



## ACADEMY OF COSMETOLOGY

(2 locations)

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DIVISIONS OF SHEER SUCCESS, INC.

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CATALOG OF GENERAL INFORMATION  
2022-2023 VOLUME 2  
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**MISSION STATEMENT**

The mission of our schools is to prepare and train students to become skilled and employable, and to encourage self-growth, motivation and professionalism in the Cosmetology, Full Specialist, Skin Care, Manicuring /Nail Extensions, Teacher Training, Barber, Restricted Barber, Massage Therapy/Skin Care, and Massage Therapy industries.

**OWNER, ADMINISTRATION AND STAFF**

**GOVERNING BODY:**

Academy of Cosmetology  
Merritt Island & Melbourne  
A division of Sheer Success, Inc.  
(321) 452-8490 Office (321) 453-7552 Fax

Jacquilyn Eusanio  
P.O. Box 1057  
Cape Canaveral, FL 32920

**OFFICERS OF THE CORPORATION**

Sheer Success, Inc.,  
Jacquilyn Eusanio, President and CEO

**CORPORATE STAFF:**

Jacquilyn Eusanio	Owner	55 years licensed Cosmetologist License# CL1163748
Rick Johngrass	Financial Aid Director	30 years of experience in education & financial aid

**FACULTY – MERRITT ISLAND**

Carolyn Sweeten	Instructor—Cosmetology, Skin Care, Manicuring/Nail Extensions, Full Specialist, Teacher Training, Academic Restricted Barber Administration Florida DBPR Cosmetology License # CL1278158 /Admissions Florida DBPR Restricted Barber License # BR7455 Academy of Cosmetology, Merritt Island, FL
Fatima Younis	Instructor—Cosmetology, Skin Care, Manicuring/Nail Extensions, Full Specialist, Teacher Training Florida DBPR Cosmetology License # CL1287055 Academy of Cosmetology, Merritt Island, FL
Summer Cowhig	Instructor—Massage Therapy Florida Department of Health License # MA96940 Academy of Cosmetology, Merritt Island, FL
Michael Ennis	Instructor—Restricted Barber, Barber Florida DBPR Barber License # BB8899062 Champs Barber School, Lancaster, PA
Shacara Wynn	Instructor—Massage Therapy Florida Department of Health License # MA78560 Academy of Cosmetology, Merritt Island, FL
Kelsey McQuay	Instructor-- Manicuring/Nail Extensions Florida DBPR License # CL1207897 Academy of Cosmetology, Merritt Island, FL
Dominique McNeely	Instructor— Skin Care Florida DBPR License # FB9780991 Academy of Cosmetology, Merritt Island, FL
Nikita Connor	Instructor—Manicuring/Nail Extensions Florida DBPR License FV9597952 Adonais Beauty School, Palm Bay, FL
Denise Martin	Instructor---Massage Therapy Florida Department of Health License # MA99855 Academy of Cosmetology, Merritt Island, FL
Jacquilyn Eusanio	Substitute—Cosmetology, Skin Care, Full Specialist, Manicuring/Nail Extensions, Teacher Training Instructor Florida DBPR License # CL1163784 Lewis, Wineberger & Hill, Youngstown, OH

## **FACULTY – MELBOURNE**

Jacquilyn Johngrass	Instructor -Cosmetology, Skin Care, Manicuring/Nail Extensions, Full Specialist, Teacher Training Academic Administration Restricted Barber, Massage Therapy /Admissions Florida DBPR Cosmetology License # 11886470 Florida Dept. of Health Massage License # MA55043 Florida DBPR Restricted Barber License # BR5674 Raphael's School of Beauty Culture, Youngstown, OH Academy of Cosmetology, Merritt Island, FL
Damaris Martinez	Instructor—Manicuring/Nail Extensions, Skin Care, Full Specialist Florida DBPR License # FS902198 Academy of Cosmetology, Merritt Island, FL
Mary Moore	Instructor—Cosmetology, Skin Care, Manicuring/Nail Extensions, Full Specialist, Teacher Training Restricted Barber Florida DBPR License #CL1257499 Florida DBPR Restricted Barber License #BR5856 Academy of Cosmetology, Melbourne, FL
Tiler Douglas	Instructor— Restricted Barber Florida DBPR License #BR9395
Jacquilyn Eusanio	Substitute— Cosmetology, Skin Care, Manicuring/Nail Extensions, Full Specialist, Teacher Training Instructor Florida DBPR License # CL1163784 Lewis, Wineberger & Hill Youngstown, OH

## **FACILITIES**

The Academy of Cosmetology-Merritt Island is a sophisticated and contemporary 10,000 sq. ft. facility located at 2088 N. Courtenay Parkway, Merritt Island, Florida, 32953. It is fully equipped and accommodates 68 total working stations on the clinic floor. This includes 44 cosmetology stations, a barber area with 10 chairs, 4 manicure stations, and 10 pedicure stations. Also, this location includes a reception area, 4 classrooms, a dispensary with laundry, a faculty office and an admissions office. There is an inside and outside break area as well as 6 rest rooms. The Skin Care area has 7 private bays with facial and microderm machines, a large wet spa room, scrub area, laundry room and storage. The Massage area includes 6 private massage bays, a classroom, scrub area and large storage room.

The Academy of Cosmetology-Melbourne, located at 4850 Stack Blvd. F1-F7, Melbourne, Florida 32901 is sophisticated and contemporary, and consists of 10,598 Sq. ft. It is fully equipped and accommodates 67 total working stations on the clinic floor. This includes 44 Cosmetology stations, a Barber area with 9 chairs, 4 Manicure stations, 4 shampoo bowls and 10 Pedicure stations. The Skin Care area has 7 private bays with facial and microderm machines, a large wet spa room, scrub area laundry room and storage. The Massage area includes 6 private massage bays, a classroom, scrub area, and a waiting room for clients. Also, this location includes a reception area, 6 classrooms, a dispensary with laundry, a faculty office and an admissions office. There is an inside and outside break area for students as well as 2 large rest rooms.

## **SCHOOL OBJECTIVE**

The objective of our school is to train and prepare the students with the principles and practices of the Cosmetology, Skin Care, Manicuring, Teacher Training, Barber, Restricted Barbering, Massage Therapy professions. Prepare students to complete, and meet the requirements of the programs and pass the state licensing exam to become a Cosmetologist, Skin Care Specialist, Full Specialist, Manicurist, Barber, Restricted Barber, Massage Therapist.

## **HOLIDAYS**

The school is closed in 2022-2023 on the following holidays:

01/01/2022 (New Year's Day), 01/17/2022 (Martin Luther King Day), 05/30/2022 (Memorial Day), 07/04/2022 (Independence Day), 09/05/2022 (Labor Day), 11/24/2022 (Thanksgiving Day), 11/25/2022 (Day after Thanksgiving), 12/25/2022 – 1/2/2023 (Holiday Break), 01/16/2023 (Martin Luther King Day), 05/29/2023 (Memorial Day), 07/04/2023 (Independence Day), 09/04/2023 (Labor Day), 11/23/2023 (Thanksgiving Day), 11/24/2023 (Day after Thanksgiving), 12/24/2023 - 01/01/2024 (Holiday Break),

### **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

It is the policy of Academy of Cosmetology that all complaints received from students, employees, or customers must be in writing, signed, dated, and mailed to:

Academy of Cosmetology  
P.O. Box 1057  
Cape Canaveral, FL 32920-1057

All complaints will be reviewed by the school President, Director, Financial Aid Administrator, and location manager. All plans of action and/or correction will be discussed at the meeting and a written response will be given or mailed to the student within thirty (30) business days. After following the school's complaint process, students may pursue the matter further with NACCAS or Commission for Independent Education at the addresses below.

