School Catalog

Publication Date: 1/22/2017

Welcome to Elite Cosmetology, Barber & Spa Academy LLC

We want to take this opportunity to welcome you to the exciting beauty industry. This career path offers endless opportunity to those who have a passion for art, and beauty and those who strive for success and are willing to dedicate themselves to a great career. We are very excited to be a part of your journey and we are committed to helping you become a successful part of an “Elite” group of individuals. We offer certification programs in Massage Therapy, Esthetics, Master Esthetics, Cosmetology, Barber, and Manicuring.

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‘Certified as True and correct in content and policy’
# Table of Contents

- Staff .................................................................................................................. 3
- Mission Statement ............................................................................................. 3
- Career Opportunities & Job Demand .................................................................. 3-5
- Admissions Requirements .................................................................................. 5-6
- Transfer students ............................................................................................... 6
- YV-Tech Requirements ....................................................................................... 6
- Special considerations ....................................................................................... 6
- Length of courses ............................................................................................... 7
- Methods and terms of payment ........................................................................... 7
- Tuition .................................................................................................................. 8
- Refunds and cancellation policy .......................................................................... 9-11
- Student Conduct Policy ...................................................................................... 11
- Leave of Absence Policy ...................................................................................... 11
- Student services ................................................................................................ 11
- Student with Disabilities ................................................................................... 12
- Course Outlines .................................................................................................. 12-24
- Cosmetology outline ........................................................................................ 13-14
- Hair Design (pending NACCAS approval)......................................................... 14-15
- Barber outline ................................................................................................... 15-16
- Manicuring outline ............................................................................................ 16-17
- Esthetics outline .................................................................................................. 17-18
- Master Esthetics ................................................................................................ 18-19
- Instructor outline ................................................................................................ 19
- Massage Therapy outline -650 Hours ............................................................... 20-21
- Massage Therapy outline - 750 Hours ............................................................. 22-24
- Satisfactory Academic Progress Policy/Grading Policy .................................... 24-27
- Re-establishment of Satisfactory Academic Progress ....................................... 27
- Grievance Policy ................................................................................................ 27-28
- Attendance Policy .............................................................................................. 28
- Assignment Make-up policy ............................................................................... 28
- Operations schedule and calendar .................................................................... 28-29
- Dress Code Requirements .......................................................... .......................... 29
- Graduation Requirements .................................................................................. 29
- Privacy Policy .................................................................................................... 31
- Washington State Credentialing Requirements ................................................. 31-33
- Career Considerations ...................................................................................... 33
Elite Cosmetology, Barber & Spa Academy LLC Staff

Betty King - License #2179  
Owner/Instruction  
WA State licensed Cosmetologist, Esthetician, Master Esthetics  
WA State licensed instructor: Cosmetology, Barber, Estheticians, and Manicurist  

Roger King  
Owner/Dir. of Finance/Financial Aid  

Peggy Gordon  
Student Records/Financial Aid  

Akeeli Wilkinson #3878  
Instructor/Director of Education  

Carolina Martinez  
Instructor - Cosmetology, Esthetics, Barber License #3878  

Christina DeLaGarza  
Instructor - Cosmetology, Esthetics, Cert. Vocational Educator, License #3991  

Ronda Knight  
Instructor - Barber, Cosmetology, Esthetician, Manicurist License # 2417  

Tara Ogg  
Instructor - Manicurist License #4361  

Maria E. Nelson  
Instructor – Esthetics, Master Esthetics License #4395  

Maria A. Barrera  
Instructor – Cosmetology, Esthetics, Master Esthetics License #4397  

Amber Buckles  
Instructor – Cosmetology License #3640  

Cosmetology, Barber & Spa Academy LLC is licensed by:  
Washington State Department of Licensing  
Professional Division, Cosmetology section  
PO Box 9026, Olympia, WA 98507  
(360) 664-6626  

Washington State Department of Health  
Board of Massage Credentialing  
PO Box 47852, Olympia, WA 98504-7852  
(360) 236-4700  

Work Force Board*  
128-10th Ave. S.W.  
P.O. Box 43105  
Olympia, WA. 98504  
(360)753-5662  
web: wtb.wa.gov  
email: wtech@wtb.wa.gov  

Accredited with:  
National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street – Alexandria, VA 22314  
(703) 600-7600  

*This school is licensed under Chapter 28c.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the above address for Work Force Board.

Mission Statement
It is the mission of Elite Cosmetology, Barber & Spa Academy LLC to provide the educational tools needed for students to become exceptionally trained, qualified professionals. Elite Cosmetology, Barber & Spa Academy LLC strives to provide opportunity for employment and advancement in the beauty industry.

Invitation to Opportunity
A quality technician in the beauty industry is always in demand; financial security can be you’re in good times and bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barbershop or spa. They spend millions of dollars each year on beauty services. If you love working with people and are willing to devote the time and energy necessary for success, then this is the career for you.

Career Opportunities
Cosmetology: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member, State Board Examiner, Image Consultant.  

Hair Design: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member, State Board Examiner, Image Consultant.
**Barber:** Professional Stylist, Platform Artist, Product or Equipment Representative, Shop Owner or Manager, Shear & Clipper repair shop owner, State Board Member, State Board Examiner.

**Manicuring:** Professional Nail Technician, Nail Care Specialist Synthetic, Nail Shop Owner, Manager, Platform Artist, Product Representative, or Retail Specialist.

**Esthetics:** Specialist Makeup Artist, Dermatology Technician, Plastic Surgery Support, Product Representative, Spa Owner or Manager, State Board Member, State Board Examiner, Image Consultant, Styles Consultant.

**Master Esthetics:** Specialist Makeup Artist, Dermatology Technician, Plastic Surgery Support, Product Representative, Spa Owner or Manager, State Board Member, State Board Examiner, Image Consultant, Styles Consultant.

**Instructor:** Instructor for Public or Private school, Instructor Image Consultant for Product Lines, Representative Director of Education, School Administrator, Platform Artist, State Board Member, State Board Examiner, Owner or Manager Educational Consultant.

**Massage Therapy:** Spa, hospital, chiropractic clinics or retreat therapy specialist, massage salon Owner/Manager. Picking a great school is the first step to a successful career in one of the above careers. If you like to work with people, and have an aptitude for the arts, an education in the beauty industry can be the start of a secure and solid financial future.

**Job Demand in Cosmetology related fields**

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The 2007 Job Demand Survey results indicate that salons in Washington plan to hire 7,343 new employees in the next twelve months. The average annual salary for a salon professional in Washington is $32,193. This amount does not include tips and gratuities. Nationally, the average salon professional’s salary is $35,973. As of January 2007, there were 49,494 professionals employed at Washington’s 8,037 salons. 66 percent of salons in the state are employer-owned, and 13 percent are booth-rental salons. The other 22 percent are a combination of the two. 53 percent of Washington salons are classified by their owners as full-service salons; 17 percent are listed as haircutting salons. Barbershops make up 12 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments. Most importantly, 76 percent of Washington salon owners who attempted to hire new employees in 2006 said they were unable to find properly trained applicants. This means that jobs would be immediately available for salon professionals.

