p.m.
Saturdays: 8:00 a.m. to 6:00 p.m.

Office Hours:

Monday through Friday 9:00 am – 7:00 pm

Library Hours:

Monday through Friday 9:00am – 6:00pm

HOLIDAYS

The school is closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Columbus Day
- Thanksgiving and Friday after Thanksgiving
- Christmas
- New Year's

SCHOOL AND ACADEMIC CALENDAR

Class Start & End, Dates for Enrollment, Holidays

The school operates on a continuous basis, 12 months per year.

Beginning and Ending Dates of Enrollments

Latin Beauty Academy, Inc. has an open enrollment policy. The date of entrance and the frequency of attendance determine the date of completion. The maximum completion time of any program is the number of weeks of instructional time multiplied by 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is $6 \times 1.5 = 9$ weeks.

Academic Calendar 2018

January 1 - New Year's Day (<i>No School</i>)	October 8- Día de la Hispanidad (<i>No School</i>)
January 2- Classes Resume	October 15-Planning Day (<i>No School</i>)
January 15–Martin Luther King Day (<i>No School</i>)	October 31 – Halloween: School Activity
February 5–Planning Day (<i>No School</i>)	November 12-Veterans Day (<i>No School</i>)
February 14 - Valentine's Day Celebration	November 21-Thanksgiving Day Celebration (<i>No School</i>)
February 19 - Presidents Day (<i>No School</i>)	November 22-Thanksgiving Day (<i>No School</i>)
Mar 17 - St. Patrick's Day: School Activity	November 24- Next Day Thanksgiving Day (<i>No School</i>)
March 19- Planning Day (<i>No School</i>)	December 20- Christmas School Celebration
April 1 -Easter Sunday: Community Activity	December 24- Planning Day (<i>No School</i>)
April 16 – Planning Day (<i>No School</i>)	December 25- Christmas Day (<i>No School</i>)
May 7– Planning Day (<i>No School</i>)	December 31-New Year's (<i>No School</i>)
May 13-Mother's Day: School and Community Activity	January 1 - New Year's Day (<i>No School</i>)
May 28-Memorial Day (<i>No School</i>)	January 2- Classes Resume
June 4 – Planning Day (<i>No School</i>)	
June 17 - Father's Day: School and Community Activity	
July 4 - Independence Day (<i>No School</i>)	
July 9-Planning Day (<i>No School</i>)	
August 13- Planning Day (<i>No School</i>)	
September 3-Labor Day (<i>No School</i>)	
September 9- National Grandparents Day: School Activity	
Septiembre 10- Planning Day (<i>No School</i>)	
September 11- Heroes' Day/ Patriot Day	
September. 17 Constitution Day and Citizenship Day	

ADMINISTRATIVE POLICIES

School policies have been formulated in the best interests of the student and the school. Out of necessity, Latin Beauty Academy, Inc. reserves the right to change any provision or requirement, including fees, contained in the catalog at any time, with notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Latin Beauty Academy, Inc. also reserves the right to terminate a student whose conduct, attendance, or academic standing is unsatisfactory. The School also reserves the right to cancel any scheduled class starts which do not have a minimum number of students enrolled.

LANGUAGE OF INSTRUCTION AND OUTREACH

The school offers separate courses in Spanish and English. The school encourages the students to be proficient in English to enhance employment opportunities.

Completing a course or program in a language other than English may reduce employability where English is required.

STUDENT DISCIPLINARY PROCEDURES

If a student violates Latin Beauty Academy, Inc. Standards of Conduct in a classroom or clinical salon, the first level of discipline lies with the instructor. If a situation demands further action, the Director of Education is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Latin Beauty Academy, Inc. ' Standards of Conduct outside the classroom but on campus, the Director of Education is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

INTERNAL COMPLAINTS AND GRIEVANCE PROCEDURE

Latin Beauty Academy, Inc. is dedicated to the success and well-being of each student, staff member, and instructors. All academic or disciplinary actions shall be applied in accordance with the School Rules and Regulations and the School Catalog. If a student disagrees with a particular disciplinary or academic action taken, he or she can submit a written complaint to the Director of Education explaining the reason for disagreeing with the action and providing details to support the student's point of view. The Director of Education will then review the matter and determine if, based on the School Catalog and the School Rules and Regulations, if there are sufficient grounds for the action. The school official will then meet with the student to clarify the situation or take corrective measures as the case may require, in 15 days from receiving the appeal. Most complaints can be resolved in an informal manner. However, if a complaint is not handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the School President, a staff member, and an independent third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation was not warranted or based on fact. If a complaint is not handled in a satisfactory manner, any student, staff member, or instructors may contact the ***Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.***

STUDENT PROBLEM SOLVING

Our school is characterized by its support to the students and for striving to make sure that they give their best. We help them build a solid individual foundation so that each one of them may create their own style. Our staff makes them available to advise, suggest, explain or clarify, whichever the case may be, to show them the shortest road to obtain the best results.

In reference to absences, the school will accommodate the students, based on a justified excuse, to make up his/her work during different hours in order to comply with the existing contract. The instructor will have guidelines to identify the students with academic problems, and will apply special attention to those students to try to determine the root of the problem and assist the student in resolving it.

SCHOOL ADMISSION REQUIREMENTS

- A completed student application.
- The student must show evidence of high school graduation, completion of a General Equivalency Diploma, a college transcript or have earned a diploma at a foreign high school that is equivalent to a U.S issued diploma.
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Students applying for programs that do not are approved for receiving Title IV and HAE Programs and do not have a high school diploma or its equivalent may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 200 on the Verbal form and a 210 for the mathematics form on the Wonderlic Basic Skills Test (BST) (*Latin Beauty Academy, Inc. does not accept applicants using Ability To Benefit (ATB) as a proof for high school for programs approved for receiving Title IV and HEA programs. This requirement has exceptions for prospective students, who took the Ability To Benefit (ATB) test, before 2012 and they are applying for academic programs approved for Title IV and HEA programs (Financial Aid). Please read below (*)*)
- If an applicant is unable to achieve the minimum acceptable score on the Wonderlic Basic Skills Test , the student may reapply for admission within 30 days and retake the Wonderlic Basic Skills Test.
- Applicants must have at least 18 years of age to attend without parental approval. If the student is under the age of 18, only will be accepted with or more than 17 years and 9 months and a parent or guardian must enroll and sign by the applicant.
- Complete Student Enrollment Agreement. (For students who are 17 years and 9 months of age prior to enrollment must have a parent and/or legal guardian sign the Enrollment Agreement.
- All applicants must provide a photo identification card.
- Submission of Public Release Form/Emergency Contact (applications will be completed at the school.)
- Latin Beauty Academy, Inc. applies the *Institution Transfer Student Policy* reserving the right to accept or deny the transferring in of clock hours/credits received from another school. The academic department, under the Director of Education discretion, will grant credit for prior training that was taken within five years. Proof of prior training must be shown. The director of the school must evaluate the student before allowing entry. A \$150 application fee is payable in advance of the testing. The cost of the clock hours needed to complete the program will be pro-rated depending on the program. No more than 50% of the total program clock hours will be transferred from other institution. The clock hours

completed from another institution as from our own institution will be validated if said courses fall within the mandatory Florida Department of Education guidelines for that specific course. There must be a signed letter from the director and/or head of admissions from the other institution indicating the students accumulated credits and/or clock hours along with a transcript. Students who transfer out of Latin Beauty Academy, Inc. to another institution may receive their transcripts reflecting their clock hours and grades, providing that all financial obligations to Latin Beauty Academy, Inc. have been met by the students. The acceptance of the transferability of clock hours is at the discretion of the receiving institution.

- **Transfer Courses (under SAP Policy):** Transfer Courses will be represented with the abbreviation (TRA), which will be officially used in all documents as needed. Students will receive acknowledgement of “TRA” for courses taken at another institution that are being transferred for required courses at Latin Beauty Academy, Inc. The designation of “TRA” has no effect on the student’s cumulative GPA and Satisfactory Academic Progress (SAP). However, acknowledgement of “TRA” is added to hours attempted within the specified minimum time frame. The institution will review corresponding clock hours for any student who wishes to transfer clock hours from another institution. There must be a signed letter from the Director of Education and/or Director of Admissions from the other institution indicating the student’s accumulated clock hours, along with a transcript. After reviewing the documentation, Latin Beauty Academy, Inc. will grant clock hours for prior training that was taken within five years. Proof of prior training must be shown. Transferred hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
- **Re-Entry:** A student who has been terminated or withdrawn may reapply to Latin Beauty Academy, Inc. in the same SAP status as when the student was withdrawn and/or terminated. At that time, the student’s academic records will be evaluated in order to determine if it possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning students will be charge a \$60.00 re-entry fee. After being readmitted to Latin Beauty Academy, Inc. , any student not earning a 2.0 and completing 67% of the clock hours attempted each month thereafter will be academically dismissed from the institution. Furthermore, the institution will apply the current costs for the programs, learning materials (including kits), or other changes approved by the institution at the re-entry time.

**Students who were enrolled in a Title IV program prior to July 1, 2012, and were eligible for aid under the old ATB provisions retain their eligibility regardless of whether they are in a career pathway program. For students who establish Title IV eligibility under an ATB alternative, our school have to obtain or be in the process of obtaining documentation necessary to support his/her eligibility. Therefore, no further high school completion documentation should be needed from the student. (This aspects (*) were took from the USDOE Handbook)*

LATIN BEAUTY ACADEMY, INC. WILL KEEP RECORDS OF PROSPECTIVE STUDENTS DENIED ADMISSION FOR AT LEAST ONE YEAR. PROSPECTIVE STUDENTS, WHO WERE DENIED ADMISSION AND WOULD LIKE TO VIEW THEIR FILE, MAY SUBMIT A WRITTEN REQUEST. ACCESS TO VIEW THE FILE WILL BE GRANTED WITHIN 48 HOURS OF THE REQUEST. APPLICANTS WILL RECEIVE A SCHOOL CATALOG UPON COMPLETION OF ENROLLMENT AND A HADOUT WITH THE POLICIES FOR THE SATISFACTORY ACADEMIC PROGRESS.

The application fee will be as established for each program (see the following program list):

Application Fee by Programs:

Cosmetology Program	\$150.00
Nail Technician Program	\$150.00
Facial Specialist Program	\$150.00
Full Specialist Program	\$150.00
Barber/Stylist Program	\$150.00

ENROLLMENT PROCEDURE

Prospective students must make formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

GRADUATION REQUIREMENTS

A diploma will be awarded to students meeting the following requirements:

1. The student must complete all training as stated in the Catalog and Enrollment Agreement.
2. The student must attend all contracted hours and pass all required tests, including the final exam.
3. The student must have an average of 75% or more to graduate.
4. The student must meet all the obligations of any agreement with the school, including the payment of all amounts due for tuition and fees.

Note: Upon successful completion of program in Latin Beauty Academy, Inc. upon graduation will be awarded a diploma.

Latin Beauty Academy, Inc. does not discriminate against applicants for admission based on race, age, color, sex, religion, marital status or ethnic origin.

ATTENDANCE

All students are expected to attend classes on a regular basis. Daily attendance is required, and is tracked by the Instructor using an attendance roster and the students will use a finger printing system for entering his/her daily attendance and make up work as it applies for them. In the event of an absence, students are responsible to make arrangement to complete any makeup work that may be assigned to them. If satisfactory arrangements are not made, incomplete or failing grades may be assigned. Students who are unable to attend class should notify the school promptly. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance. Unofficial withdrawal can take place as such time as the student fails to attend classes and has made no contact with the school administration for 14 calendar days.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the instructor:

- Participation in school-approved activity;

- Health condition;
- Family emergency, i.e., funeral;
- Religious purposes;
- Extended illness or health condition;
- Chronic health condition;
- Required county/state court appointments, i.e. jury duty;
- Absence due to illness (absences exceeding three days may require a physician's statement);
- Medical/Dental appointments (Latin Beauty Academy. Inc. encourages students to schedule these appointments outside of school hours);
- Driver's license test;
- Immigration appointments.

Unexcused Absences

- Work schedule;
- Family vacation/sporting events;
- Oversleeping/alarm failure or needing sleep or rest
- Leaving school during the regular school day without approval of a school official or other non-emergency situations;
- Personal grooming appointments (hair, nails, tanning, etc.)
- Employment/job interview;
- Shopping/errands;
- Driver's Education (classroom or behind the wheel)
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride

Each unexcused absence shall be followed by a verbal warning to the student from the Director of Education.

MAKE-UP WORK

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor.

TARDINESS

Students are expected to arrive to class on-time and prepared to learn. Tardiness causes the student to miss valuable instruction and disrupts the class. Any student who is tardy to class three (3) times will be counseled by the instructor. Any tardiness will result in the student being required to make up hours and work missed at a time agreed upon by the instructor. Excessive tardiness may lead to termination.

LEAVE OF ABSENCE (LOA)

LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An authorized leave of absence (LOA) is a temporary

interruption in a student's program of study. Approved reasons for a subsequent LOA are personal, medical, and military reasons. The student must follow the institution's policy in requesting the LOA and there must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for an LOA is in accordance with the institution's policy.

Students who need to take a leave of absence from the school must submit, in writing, a signed request for leave and complete the Request Leave of Absence Form. Latin Beauty Academy, Inc. requires that the student must apply at least 15 school days in advance for an LOA, unless unforeseen circumstances prevent the student from doing so. Students on a leave of absence are not considered to be withdrawn from the school and no refund calculation is required at that time. The student's LOA must meet certain conditions to be counted as a temporary interruption in a student's education; instead of being counted as a withdrawal requiring to perform a refund calculation. Latin Beauty Academy, Inc. does not assess the student any additional institutional charges as a result of the LOA.