### **LICENSING AND ACCREDITATION**

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

Florida Department of Education  
325 West Gaines St., Ste. 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684 (toll free number)

Our school is accredited by:

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

### **TEXTBOOKS AND EQUIPMENT**

The books and supplies you receive become your responsibility and you are expected to maintain them by replacing lost or broken articles in order that you may practice your work properly. Books and supplies are a separate cost from tuition and are non-returnable.

Personal items, equipment, or books left on school premise by any student for more than 30 days after graduation or discontinuation become the property of Academy of Cosmetology.

### **LICENSING REQUIREMENTS OF THE STATE**

An applicant shall be entitled to take the licensure examination to practice cosmetology if the applicant:

1. Is at least 17 years of age or has received a high school diploma (massage 18 years of age);
2. Pays the required application fee;
3. Has received a minimum of required program hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of the course they have chosen;
4. Pass written exams for Theory and Practical with a minimum score of 75% or (C) grade point average each. These exams are given on school premises for the Manicuring/Nail Extensions, Full Specialist, Skin Care and Teacher Training programs. The exam is given by Pearson Vue for the Cosmetology, Barber and Restricted Barbering program. The exam is given by the Federation of State Massage Therapy Board (FSMTB) for the Massage Therapy program.

### **ENROLLMENT**

You may enroll any day during the month. Classes start each Tuesday for Cosmetology, Barber, Restricted Barbering, and Teacher Training, every 6th Tuesday for Manicuring/Nail Extensions, Full Specialist and Skin Care. A new Massage class starts every 6 weeks.

Students enrolled in Cosmetology (1200 hours), and Barber (1200 hours), and attending on a full-time basis will complete their program in approximately 48 weeks. Students attending on a part-time basis will complete their program in

approximately 72 weeks. Students enrolled in Full Specialist (600 hours), Massage Therapy (600 hours), Teacher Training (600 hours), and Restricted Barber (600 hours), attending on a full-time basis will complete their program in 24 weeks. Students attending on a part-time basis will complete their program in 36 weeks. Students enrolled in Manicuring/Nail Extensions (240 hours) and attending on a full-time basis will complete their program in approximately 10 weeks. Students attending on a part-time basis will complete their program in 15 weeks. Students enrolled in Skin Care program (260 hours) and attending on a full-time basis will complete their program in approximately 10 weeks and students attending on a part-time basis will complete their program in 16 weeks.

### **PROGRAM HOURS**

Program hours are defined as full-time (25-40 hours per week) and part-time (16-24 hours per week).

### **TRAINING HOURS**

Academy of Cosmetology, Merritt Island and Melbourne locations, are open Tuesday through Saturday from 9:00 a.m. to 5:30 p.m. The maximum scheduled student hours are five days per week, rotating between weekday and Saturday hours. The lunch period is one-half hour. Part-time schedules may be arranged within the operating hours of the school.

### **STUDENT SCHEDULES**

Student schedules are 9:00 a.m. to 5:30 p.m. Tuesday through Saturday for Cosmetology, Manicuring/Nail Extensions, Full Specialist, Skin Care, Barber, and Restricted Barbering.

Additional full and part time schedules are also available per student needs.

All enrolled students are required to attend at least 16 Saturday hours per month.

The attendance schedule for Massage Therapy is Tuesday through Saturday 9:00 a.m. to 2:00 p.m.

### **ADMISSION REQUIREMENTS**

Our school only admits students, persons having the following:

- A. Proof that the student is above the age of compulsory school attendance in the State of Florida (age 17); and if a student is less than 18 years of age, parental or guardian approval and signature.
- B. Proof of high school graduation or GED.
- C. The Teacher Training program requires a high school diploma or GED and a Florida Cosmetology license.
- D. Massage students applying for licensure or certification may be excluded for licensure or certification by the state of Florida if a felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes.

*\* SEE "PHYSICAL DEMANDS OF THE PROFESSION" ON PAGE 18*

A copy of the School's catalog is available to each student before school starts.

### **FINANCIAL AID**

Our school offers Federal Pell Grants and Federal Direct Student Loans for those who qualify. Students who wish to apply for financial aid must have a personal interview with the school director and complete the appropriate financial aid application. Amounts of awards are determined by the amount of financial need the student can demonstrate.

### **HISTORY OF OUR SCHOOL**

The Merritt Island school was purchased by its current owner, Jacquilyn Eusanio, in 1986. The school was known then as Advanced & Basic Hair Design Training Center. The owner started the corporation, Sheer Success, Inc., in January, 1987, of which Ms. Eusanio is the President. The school operated as Advanced & Basic Hair Design Training Center until January, 2005, and then changed its name to Academy of Cosmetology.

The Melbourne branch was opened by its current owner, Jacquilyn Eusanio, in 2008 and was then moved to its current location in 2018.

Additional information regarding this institution may be obtained by contacting:

The Commission for Independent Education  
325 West Gaines St., Ste. 1414  
Tallahassee, Florida 32399-0400 Toll Free (888) 224-6684



## **READMISSION POLICY**

Students may apply to be readmitted to the school after being dismissed after waiting a period of three months. Such students will be enrolled on a probationary status. With respect to financial aid, a student must complete a period of one month (30 days) with at least a 67% attendance average for that period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of SAP and will never be granted more than once unless the student can prove extenuating circumstances. It does not apply to voluntary withdrawals.

Re-entering students will be charged at the current tuition rates for newly entering students. If the student re-enters within twelve months of the withdrawal, the registration fee will be waived.

## **ACCESS TO ACADEMIC RECORDS**

Students and parents of students who are dependent minors have the right to review their Academic Records by appointment under the supervision of an instructor or office manager. Information pertaining to a student's cumulative record will be released only upon the written instructions and/or written permission of the student and/or guardian if the student is under legal age. Those students who are denied entry or dismissed from the school, records will remain on file for at least one year. The National Accrediting Commission of Career Arts & Sciences (NACCAS) reserves the right to inspect student records without consent for accreditation purposes.

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements for graduation:

The student must have completed the state's requirement of clock hours of the course attended as well as carried a "C" or better in practical and academic work, and made full payment of all fees and obligations to the school. Upon completion of these requirements, the student will be issued a Certificate of completion by the school. According to the Florida Cosmetology Act, Statutes 61G5-18.001, Section 477.019 and Florida Barber Statutes 61G3-16.001, Section 476.114, schools **MAY** certify that a person is qualified to take the licensing exam after the completion of 1,000 actual hours. Academy of Cosmetology **WILL NOT** certify any student to take the licensing exam prior to completing all of the hours the student has enrolled for. 1200 hours for Barbering and Cosmetology. 260 hours for Skin Care. 860 hours for Massage Therapy/Skin Care. 600 hours Teacher Training, Full Specialist, Massage Therapy and Restricted Barbering. 240 hours Manicuring/Nail Extensions. When the student completes the clock hour requirements for a program and has successfully completed the prescribed program of study, the student will receive a certificate of completion indicating that the student has successfully completed the prescribed program of study.