The US Department of Labor provides current (2012) job information at [http://www.careerinfonet.org](http://www.careerinfonet.org) this website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills and abilities needed for each position. As reported by the US Dept. of Labor, State and National median wages for cosmetology related positions are as follows.

<table>
<thead>
<tr>
<th>Job Position / SOC Code</th>
<th>National Median Hourly/Yearly Wage</th>
<th>State Median Hourly/Yearly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology/Hair Design /39-5012</td>
<td>$10.95 / $22,770</td>
<td>$13.20 / $27,500</td>
</tr>
<tr>
<td>Barber / 39-5011</td>
<td>$12.06 / $25,100</td>
<td>$12.70 / $26,400</td>
</tr>
<tr>
<td>Esthetics (Skin Care Specialist) / 39-5094</td>
<td>$15.86 / $32,990</td>
<td>$18.41 / $38,300</td>
</tr>
<tr>
<td>Manicurists / Pedicurists / 39-5092</td>
<td>$9.24 / $19,200</td>
<td>$10.94 / $22,800</td>
</tr>
<tr>
<td>Massage Therapist</td>
<td>$17.29 / $35,970</td>
<td>$25.85 / $53,760</td>
</tr>
<tr>
<td>Instructor (Vocational Education) /25-1194</td>
<td>$23.46 / $48,800</td>
<td>$26.37 / $54,800</td>
</tr>
<tr>
<td>Master Esthetics (Skin Care Specialist) 39-5094</td>
<td>$15.86 / $32,990</td>
<td>$18.41 / $38,300</td>
</tr>
</tbody>
</table>
Job Outlook
A career in the beauty industry has many rewards. The potential for financial reward is excellent, because this profession is rapidly growing, and is currently the third largest industry in the country. Trained professionals are in high demand. Once trained and licensed, an individual can fit this career to match his or her own personal needs. Whether he/she chooses to be self-employed or work for a salon or large company, there are many opportunities to branch out into relevant fields. While Elite Cosmetology, Barber & Spa Academy LLC cannot guarantee employment for graduates; assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Physical Description of the facility & equipment
Elite Cosmetology, Barber & Spa Academy LLC is located at 2606 W. Nob Hill, Blvd in Yakima Washington. The school facility has 4,241 square feet of floor space consisting of the following: 3 Clinical areas with 40 workstations, 4 theory classrooms, 1 beginning practical classroom, office, laundry/dispensary, 2 shampoo stations, 2 facial chairs, 4 dryer stations, 9 facial massage chairs, manicuring/pedicure stations, 3 restrooms, reception area, 55” flat screen TV, an overhead projector in the practical classroom, 36” TV flat screen in classroom. We have a life size skeleton model, skeletal/muscle charts. We use a CD player with massage music variety, 18 pillows, bolsters, and a computer for student access. Resource material including a large variety of DVD, flash cards, interactive computer anatomy CD’s and books. A hot stone set up with heater. Elite Cosmetology Barber & Spa Academy LLC has easy access for handicapped persons and an extensive onsite library.

Non-Discrimination Statement
This school in its recruitment, admissions, instruction, and graduation policies or in the hiring of faculty does not discriminate on the basis of age, sex, race, national or ethnic origin, color, religion or individuals with disabilities.

Admission Requirements
Cosmetology, Barber, Esthetics, Master Esthetics, Manicuring, Instructor and Massage Courses
The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology, Barber, Manicuring, Esthetics, & Master Esthetics, Massage Therapy programs must:

- Be 17 years of age or older
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion.
- Students with a foreign high school diploma please see below.
- Complete an application for enrollment.
- Only students with a GED or High School diploma may apply for Financial Aid.
- In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher’s guidelines by an approved Independent Test Administrator. These tests meet the guidelines established by NACCAS and the Department of
Education. Passing scores for ASSET: reading 35, writing 35, and numerical 33. Passing scores for Compass: Pre-algebra 25, reading 62, and writing 32. (In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 6 credit hours or 225 clock hours), (This is not an option for students enrolled in the Massage Therapy).

Instructor course applicant must

- Must be 17 years of age to meet state required age guidelines.
- Provide proof of secondary (same as above)
- Complete an application for enrollment
- Must hold current license as a practitioner in the field they wish to teach

Students with a Foreign High School Diploma
All Foreign High School Diplomas will need to have a Validity and Equivalence report sent to us via us mail. This is at cost to you and will need to be produced prior to enrollment. Listed below is a company that can be used:
Foundation for International Services, Inc 505 – 5th Ave S. Suite 101 Edmonds, WA 98020-3585
Phone: 425-248-2255 Fax: 425-248-2262 Email: info@fis-web.com Website: www.fix-web.com

Transfer Students:
A student past the basic training portion of his/her training may begin immediately after a satisfactory testing of practical knowledge has been performed by an owner/instructor at Elite Cosmetology, Barber & Spa Academy LLC. Students will be evaluated in several categories to determine student ability and to verify hours received will be transferred in whole. The student is responsible to provide appropriate documentation verifying hours of previous training (transcripts). The transferred hours to Elite Cosmetology, Barber & Spa Academy LLC will not be used in the withdraw calculations, only hours received at Elite Cosmetology, Barber & Spa Academy LLC will be accounted for in the refund calculation (see refund policy pg. 9-11).

YV-Tech Students (Secondary Students):
Secondary Student enrollment is handled through YV-Tech. Students enrolling under our training agreement with YV-Tech must meet the admissions requirements set forth by YV-Tech and with their home high school or program associated with their high school education. Student must also follow all Elite Cosmetology, Barber & Spa Academy LLC rules and policies.

- Enrollment is arranged by YV-Tech
- Credit is given toward completion of both Cosmetology program and high school credits (toward graduation).
- Students enrolled in YV-Tech are required to follow the standards, policies and procedures of Elite Cosmetology, Barber & Spa Academy LLC with the exception of the SAP’s policy. Grades and attendance are reported directly to YV-Tech. These students are considered by Elite Cosmetology, Barber & Spa LLC as Secondary Students.
- The home school and YV-Tech will handle any necessary disciplinary actions.
- In order to receive credit from Elite Cosmetology, Barber & Spa Academy LLC, and YV-Tech students must maintain attendance and grades.

Special Considerations for Graduated/Licensed Operators
Any graduated or licensed individuals in any course offered at Elite Cosmetology, Barber & Spa Academy LLC who wish to enroll in another course offered, will not receive any credit based on the prior course/license completed.
Re-entry Students/Interruptions/ Withdrawals
Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges. A meeting with Betty King is required for re-admission. Admissions will be handled on a case-by-case submission. Students will be responsible for payment of any remaining balance from the previous enrollment plus any increase in tuition (if applicable). Students who have been terminated or withdrawn and re-enroll after 180 days will need to pay a $100.00 enrollment fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be charged for any additional kit items as deemed necessary at the time of re-enrollment.