Students can only be allowed three leaves of absence per 12-month period, and the leave cannot exceed 60 days per leave. LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Latin Beauty Academy, Inc. does not take or report attendance by a student in LOA; however any student who does not return from the leave of absence on the scheduled date or a student takes an unapproved LOA will be withdrawn from school. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for a student who does not notify the school that he/she is not returning will be the date of determination. However, the institutional withdrawal calculation will be based on the last date of attendance. 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. Latin Beauty Academy, Inc. extends the student's contract period by the same number of days taken in the LOA and changes to the contract period will be recorded through an addendum to the enrollment agreement or contract, which must be signed and dated by all parties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances.

Latin Beauty Academy, Inc. may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances and need a more time to recover before returning to school, the institution must have documented and collected the request from the student at a later date; then the student would not have been able to request the LOA in advance. 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 unforeseen circumstances.

ACADEMIC AND ADMINISTRATIVE TERMINATION

A student may be dismissed from Latin Beauty Academy, Inc. for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conducts (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by Latin Beauty Academy, Inc.
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

PROGRAM CHANGES, EQUIPMENT AND OTHER CHANGES

Latin Beauty Academy, Inc. reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification. Latin Beauty Academy, Inc. accepts 100% of transfer clock hours from another program of our institution. Any student, who began a program at Latin Beauty Academy, Inc. and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly. All change must be reported to: Commission for Independent Education, Florida; National Accrediting Commission of Career Arts and Sciences (NACCAS); Federal Department of Education.

CONFIDENTIALITY

Latin Beauty Academy, Inc. ensures that the students' personal and educational information is safe and confidential. Student files are maintained in a locked and fire-safe cabinet. Staff in violation of this policy will be reprimanded and dismissed from Latin Beauty Academy, Inc.

SCHOOL RULES AND REGULATIONS

Student who do not support the academic and ethical goals of the institution may be subject to penalties, up to and including to be expelled.

1. The students must be on time for class schedules; he/she will be allowed to be late only 5 minutes after each hour's quarter. In case of failure to comply, the student will receive a discount for the entire hour's quarter, including any missed time.
2. The students must respect all faculty and staff; as well as his/her classmates. It includes any verbal and/or body language communication. In case of failure to comply, the student will be sent home.
3. Any verbal or physical sexual harassment implies as result an immediate dismissal from the program.
4. The students must be dressed in proper attire including their proper uniforms: Cosmetology, Barber/Stylist programs use black and blue/green scrubs and Full Specialist, Nail Technician, and Facial Specialist use white, pink and purple scrubs at all time or will be asked to leave the premises.
5. No shorts, see-through skirts or blouses, tank tops, half shirts, hats, bandanas or open toe shoes are allowed. If any student loses or damages his/her uniform, the student must purchase a new uniform at the office.
6. All students must bring the proper equipment and book to class. In case of failure to comply, the student will be sent home.
7. All students are required to attend school on Saturdays unless prearranged before enrollment. If a student needs to change his/her schedule because of work, a letter from the employer, written on letterhead, is required for our records.
8. Any absent time must be excused and pre-arranged with the Director of Education.
9. The school must be notified if a student cannot attend class. There must be a valid reason for the absence. Three absences with failure to notify the school will result in dismissal from the program.
10. The school must be notified of any change of address or telephone number of the student.
11. While inside the school premises, a professional appearance is mandatory at all time.
12. Gum chewing is not permitted.
13. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards the instructors

- or students. The result will be immediate dismissal from the program.
14. Stealing or defacing property that belongs to the school or other students will result in immediate dismissal.
 15. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. If said test proves positive for alcohol or drugs, the student will be permanently dismissed from class.
 16. The school is a smoke free environment; therefore, no smoking is permitted on school premises.
 17. The students are responsible for cleaning their workstations after using them.
 18. The school is not responsible for students' personal property or belongings.
 19. No personal phone calls will be accepted or permitted by the school except for an emergency. The use of a cell phone during class is prohibited.
 20. Any students refusing to work on a customer will be sent home and marked off from the time of refusal.
 21. No personal services are to be performed without permission from an instructor.
 22. If students receive three (3) or more suspensions, they will automatically be dismissed from the school.
 23. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at. Solicitation of any kind shall be grounds for immediate termination.
 24. Official cancellation or withdrawal shall occur on the earlier of the dates that a student is expelled by the school. Settlement of student's accounts, for students that have been expelled, will be completed under the Refund Policy, using the effective date of expulsion as the last day of attendance in his/her program of study. This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training:
 - a. All monies will be fully refunded if the application is not accepted.
 - b. All refunds will be made within 45 days of cancellation or withdrawal.
 - c. Refunds will not be granted for books, materials, or supplies/kits.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$60 re-entry fee.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All Latin Beauty Academy, Inc. students have the right:

- Receive a copy of the documents signed by him/her in the institution in his/her primary language.
- Be informed about its programs, its instructional, laboratory, and other physical facilities, and their faculty.
- Be informed of school's job placement, licensure, graduation, and retention rates.
- Be informed of the cost of attending.
- Be informed of the policy on refunds to students who withdraw.
- Be informed on how the school determines his/her satisfactory academic progress, and if not, the nature of the procedures.
- Be informed concerning special facilities and services that are available to the handicapped.

- Be informed of what financial assistance is available
- Be informed of the Financial Services personnel are, where they are located, and how and when to contact them for information.
- Be informed for student's academic advisor will be.
- Be informed of concerning the school's policies regarding attendance, dress, tardiness, testing.
- Receive equal non-discriminatory treatment from all school personnel.
- Be informed and receive as requested his/her student records.
- To freely express themselves academically and have the right to individual integrity.
- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the School's refund policy, this is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.

LATIN BEAUTY ACADEMY, INC.'S RESPONSIBILITY

Latin Beauty Academy, Inc. must follow all policies, standards, and regulations from the Commission for Independent Education, Florida; National Accrediting Commission of Career Arts and Sciences (NACCAS); United States Department of Education.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Policies regarding copyright infringement and sanctions regarding violation can be found on the website (www://latinbeautyacademy.com/) under consumer information.

INCLEMENT WEATHER

All classes will be held as usual at Latin Beauty Academy, Inc., weather permitting. In the event the school is closed due to inclement weather; clinical activities will be cancelled as well. Students will be notified by the clinical instructor or designee. If students have any questions concerning the weather schedule, they are to call the institution.

Important Note: Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Palm Beach County.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This catalog's covering page is designed based on the required elements listed on the NACCAS's SAP checklist and those are located only within this policy with the propose of obtaining a compressive document that, when removed from the catalog can stand alone.

Satisfactory Academic Progress Policy (SAP) Topics:

- 1. Unsatisfactory Academic Progress Procedure***
- 2. Qualitative Criteria for Satisfactory Academic Progress***
- 3. Quantitative Criteria for Satisfactory Academic Progress***
- 4. Maximum Time Frame***
- 5. Minimum Grade Required***
- 6. Grading Scale***
- 7. Repeating Courses***
- 8. Withdrawal***
- 9. Non-Credit Remedial Courses***
- 10. Transfer Courses (Clock Hours)***
- 11. Determination of Progress***
- 12. Warning Status***
- 13. Probation Status***
- 14. Appeal Procedure***

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. (*Latin Beauty Academy, Inc. applies the Satisfactory Academic Progress Policy for all students, including students who do not receive Federal Student Aid.*) As the school catalog is provided to all prospect students, the institution ensures that applicants receive this information prior to enrollment. The 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 and it is applied consistently to all students enrolled in a specific program and schedule.

Students must maintain a minimum cumulative grade average of 75% theory and practical in the program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress and a minimum 67% cumulative attendance percentage at each evaluation level of scheduled attendance will be considered to be making satisfactory academic progress until the next scheduled evaluation. In order to determine the attendance percentage, the actual hours of attendance will be divided by the scheduled hours of attendance. In order to a student to be considered to be making satisfactory academic progress at program's cut off periods, the student must meet both attendance and academic requirements.

NOTE:

- The student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Academic Progress in order to maintain eligibility for such funds. It means, that a student who does not achieve the minimum SAP standards is no longer eligible for Title IV, HEA program funds, if applicable, unless on warning or prevailed upon appeal that has resulted in probation.***

- *The students must provide to the institution details of reasonable provisions regarding temporary interruptions or Leaves of Absence, approved reasons for LOA are personal, medical, and military reasons.*

Unsatisfactory Academic Progress Procedure

Students failing to meet minimum progress requirements at a scheduled evaluation will be on placed first on warning, second, probation status (upon a successful appeal) until the next scheduled evaluation and considered to be making satisfactory progress and eligible for Title IV funding. At the next evaluation mark, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. If the student has failed to achieve minimum requirements after a successful appeal and probation status, the student will be terminated from the school.

Qualitative Criteria for Satisfactory Academic Progress

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm. Under the qualitative criteria, to make Satisfactory Academic Progress at Latin Beauty Academy, Inc., the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 (75%) at the published SAP evaluation mark and end of the student's course of enrollment
2. Demonstrate successful completion of the required percentage of the total cumulative clock hours (67%) the student has attempted in the program of study at the intervals described below.

Quantitative Criteria for Satisfactory Academic Progress

As indicated in the below table, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework. The Maximum Time Frame for the Completion of any program of study is 150% of the credits designated for the program in the school catalog. A student will not be making Satisfactory Academic Progress if the institution determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

Students receiving financial aid must attend a minimum of 25 clock hours per week; they are considered as full-time students. Part time students must attend a minimum of 16 hours per week.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	WEEKS	SCHEDULED HOURS	MAXIMUM TIME ALLOWED IN WEEKS	MAXIMUM TIME ALLOWED IN HOURS
Cosmetology, Barber/Stylist	Full Time, 25hrs/wk	1,200	72 weeks	1,800
Cosmetology, Barber/Stylist	Part Time, 12hrs/wk	1,200	150 weeks	1,800
Nail Technician	Full Time, 25hrs/wk	240	14.4 weeks	360
Nail Technician	Part Time, 12hrs/wk	240	30 weeks	360
Facial Specialist	Full Time, 25hrs/wk	260	15.6 weeks	390
Facial Specialist	Part Time, 12hrs/wk	260	32.5 weeks	390
Full Specialist	Full Time, 25hrs/wk	600	36 weeks	900
Full Specialist	Part Time, 12hrs/wk	600	75 weeks	900

The maximum time allowed for transfer students who need less than the full course requirements, or part-time students, will be determined based on 67% of the scheduled contracted 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. Even though, Leave of Absence extends contract period and maximum time frame by same number of days taken in LOA; the students who exceed the maximum time frame or failure to meet the requirements for Satisfactory Academic Progress in coordination with Federal Satisfactory Academic Progress (SAP) Guidelines, may result in the loss of financial aid. Furthermore, the institution applies a Graduation Plan for students exceeding the Maximum Time Frame (150%) must submit a Graduation Plan with their appeal packet. This Graduation Plan should consist of the classes and number of hours left to graduate as well as the signature of the faculty who taught the course for them. Failure to submit this Graduation Plan with appeal packet may result in an immediate denial. However, submitting a signed Graduation Plan does not guarantee an approved appeal. If the student's appeal is approved, the Graduation Plan will be reviewed. If a student's appeal for Maximum Time Frame, or exceeding 150%, is approved, they will only be approved for the number of hours indicated on their Graduation Plan.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. 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:

Grading Scale

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

Students are given both practical and theoretical grades. The following factors will be measured to determine academic progress: theory (test grades, homework, etc.); practical (rubrics, clinic work). The following is the grading scale used:

Not Used in GPA computation:

I = Incomplete; W = Withdrawal; P = Pass; TRA= Transfer of Credits/Clock Hours; F= Failed, R= Repeat Course; COP= Change of Program

Method	Percentage
Classroom Participation	20%
Attendance	20%
Final Exam	40%
Homework Project/Presentation	20%
Total	100%

After successfully completing our programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

Minimum Grade Required

Latin Beauty Academy, Inc. has established a grading scale with a minimum cumulative grade average of 75%, project completion rate, a letter grade of C, and academic standing consistent with graduation requirements for all the programs. At the end of a cut-off SAP period, any student whose cumulative grade point average (CGPA) is below 2.0, or whose successful completion rate is less than 75% of all clock hours attempted, will be placed on academic probation. Students who meet minimum requirements are considered making satisfactory academic progress until next scheduled evaluation.

Withdrawal

Students have the option to officially withdraw from the institution at any time by giving written notification to the school office. Unofficial withdrawal can take place as such time as the student fails to attend classes and has made no contact with the school administration for 14 calendar days. Any student who does not return from the leave of absence on the scheduled date or a student takes an unapproved LOA will be withdrawn from school. A grade of “W” will be assigned upon withdrawal determination. Upon withdrawal, official or unofficial, the school’s refund policy will apply and arrangements must be made to pay any balance due to the school. Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 45 days of the date of determination. 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.

Non-Credit, Repetition and Remedial Courses

Non-credit remedial courses are not applicable at Latin Beauty Academy, Inc. Non-credit remedial courses have no effect upon the school’s satisfactory academic progress standards as the school has no such item.