## **TRANSFER POLICY**

**Cosmetology, Teacher Training, Skin Care, Manicuring/Nail Extensions, Full Specialist, Barber, and Restricted Barbering Courses:** The acceptance of transfer hours credited is at the discretion of the receiving school. It is the student's responsibility to confirm whether or not hours will be accepted by another institution of the student's choice.

A person transferring to our school from another Cosmetology School must meet all admission requirements and provide transcripts from previous school reflecting a grade average of 75%. Academy of Cosmetology reserves the right to deny or accept all, part, or none of the hours credited based on practical evaluations and theory evaluations and personal interviews. Credit will be given for clock hours earned from other institutions in accordance with the results of these evaluations. Average score of theory and practical evaluations must be 75% or higher. These evaluations will be conducted one time and will be overseen, confirmed and validated by the school manager. There is no appeal of decision available. There is no charge for these evaluations.

Transfer students are required to pay a \$100.00 registration fee plus an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Academy of Cosmetology. Students transferring out of Academy of Cosmetology are subject to a \$50.00 transfer fee. If the student has not completed their contractual obligations to pay fees, tuition, etc. Academy of Cosmetology reserves the right to withhold all transcript information until the contract is in good standing.

Academy of Cosmetology will notify the student as well as the VA, if applicable.

**Massage Therapy:** The Academy of Cosmetology **does** accept transfer credit hours for the Massage Therapy course.

### **ATTENDANCE/ABSENCE POLICY**

Students are expected to attend classes regularly and promptly. If a student is unable to attend, the school must be notified no later than 12:00 p.m. of the same day. Absenteeism due to doctor or other urgent appointments must be accompanied by an excuse from the doctor or agency.

Students arriving for theory class more than fifteen minutes late will proceed to their station and begin studying. Students are expected to be prompt for class just as any future employers will expect them to arrive on schedule. Students arriving more than fifteen minutes late must sign in to the nearest ¼-hour. Students are permitted 4 unexcused absences each month. If a student exceeds 4 unexcused absences in one month, they may be suspended from school for 3 days. After the suspension if the unexcused absenteeism continues, the student may be discontinued from the program. All students are required to attend school for a minimum of 16 Saturday hours each month. Makeup work can be completed on any school day.

### **VETERANS ATTENDANCE POLICY**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' files. Early departures, class cuts, tardiness, etc. for any portion of a class period will be counted as one absence. Students exceeding 20% **total** absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA educational benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### **VA PENDING PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## CURRICULUM/COURSE OUTLINE

### COSMETOLOGY

**1200 Hours**

Course Description: The 1200-hour Cosmetology course prepares all graduates for the Florida State Board examination to become a licensed cosmetologist. The course study includes hair cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments and other important areas of cosmetology. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speaker and scheduled Theory classes.

#### Content of Units of Instruction:

		<u>Services</u>	<u>Hours</u>
ORI-101	Orientation		2
HCT-101	Haircutting	75	158
HS-101	Hairstyling	300	280
PERM-101	Permanent waving, Relaxing, Straightening	65	328
HC-101	Art of Hair Coloring	45	200
MAN-101	Manicuring	10	25
PED-101	Pedicuring	10	25
NAIL-101	Nail Extensions	30	30
FAC-102	Facials, Waxing, Skin care, Make-up, Microdermabrasion	5	30
HR-101	Hair Removal	5	16
SHP-101	Shampoo and Rinses	50	24
RIN-101	Scalp treatment and Hair care rinses	45	16
SAN-101	Sanitation and Sterilization		50
HIV-101	HIV/AIDS		4
LAW-101	Law/Employment Related Education		12
	Total	640	1200

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective (Cosmetology): The Cosmetology program is designed to prepare students for the Florida Board of Cosmetology exam. Upon successful completion of this program, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills including, hairstyling, shampooing, coloring, chemical reformation, manicuring, and facials. Additionally, students will be able to comprehend, analyze, and integrate theoretical cosmetology knowledge with practical skill performance, preparing graduates for entry-level employment in a beauty salon or in Make-up Artistry, Teacher Training, Cosmetic sales and more.

Grades are achieved as a result of practical and written tests.

A = 93% - 100%	Excellent	B = 84% - 92%	Good
C = 75% - 83%	Satisfactory	D = 66% - 74%	Unsatisfactory
	F = 0% - 65%	Failing	

**FULL SPECIALIST****600 Hours**

Course Description: The 600-hour Full Specialist course prepares all graduates for examination to become a licensed specialist. The course study includes manicuring, makeup and skin care, hand and arm massage or bleach, and shampooing. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Extra Hours</u>	<u>Hours</u>
ORI-101	Orientation			2
MAN-101	Manicuring	34		80
PED-101	Pedicuring	31		80
NAIL-101	Nail Extensions	30		80
FAC-102	Facials, Waxing, Skin care			
	Make-up, Microdermabrasion	60	100*	238
SHP-101	Shampooing	95		80
SAN-101	Law/Employment Related Education			36
HIV-101	HIV/AIDS			4
Total		250		600

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective: The objective of the Full Specialist program is to provide instruction in three growing services in the beauty salon: Nail Artistry, Facials, and Shampoo. After completing this program, the student will be a qualified specialist and shampoo person. This program prepares the student for entry level employment as a licensed full specialist, make-up artist and more.

Grades are achieved as a result of practical and written tests.

A = 93% - 100%	Excellent	B = 84% - 92%	Good
C = 75% - 83%	Satisfactory	D = 66% - 74%	Unsatisfactory
F = 0% - 65%		Failing	

*\* SEE "FULL SPECIALIST EXTRA HOURS RATIONAL" ON PAGE NUMBER 31*

**MANICURING/NAIL EXTENSIONS****240 Hours**

Course Description: The 240-hour Manicuring-Nail Extensions will train the student nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in our clinic. Advanced training with artificial nail application and nail tips is included in the course. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Hours</u>
ORI-101	Orientation		2
MAN-101	Manicuring	20	19
PED-101	Pedicuring	10	9
TIP-101	Tips and Overlays	15	37.5
SCU-101	Sculpting Using a Form	15	37.5
WRAP-101	Nails Wraps and Mending	10	15
CAP-101	Nail Fills	10	10
NR-101	Artificial Nail removal	5	5
ART-101	Polishing and Nail Art	10	5
LAW-101	Law/Employment Related Education		5
HIV-101	HIV/AIDS		4
SAN-101	Sanitation		4
ETH-101	Ethics		2
DIS-101	Nail theory & related subjects including Nail Diseases and Disorders		85
Total		95	240

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective: The Manicuring/Nail Extensions program is designed for students who are only interested in the nail care phase of cosmetology. During this program, each student is introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training with sculptured nail application and maintenance, nail wrapping, and application of nail tips is included in the program. Completion of this program will prepare the student for entry level employment as a licensed Nail Specialist.