Length of Courses: We have Full and Part Time Options.
Full time is 30 hours/week; Part time is 20 hours/week. (Full time hour change effective 1/23/2017)
Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $200 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

<table>
<thead>
<tr>
<th>Course</th>
<th>Full time weeks to Complete</th>
<th>Part time Weeks to Complete</th>
<th>Hours to Complete</th>
<th>Maximum of 150% of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>54</td>
<td>80</td>
<td>1600</td>
<td>2400</td>
</tr>
<tr>
<td>Hair Design (pending NACCAS approval)</td>
<td>47</td>
<td>70</td>
<td>1400</td>
<td>2100</td>
</tr>
<tr>
<td>Esthetics</td>
<td>25</td>
<td>37.5</td>
<td>750</td>
<td>1125</td>
</tr>
<tr>
<td>Master Esthetics</td>
<td>40</td>
<td>62.5</td>
<td>1200</td>
<td>1875</td>
</tr>
<tr>
<td>Barber</td>
<td>34</td>
<td>50</td>
<td>1000</td>
<td>1500</td>
</tr>
<tr>
<td>Manicuring</td>
<td>20</td>
<td>30</td>
<td>600</td>
<td>900</td>
</tr>
<tr>
<td>Instructor</td>
<td>17</td>
<td>25</td>
<td>500</td>
<td>750</td>
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<tr>
<td>Massage therapy 10 month program</td>
<td>20 hours</td>
<td></td>
<td>650</td>
<td>975</td>
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<tr>
<td>Massage therapy 6 month program</td>
<td>29 hours</td>
<td></td>
<td>750</td>
<td>1125</td>
</tr>
</tbody>
</table>

Methods and Terms of Payment
Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of 200.00 a week (whichever is agreed upon by owner & student) or any part thereof, payable in advance until graduation. The school will charge an enrollment fee for students enrolling or transferring to the school of $100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, enrollment fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, pay pal, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.
Books and Kits required for training are given at cost and once issued are not returnable and fully chargeable. Transfer students book and equipment needs will be determined on an individual basis.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Cosmetology</th>
<th>Barber</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1600 HOURS - 54 weeks at 30 hrs. per week</td>
<td>1000 HOURS - 34 week at 30 hrs. Per week</td>
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<tr>
<td>Tuition</td>
<td>$12,400.00</td>
<td>Tuition $7,500.00</td>
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<tr>
<td>Kit &amp; Books</td>
<td>$500.00</td>
<td>Kit &amp; Books $500.00</td>
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<tr>
<td>Tax</td>
<td>$41.00</td>
<td>Tax $41.00</td>
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<tr>
<td>Enrollment Fee</td>
<td>$100.00</td>
<td>Enrollment Fee $100.00</td>
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<td>$13,041.00</td>
<td>$8,141.00</td>
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<table>
<thead>
<tr>
<th>Manicuring</th>
<th>600 HOURS - 20 weeks at 30 hrs. Per week</th>
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<tr>
<td>Tuition</td>
<td>$4,650.00</td>
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<tr>
<td>Kit &amp; Books</td>
<td>$750.00</td>
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<tr>
<td>Tax</td>
<td>$61.50</td>
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<tr>
<td>Enrollment Fee</td>
<td>$100.00</td>
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<td>$5,561.50</td>
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<table>
<thead>
<tr>
<th>Instructor</th>
<th>500 HOURS - 17 weeks at 30 hrs. Per week</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$3,750.00</td>
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<tr>
<td>Kit &amp; Books</td>
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<td>Tax</td>
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<tr>
<td>Enrollment Fee</td>
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<table>
<thead>
<tr>
<th>Massage Therapy</th>
<th>650 HOURS – 10 month program or 6 month program</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$6101.60</td>
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<tr>
<td>Kits &amp; Books</td>
<td>$1200.00</td>
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<td>Tax</td>
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<td>Enrollment Fee</td>
<td>$100.00</td>
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<table>
<thead>
<tr>
<th>Hair Design (pending NACCAS approval)</th>
<th>1400 HOURS – 47 weeks at 30 hours Per week</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$10,800.50</td>
</tr>
<tr>
<td>Kits &amp; Books</td>
<td>$500.00</td>
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<tr>
<td>Tax</td>
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<tr>
<td>Enrollment Fee</td>
<td>$100.00</td>
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<tr>
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<td>$11,491.00</td>
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<table>
<thead>
<tr>
<th>Esthetics</th>
<th>750 HOURS - 25 weeks at 30 hrs. Per week</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$5,812.50</td>
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<tr>
<td>Kit &amp; Books</td>
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<td>Tax</td>
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<tr>
<td>Enrollment Fee</td>
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<td>$6,453.50</td>
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<table>
<thead>
<tr>
<th>Master Esthetics</th>
<th>1200 HOURS - 40 weeks at 30 hrs. Per week</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$13,500.00</td>
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<tr>
<td>Kit &amp; Books</td>
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</tr>
<tr>
<td>Tax</td>
<td>$61.50</td>
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<tr>
<td>Enrollment Fee</td>
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<td>$14,411.50</td>
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<table>
<thead>
<tr>
<th>Massage Therapy</th>
<th>750 HOURS – 6 months at 29 hours per week</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$7101.60</td>
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<tr>
<td>Kits &amp; Books</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Tax</td>
<td>$98.40</td>
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<tr>
<td>Enrollment Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>$8500.00</td>
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</table>
School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will be granted a Certificate of Completion and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student’s enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required enrollment paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school’s dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study, which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all
monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3 A student cancels his/her enrollment after five business days (excluding Sundays and Holidays) of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the enrollment fee in the amount of $100.

4 A student notifies the institution of his/her withdrawal in writing.

5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6 A student is expelled by the school. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)

7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

● For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours: **MASSAGE THERAPY PERCENTAGES ARE LISTED SEPARATELY**

<table>
<thead>
<tr>
<th>PERCENT OF SCHEDULED TIME</th>
<th>TOTAL TUITION SCHOOL</th>
<th>MASSAGE THrapy SHALL RECEIVE/RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 04.9% (Massage Therapy – one week or up to 10% whichever is less)</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>5% to 09.9%</td>
<td>30%</td>
<td>10%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40%</td>
<td>25%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45%</td>
<td>25%</td>
</tr>
<tr>
<td>25% to 49.9% (Massage Therapy 25%-50%)</td>
<td>70%</td>
<td>50%</td>
</tr>
<tr>
<td>50% and over</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

● All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

● Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

● If the school cancels a course or program after a student has enrolled the school will at its option do one of the following:
  - Provide completion of the course and/or program
  - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school
  - Participate in a Teach – Out Agreement
  - Provide a full refund of all monies paid for the cancelled course
*The School is currently eligible to participate in federal Title IV Financial Aid Programs for some of our offered programs.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (extra kit supplies, materials, books, products, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement.