Transfer Courses (Clock Hours)

Transfer Courses will be represented with the abbreviation (TRA), which will be officially used in all documents as needed. Students will receive acknowledgement of “TRA” for courses taken at another institution that are being transferred for required courses at Latin Beauty Academy, Inc. The designation of “TRA” has no effect on the student’s cumulative GPA and Satisfactory Academic Progress (SAP). However, acknowledgement of “TRA” is added to hours attempted within the specified minimum time frame. The institution will review corresponding clock hours for any student who wishes to transfer clock hours from another institution. There must be a signed letter from the Director of Education and/or Director of Admissions from the other institution indicating the student’s accumulated clock hours, along with a transcript. After reviewing the documentation, Latin Beauty Academy, Inc. will grant clock hours for prior training that was taken within five years. Proof of prior training must be shown. Transferred hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Determination of Progress

Latin Beauty Academy, Inc. establishes progress evaluation periods similar in length in scheduled clock hours as the below table represents and notifies of any evaluation that impacts eligibility for financial aid. At the end of each courses a grade is reported for every student through a Grade Report and weekly every student receives the information about his/her attendance percentage, both procedures allow to the students have access or to be knowledgeable about his/her satisfactory academic progress evaluation results. Furthermore, at the end of each program cut-off SAP period; all students sign a hard-copy SAP report that show his/her academic and attendance percentage, which means that evaluations occur no later than the mid-point of each program. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. 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. The first evaluation must occur no later than the mid-point of: the academic year or the course/program, whichever is sooner. ***(Note: all evaluations must be produced within seven (7) business days following the established evaluation points.) For transfer students will be applied the midpoint of the contracted hours or the established evaluation periods, whichever comes first.***

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued 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.

Evaluations, will occur at the following actual hourly increments, and all evaluations are produced within seven (7) business days following the established

Evaluation Periods:

Program of Study	Total Hours	Hours at Evaluation
Cosmetology	1200	450, 900, 1200 (actual hours)
Barberia/Estilismo	1200	450, 900, 1200 (actual hours)
Nail Technician	240	120, 240 (actual hours)
Facial Specialist	260	130, 260 (actual hours)
Full Specialist	600	300, 600 (actual hours)

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of Latin Beauty Academy, Inc. identify and provide assistance to students who experience academic difficulty. Students who experience academic difficulty are alerted through the standards of academic progress. It is the goal of the institution to support students in every academic phase of their attendance at Latin Beauty Academy, Inc. When students are not meeting the Standards of Academic Progress, faculty will conduct a formal meeting with the individual student in order to prepare a plan of improvement for the student and discuss the possible consequences that may occur if progress is not made.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. The standards reflect the commitment of Latin Beauty Academy, Inc. faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. The overall objective of the standards is to improve performance by students who are experiencing academic difficulty and to increase public support for Latin Beauty Academy, Inc. efforts to provide sound educational programs of the highest quality. Students moving through the program must maintain a grade point average of 2.0 (C) or higher in order to be considered to be making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Warning Status

Students who are failing to meet minimum progress requirements at a published SAP evaluation benchmark will be advised and placed under a Satisfactory Academic Progress warning status until the next evaluation benchmark. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If the student is not maintaining SAP requirements, the student can appeal for probation status. 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. Then, a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless on warning or prevailed upon appeal that has resulted in probation. The student will be placed on probation for the follow cut-off evaluation period until the next scheduled evaluation, then if a student still has not met satisfactory progress requirements at the end of the warning period, the school may allow for the status of probation. The student will be re-evaluated under the probation status if he/she is meeting minimum requirements to be making satisfactory academic progress. If the student has failed to achieve minimum requirements, the student will be allowed to submit an appeal for probation status. Probation is for students who are not considered meeting minimum standards for satisfactory academic progress after to be placed in a warning status if:

- The institution evaluates the student and determines that the student make satisfactory academic progress during the warning status or previous evaluation, and,
- The student prevails upon an appeal of negative determination prior to being placed on probation, and,
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation, or,
- A student can re-establish satisfactory academic progress and/or financial aid eligibility if he/she accomplished with the academic plan created by the institution, which will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

Probation Status

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 not 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 of 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 required for satisfactory academic progress or by the academic plan, 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.

The institution has established a procedure to ensure that students meet all requirements prior to being placed on probation. The student must have one SAP period to raise his or her CGPA to 2.0 or higher and/or the completion rate to 75% or better and maintain a 67% of attendance. Any student who fails to earn the minimum CGPA or the required completion rate (attendance) by the end of the

probationary period will be academically dismissed from the school. The institution considers minimum standards for satisfactory academic progress by the following:

- a. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation. They can appeal before enter in a probation status;
- b. If the student appeals the decision at the beginning of the probation period, and prevails upon appeal. Only students who have not the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period will be placed on probation;
- c. The institution develops an academic plan, providing individual attention to the student who is placed on the academic plan. The student must be able to meet requirements set forth in the academic plan by the end of the next evaluation period in order to maintain satisfactory academic progress;
- d. The institution will determine the standards can be met by the end of the next evaluation period. Students who are progressing according to their specific academic plans will be considered as making Satisfactory Academic Progress. Students will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation, including the appeal process; and,

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. A student can re-establish satisfactory academic progress and/or financial aid eligibility if he/she accomplished with the academic plan created by the institution, which will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student must submit documentation regarding why the he/she failed to make satisfactory academic progress and a proposal or plan how he/she will change his/her situation or what has changed in his/her situation that will allow the achievement of satisfactory academic progress at the next evaluation.

Latin Beauty Academy, Inc. allows a student to appeal a satisfactory academic progress determination as the institution permits that a student can appeal to the decision based on excusable reasons, such as personal and/or medical, which will be analyzed by the institution. If, the appeal is not granted; Latin Beauty Academy, Inc. will terminate with the student. Latin Beauty Academy, Inc. will document and keep in the student's file the all documents and/or results of the appeal process.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) 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 on the designated form 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 him or her 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.

The Criteria for Appeal are as Follows:

- Specify the mitigating circumstances that will be evaluated. The student must provide the information that will state what has changed in his or her status that will allow meeting SAP;
- Include specific procedures to be followed after an adverse determination for the evaluation of a student's mitigating circumstances when presented on appeal;
- Detail the student's responsibilities during the probationary period due to mitigating circumstances;
- Include specific procedures to re-establish eligibility;
- Include the student's responsibilities during the probationary period; and,
- Include specific procedures and minimum requirements for reinstatement of financial aid after a student's financial aid has been terminated for lack of satisfactory academic progress.

EXAMINATION OF STUDENT RECORDS, TRANSCRIPTS AND DIPLOMAS

Latin Beauty Academy, Inc. maintains permanent records of students' grades and attendance in a fire proof cabinet. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling. Records are supervised by the Director of Education and may be reviewed by request. Students are entitled to one copy of their final transcript. Additional copies of transcripts may be obtained at a charge of \$10.00 per copy. A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before transcripts are released.

COURSE NUMBERING SYSTEM

In addition to their names, each course has an identification number. The letters on the front of each number represent the specialty they are related to, and the number refers to the order in which they will be taught within that specialty, although there are no pre-requisites for any of the courses (meaning that the student must not have taken a previous course in order to benefit from another).

The letters mean: GN for General Courses (courses that are not particular to any specific program, but are related to the Beauty Industry), CL for Cosmetology, NT for Nail Technician, FS for Facial Specialist, and ST for Barber/Stylist.

UNIT OF CREDIT: CLOCK HOURS

The Unit of Credit used at Latin Beauty Academy, Inc. is a clock hour. A clock hour is defined as no less than 50 minutes of any one contact hour in which students participate in learning activities on campus. Class and break schedules are on the course descriptions provided by each instructor.

PASS

Students will receive a "P" for completing the required hours for clinical and meeting all requirements set by program.

FAIL

Students will receive a grade of "F" when they receive a grade less than 75%.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Each letter grade has a point value as show on the table above.

INCOMPLETE GRADES

If a student is given an incomplete grade “I” for any course in a grading period, the student is given ten calendar days to comply with instructor requirements for receiving a grade. If by the ten days, the student has not complied with instructor requirements; then the student shall be given a failed grade “F”. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade and the GPA will be re-calculated. If a student complies and receives a failing grade, the grade shall be changed and the GPA shall be re-calculated. The period of time taken to complete assignments within the ten days’ policy shall count towards the maximum time frame for program completion.

CHANGE OF PROGRAM

Students who contemplate a change from one program to another should discuss this with the Director of Education to determine the effect such a change would have on the student’s satisfactory academic progress. The institution defines satisfactory academic progress as completion of the total program in not more than 1.5 times the number of courses described in this catalog for the program. All clock hours attempted count toward the total program length of 1.5 times the number of courses required for completion of the major program. Student that changes program while enrolled will have an assignment of a “COP”. If a student changes the program, only those clock hours that are common to both programs will be accepted toward the new program.

ADDITIONAL DEGREE PROGRAM

Students who wish to earn another diploma must re-apply for admission to the institute. Upon acceptance, courses which count toward the new program completion requirements will be transferred. A student may only transfer courses with a final grade of “C” or higher. Clock hours attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress.

FINANCIAL AID AND FINANCIAL SERVICES

The Financial Aid Department at Latin Beauty Academy, Inc. provides assistance to students who need financial aid in order to pay tuition expenses at the school. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants. Financial aid is available for those students who qualify.

TYPES OF FINANCIAL AID

The amount of aid a student receives at Latin Beauty Academy, Inc. is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, part time) and length of attendance within an academic year. Latin Beauty Academy, Inc. was approved for institution’s eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited:

- *FEDERAL PELL GRANT PROGRAM, 20 U.S.C. §§ 1070a et seq.; 34 C.F.R. Part 690.*
- *FEDERAL DIRECT STUDENT LOAN PROGRAM, 20 U.S.C. §§ 1087a et seq.; 34 C.F.R. Part 685.*

- *FEDERAL PERKINS LOAN PROGRAM, 20 U.S.C. §§ 1087aa et seq.; 34 C.F.R. Part 674.*
- *FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM, 20 U.S.C. §§ 1070b et seq.; 34 C.F.R. Part 676.*
- *FEDERAL WORK-STUDY PROGRAM, 42 U.S.C. §§ 2751 et seq.; 34 C.F.R. Part 675.*
- *ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS, 20 U.S.C. §§ 1070a-1 et seq.; 34 C.F.R. Part 691.*
- *IRAQ AND AFGHANISTAN SERVICE GRANT, 20 U.S.C. §§ 1070d et seq.*

Grants

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Latin Beauty Academy, Inc. Satisfactory Academic Progress Policy.

Federal Pell Grant

A Federal Pell Grant is an award to assist need-based undergraduates in paying for their education. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant.

Student Loan Programs

Latin Beauty Academy, Inc. offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

Federal Direct Student Loan Subsidized and Unsubsidized Loans

Latin Beauty Academy, Inc. participates in the Federal Direct Student Loan Program as one of its approved institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Latin Beauty Academy, Inc. processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Subsidized and Unsubsidized Loan

In the Federal Direct Loan Program, repayment begins six (6) months after a student drops below half-time status or six (6) months after completion of the program. The subsidized loan has a fixed interest rate that is determined each year by the federal government. This loan is need based. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. The interest is charged through the life of the loan.

Note: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by Latin Beauty Academy, Inc. while the student is in school, the student is responsible for all tuition and fees due to Latin Beauty Academy, Inc.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment.

Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)
- Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
 - a) Have a High School Diploma or general Education Development (GED) Certificate.
 - b) Meet other standards the state establishes that the US Dept. Education has approved.
 - c) Complete a high school education in a home school setting approved under state law.
 - d) Enroll in an eligible program as a regular student seeking a degree or certificate.
 - e) Previously attended or was registered to attend a title IV eligible institution prior to July 1, 2012 and a passing score on an approved ATB exam.

A complete list of student eligibility standards and conditions may be found on the Department of Financial Aid website: www.studentaid.ed.gov.

FINANCIAL AID VERIFICATION

The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. Applicants are selected randomly and may be asked to provide additional documentation such as IRS tax transcripts, W-2 forms, or other documents to complete their financial aid application process. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

FEDERAL STUDENT AID INFORMATION RESOURCE

Financial Aid information is available through the Financial Aid Administrator at the school or the U.S Department of Education at 1-800-772-1213.

REASONS FOR TERMINATION

The following reasons for termination are in place in the event a student must be dismissed from the program of study:

- Missing 14 calendar days without notifying the school and/or obtaining a leave of absence;
- Not returning from a leave of absence on the date scheduled for return, or notifying the school of the need for additional time;
- Not maintaining Satisfactory Academic Progress Policy according to the school policy;
- Not fulfilling financial arrangements according to the enrollment agreement; and/or,
- Being in violation of the above rules and regulations.

INSTITUTIONAL REFUND POLICY

Latin Beauty Academy, Inc. publishes, complies and implements a mandated refund policy and it applies to all students. This policy applies to all terminations or withdrawals for any reason, by either party, including student decision, course or program cancellation, or school closure. A student's enrollment could be terminated or cancelled for any reason; all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail, for official withdrawals, the cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.

2. 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. It means, in instances where students cancel within three (3) days of signing the enrollment agreement all monies collected will be refunded by the school, regardless of whether the students have actually started training, except a non-refundable application fee.

3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee.

4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.

7. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund after the return's calculations.

8. Refunds will be made for: All students who are not using Title IV Funding, the refunds must be given within thirty (30) days and, for student receiving Title IV within forty-five (45) days of the date of determination or receipt of cancellation notice. Date of determination will be within maximum time of 14 days from last date of attendance. Then, any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

9. The students' rights under this agreement may not be assigned to any other person.

10. If the school is permanently closed, and no longer has offers instruction after a student enrolled, the student shall be entitled to a 100% refund.

11. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

12. The student must pay any outstanding balance before any of the student's records will be released.

13. Collection Policy: All past due accounts will be referred to a collection agency. The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy or in any of its collection efforts.

14. Latin Beauty Academy, Inc. will review corresponding clock hours or credits for any student who wishes to transfer those from another institution. There must be a signed letter from the Director of Education and/or Director of Admissions from the other institution indicating the student's accumulated clock hour or credits,

along with a transcript. After reviewing the documentation, Latin Beauty Academy, Inc. will grant those as credits from prior training that was taken within five years. Proof of prior training must be shown. The cost of the clock hours needed to complete the program will be pro-rated depending on the program.

15. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.

16. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.