Grades are achieved as a result of practical and written tests.

A = 93% - 100% Excellent	B = 84% - 92% Good
C = 75% - 83% Satisfactory	D = 66% - 74% Unsatisfactory
F = 0% - 65% Failing	

**TEACHER TRAINING****600 Hours**

Course Description: The 600-hour Teacher Training course trains students to deal with common student problems and issues. They are also taught good teaching techniques and practices as well as potential school problems and how to handle and prevent problems. This course will prepare a graduate to become a licensed instructor in the state of Florida. Student must have an active Cosmetologist license to enroll in the Teacher Training course. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Hours</u>
ORI-101	Orientation	2
PSY-101	Psychology of Student Training	20
TEA-101	Introduction to teaching	20
PRO-101	Personality and Professional Conduct	30
OUT-101	Course Outlining and Development	25
LES-101	Lesson Planning	80
TECH-101	Teaching Techniques and Methods	95
BUS-101	Employment Related Education/Resumes	15
AID-101	Teaching Aids	40
DEM-101	Demonstration Techniques	20
TEST-101	Tests and Measurements	30
MGE-101	Classroom Management	20
REC-101	Record Keeping	15
OBS-101	Teaching Observation	30
ASST-101	Teaching Assistant	50
PRAC-101	Student Teaching (practice teaching)	100
LAW-101	Law	4
HIV-101	HIV/AIDS	4
Total		600

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective: To train and prepare a licensed cosmetologist for entry level employment as a cosmetology instructor. Curriculum will include all phases of cosmetology instruction including course outlines and classroom management. The Florida Department of Education does not require this program for licensure as an instructor.

Grades are achieved as a result of practical and written tests.

A = 93% - 100% Excellent	B = 84% - 92% Good
C = 75% - 83% Satisfactory	D = 66% - 74% Unsatisfactory
F = 0% - 65% Failing	

**BARBER****1200 Hours**

Course Description: The 1200-hour Barber course prepares all graduates for the Florida State Board of Barbering Examination to become licensed barbers. The course study includes hair cutting and styling, hair coloring, permanent waving, scalp and hair treatments, shampooing, and hair straightening. Our school has a large clinic open to the public and is supervised by licensed instructors. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Hours</u>
LAW-101	Florida Laws & Rules/Orientation		150
SAN-101	Safety, Sanitation, Sterilization, HIV/AIDS		325
BAS-101	Hair Structure & Chemistry		50
HS-101	Hair Cutting, Taper Cuts, & Styling Cuts	400	200
SHP-101	Shampoo and Rinses	50	75
PERM-102	Permanent Waving, Relaxing, Curling, & Straightening	205	300
HC-101	Coloring & Bleaching	25	50
BMB-101	Mustache/Beard Trimming/Shaving	25	50
Total:		705	1200

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective (Barber): Upon successful completion of this program and passing State Board exam, students will be prepared for entry level employment in a barber shop, hair stylist on a cruise ship, sales person, or platform artist. A student is awarded a diploma upon completion of graduation requirements listed in our catalog.

A = 93% - 100% Excellent	B = 84% - 92% Good
C = 75% - 83% Satisfactory	D = 66% - 74% Unsatisfactory
F = 0% - 65% Failing	

**RESTRICTED BARBERING****600 Hours**

Course Description: The 600-hour Restricted Barbering course prepares all graduates for the Florida State Board of Restricted Barbering Examination to become licensed Restricted Barbers. The course study includes hair cutting and styling, including blow drying, scalp and hair treatments, shampooing. Also includes taper cuts, freehand, shear over comb, and clipper over comb. Finally, facials, shaving, beard and mustache trimming. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Hours</u>
LAW-101	Florida Law and Rules		75
SAN-101	Safety/Sanitation/Sterilization		325
BAS-101	Hair Structure/Cutting/Cleansing		150
	a. Taper Cuts	100	
	1. Freehand		
	2. Shear over Comb		
	3. Clipper over Comb		
	b. Style Cuts (to include blow drying)	50	
	c. Shampooing	50	
	Shaving / Beard & Mustache Trimming	50	50
		<hr/>	<hr/>
	Total:	250	600

*Note: Curriculum/Course Descriptions are on page 26*

Educational Objective (Barber): Upon successful completion of this program and passing State Board exam, students will be prepared for entry level employment in a barber shop, hair stylist on a cruise ship, sales person, or platform artist. A student is awarded a diploma upon completion of graduation requirements listed in our catalog.

Grades are achieved as a result of practical and written tests.

A = 93% - 100%	Excellent	B = 84% - 92%	Good
C = 75% - 83%	Satisfactory	D = 66% - 74%	Unsatisfactory
	F = 0% - 65%	Failing	



**MASSAGE THERAPY****600 Hours**

Course Description: The curriculum is designed to instruct a student in massage therapy and prepare graduates for examination by the Florida Department of Health to become a licensed massage therapist. The student is also prepared for employment as a massage therapist. This course is taught in English.

Instructional Method: This course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled theory classes. All training hours will be in- class supervised instruction.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Extra Hours</u>	<u>Hours</u>
ORI-101	Orientation		2*	
AP-101	Anatomy and Physiology			150
MB-101	Basic Massage Theory and History		48*	200
CP-101	Clinical Practicum	125	50*	125
AM-101	Allied Modalities			76
BU-101	Business/Employment Related Education			15
TPH-101	Theory and Practice of Hydrotherapy			15
FL-101	Florida Laws and Rules (Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C.)			10
PE-101	Professional Ethics			4
HIV-101	HIV/AIDS Education			3
ME-101	Medical Errors			2
Total		125	100*	600

*Note: Curriculum/Course Descriptions are on page 26*

The above total hours include 100 extra hours over and above the Florida requirements.

125 Supervised Massages are required

Educational Objective: The objective of the Massage Therapy program is to provide instruction in this growing service area in the beauty salon. After completing this program, a student will be qualified for entry level employment in a spa or salon as a massage therapist providing massage services.

Grades are achieved as a result of practical and written tests.

A = 93% - 100%	Excellent	B = 84% - 92%	Good
C = 75% - 83%	Satisfactory	D = 66% - 74%	Unsatisfactory
F = 0% - 65%		Failing	

\* SEE "MASSAGE EXTRA HOURS RATIONAL" ON PAGE NUMBER 30

**MASSAGE THERAPY/SKIN CARE****860Hours**

Course Description: The combined Massage Therapy and Skin Care course is designed to instruct students in both skin care and massage therapy so that the student may enter the professions at entry level at a spa, salon, resort, or work on a cruise ship. After taking this course, the graduate will be prepared for examination by the Florida Department of Health to become a licensed massage therapist and testing to become a licensed skin care specialist. This course is taught in English.