**Student Records: (RCW 28C.10160) (Massage Therapy)** The school must keep student educational records for a minimum of 50 years from the date of each student’s enrollment or until the school ceases to be licensed under the chapter. All other courses with the Washington State Dept. of Licensing will be kept at a minimum of 3 years.

**Student Conduct Policy**
All students are expected to conduct themselves in a manner that is in accordance with the school’s rules and regulations. These are described in your enrollment agreement and in detail in the Policy and procedures manual. Please read those carefully. In addition, each student receives a copy of the Student Handbook, which describes in detail student responsibilities in the area of conduct, appearance, courtesy, education goals and more. These guidelines have been developed to ensure that the programs offered by Elite Cosmetology, Barber & Spa Academy LLC are instructive and rewarding for all students. Should the school determine that a student has demonstrated a pattern of behavior not conducive to learning, against policy and procedures or is contrary to the goals of the school in regards to the student body, that student’s enrollment will be terminated.

**Leave of Absence**
A student who is meeting the requirements of the satisfactory academic progress policy may request a leave of absence for no more than 180 days. Documentation for the reason for the leave must be submitted to the director of admissions. An **Enrollment Agreement Addendum form** for the Leave of Absence must be completed and signed. The forms are available in the office and online at [http://www.elitecbsacademy.com](http://www.elitecbsacademy.com). If possible this completed form needs to be mailed or hand delivered before the leave of absence time begins. If, because of extraordinary circumstance keep student from signing form the owner/director may take request via phone, email or fax. All forms will need to be signed once student returns to school. A notation will be kept in the student file. The leave of absence will commence on the first day of the students’ missed physical attendance. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time and no additional institutional charges will be accrued. A student who does not return by the last day of the leave of absence, or before 180 days in any 12-month period may be withdrawn from the program. The leave will extend the students contract and maximum time frame for program completion by the same number of days as the leave of absence.

**Student services and counseling**
The school will conduct an orientation before you begin the program. This provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff requiring their program of study, progress, financial affairs, placement or other areas in which the student may need assistance including referrals to professional assistance when necessary.
Continuing Education Programs (CEU’s): To provide continued support to students after they are out on their own, we provide a variety of classes that meet the National Board of Massage’s CEU approval. Currently therapists licensed in Washington State must document that they have a minimum of 32 CEU’s every 2 years.

Library/Computer Resource Lab: The school has an extensive resource library with materials in book form, DVD, VHS, and CD format. Besides reference material on basic massage, anatomy, pathology, etc., there are a wide variety of alternative therapies such as Reiki, Reflexology, Cranio-Sacral, Pressure Point Therapy represented. Computer lab allows research via DVD/CD, Milady training on DVD that covers the subjects in your textbook, extensive training DVD’s on subjects covered in the Esthetics programs.

Job Placement Services: This is no “formal” job placement program at Elite Cosmetology, Barber & Spa Academy LLC and we do not guarantee employment. However, because of our schools' community activities throughout the year, local spas, beauty shops, barber shops, and massage businesses use our school as a resource pool when looking to hire.

Career Counseling
Career counseling is stressed throughout the course in the areas of personal grooming, hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-on-one basis are the different specialized fields our student can take such as completion and platform work, travel, color technician, manager-salon owner, instructing, etc.

Students with Disabilities
If you are student with disabilities that require special accommodation, please fill out a ‘Student Request for Accommodations’ form and/or ‘Reasonable Testing Accommodations Questionnaire’ and turn into Student Records Office. All requests require doctors and/or examiners approval and documentation prior to request being accommodated.

Drug abuse prevention
The school actively supports the prevention of drug use. Upon enrollment, students are provided the school’s policy on drug and alcohol abuse.

OSHA Requirements
In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, Elite Cosmetology, Barber & Spa Academy LLC advises students of the chemicals used in cosmetology training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the office. Elite Cosmetology, Barber & Spa Academy LLC endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. Elite Cosmetology, Barber & Spa Academy LLC does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools and/or products.

Course Outlines
Our courses are prepared, structured and present in such a manner so that students receive a well-rounded education in their given course of beauty. Our professional staff us up to date techniques, equipment and product for the industry. On our clinic floor students develop and practice skills on patrons, so that they are immediately
employable upon graduation. Each of our instructors has had years of expertise in their field, so that students receive practical advice and instruction to prepare them for the business world. All satisfactory completed courses will result in a Certificate of Completion.

**Cosmetology**
The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in cosmetology and/or related careers. This course consists of 1600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the cosmetology course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English (Spanish available in Cosmetology, Barber and Instructor) to include classroom activity and clinic floor education. Theory may be done through distance learning once approved by NACCAS and a signed/dated Distance Education policy/disclaimer form, currently only available in English through Milady Mind Tap Cengage.

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

**COSMETOLOGY HOURS BREAKDOWN**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>Haircutting &amp; Facial Hair Trimming</td>
</tr>
<tr>
<td>145</td>
<td>Permanent Waving</td>
</tr>
<tr>
<td>100</td>
<td>Manicuring &amp; Pedicuring</td>
</tr>
<tr>
<td>100</td>
<td>Esthetics (Facials, Facial Waxing, Tweezing)</td>
</tr>
<tr>
<td>20</td>
<td>Scalp and Hair Analysis</td>
</tr>
<tr>
<td>150</td>
<td>Styling, Wet, Dry and Thermal Braiding &amp; Styling Aids</td>
</tr>
<tr>
<td>55</td>
<td>Artificial Hair</td>
</tr>
<tr>
<td>55</td>
<td>Chemical Relaxing</td>
</tr>
</tbody>
</table>
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, job search skills, grooming and hygiene.

Hair Design (pending NACCAS approval)
The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry level position in Hair Design and/or related careers. This course consists of 1400 clock hours of study in both theory and practical skill development that is required for licensing with the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the hair design course. Training available in English instruction, both theory and practical training.

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the State of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

HAIR DESIGN HOURS BREAKDOWN

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>HAIRCUTTING, FACIAL HAIR TRIMMING, DESIGNING &amp; SHAVING OF THE FACE NECK &amp; SCALP</td>
</tr>
<tr>
<td>145</td>
<td>PERMANENT WAVING</td>
</tr>
<tr>
<td>20</td>
<td>SCALP &amp; HAIR ANALYSIS</td>
</tr>
<tr>
<td>150</td>
<td>STYLING, WET, DRY AND THERMAL &amp; BRAIDING</td>
</tr>
</tbody>
</table>
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of Professionalism, Resume development, communication skills, interview preparation, networking, Job Search Skills, Grooming and Hygiene.