17. Official cancellation or withdrawal shall occur on the earlier of the dates that a student is expelled by the school. Settlement of student's accounts, for students that have been expelled, will be completed under the Refund Policy, using the effective date of expulsion as the last day of attendance in his/her program of study. This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training:

a. All monies will be fully refunded if the application is not accepted.

b. All refunds will be made within 45 days of cancellation or withdrawal, except for all students who are not using Title

IV Funding, for them the refunds must be given within 30 days.

c. Refunds will not be granted for books, materials, or supplies/kits.

18. When situations of mitigating circumstances are in evidence, Latin Beauty Academy, Inc. encourages to adopt a policy wherein the refund to the student may exceed the Tuition Adjustment Guidelines.

19. If Latin Beauty Academy, Inc. cancels a program and ceases to offer instruction after students have enrolled and instruction has begun; the institution will provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

20. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.

21. The contract for tuition are not sold or discounted to third parties.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$60 re-entry fee.

RETURN OF TITLE IV FUNDS (R2T4)

The Higher Education Amendments of 1998 established the concept that financial aid must be earned through class attendance. When the student withdraws completely from the program, the Financial Aid Office must calculate the amount of financial aid for he/she has earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered to be unearned aid. Unearned aid must be returned to the respective Federal Aid program(s).

Latin Beauty Academy, Inc. is responsible for returning federal funds on a timely basis once the student is not attending the institution. According to the Title IV (TIV), federal financial aid funds are awarded under the assumption that a student will continue incurring classroom attendance for the entire period of which the funds were awarded. When a student withdraws from all courses, regardless of the reason, he/she may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which he/she remains enrolled.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws from the institution
- Ceases attending before the SAP schedule time's ends

A prorated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs. In the event of a refund is required on behalf of a student who received any form of federal student aid, under the institution's refund policy, a portion of the refund must be returned to the financial aid program(s) involved. Any refunds due will be distributed in the following order:

- Federal Direct or FFEL Unsubsidized Stafford Loan(s), up to amount disbursed
- Federal Direct or FFEL Subsidized Stafford Loan(s), up to amount disbursed
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required. Other Title IV Aid Programs
- Other federal, state, private or institution aid

****Please note that the United States Department of Education may impose changes to this distribution list at any time.***

The law specifies how to determine the amount of Title IV program assistance that the student has earned at the time that he/she withdraws or are dropped from school. The student will be obligated for any tuition, fees, textbooks or equipment not covered by Title IV funds. Any amount remaining after the applicable programs have been fully repaid is returned to the student. A 100% credit for the payment period affected will be given in the event of student death. The Department of Education establishes a formula which calculates the amount of Title IV program aid that the student has earned up to the date in which the student withdrew. If the student received less federal aid than the amount that student earned, the student may be able to receive those additional funds.

The amount of federal aid that the student has earned is determined on a prorated basis. For example, if the student completed 30% of the payment period, the student earned 30% of the aid that the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned 100% of the federal aid that is scheduled to be received for the period. The school will return the amount of Title IV funds for which it is responsible to return no later than 45 days after the date the school determines that the student withdrew. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal. The school will return any of the unearned federal aid by repaying funds based on actual clock hours, in order; up to the total net amount disbursed from Title IV. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned funds.

The requirements for Title IV program funds when the student withdraws are separate from Latin Beauty Academy, Inc.'s cancellation and refunds policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. A student who wishes to officially withdraw from school must notify the school in person or send a letter by certified mail. A student

who misses school for 14 consecutive days and does not notify the school will be considered unofficially withdrawn. To determine an unofficial withdrawal, the school monitors student daily attendance. The withdrawal date will be the last date the student actually attended class. The school's termination date for official and unofficial withdraws shall be no later than fourteen (14) days. In case a student does not return from an approved leave of absence (LOA) on the scheduled date, the withdrawal date will be the earliest date between the date the student notifies the institution that the student will not be returning, or the first date the student was to return from leave but did not. All accounts due are subject to the school's refund policies based on the withdrawal date.

R2T4 PROCESS

- A copy of the withdrawal form, complete with instructors' signatures and indicating the last date of attendance, is received by the Financial Aid office. The withdrawal date will be based on the last date of attendance in the class (es) in which the student was enrolled.
- The Financial Aid Office determines the amount of Title IV aid originally awarded and whether it is "disbursed" or "could have been disbursed."
- The Business Office provides the student's original tuition, fees, and bookstore charges.
- An R2T4 worksheet on the "FAA Access to CPS" site is completed using the above data. The calendar for the payment period will have previously been entered and saved.
- The Financial Aid office will post the recalculated amount of aid for which the student is eligible, as per the results of the R2T4 worksheet, to the student's account.
- A copy of the worksheet is maintained in the Financial Aid Office and electronically scanned and made part of the student's record after the end of the course.
- A second copy of the worksheet is forwarded to the Administration office for the purpose of checking the accuracy of data entry and for student billing purposes.

TUITION, FEES, BOOKS, UNIFORMS, SUPPLIES

Tuition and Fee Disclosure

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

The tuition and fee schedule for all programs at Latin Beauty Academy, Inc. is provided in an addendum to this catalog. Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to Latin Beauty Academy, Inc. must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment

PAYMENTS

The payments for programs may be made using the following methods:

1. Payment is made in full before classes begin;
2. Using Title IV and/or HEA Programs;
3. An initial payment of the application fee, plus a monthly or weekly payment plan based on the cost and duration of the program;
4. Payments may be made monthly and are due based on the date of the contract. For instance, if a student enrolls on the 15th day of the month, the monthly payments are due on the 15th day of each month thereafter, until paid in full; and,
5. A late penalty of \$10.00 will be charged to the account if payment is made more than 10 days after the payment is due.

Methods of Payment

Cash, Credit Card, Check, Money Order, Title IV and HEA Programs, Loans, Scholarship

Contracts are not sold to a third party at any time; however Latin Beauty Academy, Inc. will take any and all legal measures to collect bad debts. There will be no transportation costs or interest payments or service charges related to any of these programs without prior notice.

(Note: The total cost does not include licensing or any other regulating agency fees, books, and materials.)

TUITION SCHEDULE BY PROGRAMS

COSMETOLOGY	1200 CLOCK HOURS
APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 1,960.00
UNIFORM	\$ 80.00
BOOKS	\$ 940.00
TUITION	\$ 12,870.00
TOTAL	\$16,000.00
NAIL TECHNICIAN	240 CLOCK HOURS
APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 260.00
UNIFORM	\$ 80.00
BOOK	\$ 210.00
TUITION	\$ 1,100.00
TOTAL	\$ 1,800.00
FACIAL SPECIALIST	260 CLOCK HOURS
APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 600.00
UNIFORM	\$ 80.00
BOOK	\$ 270.00
TUITION	\$ 1,400.00
TOTAL	\$ 2,500.00
FULL SPECIALIST	600 CLOCK HOURS
APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 860.00
UNIFORM	\$ 80.00
BOOKS	\$ 480.00
TUITION	\$ 6,430.00
TOTAL	\$ 8,000.00
BARBER/STYLIST	1200 CLOCK HOURS
APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 900.00
UNIFORM	\$ 80.00
BOOK	\$ 200.00
TUITION	\$ 14,670.00
TOTAL	\$ 16,000.00

FINANCIAL AID LOAN REPAYMENT OBLIGATION

Obligation to repay loans is clearly disclosed with repayment information. Financial Aid students receive a current Student Guide, with all essential repayment information, as published by the U.S. Department of Education. Students are required to complete entrance counseling at the time of loan application and to review repayment of loan commitment through completion of an exit interview before their program completion date. In addition, students applying for Subsidized Stafford and Unsubsidized Stafford loans are required to complete entrance and exit counseling on <http://mapping-your-future.org/>. Further information may be found by calling the Federal Student Aid Information Center toll -free at 1-800-4-FED-AID (1-800-433-3243). Students may seek information and assistance from the institute's Financial Aid Office.

The payments for our academic programs may be made using the following methods:

1. Payment is made in full before classes begin,
2. An initial payment of the non-refundable application fee, plus a prorated monthly, bi-weekly, or weekly payment plan based on the cost and duration of the program and if the student does not qualify or she/he does not want to use financial aid.
3. Payments may be made weekly, bi-weekly, and monthly and are due based on the date of the contract. For instance, if a student enrolls on the 15th day of the month, the monthly payments are due on the 15th day of each month thereafter, until paid in full; and,
4. A late penalty of \$10.00 will be charged to the account if payment is made more than 10 days after the payment is due.
5. A monthly interest rate of 8.0% will be applied to all financed money from Latin Beauty Academic, Inc. to cover the cost for any academic program.

BAD DEBT PROCEDURES

Latin Beauty Academy, Inc. has created a Bad Debt procedure designed for uncollectible accounts, which applies to all accounts receivable. The Department of Finance has the primary responsibility for ensuring compliance with these procedures.

1. Once an account receivable has been created, it becomes subject to Latin Beauty Academy, Inc's Accounts Receivable Collection procedures.
2. The Department of Finance is responsible for maintaining all of the school's accounts receivable ledgers and managing the collection process for overdue accounts.
3. The Department of Finance will review outstanding receivables quarterly.

The Department of Finance will determine which accounts are considered uncollectible and write them off based on a six-month period. An account is determined to be uncollectible if it meets one or more of the following criteria:

1. Collection procedures have been followed and the account remains unpaid.
2. The debtor cannot be located, nor any of the debtor's assets.
3. The debtor has no assets and there is no expectation the person will have any in the future.
4. The debt is disputed and the school has insufficient documentation to pursue collection efforts.
5. The debt is discharged in bankruptcy.
6. The debtor has died and there is no known estate or guarantor.

It is determined that it is not cost effective to continue collection efforts if an account is uncollectible. Only the Department of Finance has the authority to make this determination, and to write-off the associated charges. For accounting and financial reporting purposes, write-offs of uncollectible receivables are to be made against the appropriate allowance or revenue accounts.

CAMPUS SECURITY POLICY: *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act: A federal statute codified at 20 U.S.C. § 1092(f).*

Latin Beauty Academy, Inc. provides to all employees and students the following information according with the *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, which is a federal statute required for schools participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

Our institution publishes and disseminates an annual campus security report as well as makes timely warnings of any criminal activities. Currently enrolled students and employees are to receive a school's annual campus security report. Administration, as required by The Clery Act, gives timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crimes data are collected reported and disseminated to the campus community and are also submitted to Federal Education Department. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Latin Beauty Academy, Inc. publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual Security report also includes statistics concerning the occurrence of specified types of crimes and campus and at certain off-campus locations.

The annual security report is published each year by December 1, and will contain statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. The copy of the most recent annual security report may be obtained from the Campus Director. In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours in the Campus Director's office. Latin Beauty Academy, Inc. will report to the campus community concerning the occurrence of any crime includable in the annual security or local police and that is considered to be a threat to students or employees.

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of

a program”. Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

VAWA Policy Statement

Latin Beauty Academy, Inc. is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women’s Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Institute.

Definitions

Domestic Violence: Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship

Sexual Assault: Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.

Stalking: Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another

person; in person, electronically, or by any other means.

Consent: Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, in the judgment of the Director of Education, constitutes a series and/or continuing threat, a campus wide “timely warning” will be issued. Notices will be posted in each common area.

REPORTING CRIME

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

1. School Official/Administrator (Instructor)
2. Director of Education

CONFIDENTIAL REPORTING PROCEDURE

If any student is a victim of a crime and unsure if he/she wants to pursue action within the institute system or the criminal justice system, the student may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for his/her security, while taking steps to ensure his/her future safety and the safety of others. With such information, the institute can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

CLERY ACT COMPLIANCE

Latin Beauty Academy, Inc. provides timely warnings of crimes that represent a threat to the safety of students or employees. The institution, as needed, uses an emergency notification system to notify in case of an emergency. When activated, this system will broadcast alerts and information through a variety of methods.

- E-mail to Faculty, Staff, and Students to their personal e-mail addresses
- SMS text messages to cell phones

FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

Policies and procedures concerning the privacy of the students’ records maintained by Latin Beauty Academy, Inc. and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students’ records are maintained by campus Registrar’s Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students’ records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution. The registrar maintains a log with the dates the records

were checked out and used by other departments. All authorized personnel have access to student records for official purposes.

A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate; it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

Latin Beauty Academy, Inc. strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93-380, Family Educational Right and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent.

RELEASE OF STUDENT INFORMATION

Students, parents or guardians of dependent minors have the right to gain access to his or her files by making an appointment with the School Administrator. The School will not release student's record to a third party without written consent of the students, parents or guardians of dependent minors. The school provides access to student and other school records to NACCAS.

DRUG/ALCOHOL POLICY

Below please find drug alcohol counseling, treatment and rehabilitation programs available to students and employees:

- Alcoholics Anonymous, <http://www.aa.org>
- Club Drugs, <http://www.clubdrugs.org>
- Mothers Against Drunk Driving, <http://www.madd.org>
- Narcotics Anonymous, <http://www.na.org>
- National Clearinghouse for Alcohol and Drug Information, <http://ncadi.samhsa.gov>
- National Council on Alcoholism and Drug Dependence,
<http://www.ncadd.org/links/index.html>
- National Institute on Drug Abuse, <http://www.nida.nih.gov>
- Partnership for a Drug Free America, <http://www.drugfree.org>

- The Higher Education Center for Alcohol and Other Drug Prevention <http://www.higheredcenter.org>
- Al-Anon - <http://www.southfloridaal-anon.org/index.html>
- College Recovery, a supportive network for students in recovery www.CollegeRecovery.org
- Center for Substance Abuse Prevention (CAPT) - The latest research-based knowledge of substance abuse prevention programs, practices, and policies.
- Center on Alcohol Marketing and Youth - Research on underage drinking.
- Community Anti-Drug Coalitions of America (CADCA) - Providing community coalitions with all of the tools they need to build safe, healthy and drug-free communities.
- Core Institute - A not-for-profit organization whose main purpose is to assist institutions of higher education in drug and alcohol prevention efforts.
- CSAP's Prevention Pathways - Prevention programs, program implementation, evaluation technical assistance, online courses, and a wealth of other prevention resources.
- Do It Now! Foundation - Realistic information on drugs, alcohol, sexuality, and other behavioral health topics.
- Florida Alcohol and Drug Abuse Association (FADAA) - A non-profit, membership organization advancing addiction treatment, prevention and research through public policy leadership, communications, professional development and quality member services.
- Florida Department of Business and Professional Regulation -
- Information regarding laws in your community, contact information. The Department of Alcoholic Beverages and Tobacco, and links to numerous resources.
- Florida Prevention System - Developing a system for utilizing and evaluating a science-based approach to prevention throughout the state of Florida.
- Harvard School of Public Health College Alcohol Study - Up-to-date research on alcohol and drug use from Harvard University.