Instructional Method: This course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled theory classes. All training hours will be in- class supervised instruction.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Extra Hours</u>	<u>Hours</u>
ORI-101	Orientation		2*	
AP-101	Anatomy and Physiology			150
MB-101	Basic Massage Theory and History		48*	200
CP-101	Clinical Practicum	125	50*	125
AM-101	Allied Modalities			76
BU-101	Business/Employment Related Education			15
TPH-101	Theory and Practice of Hydrotherapy			15
FL-101	Florida Laws and Rules (Chapters 456 and 480, F.S. and Chapter 64B7, F.A.C.)			10
PE-101	Professional Ethics			4
HIV-101	HIV/AIDS Education			3
ME-101	Medical Errors			2
ORI-101	Orientation			2
FAC-102	Facials, Waxing, Skin care, Make-up, Microdermabrasion	50		168
MAS-101	Theory of Massage			50
SAN-101	Sanitation/Sterilization			10
LAW-101	Florida Law/Employment Related Education			10
DIS-101	Skin and Disorders			10
BUS-101	Career Development, Business Management			6
HIV-101	HIV/AIDS			4
Total		175	100*	860

*Note: Curriculum/Course Descriptions are on page 26*

The above total hours include 100 extra hours over and above the Florida requirements.

125 Supervised Massages are required

Educational Objective: The objective of the Massage Therapy/Skin Care program is to provide instruction in this growing service area in the beauty salon. After completing this program, a student will be qualified for entry level employment in a spa or salon as a massage therapist or skin care specialist providing massage services or skin services.

Grades are achieved as a result of practical and written tests.

A = 93% - 100% Excellent	B = 84% - 92% Good
C = 75% - 83% Satisfactory	D = 66% - 74% Unsatisfactory
F = 0% - 65% Failing	

\* SEE "MASSAGE EXTRA HOURS RATIONAL" ON PAGE NUMBER 30

**SKIN CARE****260 Hours**

Course Description: The 260-hour Skin Care course will train students in skin care, facial treatments, make-up application, and hair removal. Completion of this course prepares graduates for examination to become a licensed skin care specialist. This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, question and answer, guest speakers and scheduled Theory classes.

<u>Content of Units of Instruction:</u>		<u>Services</u>	<u>Hours</u>
ORI-101	Orientation		2
FAC-102	Facials, Waxing, Skin care, Make-up, Microdermabrasion	50	168
MAS-101	Theory of Massage		50
SAN-101	Sanitation/Sterilization		10
LAW-101	Florida Law/Employment Related Education		10
DIS-101	Skin and Disorders		10
BUS-101	Career Development, Business Management		6
HIV-101	HIV/AIDS		4
	Total	50	260

Educational Objective: The objective of this program is to provide instruction in facials and skin care and be qualified for entry level employment in industries such as spas and salons.

Grades are achieved as a result of practical and written tests.

A = 93% - 100%	Excellent	B = 84% - 92%	Good
C = 75% - 83%	Satisfactory	D = 66% - 74%	Unsatisfactory
	F = 0% - 65%	Failing	

**HIV/AIDS 4-Hour CONTINUING EDUCATION CLASSES**

As of December 31, 1992, each applicant for an initial cosmetologist license shall confirm in the application for licensure that he or she has completed a board-approved educational course on HIV and AIDS. Completion of such course shall be a condition for licensure. Except for good cause sworn by notarized affidavit, no person shall be granted an initial cosmetologist license unless he or she complies with this subsection. Upon the filing of such affidavit, the Department shall determine whether to allow an applicant who has not taken an HIV and AIDS educational course at the time of licensure, six months to complete this requirement.

**SCHOLARSHIP POLICY**

Scholarships are granted only after signed approval from the Administrative Board. Requests must be made in writing. Scholarship applications are available in the Admissions Department.

**TUITIONS****Cosmetology (1200 Hours)**

Tuition	\$16,300.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>1,500.00</u> (Non-refundable)
Total Required	\$17,900.00

**Full Specialist (600 Hours)**

Tuition	\$7,900.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>1,500.00</u> (Non-refundable)
Total Required	\$9,500.00

**Teacher Training (600 Hours)**

Tuition	\$7,900.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>1,500.00</u> (Non-refundable)
Total Required	\$9,500.00

**Skin Care (260 hours)**

Tuition	\$3,800.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>600.00</u> (Non-refundable)
Total Required	\$4,500.00

**Manicuring/Nail Extensions (240 Hours)**

Tuition	\$3,550.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>600.00</u> (Non-refundable)
Total Required	\$4,250.00

**Massage Therapy (600 Hours)**

Tuition	\$10,100.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books/Testing Fees	<u>1,450.00</u> (Non-refundable)
Total Required	\$11,650.00

**Massage Therapy/Skin Care (860 Hours)**

Tuition	\$11,000.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books/Testing Fees	<u>1,550.00</u> (Non-refundable)
Total Required	\$12,650.00

**Restricted Barbering (600Hours)**

Tuition	\$9,750.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>1,250.00</u> (Non-refundable)
Total Required	\$11,100.00

**Barber (1200 Hours)**

Tuition	\$16,300.00
Registration Fee	100.00 (Non-refundable)
Kit Fee*/Supplies/Books	<u>1,500.00</u> (Non-refundable)
Total Required	\$17,900.00

\* All kit fees are mandatory

**Extra Tuition Prices Per Hour:** Any student who does not finish their program on schedule must pay extra tuition charges on a per hour basis. The extra tuition charge for Cosmetology is \$13.58, for Barber it is \$13.58, for Restricted Barbering it is \$16.25, for Full Specialist it is \$13.17, for Teacher Training it is \$13.17, for Skin Care it is \$14.62, for Manicuring/Nail Extensions it is \$14.79, for Massage Therapy it is \$16.83, for Massage Therapy/Skin Care it is \$12.79.

### **SAFETY PRECAUTIONS**

It is important that safety must come first when working in a salon with different types of chemicals. Throughout your career, you will be working with many types of chemicals and potentially hazardous materials such as hair color, permanent waves, chemical relaxing products, and artificial nail products as well as massage oils and creams. Bending over and standing can be another concern for cosmetologists and massage therapists as well. As you proceed through your course, you will learn safety precautions that will need to be followed when working with these chemicals to protect yourself as well as your clientele.

There are other safety hazards in the salon that may surprise you such as water. Any water left on the floor is inviting someone to slip and injure themselves. As well as water on the floor, scalding hot water is a potential hazard. Our schools are equipped with vacuum breakers in the shampoo bowls to regulate the water temperature and prevent anyone from being scalded with hot water. All of our schools are equipped with a first aid kit, which includes eyewash, bandages, and ointments to treat any injuries that may occur in spite of following safety precautions.

### **PHYSICAL DEMANDS OF THE PROFESSION**

There are many factors to think about when you are trying to decide if restricted barbering, cosmetology, or massage therapy would be the best career for you. You need to consider physical health. Practitioners usually work on an appointment schedule in a salon and once their clientele is developed, their day is busy and hectic. Not only are they working with their hands and arms as they perform services on their clients, but they are also standing much of the day. It's also essential that you consider your hand and eye coordination as well as dexterity. Health, endurance and energy level are very important to your success in the field you have chosen.

Your personality is just as important as your physical abilities. Consider the following: Do you enjoy meeting new people? Do you smile easily? Is it fairly easy for you to talk with people you've just met? DO YOU REALIZE THAT YOUR "PEOPLE SKILLS" WILL ACCOUNT FOR WELL OVER 50% OF YOUR SUCCESS?