**Barber**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in barber and/or related careers. This course consists of 1000 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the barber course. Training available in English and Spanish instruction, both theory and practical training. Theory may be done through distance learning once approved by NACCAS and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through Milady Mind Tap Coverage.

Students will be provided with information and training thorough, reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)
BARBER HOURS BREAKDOWN
400  HAIRCUTTING & FACIAL HAIR TRIMMING
30   SHAMPOOING
110  STYLING, WET, DRY, THERMAL AND STYLING AIDS
250  THEORY – (pending NACCAS approval – No more than 25% of total program hours are obtainable online/offsite)
20   SCALP & HAIR ANALYSIS
50   DISEASE & DISORDERS
50   SAFETY AND FIRST AID
70   SANITATION/DISENFECTING
20   ARTIFICIAL HAIR
1000 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

**Manicuring**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in manicuring and/or related careers. This course consists of 600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the manicuring course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English to include classroom activity and clinic floor education.

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)
MANICURING HOURS BREAKDOWN
150 THEORY CLASSROOM
150 MANICURING
100 PEDICURING
100 ARTIFICIAL NAILS
60 SANITATION/DISINFECTION/DISEASE
40 FIRST AID & SAFETY
600 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

Esthetics
The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 750 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English to include classroom activity and clinic floor education. Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

ESTHETICS HOURS BREAKDOWN
185 THEORY CLASSROOM
70 DISEASE AND DISORDERS
100 HAIR REMOVAL
300 SKIN CARE
70 SANITATION AND DISINFECTING
25 SAFETY AND FIRST AID
750 TOTAL HOURS
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

**Master Esthetics**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 1200 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English to include classroom activity and clinic floor education.

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

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

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

**MASTER ESTHETICS HOURS BREAKDOWN**

<table>
<thead>
<tr>
<th>750</th>
<th>BASIC ESTHETICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>EXFOLIATION &amp; MEDICAL ESTHETICS PROCEDURES</td>
</tr>
<tr>
<td>55</td>
<td>LASER, LIGHT FREQUENCY, RADIO FREQUENCY, ULTRASOUND, &amp; PLASMA PRACTICES</td>
</tr>
<tr>
<td>65</td>
<td>ADVANCED THEORIES</td>
</tr>
<tr>
<td>55</td>
<td>MEDIUM DEPTH CHEMICAL PEELS</td>
</tr>
<tr>
<td>55</td>
<td>DISEASE AND DISORDERS</td>
</tr>
<tr>
<td>55</td>
<td>PRE-TREATMENT AND POST-TREATMENT PROCEDURES</td>
</tr>
<tr>
<td>55</td>
<td>LYMPHATIC DRAINAGE AND ADVANCED FACIAL MASSAGE</td>
</tr>
<tr>
<td>55</td>
<td>ADVANCED CLIENT ASSESSMENT DOCUMENTATION, INDICATIONS &amp; CONTRAINDICATIONS</td>
</tr>
<tr>
<td>1200</td>
<td>TOTAL HOURS</td>
</tr>
</tbody>
</table>
The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

**Instructor Course**

The purpose of the Student Instructor course is to train the student in the basic principles of cosmetology instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/recordkeeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 500 hours of instruction of both theory and practical skill development required for licensing by the Washington State Department of Licensing. Theory and practice are integrated throughout the course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English (Spanish available in Cosmetology, Barber and Instructor) to include classroom activity and clinic floor education.

Students will develop the ability to teach both theory and practical cosmetology using the four step teaching plan: Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; to achieve professional competence as a teacher, and be prepared for State Licensing Examinations in order to receive a license as an instructor.

Course will consist of a combination of lecture, demonstrations and student participation. Student instructor will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Washington law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 76%. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

**INSTRUCTOR HOURS BREAKDOWN**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>PREPARATION FOR CLASSROOM ACTIVITIES</td>
</tr>
<tr>
<td>125</td>
<td>PREPARATION FOR INFORMATION</td>
</tr>
<tr>
<td>125</td>
<td>APPLICATION OF PRACTIES</td>
</tr>
<tr>
<td>125</td>
<td>EVALUATION OF THE STUDENTS (understanding/performance)</td>
</tr>
<tr>
<td>500</td>
<td>TOTAL HOURS</td>
</tr>
</tbody>
</table>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.
Massage Therapy Programs

Massage program state mandated hours are 500 hours. Elite Cosmetology Barber & Spa Academy LLC curriculum has a focus on Medical Massage Therapy which is easier to transfer to Spa Massage if desired but is necessary to obtain work in chiropractic or other types of Medical Massage Therapy facilities. This is why we require the 650 hours. We also have a 750 hour course that has an additional 100 hours to meet the standards for National Certification Board for Therapeutic Massage & Bodywork Certification.

Massage Therapy– 650 Hour Course

Meets Washington State Licensure Requirements

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in massage and/or related careers. This course consists of 650 clock hours of study in both theory and practical skill development that is required for licensing by the Washington State Department of Health & Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the massage therapy course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English and include classroom activity and clinic floor education. AIDS/HIV Training will be trained with a state approved Video Series facilitated by a licensed health professional. Students will also be required to take and pass a HIV/AIDS quiz and will be issued a Certificate upon Completion. Students will also be required to obtain a First Aid and CPR Certification.

Learning Activities for Massage Therapy Students:

Massage Therapy students at Elite Cosmetology, Barber & Spa Academy LLC will be offered to participate in the following activities: Cadaver Lab (a field trip is offered once a year to Central Washington University to view a Cadaver Lab) Professor Leo Aquisto will walk student through an overview of the Cadaver program. During this program, students are encouraged to participate in “hands on” tour of the human body. Students can view the different muscle groups, view the different systems of the body, and even hold a heart or a brain (we also offer this program on DVD as an alternative to the actual field trip).

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement. Upon completion of this course, students should be able to:

STUDENT COMPETENCIES:

- Demonstrate working knowledge of the human body
- Identify and locate specific muscle or muscle groups upon request
- Identify origins/insertion and action of said muscle and or muscle groups
- Identify indications/contraindication to massage therapy with regards to their clients
- Demonstrate a strong working knowledge of the “massage ethic” and present themselves in a professional manner at all times
• Demonstrate the knowledge necessary to successfully pass the National Massage Board Exam, obtain their state licenses, and enter the massage therapy field as a professional.