SEXUAL HARASSMENT POLICY

Latin Beauty Academy, Inc. is committed to maintaining a work and learning environment free of illegal discrimination and harassment and will not tolerate harassment from its employees against the students, or from any of its instructors, supervisors, administrators, vendors, or anyone conducting business with the school.

Sexual harassment is not acceptable in any form, be it verbal, physical, or visual. Such behavior is illegal and forbidden. It affects work, interferes with the learning process, and creates a hostile environment. Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual harassment. Latin Beauty Academy, Inc. will not tolerate any form of sexual harassment based on gender, including against an employee, employee applicant, or student. Such discrimination violates state and federal laws and school policy.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of an unwelcome sexual advance, a request for sexual favors, and/or any other verbal, visual, or physical behavior of a sexual nature, when:

1. The behavior, whether implicit or explicit, is with the intent of enhancing labor or educational objectives;
2. The decision of submission or refusal is used as a basis for employment or education, affecting the student or employee;
3. The behavior irrationally affects and interferes with an employee or student's work and educational development, and it creates an intimidating, hostile, and offensive work or study environment.

ENFORCEABILITY OF THE POLICY

The prohibition of sexual harassment applies to everyone: instructors, students, administrators, managers, supervisors, full time, part time and temporary employees, clients, suppliers, and others conducting business with Latin Beauty Academy, Inc. Latin Beauty Academy, Inc. will not tolerate any kind of sexual harassment to or from anyone.

TO REPORT SEXUAL HARASSMENT

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If a teacher, an administrator, a supervisor, or a manager has committed sexual harassment, report it to the Director of the School also. If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, complete a complaint form and submit to Latin Beauty Academy, Inc. Complaints of sexual harassment will be taken seriously and investigated promptly.

STUDENT SERVICES

The Student Services Office is committed to enhancing the quality of Latin Beauty Academy, Inc.'s experience for every student. The responsibilities of this office include: counseling, academic assistance through tutoring services, career counseling, job referrals, computer lab services, library access, student email access, and student activities.

Orientation

The orientation program, held prior to the first day of class, is designed to facilitate transition to Latin Beauty Academy, Inc. and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the school, rules and regulations, study techniques, and academic standards.

Vaccinations Policy

Latin Beauty Academy, Inc. does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination.

<http://www.cdc.gov/vaccines/pubs/vis/default.htm>

Student Advising & Counseling

The Director of Education shall motivate the student and shall explain the different avenues available within the field of cosmetology, the grade of satisfaction reachable, and guide the student to the different opportunities that may be available after graduation, which include: Exhibition Stylist, Salon Coordinator, Sales Consultant, Color Specialist, Cosmetologist, Barber, Esthetician, Nail Technician, and manufacturer representative, among others. It is also the responsibility of the instructors to assist the student in all aspects of education within the program of study. Among some of the areas the instructor will assist the students are: how to find employment, administrative rules of the school, and making up missed work. The instructor shall always be available for any student questions or concerns about the school.

Educational counseling is available to all students during the admissions process and throughout the program. Matters of a personal nature or issues the school is not able to address will be referred to community organizations or agencies that can better meet the students' needs.

Academic Advising

A student must pass all quizzes and exams with a passing grade of 75% minimum. If a student fails the first quiz, the instructor will meet with the student to develop a remediation plan to improve the student's grade. If the student fails the second quiz or exam, the instructor will complete an Academic Advisement form. A plan of remediation will be included in the advisement.

Remedial Education

The remediation process is intended to help the student make up deficiencies in skills and/or knowledge. This process may be implemented any time a student's weakness is identified in class or at site experiences. Any student who fails to meet the program expectations and requirements is in jeopardy of not completing the allied health program. In the event of a referral by the instructor, an Action Plan for remediation will be developed by the Director of Education and make the determination of whether the student may remain in the program.

1. Referral forms will be completed by the referring instructor and will be submitted to the DOE. The referring instructor will notify the student of the referral; the student may contact the DOE for further instruction or information.
2. The DOE will meet and develop a personalized plan to address and remediate those areas identified as weaknesses exhibited by the student during at site and/or classroom activities. A formal plan will be developed and the student will be required to attend the second meeting (held approximately within a week of the initial meeting) to read, review, and sign the plan to demonstrate that he or she understands the plan and agrees to follow it.
3. A referral may delay the student's progression through the program. Plans are individualized for each student and may include, but will not be limited to, the following examples:

- a. Repeating coursework
 - b. Auditing classes in whole or in part
 - c. Repeating classroom and clinical courses where the weaknesses were identified in a subsequent course after the successful completion of the remediation plan.
4. Process for remediation is as follows:
- a. Description of weakness
 - b. Goals for improvement
 - c. Data for completion of remediation activities
 - d. Appropriate committee, as assigned to the student, signed approval

The student may be required to complete additional activities for remediation as recommended by the DOE.

Failure to follow and successfully complete the prescribed remediation plan developed for the referred student will result in the student's inability to continue in the program at Latin Beauty Academy, Inc. The following tools are utilized to identify student weaknesses:

- Examinations
- Course grades
- Clinical evaluations

Tutoring Services

Tutoring services are available by appointment with faculty or student tutors. If a student needs assistance in any course, he or she should notify the instructors and they will contact the Department of Education to schedule a session with a tutor. Regular class attendance is a prerequisite for tutoring.

Library

The library is available to all students during regular school library hours. The library has an open shelf arrangement that facilitates direct access to the collection and encourages browsing in the available fields of interest. The Director of Education offers students general reference assistance and provides specialized help with complex research questions.

CARRER SERVICES

It is the policy of Latin Beauty Academy, Inc. Career Services Department to assist students in finding a position upon graduation. Prior to, and after graduation, the Campus Director will advise the student in career development skills and assist the students in finding employment in their chosen career field. Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the students with employment opportunities, which is provided at no additional cost to the students. Students will be assisted with resume preparation, mock interviews, and job search techniques. There are many sources relating to best practices for interviewing, resume writing, and cover letters that are available upon request to the student services department. In addition, there are job search and company websites, as well as the electronic job board available on the school web page at <http://www.latinbeautyacademy.com/>.

Following graduation, the administrative staff including the Executive Director, are available to assist students to become employed in their new profession. All students must complete an exit interview before their graduation date.

Job Placement

It is the policy of Latin Beauty Academy, Inc. to assist students in the search for employment upon graduation. Although Latin Beauty Academy, Inc. offers assistance in job placement, it does not promise or guarantee employment; however, it will make a great effort to put the student in contact with various beauty salons, nail salons and spas. Furthermore, we will also help the students in creating leads, if they choose to find employment in another area. The school will provide all graduates with placement services at no extra charge.

Any information relating to market and job availability will be verified through statistical research. Our school makes no promises or implications of any specific market or job availability in numbers. Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills, education and experience as the students will have upon graduation. Records of initial employment of all graduates will be maintained in the school.

Limitations of Employability Due to Criminal History

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion. The Board of Cosmetology/Barber has a criminal reporting requirement. This information can be found at:

- www.myfloridalicense.com/dbpr/pro/cosmo/index.html
- www.myfloridalicense.com/dbpr/pro/barb/index.html
- The Board of Health also has a criminal reporting requirement; this information can be found at; www.doh.state.fl.us/

Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, student must be in good academic and financial standing.

Guest Lecturers

Latin Beauty Academy, Inc. believes that speakers from the business and professional world which graduates will be entering can enhance a students' education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

Financial Advisement

The Department of Finances will inform students about financial aid (Title IV), as well as all options regarding private funding or payment plans as needed or by preference of the student.

SCHOLARSHIP

Latin Beauty Academy, Inc. **Community Outreach Scholarship** is for prospective students with above average academic skills who have expressed a strong interest in becoming a professional in the beauty industry. This scholarship supports individuals who are passionate about improving their knowledge, and their ability to advance positive social change in their communities.

The Community Outreach Scholarship will be awarded to well-rounded students who excel academically and are actively involved in their school and community. These students are passionate and service-oriented, and demonstrate a sustained commitment to bettering their community.

Scholarship Information

Latin Beauty Academy, Inc. will provide annual scholarships for those who qualify. The Community Outreach Scholarship is committed to providing support for the students who have dreams of becoming a beauty industry professional. Applications are available in the admission office of Latin Beauty Academy, Inc.

The Scholarship Committee is made up of the following members:

- Administrative Member
- Director of Education
- Academic Member (faculty)
- Current Student
- Graduate Student
- Community Member

Applicant Qualifications

The qualifications necessary to apply for this scholarship are:

1. U.S. Citizen or Permanent Legal Resident age 18 or older,
2. A high school diploma or General Education Diploma (GED),
3. Provide a resume,
4. Provide 3 reference letters, with at least one from a former teacher or instructor,
5. Submit a 300-word essay explaining why the scholarship should be awarded to the applicant,
6. Participate in an interview with the Scholarship Committee,
7. Enroll in a schedule of study for a minimum of 20-clock hours per week for the duration of the applicant's chosen academic program,
8. Demonstrate a strong interest in graduating from Full-Specialist and Barber/Stylist programs.

Award Criteria

Scholarship recipients are selected based on the following factors:

- Demonstrate academic achievement.
- Demonstrate participation and leadership in community and school activities.
- Interest in pursuing a career in either the Full-Specialist and Barber/Stylist programs.
- Special consideration will be given to the applicants with high interest, theoretical, and hands-on skills, as identified by the Scholarship Committee,
- Final selection of recipients is made by the Scholarship Committee,
- Recipients of the Community Outreach Scholarship shall not commit any act that indicates dishonesty or moral turpitude or that otherwise could materially injure the community. If such an act is committed by an applicant, the scholarship award shall immediately be revoked. All applicants agree to accept the decision as final.

Award Amounts and Application

The Scholarship application period is open yearly basis, and offers 10 scholarships for each calendar year for the Full-Specialist and Barber/Stylist programs. Applicants who are selected will be responsible for all costs for registration, learning materials, such as textbooks, student kits, supplies, required equipment, and other allowable expenses. The scholarship will be applied to the student tuition and the scholarship amount is 20%.

Privacy Policy

All the information in the scholarship application is confidential and will not be shared with a third party. Latin Beauty Academy, Inc. recognizes the importance of data privacy, and is dedicated to protecting the students' privacy, handling any personal information with care and respect.

Recipient's Commitment

Any student approved for an award in the Community Outreach Scholarship must:

- Enroll at Latin Beauty Academy, Inc. as full-time student for either of the two programs: Barber/Stylist Program and Full Specialist Program;
- Maintain a GPA of 3.0 or higher for the duration of the program;
- Maintain attendance of 67% or higher for each SAP evaluation period;
- Complete a minimum of 40 volunteer hours as determined by Latin Beauty Academy, Inc. The student shall agree to support community and institutional projects created to improve the community.

The Community Outreach Scholarship is proudly funded by the President of Latin Beauty Academy, Inc. Dr. Ariel Espinosa.

POLICY FOR REGISTRATION/LICENSURE/EXAMINATIONS AND FEES

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Each student is informed of all information pertaining to requirements and fees for registration/licensure for each program offered at Latin Beauty Academy, Inc.

STUDENT GRIEVANCY POLICY AND PROCEDURE

Purpose and Aims

Student grievances involves concerns, problems or complaints that students raise with classmates, faculty, staff, and/or administration. According to school catalog, Latin Beauty Academy, Inc. provides to all students the right to know how their grievances will be resolved. Latin Beauty Academy, Inc. promotes through the school grievance procedures to fairness and consistency in the treatment of individual students, and reflect the relevant policy on equal opportunities and avoidance of discrimination.

If a student violates Latin Beauty Academy, Inc.'s Standards of Conduct in a classroom or clinical salon, the first level of discipline lies with the instructor. If a situation demands further action, the Director of Education is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Latin Beauty Academy, Inc. Standards of Conduct outside the classroom but on campus, the Director of Education is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

The procedures will be followed when dealing with a grievance or dispute in relation to an individual's student. It will not generally be applied to collective disputes which are dealt with under a separate procedure. Allegations of harassment will also be dealt with under a separate procedure.

The policy and procedures aim to ensure that:

- The procedures are known by all students;
- Any student can raise grievances and issues in respect of their program within the school;
- Grievances are dealt with promptly and in a fair and supportive manner; and as near as possible to the point of origin; and
- A fair appeal procedure is available.

Scope

The procedure applies to all student of the school. The procedure includes matters relating to:

- Discipline and Dismissal
- Harassment

The Procedure Excludes Matters Relating to:

- Matters over which the school has no control

The Nature of Grievance

Grievances can arise from a variety of sources and it is important for members of the institution to recognize that many potential problems and difficulties can and are better resolved informally and as quickly as possible. Formal procedures are intended to be used for problems which are serious in themselves, or serious because they remain unresolved after informal steps have failed to achieve a satisfactory outcome.