At Academy of Cosmetology, we will spend a great deal of time helping you develop these skills. With practice, you can achieve these client communication abilities that are so necessary in the business you have chosen. They can only be acquired if you sincerely apply yourself, because your attitude and personality truly come from within you, and only you can develop and improve them. To insure your success, make it one of your major goals during the course.

### **PAYMENT PLAN**

In addition to Federal Financial Aid the School accepts cash, checks, credit or debit cards, money orders or any other methods approved by the School.

### **LIBRARY, LEARNING RESOURCES and INFORMATION SERVICES**

Library and library resources are available to students and faculty.

### **STATE FEES**

Cosmetology Exam Fee	\$27.00 (Pearson Vue)
Cosmetology License Fee:	\$63.50 (assessed by the State of Florida)
Barber License Fee:	\$223.50 (assessed by the State of Florida)
Restricted Barbering License Fee:	\$244.50 (assessed by the State of Florida)
Full Specialist License Fee:	\$75.00 (assessed by the State of Florida)
Manicuring/Nail Extensions Fee:	\$75.00 (assessed by the State of Florida)
Skin Care Fee:	\$75.00 (assessed by the State of Florida)
Massage Exam Fee:	\$265.00 (FSMTB)
Massage License Fee:	\$155.00 (assessed by the Florida Department of Health)
Massage Therapy/Skin Care Fee:	\$425.00 (assessed by FSMTB, Florida Department of Health and the State of Florida)

### **EXTRA INSTRUCTIONAL CHARGES**

Should a student not complete the program by the scheduled completion date as indicated on their enrollment agreement, an hourly tuition charge will be made for any hours remaining after that date. The hourly rate is the current tuition divided by the number of hours in the program.

### **RECORD RETENTION**

All student records are maintained permanently. For those who are denied entry the school records will remain on file for at least one year.

### **UNITS OF CREDIT**

One clock hour constitutes 60 minutes of supervised, directed instruction, including appropriate breaks.

### **GRADING POLICY**

Students receive a numeric grade in both theory and clinic work. An overall average of 75% is required for graduation. The following represents the equivalencies of the grades assigned:

A	=	93% - 100%	Excellent
B	=	84% - 92%	Good
C	=	75% - 83%	Satisfactory
D	=	66% - 74%	Unsatisfactory
F	=	0% - 65%	Failing

Students must maintain at least a "C" (75%) to be considered making SAP. Students are permitted to take any failed exam over once with the second grade substituting for the first, even if it is lower. The minimum grade for the Board of Cosmetology state exam is 75% for all programs.

### **CAREER CHOICES**

The following is a list of careers that are available to the school's graduates:

Salon Owner	School Owner	School Director	Salon Operator
Platform Artist	Make-up Artist	Cosmetology Teacher	Hair Colorist
Cosmetologist	Manufacturer Rep.	Hairstylist	Trichologist
Research	Test New Products	Product Demonstrator	Beauty Editor
Technical Writer	Spa Therapist	Chiropractor's Office	Restricted Barber
Barber			

### **REFUND 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 legal 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 three business days 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 registration fee in the amount of \$100.00
4. A student notifies the institution of his/her withdrawal in writing. Refund calculations are performed and refunds are made timely as outlined in NACCAS policy.
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. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.

7. The official cancellation or withdrawal 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 adjustment will be considered to meet minimum standards for refunds:

<b>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% TO 04.9%	20%
5% TO 09.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

- All refunds will be calculated based on scheduled hours on the students 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. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
  - 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 fee for the program. The Registration Fee and the Kit/Supplies/Book Fees are non-refundable items. All fees are identified in the catalog and in this enrollment agreement.
8. Any student who does not finish their program on schedule must pay extra tuition charges on a per hour basis. The extra tuition charge for Cosmetology is \$11.50, for Barber it is \$11.50, for Restricted Barbering it is \$13.33, for Full Specialist it is \$11.67, for Teacher Training it is \$10.83, for Skin Care it is \$9.62, for Manicuring/Nail Extensions it is \$10.42, for Massage Therapy it is \$13.34, for Massage Therapy/Skin Care it is \$12.79.
  9. Any Student who is receiving Veterans benefits while attending our school and falls below their scheduled hours as indicated on their contract will have their benefits terminated.

**EXPECTED JOB COMPENSATION**

**Statistics From U.S. Bureau of Labor 2021**

	<u>PAY/YR</u>	<u>PAY/HR</u>	2020-2030 <u>JOB OUTLOOK</u>
Massage Therapist	\$46,910.00	\$22.55	32% increase
Manicuring/Pedicurist	\$29,210.00	\$14.05	33% increase
Hairdresser/Barber	\$29,680.00	\$14.27	19% increase
Skincare Specialist	\$37,300.00	\$17.93	29% increase

*Note: These amounts do not include tips and gratuities.*

**STUDENT SERVICES**

**EMPLOYMENT ASSISTANCE**

Our school does not guarantee job placement directly or indirectly. We do, however assist in job placement at no additional charge. We obtain information regarding job openings that we receive from salons and other organizations, and post, or otherwise notify students of these openings that are available to them. We also periodically invite local salons to visit our schools for recruitment seminars. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.



### **LOCAL SERVICES AND HELP LINES**

A list of community services and help lines will be made available to students requesting this information.

### **FINANCIAL AID ADVISMENT**

Financial Aid officers are available during normal business hours to assist students in any questions they may have pertaining to their financial aid information.

### **STUDENT ADVISING**

Each student is advised during their program at the following intervals:

Cosmetology.....	450, 900, and 1200 hours
Barber.....	450, 900, and 1200 hours
Restricted Barbering.....	300 and 600 hours
Full Specialist.....	300and 600 hours
Teacher Training.....	300 and 600 hours
Massage Therapy.....	300and 600 hours
Skin Care.....	130 and 260 hours
Massage Therapy/Skin Care.....	430 and 860 hours
Manicuring /Nail Extensions.....	120 and 240 hours

Students will be advised for personal, career, academic needs, and attendance. Students may also, at any time, request an advisement meeting in addition to the intervals listed.

### **CODE OF CONDUCT & REGULATIONS**

It is important that students realize that they are entering a service business. The following rules have been established to set an atmosphere which is part of the posture of successful cosmetologists. Failure to abide by these rules may be grounds for dismissal. If changes in the rules occur, they will be posted promptly.