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

Massage Therapy Course Evaluations: Students are assigned theory study and minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performances standards established by licensing agency. Students must maintain a theory grade average of 76% to pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

**MASSAGE THERAPY COURSE UNITS AND HOURS PER UNIT**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
</tr>
<tr>
<td>75</td>
<td>KINESIOLOGY</td>
</tr>
<tr>
<td>55</td>
<td>PALPATION</td>
</tr>
<tr>
<td>25</td>
<td>JOINT FUNCTION</td>
</tr>
<tr>
<td>60</td>
<td>PATHOLOGY (30 HOURS CONTRAINDICATIONS/30 HOURS INDICATIONS)</td>
</tr>
<tr>
<td></td>
<td>INCLUDES HIV/AIDS TRAINING</td>
</tr>
<tr>
<td>15</td>
<td>INTRODUCTIONS TO MASSAGE</td>
</tr>
<tr>
<td>55</td>
<td>SWEDISH MASSAGE</td>
</tr>
<tr>
<td>100</td>
<td>VARIATION</td>
</tr>
<tr>
<td>10</td>
<td>REMEDIAL</td>
</tr>
<tr>
<td>15</td>
<td>BODY MECHANICS</td>
</tr>
<tr>
<td>20</td>
<td>HYDROTHERAPY</td>
</tr>
<tr>
<td>50</td>
<td>CLINICAL PRACTICE</td>
</tr>
<tr>
<td>10</td>
<td>HYGEINE AND HEALTH</td>
</tr>
<tr>
<td>10</td>
<td>RECORDS</td>
</tr>
<tr>
<td>30</td>
<td>TERMINOLOGY</td>
</tr>
<tr>
<td>10</td>
<td>ETHICS</td>
</tr>
<tr>
<td>15</td>
<td>BUSINESS</td>
</tr>
<tr>
<td>10</td>
<td>CLIENT</td>
</tr>
<tr>
<td>10</td>
<td>LAW</td>
</tr>
<tr>
<td>650</td>
<td>TOTAL HOURS</td>
</tr>
</tbody>
</table>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.
Massage Therapy– 750 Hour Course

Meets Washington State Licensure Requirements & National Certification Requirements (NCBTMB)

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in massage and/or related careers. This course consists of 750 clock hours of study in both theory and practical skill development that is required for licensing by the Washington State Department of Health & Licensing as well as meeting certification requirements for Board Certification through National certification board of therapeutic massage and bodywork (NCBTMB). Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the Massage Therapy course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy LLC are conducted in English and include classroom activity and clinic floor education. AIDS/HIV Training will be trained with a state approved Video Series facilitated by a licensed health professional. Students will also be required to take and pass a HIV/AIDS quiz and will be issued a Certificate upon Completion. Students will also be required to obtain a First Aid and CPR Certification.

Learning Activities for Massage Therapy Students:
Massage Therapy students at Elite Cosmetology, Barber & Spa Academy LLC will be offered to participate in the following activities: Cadaver Lab (a field trip is offered once a year to Central Washington University to view a Cadaver Lab) Professor Leo Aquisto will walk student through an overview of the Cadaver program. During this program, students are encouraged to participate in “hands on” tour of the human body. Students can view the different muscle groups, view the different systems of the body, and even hold a heart or a brain (we also offer this program on DVD as an alternative to the actual field trip).

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement. Upon completion of this course, students should be able to:

STUDENT COMPETENCIES:

- Demonstrate working knowledge of the human body
- Identify and locate specific muscle or muscle groups upon request
- Identify origins/insertion and action of said muscle and or muscle groups
- Identify indications/contraindication to massage therapy with regards to their clients
- Demonstrate a strong working knowledge of the “massage ethic” and present themselves in a professional manner at all times
- Demonstrate the knowledge necessary to successfully pass the National Massage Board Exam, obtain their state licenses, and enter the massage therapy field as a professional.

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

Massage Therapy Course Evaluations: Students are assigned theory study and minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performances standards established by licensing agency. Students must maintain a theory grade average of 76% to pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 26 for further details.)

MASSAGE THERAPY COURSE UNITS AND HOURS PER UNIT

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<tr>
<th>Unit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>75</td>
</tr>
<tr>
<td>KINESIOLOGY</td>
<td>75</td>
</tr>
<tr>
<td>PALPATION</td>
<td>55</td>
</tr>
<tr>
<td>JOINT FUNCTION</td>
<td>25</td>
</tr>
<tr>
<td>PATHOLOGY (30 HOURS CONTRAINDICATIONS/30 HOURS INDICATIONS)</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>SWEDISH MASSAGE</td>
<td>55</td>
</tr>
<tr>
<td>VARIATION</td>
<td>100</td>
</tr>
<tr>
<td>REMEDIAL</td>
<td>10</td>
</tr>
<tr>
<td>BODY MECHANICS</td>
<td>15</td>
</tr>
<tr>
<td>HYDROTHERAPY</td>
<td>20</td>
</tr>
<tr>
<td>CLINICAL PRACTICE</td>
<td>100</td>
</tr>
<tr>
<td>HYGEINE AND HEALTH</td>
<td>10</td>
</tr>
<tr>
<td>RECORDS</td>
<td>10</td>
</tr>
<tr>
<td>TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>ETHICS</td>
<td>10</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>15</td>
</tr>
<tr>
<td>CLIENT</td>
<td>10</td>
</tr>
<tr>
<td>LAW</td>
<td>10</td>
</tr>
<tr>
<td>SPA MASSAGE</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>750</td>
</tr>
</tbody>
</table>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as insuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

Meet the Massage Therapy Course Staff

Owner Instructor: Betty King has 37 years in the beauty industry. Betty is a multi- salon owner in Yakima as well a beauty distributor. Betty started instructing in 1986 in Cosmetology, Barber, Manicuring and Esthetics and recently added Master Esthetics, Career Coordinator and Business to her teaching credentials. She became a licensed instructor with the state of Washington Department of Licensing in 1986 and managed schools and
substituted while opening salons over the past 18 year. And now owns three hair salons in Yakima, Washington. Betty opened Elite Cosmetology, Barber & Spa Academy LLC in 2010.

Massage Therapy Instructor Ronda Knight LMP of Yakima Washington owned and operated Yakima Valley Body Therapy Institute in Yakima, WA for 5 years and had taught three years prior for Cascade Summit School of Massage in Yakima WA. Ronda has also worked as a senior revenue agent for the Department of Revenue working with businesses in the Yakima Valley. Ronda has numerous continuing education courses. Her experience in small business settings with bookkeeping and SOAP note documentation will benefit students.

Course Format
The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements and products are comparable to those used in our industry. Students will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The courses are presented through well-developed lesson plans that reflect current education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods might be used as well.

Advance training/Guest Speakers
Specialty artists visit Elite Cosmetology, Barber & Spa Academy LLC regularly to offer our student specialized demonstration and lectures to enhance the students education. These classes include, cutting, color, eye lash extensions, perming, branding, and facial and make-up artistry, clipper cutting, styling, and nail technicians. Our students have the opportunity to explore many options in the beauty industry to help make them a well-rounded more advanced stylist including, wonderful local guest speakers throughout the year that are willing to share their expertise of Reiki, Aromatherapy, Acupuncture, Sound Acupressure, Reflexology, Watsu, Feldenkrais, Hot Stone Therapy, Myopathic Massage, Craniosacral Therapy, and more. Students learn from the beginning that this community networking is a valuable asset to their career in massage therapy. Each year our guest list changes so students are encouraged to express areas of interest to help us better tailor each year’s presenter list to best fit the needs of our students.