Responsibilities

School Administration

The school administration will make and maintain a Grievance Policy and Procedures. The school administration has delegated to the faculty and staff the responsibility for dealing with student grievances. The school administration delegates responsibilities for dealing with grievances to appropriate Directors of Departments at the informal stage.

President/CEO

The President/CEO has the responsibility for managing the procedures and for resolving grievances as far as is reasonably practicable. The President/CEO must ensure that the procedures are known to all students.

The President/CEO delegates power to require appropriate line managers: Director of Education and Instructors to resolve grievances and disputes in the first instance- the instructor- and to pass the matter to the Director of Education if it has proved impossible to resolve satisfactorily.

Director of Education (DOE)

When the grievance has been formally raised with the Director of Education, he/she acts as a mediator investigating the fact of the conflict. It will be made clear to the student that the responsibility for the decision lies with the School Grievance Committee. The Director of Education must aim to resolve any formal grievances referred to him/her as promptly and as sensitively as possible. The Director of Education must advise the student, in writing, that he/she may be accompanied by a trade union representative at the grievance meeting. The Director of Education ensures that any decision regarding the grievance is communicated to the student.

Director of Education will carry out a thorough investigation, after which he/she will make findings and recommendations. He/she does not have the authority to make decisions. During the course of the investigation, the Director of Education may be supported by faculty and/or staff.

Faculty and Staff

Faculty and Staff have the responsibility for ensuring that any informal grievance brought to their attention is considered promptly and a resolution sought. They are expected to apply the procedures and conduct any investigation in a sensitive and considerate manner. Faculty and Staff

is expected to inform to the Director of Education that a grievance has been raised and is being dealt with informally. If it proves impossible to resolve a grievance satisfactorily, faculty and staff can refer the matter to the Director of Education with the consent of the complainant.

The Student

Students must first discuss a grievance on the relevant subject with their instructors, as soon as possible. The student might have the duty to use every endeavour to resolve the dispute satisfactorily as the school administration expects that students will also set out with the intention of settling the dispute as with respect and following the school rules.

Right of Appeal

If a complaint is not handled in a satisfactory manner, the student has the right to request the complaint to be referred to the School Grievance Committee consisting of the School President, a staff member, and an independent third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation was not warranted or based on fact.

If a complaint is not handled in a satisfactory manner, the student has the right to contact the *Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.*

Equal Opportunities

In all the procedures, all parties have equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, nor age.

Monitoring and Review

The School Administration will review the policy every two years and after any formal disciplinary action has been taken.

Confidentiality

In order to preserve the rules of the natural justice for all parties, the Director of Education and President/CEO must ensure that matters relating to any disputes are not discussed outside the meetings called expressly to consider the matters or discussed with students, faculty, and/or staff who are not involved in the situation.

GRIEVANCE PROCEDURE FLOWCHART

Action/Timescale

First Stage

Student → Instructor / Staff

Discuss happened situation as soon as possible of the event.

Student → Instructor/ Staff

Oral response immediately and advisement.

*(Most complaints can be resolved in an informal manner:
If Still Aggrieved)*

Second Stage

Student ↔ Director of Education

Take up within 15 working days a decision can be made.
May involve trade union.

(If Still Aggrieved)

Third Stage

Director of Education → President/CEO

Inform the event and request a meet with the School **Grievance Committee:** School President, a staff member, and an independent third party, as soon as possible.

Student ← Director of Education

Consult Personnel and inform in writing on "Grievance Procedure" and he/she is informed that the School Grievance Committee will be met within 21 working days.

Student ← Director of Education

By writing inform and confirm decision School Grievance Committee in the next 15 working days.

(If Still Aggrieved)

Four Stage

Student → Commission for Independent Education (CIE) Florida

Contact by phone and/or in writing, quoting reasons if the complaint is not handled in a satisfactory manner.

Appeal Procedure Satisfactory Academic Progress (SAP) Determination

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) 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 on the designated form 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 him or her 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.

The Criteria for Appeal are as Follows:

- Specify the mitigating circumstances that will be evaluated. The student must provide the information that will state what has changed in his or her status that will allow meeting SAP;
- Include specific procedures to be followed after an adverse determination for the evaluation of a student's mitigating circumstances when presented on appeal;
- Detail the student's responsibilities during the probationary period due to mitigating circumstances;
- Include specific procedures to re-establish eligibility;
- Include the student's responsibilities during the probationary period; and,
- Include specific procedures and minimum requirements for reinstatement of financial aid after a student's financial aid has been terminated for lack of satisfactory academic progress.

DISCLOSURES

Latin Beauty Academy, Inc. is licensed by the Commission for Independent Education, Florida Department of Education (CIE), accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), and approved by U.S. Department of Education. Additional information regarding this institution may be obtained by contacting to:

COMISIÓN PARA EDUCACIÓN INDEPENDIENTE (CIE)

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Teléfono: 888.224.6684

COMISIÓN NACIONAL DE ACREDITACIÓN PARA LAS CARRERAS DE ARTES Y CIENCIAS (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

Teléfono: 703.600.7600

DEPARTAMENTO DE EDUCACIÓN DE LOS ESTADOS UNIDOS (U.S.D.O.E)

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202

Teléfono: 800.872.5327

This catalog must be made available to applicants at least one week before enrolling.

The transfer of credits from Latin Beauty Academy, Inc. to another similar Institution is solely at the discretion of the other institution. Latin Beauty Academy, Inc. makes no guarantee that the credits will be accepted by another institution. It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

Our school does not discriminate on the basis of sex, race, age, color, ethnic origin, religion or physical capabilities; however, students should take into consideration that some of the programs we offer, such as Cosmetology, demand certain physical capabilities, like being able to stand on their feet for long periods of time.

As of October 1, 2009, Section 455.227(1)(t), Florida Statutes requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead *nolo contendere* or guilty to a crime in any jurisdiction. The statute also requires the reporting of any convictions that occurred prior to October 1, 2009. A licensee who fails to report that information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail it to the department.

LATIN BEAUTY ACADEMY, INC CATALOG VOL.12 JANUARY 2018

CIE License #: 3728

NACCAS Ref.#: 019139-00

USDOE OPEID #: 042420-00

COSMETOLOGY PROGRAM

Latin Beauty Academy, Inc.

COSMETOLOGY PROGRAM OUTLINE

1200 Clock Hours

OBJECTIVE

The primary objective of the cosmetology program and curriculum is to prepare students for the State licensing examination to become a Licensed Cosmetologist, and to provide the appropriate training and hands-on practice necessary for the students to become competent professionals. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered to take the state exam to become a licensed cosmetologist.

Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination.

DESCRIPTION

This program has been created to provide a formation in Cosmetology that complies with the requirements established by the governmental organizations. It is designed to train the students in the skills required by cosmetologists at the beginning level, which includes: professional development, ecology, anatomy, physiology, electricity, chemistry, and the salon business. All services for the hair, such as theory and hair care, design decisions, cuts, procedures, styles, wigs, extensions, chemical textures, and hair color are taught. Manicure and pedicure services are also included, as well as the study of the skin, theory, care, hair removal, and make-up.

PROGRAM FORMAT

Lecture, demonstration, and supervised student workshops are the methods of instruction. Daily theory class, practical demonstration, and practical work performed by students under strict instructor supervision are included according to program curriculum.

TEACHING AND LEARNING METHODS

The clock hour's education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The instructor will use lecture method to discuss theory contents, which will be supported by class discussions and learning resources. The students will visualize the contents using diagrams, charts, and graphs illustrated through the white board. In addition, PowerPoint, film illustrations, video tapes, DVDs, and/or other media also will be used to enhance the learning process.

The instructor will use technology and the instructional resources method. The use of visual aids will help to motivate the students in the learning process. Through class discussion methods, the instructor will review the course lessons. The instructor will create and distribute pertinent handout materials, where the students will have a summary of the class. The instructor and students will review and summarize

information outlined in class. Instructor will answer student questions and provide clarification as needed. Instructor will set up the classroom with small groups, at which the students will apply the task-oriented methods. Assigned homework and reading material for the next class will enhance the student's education. Instructors may assign students to construct exhibits and displays to assist them in developing the ability to apply practical experiences of the class material.

GRADING PROCEDURES AND DIPLOMAS AWARDED

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 comprehensive practical skills evaluations will be conducted during the course of study. 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 and are evaluated and recorded to comply with Florida's minimum task requirement and pass a final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale. A progress sheet is used daily to record service tasks.

Method	Percentage
Classroom Participation	20%
Attendance	20%
Final Exam	40%
Homework Project/Presentation	20%
Total	100%

GRADING SCALE:

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

After successfully completing our programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

PROGRAM HOURS AND FEES

COSMETOLOGY

1200 HOURS

APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 1960.00
UNIFORM	\$ 80.00
BOOKS	\$ 940.00
TUITION	\$12,870.00
TOTAL	\$16,000.00

METHODS OF PAYMENT

- Cash
- Credit Card
- Check
- Money Order
- Title IV and HEA Programs

CURRICULUM	COURSE NO.	HOURS	SERVICES
Professional Ethics	GN01	50	0
Sanitation / Disinfection	GN02	35	0
Implement Description	CL01	10	0
Florida Laws	GN03	10	0
AIDS / HIV	GN04	5	0
Hair Shaping	CL02	200	75
Scalp Treatment	CL03	10	45
Shampoos & Rinses	CL04	10	50
Hair Pieces	CL11	30	15
Hair Styling	CL05	100	300
Hair Coloring & Bleaching	CL06	150	65
Hair Structure & Chemistry	CL07	30	0
Hair Relaxing / Waving	CL08	120	65
Facials	CL09	210	100
Manicure/Pedicure	CL10	180	115
Board Review	BR01	50	0
TOTAL HOURS & SERVICES		1200	830

NOTE: A RE-ENTRY FEE OF \$ 60 MAY BE CHARGED IF APPLICABLE.

REQUIREMENTS FOR THE COSMETOLOGY PROGRAM

Students are expected to attend classes and successfully complete all assignments and tests as stated in the curriculum. Students must have a proof of a high school diploma.

Attendance

A daily log is maintained where students sign in and out in the morning and afternoon/night. The school expects regular attendance by all students.

Definition of Clock Hours

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Tests and Quizzes

At the end of each course an exam comprised of practice and theory will be given to each student to provide them the opportunity to show that they have assimilated the information covered in the course, and that they fulfilled the professional requirements established in the cosmetology field. In addition, there will be academic and attendance evaluations given at the completion of 450, 900, and 1200 clock hours respectively.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Textbooks

- Milady Standard Cosmetology, 2012 English Edition ISBN-13: 9781439059296

COSMETOLOGY PROGRAM CURRICULUM DESCRIPTION

PROFESSIONAL ETHICS (GN01)

There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. Proper professional conduct will promote your success.

IMPLEMENT DESCRIPTION (CL01)

The students will receive a detailed description from the instructor of the functions and objectives of each instrument such as: razors, perm rods, setting rollers, scissors, thinning shears, electric clippers, and other implements.

SANITATION / DISINFECTION (GN02)

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be very important, as they will affect the health and well-being of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the course entitled bacteriology, which is the science that deals with microorganisms.

HAIR SHAPING (CL02)

Hair design decisions are based on the consideration of the facial proportions, consultations with the client, and the students' understanding of style compositions. Hair styling design follows the same basic artistic concepts as any other form or art, only it is applied to hair. The three principal elements are form, texture, and color. In creating and completing a design, none of these elements should be ignored.

SCALP TREATMENTS (CL03)

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff, etc. The students will be taught the application of the different products and manipulations.

SHAMPOOS AND RINSES (CL04)

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration, the infectious diseases, manipulations, rules and regulations, water's chemical composition, shampoos, and the procedures to follow with different types of chemicals. This is a valuable professional service for the client.

HAIR STYLING (CL05)

The students will comprehend the individual needs of each client based on the client's age, personality, and lifestyle, and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A particular hairstyle for a certain individual may become the person's most descriptive characteristic, marking the personality and proclaiming the individual's identity. This course will cover three important parts of hair styling: the styling of wet hair, the styling of short hair, and the styling of long hair. These techniques include symmetry and proportion, and the use of handheld hair dryers, brushes, curling irons, finger styling, rollers, braids, and more.

HAIR PIECES (CL11)

The students will be able to discuss reasons why men purchase hair pieces, identify the types of hair used in the manufacture of hair pieces, demonstrate correct cleaning methods for hair pieces, discuss alternative hair replacement methods and other aspects of hair pieces for men.

HAIR COLORING & BLEACHING (CL06)

The students at the end of this course will be capable of defining color and its laws, as well as be able to identify the natural level, tones, and intensity of the hair. Additional considerations will be given to texture, diameter, and porosity of the hair due to the fact that these will influence the absorption of the color and the timing of the procedure. The students will also be trained in the technique of hair coloring and the categories of different products. They will also become familiar with other techniques associated with hair coloring, such as highlights, consultation with the client, promotions and sale of services, discoloration terminology, and problem of discoloration of the hair and its solutions. Once these techniques are learned, they will enhance the student's ability to locate employment as a highly qualified stylist.

HAIR STRUCTURE & CHEMISTRY (CL07)

The student will learn chemical principles in detail and the chemical composition of the hair, water measuring, the pH balance in substances, the chemicals in cosmetics and their classifications, the main ingredients contained in hair relaxing products, hair dyes, and perms. This information will prove very useful in the marketing of services and the client's safety.

HAIR RELAXING / WAVING (CL08)

The objective in this course is for the students to explain and demonstrate the theory and the fundamental procedures associated with a chemical permanent and the creation of a curl. This course is where the chemical aspects are translated into the student's ability to create a permanent, or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of 'perms', the chemical contents of each, and the methods of application, as well as different methods of hair curling, positions and patterns, rinses, the different categories of curls, and their advantages and the general elements necessary for a successful process.

FACIALS (CL09)

In this course, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application, and hair removal.