1. Students must arrive at scheduled times ready for class, including:
  - a. All students will conduct themselves in a professional manner.
  - b. Adhere to the Academy's dress code.
  - c. Complete service requirements for the Hair and Make-up portion of the program.
  - d. Wear name tag at all times during theory and lab classes.
  - e. All students enrolled at the Academy must sign the Daily Attendance Roster and must also clock in. The roll will be taken daily.
2. Each student is responsible for cleaning their own work area. For example: Hair must be swept immediately after each hair cut or bedding for the massage tables removed and replaced. Nail stations should be sanitized in between clients etc.
3. Students must remain in class until dismissed by the instructor. Students are not permitted to leave the school without permission.
4. A fifteen-minute break is provided after the theory class. In addition, there will be a fifteen-minute break scheduled in the afternoon by the instructor. Should a student be assigned a patron either during a break or lunch, the break or lunch will be taken at a later time. Students are not permitted to skip their lunch period and leave earlier in the day.
5. Intermediate and senior students assigned to the Clinic are to report there to begin work on patrons. When not working on a patron, practical worksheets are to be completed.
6. Students may perform services on other students at a discount price. Clinic slips must be written up and payment given on the day of the service. No credit will be extended on student services or retail items.
7. Refusing to service customers will result in suspension. Treat patrons as valuable customers. Greet them and handle them in a cheerful, professional manner.
8. Students may make and receive calls on the school phone only in the case of an emergency. Student s may answer the school phone only after they have been instructed to do so. Personal cell phone usage is only permitted pertains to educational purposes and approved by an instructor.

9. A student lounge is provided for breaks and lunch use. There will be no smoking, drinking, chewing gum, or eating in the Clinic, classrooms or dispensary area.
10. Students are responsible for maintaining the health and sanitation of the school and must perform sanitation duties assigned to them.
11. A student may not visit with another student who is busy with a patron. A student must have the instructor's permission to help another student with a patron. Concentrate on your clients and not your friend's while working in the Clinic.
12. The radio will stay tuned to a station to be enjoyed by customers and students. Do not change the station. Do not change air conditioning controls.
13. Students may not go to the administrative offices unless they have requested or have been requested to do so.
14. Stealing is a serious offense, both against this school and your fellow students. Stealing of any kind will not be tolerated and will result in immediate termination. In addition, the reason for termination will be recorded on a termination form that is forwarded to the future school asking for reference pertaining to the student's record of training hours or previous termination.
15. This school, instructors, and fellow students deserve your respect. Defacing school property, using foul or abusive language, threats or intimidation is not permitted. The result is suspension or termination.
16. Using drugs or alcohol during school hours is strictly prohibited. If either is in your possession, the result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
17. Academy of Cosmetology reserves the right to prohibit the use of any form of clothing, hair or face covering, jewelry, or any form of visible attire which we believe, at its sole discretion, to be offensive, disruptive, unsanitary, unsafe, restrictive, unprofessional, or generally not consistent with the mission of this school or the cosmetology profession.
18. Students must obey all rules of personal hygiene, sanitation and sterilization while in school.
19. Students must keep their voice low and avoid profane language and sarcastic remarks. Verbal and/or physical abuse of an instructor, a patron, or another student will be grounds for immediate termination.
20. Dress code: All black, closed toed shoes, no midriff showing, no see-through. No shorts. Name tags must be worn every day, as well as clean, washable garments and shoes. Saturday, colorful, PROFESSIONAL dress allowed.
21. Students must sign in when entering the school and sign out when leaving the school for any reason.
22. Students can make up hours missed by absence any time during school hours. Tests can be made up on Fridays.
23. School may, at its discretion, change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods.

**At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations may be terminated.**

At Academy of Cosmetology, we will spend a great deal of time helping you develop these skills. With practice, you can achieve these stylist/client communication abilities that are so necessary in the salon. They can only be acquired if you sincerely apply yourself, because your attitude and personality truly come from within you, and only you can develop and improve them. To insure your success, make it one of your major goals during the course.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

1) **Satisfactory Academic Progress Policy** is consistently applied to all students enrolled at the Academy of Cosmetology which is a NACCAS approved school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulation established by the United States Department of Education. Students are evaluated on both cumulative quantitative and qualitative elements at designated period throughout the program.

2) **Attendance Progress**

The maximum time a student has to complete their course is one and a half times the course length.

Skin Care	260 Hours	Cosmetology	1200 Hours
Manicuring/Nail Extensions	240 Hours	Full Specialist	600 Hours
Teacher Training	600 Hours	Massage	600 Hours
Restricted Barbering	600 Hours	Barber	1200 Hours
Massage Therapy/Skin Care	860 Hours		

For example, a student in the 1200-hour program who is a full-time student is contracted for 12 months and the maximum time frame would be 18 months. A part-time student is contracted for 18 months and the maximum time frame would be 27 months. Satisfactory Academic Progress is based on actual hours of attendance.

A student who is enrolled full or part time must attend at least 67% of their scheduled hours in order to be considered making Satisfactory Academic Progress and to complete the course within the maximum time frame. Only students who maintain satisfactory progress, students who are in Financial Aid Warning, or students who are in Financial Aid Probation with a successful appeal are eligible to receive financial aid. Any student not completing the course within the contract maximum ending date will be charged an hourly rate for the hours they have left to complete (Extra Instructional Charges). This policy complies with regulations applicable to the school.

### 3) **Academic Progress**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The following factors will be measured in determining Satisfactory Academic Progress:

Theory work	(test grades, workbooks, etc.)
Practical work	(grades from practical worksheets)

All theory and practical work will be graded according to the following grading scale:

A	93 - 100%	=	Excellent
B	84 - 92%	=	Good
C	75 - 83%	=	Satisfactory
D	66 - 74%	=	Unsatisfactory
F	65 & below	=	Failing

Students must maintain a C grade average (a minimum of 75%) and pass a FINAL written and practical exam prior to graduation in order to be considered making Satisfactory Academic Progress. Students are permitted to take any failed exam over once with the second grade substituting for the first grade even if it is lower. Our institution does not offer course incompletes, repetition, non-credit remedial courses or cooperative training; therefore, they have no effect on Satisfactory Academic Progress.

### 4) **Academic Progress Evaluations**

The students first evaluation must occur no later than the mid-point of the academic year or the program, whichever occurs sooner. At Academy of Cosmetology evaluations will occur at the following intervals for SAP for the Cosmetology and Barber: 450, 900 and 1200 actual hours. For the Full Specialist: 300 and 600 actual hours. For Restricted Barber: 300 and 600 actual hours. For the Manicure/Nail Extension Program: 120 and 240 actual hours. For the Skin Care Program: 130 and 260 actual hours. For the Massage Therapy & Teacher Training Programs: 300 and 600 actual hours. For the Massage Therapy/Skin Care Program: 430 and 860 actual hours.

Students must maintain at least a 75% grade average and be attending at a pace leading to completion of the course within the contract maximum ending date to be considered making Satisfactory Academic Progress.

Students that meet minimum requirements for academics and attendance at evaluation are considered to be making satisfactory academic progress until the next scheduled evaluation. Only students who maintain satisfactory progress, students who are in Financial Aid Warning, or students who are in Financial Aid Probation with a successful appeal are eligible to receive financial aid. All Satisfactory Academic Progress reports are signed by the students upon completion of the evaluation and copies are available to the student at their request.

### 5) **Transfer Hours**

Hours that are transferred by a student from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods are

based on actual hours attended at Academy of Cosmetology.

**6) Financial Aid 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.

**7) 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.

**8) 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 special 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.

**9) Re-instatement of Financial Aid**

A student's financial aid may be reinstated as soon as they regain satisfactory progress status, or have successfully appealed for reinstatement and have been placed on (SAP) probation until their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive for from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student's termination from financial aid.