Clock hour policy
The number of clock hours required for each course offered by Elite Cosmetology, Barber & Spa Academy LLC and listed in the catalog is in full compliance with the actual clock hours required by the licensing laws in the State of Washington. Students receive all actual clock hours they train for while the school is in session and these hours are applied to the total clock hours reported to Washington State Board of Cosmetology. The school does not deduct from or add to the total accrued for any reason.

Satisfactory Academic Progress Policy
The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog and each student is given a copy of the catalog 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.

EVALUATION PERIODS - Students are evaluated for Satisfactory Academic Progress as follows:

- **Cosmetology**: 450, 900, 1350 (Scheduled) hours
- **Hairstyling (pending NACCAS approval)**: 450, 900, 1350 (Scheduled) hours
- **Esthetics**: 300 (Scheduled) hours
Master Esthetics  450, 900 (Scheduled) hours
Manicuring       300 (Scheduled) hours
Instructor        250 (Scheduled) hours
Barber            450, 900 (Scheduled) hours
Massage (650 10 month program)  325, 650  (Scheduled) hours
Massage (750 6 Month Program)    375,750   (Scheduled) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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.

**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.

**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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MAXIMUM TIME ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WEEKS</td>
</tr>
<tr>
<td>Cosmetology (Full Time, 30 hrs/wk)</td>
<td>1600 Hours</td>
</tr>
<tr>
<td>Cosmetology (Part Time, 20 hrs/wk)</td>
<td>1600 Hours</td>
</tr>
<tr>
<td>Hair Design (Full Time, 30 hrs/wk)</td>
<td>1400 Hours</td>
</tr>
<tr>
<td>Hair Design (Part Time, 20 hrs/wk)</td>
<td>1400 Hours</td>
</tr>
<tr>
<td>Esthetics (Full Time, 30 hrs/wk)</td>
<td>750 Hours</td>
</tr>
<tr>
<td>Esthetics (Part Time 20 Hrs./wk)</td>
<td>750 Hours</td>
</tr>
<tr>
<td>Master Esthetics (Full Time 30 hr/wk.)</td>
<td>1200 Hours</td>
</tr>
<tr>
<td>Master Esthetics (Part Time, 20 hrs/wk)</td>
<td>1200 Hours</td>
</tr>
<tr>
<td>Manicuring (Full Time 30 Hrs./Wk)</td>
<td>600 Hours</td>
</tr>
<tr>
<td>Manicuring (Part Time 20 Hours)</td>
<td>600 Hours</td>
</tr>
<tr>
<td>Barber (Full Time 30 Hours)</td>
<td>1000 Hours</td>
</tr>
<tr>
<td>Barber (Part Time 20 Hrs/Wk.)</td>
<td>1000 Hours</td>
</tr>
<tr>
<td>Instructor (Full Time 30 Hrs./ Wk)</td>
<td>500 Hours</td>
</tr>
<tr>
<td>Instructor (Part Time 20 hrs./Wk.)</td>
<td>500 Hours</td>
</tr>
<tr>
<td>Massage (Part Time) 20 Hrs/Wk</td>
<td>650 Hours</td>
</tr>
<tr>
<td>Massage (Full Time 30 Hrs/Wk)</td>
<td>750 Hours</td>
</tr>
</tbody>
</table>
Massage (Part Time 20 Hrs/Wk)  750 Hours  56.5  Weeks  1125

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.

**ACADEMIC PROGRESS EVALUATION (GRADING POLICY)**

The qualitative element used to determine academic progress is a reasonable system of grades on required academic learning. Students are assigned both 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 of 76% 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:

<table>
<thead>
<tr>
<th>THEORY</th>
<th>PRACTICAL</th>
<th>CITIZENSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>Level 4=A</td>
<td>Excellent</td>
</tr>
<tr>
<td>Above Average</td>
<td>Level 3=B</td>
<td>Good</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Level 2=C</td>
<td>Fair</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Level 1=D</td>
<td>Poor</td>
</tr>
</tbody>
</table>

Missing assignments and or test will adversely affect grade point average and satisfactory academic progress.

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

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

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

**PROBATION**

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

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.

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

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

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

TRANSFER HOURS
With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date of the incidence.
2. The complaint form will be given to the school Director.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that the management cannot resolve it, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

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

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

8. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

**Attendance Policy**

Students must come to class on time and attend 67% of the classes offered to maintain satisfactory progress. Situations beyond a student control, such as accident or illness, will be addressed by the owner/director to determine whether an absence is excusable. Any student arriving past the start of theory will be considered tardy, and will not be permitted to attend class until theory is over.

**Assignment make-up policy**

Students are expected to graduate by the completion date on their contract. Students who need to make up hours may attend additional classes (Saturday). Student is responsible to make arrangements with instructors to schedule a time to make up test, and or missing assignments. Missing and failed tests will adversely affect the students GPA (Grade Point Average) and SAP (Satisfactory Academic Progress).

**Operations Schedule and Calendar**

The school is closed on the following holidays. New Year’s day, Martin Luther King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving day, Christmas Eve and December 24, and Dec. 25th and other days that may be necessary as in snow and ice advisories that would be broadcast on our local news. Any other days than that would always be posted in advance. All vacations and days off in excess of those stated above, must be requested in advance of and approved by this office.
Class Start dates are on Mondays with the Exception of Massage Therapy (if this should fall on a Holiday, students will start the next day the school reopens).
Massage 6-month program will start January 2 through June 30th & also July 1 through December 31.
Massage 10 month course will start evenings September 1 - June 30th or Days February 3-November 3
Daily Schedules. **Lunches will ½ hour out of each schedule longer than 5 hours**
Massage 6-month course will be Monday-Friday, 9a-3:30
Massage 6 month course will be Monday-Friday, 4:30p-9:30p & Saturday 8a-1p
Massage 10-month course will be Monday, Wednesday, and Thursday 9a-2:30p and every other Saturday 8a-1p.
Massage 10-month course will be Monday, Wednesday, Thursday 5p-10p and every other Saturday 8a-2p.

**Dress Code Requirements**
Students will comply with the professional dress code set forth by Elite Cosmetology, Barber & Spa Academy LLC, or you may be asked to leave. Elite Cosmetology, Barber & Spa Academy LLC reserves the right to make judgment on whether an individual’s attire meets dress code or not.
- Clothing will consist of solid black pants, skirts (no more than 2” above knee); shirts with any colors must be covered by a smock (provided in kits).
- Accessories such as hats, belts, scarves and shoes may be of any color.
- Shoes will be close toed and in good shape and must be worn at all times.
- Hair and make-up are expected to be professionally styled and or applied.
- Students should practice personal hygiene and cleanliness, use deodorant, maintains fresh breath and present a well-groomed appearance at all times.
- Massage students must wear scrubs during school hours. Available for purchase, online, or in department stores. School log t-shirt will be worn for all outside of class functions.