MANICURE / PEDICURE (CL10)

In this course, the students will learn the theory of nails and be able to describe the structure, growth, diseases and conditions associated with the nail. In addition, this course explains and demonstrates learned services for the care of artificial nails, such as prevention of infections. The students will also learn pedicure and massage techniques. These tests are for the students to demonstrate that they have reached the level of education required to solve problems with nails.

FLORIDA LAWS (GN03)

The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. Also, they will learn the differences between cosmetologists and specialists, the requirements for license renovation, the penalties for different infractions, the security and health requirements of a beauty salon and, in general, all the laws and rules established by the cosmetology society in the State of Florida.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school provides a four hour class in which the instructor discusses the course using the handbook provided by Informed. This is an institution accredited by the State of Florida to certify the students for this course.

BOARD REVIEW (BR01)

This course with 50 clock hours is designed to offer the most comprehensive review of cosmetology contents and its most distinguished clinical or services in each field. Theoretical and practical updates, case discussions and board preparation sessions enhance the students' knowledge so they will be confidently incorporate the latest guidelines and recommendations into cosmetology field. In addition to preparing for board certification.

NAIL TECHNICIAN

Latin Beauty Academy, Inc.

NAIL TECHNICIAN

240 Clock Hours

OBJECTIVES

The objective of this program and curriculum is to provide complete training in the field of nail technology in order to become certified by the State of Florida. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as Nail Technicians. Registered Nail Technician opportunities include Nail Salon Technician, and Nail Salon Manager, among others.

DESCRIPTION

The students must complete the study program comprised of 240 hours. This program gives the student insight into the knowledge of nail technology. The student will develop skills in manicuring and pedicuring and learn all aspects of artificial nail work. In conjunction with the different technical courses, the students will be trained in communication, human relations, and the prevention of infections, first aid, and the business aspect of the cosmetology industry. Upon successful completion of the program hours, clinical services, and final exam, the student will receive a diploma as completion and will be registered with the State for licensing.

PROGRAM FORMAT

Lecture, demonstrations, and supervised student workshops are the methods of instruction. Daily theory class, practical demonstrations, and practical work performed by students under strict instructor supervision are according to the program curriculum.

TEACHING AND LEARNING METHODS

The clock hours for education are provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstrations, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The instructor will use lecture method to discuss theory contents, which will be supported with class discussion and learning resources. The students will visualize the contents using diagrams, charts, and graphs illustrated on the white board. In addition, PowerPoint, film illustrations, video tapes, DVDs, and/or other media also will be used to enhance the learning process.

The instructor will use technology and instructional resources methods. The use of visual aids will help to motivate the students in the learning process. Through class discussions, the instructor will review the course content. The instructor will create and distribute pertinent handout materials which will provide the students with a summary of the class. The instructor and students will review and summarize information outlined in class. The instructor will answer student questions and provide clarification as needed.

The instructor will set up the classroom with small groups, whereby the students will apply the task oriented methods. Assigned homework and reading material for the next class will allow the students to be prepared to learn the new material.

Instructors may assign students to construct exhibits and displays to assist them in developing the ability to apply practical experiences of the class material.

GRADING PROCEDURES AND DIPLOMAS AWARDED

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 comprehensive practical skills evaluations will be conducted during the course of study. 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 and are evaluated and recorded to comply with Florida's minimum task requirement 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. A progress sheet is used daily to record service tasks.

Method	Percentage
Attendance	20%
Final Examination	40%
Homework Project/Presentation	20%
Classroom Participation	20%
Total	100%

GRADING SCALE:

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

After successfully completing the programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

PROGRAM HOURS AND FEES

NAIL TECHNICIAN

240 HOURS

APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 260.00
UNIFORM	\$ 80.00
BOOKS (English/Spanish)	\$ 210.00
TUITION	\$ 1,100.00
TOTAL	\$ 1,800.00

METHODS OF PAYMENT

- Cash
- Credit Card
- Check
- Money Order

CURRICULUM	COURSE #	HOURS	SERVICES
Professional Ethics	GN01	50	0
Sanitation / Disinfection	GN02	35	0
Florida Law	GN03	10	0
AIDS / HIV	GN04	5	0
Nail Theory	NT01	40	0
Manicure	NT02	15	30
Pedicure	NT03	15	20
Gel Lamps	NT04	10	10
Acrylic Nails	NT05	40	30
Nail Wraps	NT06	10	10
Polish & Nail Art	NT07	5	10
Artificial Nail Removal	NT08	5	5
TOTAL HOURS & SERVICES		240	115

NOTE: RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

REQUIREMENT FOR THE NAIL TECHNICIAN PROGRAM

Students are expected to attend classes and successfully complete all assignments and tests as stated in the curriculum. Students must have a proof of a high school diploma.

Attendance

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

Definition of Clock Hours

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Test and Quizzes

At the end of each course an exam comprised of practice and theory will be given to each student to give them the opportunity to show that they have assimilated the information covered in the course and that they fulfill the professional requirements established in the cosmetology field. In addition to that, there will be examinations given at the completion of 120 and 240 clock hours respectively.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Textbooks

Milady Standard Nail Technology. 7th English Edition (Textbook) 2015 ISBN-13: 9781285080475

NAIL TECHNICIAN PROGRAM DESCRIPTION

PROFESSIONAL ETHICS (GN01)

Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. Proper professional ethics will promote your success.

SANITATION / DISINFECTION (GN02)

The students will learn how to use chemical agents and ultraviolet rays to sanitize implements and equipment in the salon, to promote and protect good health in the community and maintain proper personal and public hygiene procedures as well as proper disinfection of tools surfaces.

NAIL THEORY (NT01)

The student will learn safety and health preservation nail anatomy, bacteria, virus, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

GEL LAMP (NT04)

The students will be trained in the use of different types of gel lamps, how to apply on natural or artificial nails, proper use of supplies and implements, the application of a tip with adhesive, proper procedures on problem nails, the repair and maintenance of these services.

ACRYLIC NAILS (NT05)

The objective is to instruct students in the proper procedures to lengthen shape, color and design artificial nails; they will be trained in the application of acrylic on natural or artificial nails. Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services. Students will be trained in the proper use of supplies and implements, the various products and their safe use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails, and the repair and maintenance of this service.

NAIL WRAPS (NT06)

The student will learn the application of fiberglass over the natural nail or over an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of this service.

POLISH & NAIL ART (NT07)

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images, and to use different accessories for nail art, and the correct polishing procedures.

ARTIFICIAL NAIL REMOVAL (NT08)

The students will learn the correct procedures and techniques to remove artificial nails.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, and the laws that govern a Nail Technician's activities. Also, they will learn the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and, in general, all the laws and rules established by the State of Florida that govern nail technicians.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school provides a four-hour class in which the instructor discusses the course using the handbook provided by Informed. This is an Institution approved by the State of Florida to certify the students for this course.

FACIAL SPECIALIST PROGRAM

Latin Beauty Academy, Inc.

FACIAL SPECIALIST

260 Clock Hours

OBJECTIVE

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license entitled “Facial Specialist”. The objective of this program is to provide training for individuals interested in employment as a facial specialist or esthetician. They may choose to be a manager, skin consultant, or technician. They may also choose to own a skin salon or spa. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as an Facial Specialist.

DESCRIPTION

In this program the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal. Upon successful completion of the program hours, clinical service and final exam, the student will receive a diploma of completion and will be registered with the State for licensing.

PROGRAM FORMAT

Lectures, demonstrations, and supervised student workshops are the methods of instruction. In addition, instruction consists of daily theory classes, practical demonstrations, and practical work performed by students under strict instructor supervision according to program curriculum.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstrations, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The instructor will use the lecture method to discuss theory content, which will be supported in class discussion and learning resources. The students will visualize the contents using diagrams, charts, and graphs illustrated on the white board. In addition, PowerPoints, film illustrations, video tapes, DVDs, and/or other media will be used to enhance the learning process.

The instructor will use technology and instructional resources methods. The use of visual aids will help to motivate the students in the learning process. Through the class discussion method, the instructor will review the course contents. The instructor will create and distribute pertinent handout materials providing the students with a summary of the course material. The instructor and students will review and summarize information outlined in class. The instructor will answer student questions and provide clarification as needed.

The instructor will set up the classroom with small groups in which the students will apply the task- oriented methods. Assigned homework and reading material for

Instructor using construction of exhibits and displays by student's methods; he/she will assist each student in developing the ability to perform practical experiences of the class material.

GRADING PROCEDURES AND DIPLOMAS AWARDED

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 comprehensive practical skills evaluations will be conducted during the course of study. 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 and are evaluated and recorded to comply with Florida's minimum task requirement and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale. A progress sheet is used daily to record service tasks.

Method	Percentage
Attendance	20%
Final Examination	40%
Homework Project/Presentation	20%
Classroom Participation	20%
Total	100%

GRADING SCALE:

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

After successfully completing our programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

PROGRAM HOURS AND FEES

FACIAL SPECIALIST

260 CLOCK HOURS

APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 600.00
UNIFORM	\$ 80.00
BOOKS (English/Spanish)	\$ 270.00
TUITION	\$ 1,400.00
TOTAL	\$ 2500.00

METHODS OF PAYMENT

- Cash
- Credit Card
- Check
- Money Order

CURRICULUM	COURSE NO.	HOURS	SERVICES
Professional Ethics	GN01	50	0
Sanitation / Disinfection	GN02	35	0
Florida Laws	GN03	10	0
AIDS / HIV	GN04	5	0
Skin Theory	FS01	25	0
Facials	FS02	75	40
Product's Knowledge	FS03	5	0
Light Therapy	FS04	10	10
Hair Removal / Waxing / Tweezing	FS05	20	20
Make Up Application	FS06	20	20
Consultation & Preparation	FS07	5	0
TOTAL HOURS & SERVICES		260	90

NOTE: A RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

REQUIREMENTS FOR THE FACIAL SPECIALIST PROGRAM

Students are expected to attend classes and successfully complete all assignments and tests as stated in the curriculum. Students must have a proof of a high school diploma.

Attendance

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

Definition of Clock Hours

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Test and Quizzes

At the end of each course an exam comprised of practice and theory will be given to each student to give them the opportunity to show that they have assimilated the information covered in the course and that they fulfill the professional requirements established in the cosmetology field. In addition to that, there will be examinations given at the completion of 130 and 260 clock hours respectively.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Textbooks

Milady's Standard Fundamentals for Estheticians. 11th English Edition, (Textbook) 2013. ISBN-13: 9781111306892

FACIAL SPECIALIST PROGRAM DESCRIPTION

PROFESSIONAL ETHICS (GN01)

Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. Proper professional ethics will promote your success.

SANITATION / DISINFECTION (GN02)

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulation to sanitize implements and equipment in the salon.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, the laws that govern a Facial Specialist's activities. Also, they will learn the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

The students will be required to complete the AIDS/HIV four (4) hour program and pass an examination before graduating. The school provides a four-hour class in which the instructor discusses the course using the handbook provided by Informed. This is an Institution approved by the State of Florida to certify the students for this course.

SKIN THEORY (FS01)

The student will learn to identify the composition of the skin, the different types of skin and its functions, as well as, diseases of the skin and treatment rendered to treat such diseases and care for the skin.

FACIALS (FS02)

The student will be trained in the different type of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reaction of light therapy, and the use the proper methods to guarantee the health and well-being of the clients.

PRODUCT KNOWLEDGE (FS03)

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspension, solution, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

LIGHT THERAPY (FS04)

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays or light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (FS05)

The students will become familiar with the preferences for different methods and the client' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (FS06)

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

CONSULTATION & PREPARATION (FS07)

In this course the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out the consultation information sheet, asking questions, analyzing, evaluating and completing a service.

FULL SPECIALIST PROGRAM

Latin Beauty Academy, Inc.

FULL SPECIALIST

600 Clock Hours

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of Facial Specialist and Nail Technician for students interested in employment in fine salon or spas. The students will be prepared for the final examination in order to be registered as a licensed Full Specialist. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course.

DESCRIPTION

This program combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. Upon successful completion of the program hours, clinic services and final exam, the students will receive a certificate of completion and will be registered with the State for licensing.

PROGRAM FORMAT

Lecture demo and supervised student workshop are the methods of instruction. Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculum.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The instructor will use the lecture method to discuss theory contents, which will be supported in class discussions and learning resources. The students will visualize the contents using diagrams, charts, and graphs illustrated on the white board. In addition, PowerPoint, film illustrations, video tapes, DVDs, and/or other media will be used to enhance the learning process.

The instructor will use technology and instructional resources method. The use of visual aids will help to motivate the students in the learning process. Through class discussions, the instructor will review the course contents. The instructor will create and distribute pertinent handout materials providing the students a summary of the material. The instructor and students will review and summarize information outlined in class. The instructor will answer student questions and provide clarification as needed. The instructor will set up the classroom with small groups where the students will apply the task oriented methods. Assigned homework and reading material for the next class will allow the students to be prepared to learn the new material. Instructors may assign students to construct exhibits and displays to assist them in developing the ability to apply practical experiences of the class material.

GRADING PROCEDURES AND DIPLOMAS AWARDED

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 comprehensive practical skills evaluations will be conducted during the course of study. 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 and are evaluated and recorded to comply with Florida's minimum task requirement and pass finals written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale. A progress sheet is used daily to record service tasks.