**Repeated Courses**
At the discretion and approval of the instructor a portion of a student’s training can be repeated with financial aid funding if the student is eligible depending on financial aid provider if any. Repeating practical training can result from any of the following circumstances: death in the family, financial hardship, illness, or academic progress. Letters of approval need to be submitted to the financial aid office from the instructor of the repeated course.

**Washington State Examination**
Each student who has completed his course of study and has graduated must take and pass the Washington State Board Written and Practical Examination in order to become licensed to practice in the State of Washington. Students will be taken through a mock state board examination prior to graduating from the course.

Massage Therapy students attending the 750 Hour Program will be responsible for contacting the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) directly.

**Graduation Requirements**
A student that has completed the required number of hours in his/her particular course of study, passed all tests, quiz, and practical evaluations with a 76% or higher. The student must maintain the academic policies set forth by Elite Cosmetology, Barber & Spa Academy LLC and included in this catalog. Massage students must receive a pass on midterm and term massage given to instructor as a final practical evaluation.
Privacy Policy

Student and parent/guardians of dependent minors are guaranteed the right to access and review the student’s educational file. Elite Cosmetology, Barber & Spa Academy LLC will only release information contained in the students file only with the written authorization of the student, or parent/legal guardian if the student is a dependent minor, a release is required under federal, state, or local laws, the student will be granted supervised access to their records within five business days of the request. The school does not publish directory information on students. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. Elite Cosmetology, Barber & Spa Academy L.L.C. requires a release form be completed for each third party requesting information. The institution maintains a record of all release forms and request information. The school does permit access to students and other school records as required for any accreditation process initiated by the institution of by the National Accreditation Commission of Career Arts and Sciences, or in response to a directive of the commission, the United States Department of Education or the State licensing Agency or any other school official.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student and/or parent or guardian if the student is a dependent minor should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student and/or parents or guardians wishes to inspect. The Academy official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The School does

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.
[Optional] Upon request, the Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO ACADEMY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901

**Ferpa Responsibilities and Student Rights**

A school is required to—

✔ annually notify students of their rights under FERPA
✔ include in that notification the procedure for exercising their rights to inspect and review education records; and
✔ maintain a record in a student’s file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student (and/or parents/guardians if the student is a dependent minor) has the right to—

✔ inspect and review any education records pertaining to the student
✔ Request an amendment to his/her records; and
✔ Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

**Washington State Credentialing Requirements**

**Massage Practitioner**

(Chapter 18.108  RCW, 246-830 WAC)

License Customer Service Center – 360-236-4700

Completion of a Washington state board of massage approve education program, and successful completion of National Exam Verification of Completion form stamped with the programs Department of Health issued stamp received directly from the approved education program. Official Exam report from the NCBTMB or SMTB. State licensure verification Applicant lists all states where credentials are or were held; including where applicant has applied but a credential was not granted. A verification form must be completed and submitted by the jurisdiction where the applicant is or was credentialed. Applicant sends form to jurisdiction for completion. The jurisdiction sends completed form directly to the department.

Statement about:

- Physical and mental health status
- Lack of impairment due to chemical dependency or substance abuse.
- History of loss of license, certification or registration
- Felony convictions
• Loss or limitations of privileges
• Disciplinary actions
• Professional liability claims history

Applicant must answer personal data questions, and appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send in an explanation of the nature of the case, data and summary of the care given with copies of the original complaint, and the settlement or final disposition.

WAC 308-20-120
Written and performance examinations.

(1) The department shall administer or approve the administration of a written and performance license examination. The department may approve written or performance examinations given by department-approved examination providers.

(2) The written and performance examinations for cosmetology, barber, manicurist, esthetics, and master esthetics shall reasonably measure the applicant’s knowledge of safe and sanitary practice.

(3) The written and performance examinations for instructor shall be constructed to measure the applicant’s knowledge of lesson planning and teaching techniques.

(4) In order to be eligible for licensure, a license applicant must pass both the written and performance examinations in the practice for which they are applying.

(5) The minimum passing score for both the written and performance examinations in all practices is a scaled score of 75.

(6) Examination results expire three years from the date of the examination. Examination results that are more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure.

Licensing requirements
To get a license as a cosmetologist, barber, manicurist or esthetician, you must:
• Be at least 17 years of age
• Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours.
• Pass the state approved written and performance examinations.

Below is a list of questions you will have to provide the state prior to issue of license.
1. Have you been convicted of a crime, misdemeanor or felony, in this or any other state, by the federal government or by any other jurisdiction within the past ten years?
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment, in this or any other state, by the federal government or by any other jurisdiction?
3. Has any professional or occupation license, certification or permit held by you been fined, suspended, revoked, refused, or denied, in this state, by the federal government or by any other jurisdiction?
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction, in this or any other state, by the federal government or by any jurisdiction? You will have to be prepared to attach a letter of explanation for any “yes” answers. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, or disposition of the charge.

Minimum required school hours

- Cosmetology – 1600 hours (Spanish & English Courses)
- Hair Design (pending NACCAS approval) – 1400 hours
- Barber – 1000 hours (Spanish & English Courses)
- Manicuring – 600 hours
- Esthetics – 750 hours
- Master Esthetics – 1200 (750 of these from basic prerequisites)
- Massage Therapy (WA State) - 650 hours
- Massage Therapy (NCTBMB) – 750 hours
- Instructor – 500 hours (Spanish & English Courses)

Career Considerations

Students interested in pursuing a career in Cosmetology, Barber, Manicuring, Nails, Esthetics, or Instructing should consider all aspects of this career choose. In order to be successful in these fields you must:

- Have finger dexterity and a sense of form and artistic ability
- Have the ability to keep abreast on the latest fashion and beauty techniques
- Work long hours on your feet while building a clientele
- Enjoy dealing with the public and must work well with other people

Things you should be aware of working in these fields and to meet requirements of employers.

- You will be exposed to various chemicals and fumes that may cause allergic reactions
- The physical demand from standing for long hours with hands at shoulder level, or sitting for long hours working at a massage table, or nail table, bending over a shampoo bowl, and or a facial, massage, or styling chair can cause neck and back pain.
- A personal investment may be required for advertising (business cards, newspaper ads).
- Methods of compensation will vary and initially pay may be at Federal and State minimums, which may include a straight salary, salary plus commission, straight commission, retail commission and or independent contracting (renting a space and or equipment from an existing salon).

Student Ratio to Instructor for all courses is one instructor for every 20 students.

Regarding Tuition and Payments: Elite Cosmetology Barber & Spa Academy LLC accepts the following payment methods: Cash, Money Orders, Personal Check, Cashier’s Check and Visa or Master Card Credit Cards as well as Pay Pal.