Method	Percentage
Attendance	20%
Final Examination	40%
Homework Project/Presentation	20%
Classroom Participation	20%
Total	100%

GRADING SCALE:

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

After successfully completing our programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

PROGRAM HOURS AND FEES

FULL SPECIALIST

600 CLOCK HOURS

APPLICATION FEE	\$ 150.00
EQUIPMENT	\$ 860.00
UNIFORM	\$ 80.00
BOOKS (English/Spanish)	\$ 480.00
TUITION	\$ 6,430.00
TOTAL	\$ 8,000.00

METHODS OF PAYMENT

- Cash
- Credit Card
- Check
- Money Order
- Title IV and/or HEA Programs

CURRICULUM	COURSE NO.	HOURS	SERVICES
Professional Ethics	GN01	50	0
Sanitation / Disinfection	GN02	35	0
Florida Laws	GN03	10	0
AIDS / HIV	GN04	5	0
Skin Theory	FS01	25	0
Facials	FS02	75	50
Product's Knowledge	FS03	5	0
Light Therapy	FS04	10	10
Hair Removal / Waxing / Tweezing	FS05	20	20
Make Up Application	FS06	20	20
Consultation & Preparation	FS07	5	0
Nail Theory	NT01	40	0
Manicure	NT02	15	30
Pedicure	NT03	15	30
Gel Lamps	NT04	10	10
Acrylic Nails	NT05	40	40
Nail Wraps	NT06	10	10
Polish & Nail Art	NT07	5	10
Artificial Nail Removal	NT08	5	5
Nail Fills	NT09	40	10
Practical Skills	GN05	160	45
TOTAL HOURS & SERVICES		600	300

NOTE: A RE-ENTRY FEE \$ 60 MAY BE CHARGED IF APPLICABLE.

REQUIREMENTS FOR THE FULL SPECIALIST PROGRAM

Students are expected to attend classes and successfully complete all assignments and tests as stated in the curriculum. Students must have a proof of a high school diploma.

Attendance

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

Definition of Clock Hours

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Test and Quizzes

At the end of each course, an exam comprised of practice and theory will be given to each student to provide them the opportunity to demonstrate they have assimilated the information covered in the course and they fulfill the professional requirements established in the cosmetology field. In addition, there will be examinations given at the completion of 300 and 600 clock hours respectively.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Textbooks

- Milady's Standard Fundamentals for Estheticians. 11th English Edition, (Textbook) 2013. ISBN-13: 9781111306892
- Milady Standard Nail Technology. 7th English Edition (Textbook) 2015 ISBN-13: 9781285080475

FULL SPECIALIST PROGRAM DESCRIPTION

PROFESSIONAL ETHICS (GN01)

Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. Proper professional ethics will promote your success.

SANITATION / DISINFECTION (GN02)

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulation to sanitize implements and equipment in the salon.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function and requirements necessary to run a successful business, the law's that govern a Full Specialist's activities. Also, they will learn the requirements for license renovation, the penalties for different infraction, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school provides a four-hour class in which the instructor discusses the course using the handbook provided by Informed. This is an Institution approved by the State of Florida to certify the students for this course.

SKIN THEORY (FS01)

The students will learn to identify the composition of the skin, the different types of skin and its functions, as well as diseases of the skin and the treatment rendered to treat such diseases and care for then skin.

FACIALS (FS02)

The students will be trained in the different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reactions of light therapy, and the use of proper methods to guarantee the health and well bring of the clients.

PRODUCTS KNOWLEDGE (FS03)

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspensions, solutions, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

LIGHT THERAPY (FS04)

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays of light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (FS05)

The students will become familiar with the preferences for different methods and the client' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (FS06)

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

CONSULTATION & PREPARATION (FS07)

In this course the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out a consultation information sheet, asking questions, analyzing and evaluating and completing a service.

NAIL THEORY (NT01)

The students will learn safety and health preservation nail anatomy, bacteria, viruses, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

GEL LAMP (NT04)

The students will be trained in the use of different types of gel lamps, how to apply on natural or artificial nails, proper use of supplies and implements, the application of a tip with an adhesive, proper procedures on problem nails, the repair and maintenance of these services.

ACRYLIC NAILS (NT05)

The objective is to instruct students in the proper procedures to lengthen shape, color and design artificial nails. They will be trained in the application of acrylic on natural and artificial nails.

NAIL WRAPS (NT06)

The students will learn the application of fiberglass over a natural or an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of these services.

POLISH & NAIL ART (NT07)

The students will learn correct polishing procedures to express their creativity in different ways, from simple patterns to detailed images and to use different accessories for nail art. The objective is to train students in the proper use of supplies and implements, the various products and their safe use, the application of the tip with an adhesive and the repair and maintenance of this service. Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of nail forms, the procedure for the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service.

ARTIFICIAL NAIL REMOVAL (NT08)

The students will learn the correct procedures and techniques to remove artificial nails. They will learn the proper removal of artificial nail using products, which involves soaking with a removal product. The student will recognize that the nails after they have been protected from the environment by artificial coverings are soft and flexible upon removal. The student will understand that they cannot alter the nails' structures, mostly the matrix.

NAIL FILLS NT09

This course covers the different bits and techniques for refill on gel nails using drill. The students will learn the difference between bits and why and when to use each bits. In addition, they will learn how to properly re-balance the nail to return grown out nail to correct structure. Also, learn correct filing techniques to perfect their enhancement.

PRACTICAL SKILLS GN05

This course will allow to the students to increase hands-on training and skills with specialized equipment providing real-world experience. In addition, in this course the student will know advanced techniques for basic nail care as well as artificial nail products and the chemistry of nails. Also, they will apply a complete manicure and pedicure treatment and the techniques of nail enhancements and design.

BARBER/STYLIST PROGRAM

Latin Beauty Academy, Inc.

BARBER/STYLIST PROGRAM OUTLINE

1200 Clock Hours

OBJECTIVE

The objective of this program and curriculum is to prepare the student for State Licensing Examination to become a Licensed Barber/Stylist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered to take the state exam to become a licensed Barber/Stylist. Note: Graduates will not be able to practice their career until they have passed the State licensing examination.

DESCRIPTION

This program is designed for extensive training in Styling and Barbering. Students will learn techniques through intensive study and hands on practice. A student that enrolls in our school is guaranteed the provision of the books and equipment needed to develop his specialty as well as personnel technically qualified to provide quality teaching. This program has been created to provide a foundation in Barbering/Styling that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by barbers/stylists in their beginning level, which includes professional development, hair cutting and styling, shaving, mustache and beard trim, coloring, scalp treatment, facials, and other techniques.

PROGRAM FORMAT

Daily theory class, practical demonstrations, and practical work performed by students under strict instructor supervision according to program curriculums.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstrations, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The instructor will use the lecture method to discuss theory contents, which will be supported in class discussions and learning resources. The students will visualize the contents using diagrams, charts, and graphs illustrated on the white board. In addition, PowerPoint, film illustrations, video tapes, DVDs, and/or other media will be used to enhance the learning process.

The instructor will use technology and instructional resources method. The use of visual aids will help to motivate the students in the learning process. Through class discussions, the instructor will review the course contents. The instructor will create and distribute pertinent handout materials providing the students a summary of the material. The instructor and students will review and summarize information outlined in class. The instructor will answer student questions and provide clarification as needed. The instructor will

set up the classroom with small groups, where the students will apply the task oriented methods. Assigned homework and reading material for the next class will allow the students to be prepared to learn the new material. Instructors may assign students to construct exhibits and displays to assist them in developing the ability to apply practical experiences of the class material.

GRADING PROCEDURES & DIPLOMAS AWARDED

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of 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 comprehensive practical skills evaluations will be conducted during the course of study. 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 and are evaluated to comply with Florida's minimum task requirement, and pass a final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale. A progress sheet is used daily to record service tasks.

Method	Percentage
Classroom Participation	20%
Attendance	20%
Final Exam	40%
Homework Project/Presentation	20%
Total	100%

GRADING SCALE:

Numeric Grade	Letter Grade	Grade Points	Interpretation
90-100	A	4.00	Excellent
80-89	B	3.00	Good
75-79	C	2.00	Satisfactory
0-74	F	0.00	Fail
	I		Incomplete
	T		Transfer

After successfully completing our programs, which entails passing the tests with satisfactory grades and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

PROGRAM HOURS AND FEES

BARBER/STYLIST

1200 CLOCK HOURS

APPLICATION FEE	\$	150.00
EQUIPMENT	\$	900.00
UNIFORM	\$	80.00
BOOKS (English/Spanish)	\$	200.00
TUITION	\$	14,670.00
TOTAL	\$	16,000.00

METHODS OF PAYMENT

- Cash
- Credit Card
- Check
- Money Order
- Title IV and/or HEA Programs

CURRICULUM	COURSE #	HOURS	SERVICES
Professional Ethics	GN01	50	0
Sanitation/Disinfection	GN02	35	0
Florida Laws	GN03	10	0
AIDS/HIV	GN04	5	0
Implement Description	ST01	10	0
Hair Cutting	ST02	200	250
Hair Pieces	ST03	30	15
Shaving/Mustache & Beard Trim	ST04	180	140
Scalp Treatment	CL03	10	20
Shampoo & Rinses	CL04	10	50
Hair Styling	CL05	100	100
Hair Coloring & Bleaching	CL06	150	50
Hair Structure & Chemistry	CL07	30	0
Hair Relaxing / Waving	CL08	120	40
Facials	CL09	210	25
Board Review	BR02	50	0
TOTAL HOURS & SERVICES		1200	680

NOTE: A RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

REQUIREMENTS FOR THE BARBER/STYLIST PROGRAM

Students are expected to attend classes and successfully complete all assignments and tests as stated in the curriculum. Students must have a high school diploma or GED and be at least 18 years of age.

Attendance

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

Definition of Clock Hours

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Test and Quizzes

At the end of each course an exam comprised of practice and theory will be given to each student to provide the opportunity to show they have assimilated the information covered in the course and are able to fulfill the professional requirements established in the cosmetology field. In addition, there will be examinations given at the completion of 200, 450, 900, and 1200 clock hours respectively.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Textbooks

Milady Standard Barbering, 6th Edition, 2017 English Edition ISBN-13: 9781305100558; Spanish Edition ISBN-13: 9781305100763

BARBER/STYLIST PROGRAM DESCRIPTION

PROFESSIONAL ETHICS (GN01)

There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules, and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. Proper professional ethics will promote your success.

SANITATION / DISINFECTION (GN02)

Students will learn what sanitation means, and to significantly reduce the number of pathogens found on a surface. Barbering tools and other surfaces are sanitized by washing with detergents followed by the application of chemical disinfectants. Antiseptics applied on the skin are another form of sanitation.

FLORIDA LAWS (GN03)

The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. Also, they will learn the requirements for license renovation, the penalties for different infractions, the security and health requirements of a beauty salon, and in general, all the laws and rules established by the State of Florida for a cosmetology business.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school provides a four-hour class in which the instructor discusses the course using the handbook provided by Informed. This is an Institution approved by the State of Florida to certify the students for this course.

IMPLEMENT DESCRIPTION (ST01)

The students will receive a detailed description from the instructor of the functions and objectives of each instrument such as: razors, perm rods, setting rollers, scissors, thinning shears, electric clippers, and other implements.

HAIR CUTTING (ST02)

The student will learn how to discuss the art of hair cutting, and the importance of the client consultation, identify the sections of the head as applied to hair cutting, discuss the principles of facial shape and profiles, list and define the fundamental terms used in hair cutting and demonstrate an understanding of the following: finger and shear cut, shear-over-comb cut, clipper cut, and razor cut.

HAIR PIECES (ST03)

The students will be able to discuss reasons why men purchase hair pieces, identify the types of hair used in the manufacture of hair pieces, demonstrate correct cleaning methods for hair pieces, discuss alternative hair replacement methods, and other aspects of hair pieces.

SHAVING MOUSTACHE & BEARD TRIM (ST04)

The students will learn the objective of shaving, the fundamentals of shaving, how to demonstrate the ability to handle the razor in four standard cutting positions and strokes, identify the fourteen shaving areas of the face, and the safety and sanitation procedures and precautions.

SCALP TREATMENTS (CL03)

The purpose of scalp and hair treatment is to preserve the health and appearance of the hair and scalp. The treatments also help to prevent and combat scalp disorders such as dandruff, hair loss, dryness and oiliness.

SHAMPOO & RINSES (CL04)

Excellence in shampoo services requires the barber-stylist to give individual attention to each client's needs. In addition to selecting the shampoo best suited to the condition of the scalp and hair, the effectiveness of the shampoo will depend on the way the shampoo is applied, the way the scalp is massaged, and the way the shampoo is rinsed from the hair, and more.

HAIR STYLING (CL05)

This course addresses the art of arranging the hair in an appropriate style following a haircut or shampoo. Today many haircuts require minimal hair style techniques due to the quality of the cuts and the availability of effective styling aids such as: gel, mousses, and freeze sprays. Some haircuts require more styling attention, such as blow-drying, curling iron work, or finger waving. It is important for the barber to be proficient in such techniques.

HAIR COLORING & BLEACHING (CL06)

Hair coloring is the science and art of changing the color of the hair. Hair bleaching is the partial or total removal of natural pigment of artificial color from the hair. Skill in both hair coloring and bleaching requires thorough practice, determination and study.

HAIR STRUCTURE & CHEMISTRY (CL07)

The professional barber-stylist works with chemicals and performs services that change the hair chemically and physically. An understanding of the health and safety standards of the chemical used will help protect both and is essential for an intelligent understanding of the various products and cosmetics used in the barber-stylist shop.

HAIR RELAXING / WAVING (CL08)

The objective in this course is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a chemical permanent, and the creation of a curl. This is a course where the chemical aspects are translated into the student's ability to create a perm or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be able to identify the different types of perms, the chemical contents of each, and the methods of application, as well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages, and the general elements necessary for the job.

FACIALS (CL09)

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license of "Facial Specialist" In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin diseases, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

BOARD REVIEW (BR02)

This course with 20 clock hours is designed to offer the most comprehensive review of cosmetology contents and its most distinguished clinical or services in each field. Theoretical and practical updates, case discussions and board preparation sessions enhance the students' knowledge so they will be confidently incorporate the latest guidelines and recommendations into cosmetology field. In addition to preparing for board certification.