**10) Leave of Absence Policy**

Students who have completed a minimum Of 15% of their contracted hours are permitted to take a leave of absence for any reason (examples: maternity leave, illness, caregiver) for a minimum of 30 days and together with any additional LOA not exceed a total of 180 days, in any 12month period. The request must be made by the student on a LOA form in advance, unless unforeseen circumstances prevent the student from doing so. Student will submit a delayed LOA application to the institution as soon as possible which will be filed with their records. The request must be in writing, stating the reason, and the student must sign and date the request. There must be a reasonable expectation that the student will return to school. A LOA may be granted to a student who did not request a LOA in advance due to, for example, sudden illness or accident, only with proper documentation supporting the circumstances. In this case, the beginning date of the approved LOA will be determined to be the first date the student was unable to attend because of the circumstance. In cases where documented extenuating circumstances exist, the LOA must be approved by the school director. The student's satisfactory progress will be the same when returning from a LOA as it was before the leave. Students who

receive Veteran's benefits and take a leave of absence will have their benefits terminated. If extenuating circumstances exist, the school director may make exceptions on a case by case basis to the minimum hours completed requirement. The student will not be charged by the institution any additional institutional charges as a result of a LOA. Upon returning from a LOA, the student's contract end date and maximum time frame will be extended by the same number of days taken in the LOA. The changes to the contract will be initialed by all parties. If an addendum is added to the contract showing the changes, all parties will sign and date the addendum. A student will be withdrawn if the student takes an unapproved LOA or if the student does not return by the expiration date of a LOA. The withdrawal date for the purpose of calculating a refund, will be the last day of attendance. The proper State Board will be notified and a refund calculation will be required. A student who has been granted a LOA is not considered to have withdrawn and no refund calculation is required. All students must follow our policy in requesting a LOA. The LOA form documents the school's decision for approving or not approving any LOA and is maintained in the student file.

**11) Withdrawals/Course Incompletes**

Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in their file as to progress at the point of withdrawal. Incompletes will have no effect on satisfactory progress. Repetition and non-credit remedial courses are not offered and, therefore, have no effect on satisfactory progress.

**12) Re-enrollment**

Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school's manager to explain these circumstances

A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.

**POLICY FOR SAFEGUARDING CUSTOMER INFORMATION**

**Definitions:**

Customers are prospective students and students who apply to attend Academy of Cosmetology and apply for private or government grants or loans to finance their educations.

*Nonpublic personal information* is information which is not publicly available:

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Academy of Cosmetology
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Academy of Cosmetology is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Academy of Cosmetology shall be responsible to coordinate the school's information security program. The administrator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other

compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The administrator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Academy of Cosmetology shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment.

Academy of Cosmetology shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

### **CURRICULUM/ COURSE DESCRIPTIONS**

HCT-101:	Instruction for cutting and shaping the hair using cutting shears, thinning shears, razors, and clippers.
HS-101:	Instruction in various hairstyling techniques.
PERM-101:	Instruction for chemical permanent waving, relaxing and straightening hair.
HC-101:	Instruction in the science and the art of changing the color of hair.
MAN-101:	Instruction in the services, equipment, and materials of a professional manicurist, as well as diseases and disorders of the nail.
PED-101:	Instruction in pedicuring services, equipment, and materials, as well as diseases and disorders of the nail and foot.
NAIL-101:	Instruction in artificial nail services such as acrylic, gel overlays and tip application.
FAC-101:	Instruction in skin care, facials, and make-up artistry.
FAC-102:	Instruction in skin care, facials, make-up artistry, and microdermabrasion.
EST-101:	Instruction in facial machine (oxygen – high frequency) and wood lamp.
EST-102:	Instruction in facial peels and masks, ingredients and products.
EST-103:	Instruction in eye lashes and eye brow.
HR-101:	Instruction in hair removal using depilatory and waxing methods.
SHP-101:	Instruction in shampooing, scalp massage and rinsing movements and techniques, as well as conditioning the hair techniques, as well as conditioning the hair.
RIN-101:	Instruction in scalp treatment and hair care rinses.
SAN-101:	Instruction in sanitation and sterilization of salon, equipment and implements.
HIV-101:	State required and approved HIV/AIDS class.
LAW-101:	Florida State Cosmetology laws and regulations.
TIP-101:	Instruction in tip application and nail overlays.
SCU-101:	Instruction in the application and maintenance of sculpted acrylic nails using a form.
WRAP-101:	Instruction in the application and maintenance of nail wraps and the mending of nails.
CAP-101:	Instruction in the application and maintenance of nail capping.
NR-101:	Instruction in the proper removal of artificial nails.
ART-101:	Instruction in nail polishing techniques and nail art application.
ETH-101:	Instruction in professional ethics.
DIS-101:	Instruction in nail theory and related subjects including identification of nail diseases and disorders.
BAS-101:	Classroom theory/Hair structure/Chemistry
HP-101:	Instruction in the application and removal of hair pieces.
BMB-101:	Instruction in mustache and beard trimming.
MB-101:	Instruction in basic massage techniques.
ME-101:	Medical errors prevention.
AM-101:	Instruction in allied modalities for the massage therapy program.
AP-101:	Instruction in human anatomy and physiology.
TPH-101:	Instruction in hydrotherapy.

SAF-101:	Instruction in health and public safety.
AHC-101:	Instruction in advanced hair coloring.
AREL-101:	Instruction in advanced wave straightening and relaxing techniques.
ATHER-101:	Instruction in advanced hair analysis, shaping, thermal techniques, and blow waving.
SUP-101:	Instruction in supervisory responsibilities including hiring and training employees, public relations and employee discipline.
ORI-101:	Instruction in orientation of new students.
PSY-101:	Instruction in the psychology of student training.
TEA-101:	Introduction to teaching.
PRO-101:	Instruction in personality and professional conduct.
OUT-101:	Instruction in course outlining and development.
LES-101:	Instruction in lesson planning.
TECH-101:	Instruction in teaching techniques and methods.
BUS-101:	Instruction in teaching students how to seek employment, employment applications, business management, social and attitudinal skills.
AID-101:	Instruction in availability and how to use teaching aids.
DEM-101:	Instruction in demonstration techniques.
TEST-101:	Instruction in administering and tracking tests and grades.
MGE-101:	Instruction in classroom management.
REC-101:	Instruction in record keeping of student grades and files.
OBS-101:	Observing teachers and techniques in classroom and clinic settings.
ASST-101:	Assisting teachers in classroom and clinic settings.
PRAC-101:	Practice teaching as a student teacher in classroom and clinic settings.

### **Massage Curriculum/Course Glossary of Terms**

**AP-101: Anatomy/Physiology - 150 Hours** Taught through lectures, this course describes the structure of the human body and its parts and also the functioning and activities of human organisms.

**CP-101: Clinical Practicum - 125 Hours** The student will learn how to make confident and informed decisions when to perform massage and when to refer to other health-care professionals. Students will have the ability to identify potential conditions commonly seen in the massage setting, as well as learn how to confidentially and intelligently conduct a bodywork session understanding proper protocols.

**MB-101: Basic Massage Theory and History - 200 Hours** Theory and history of massage through a foundation for all bodywork modalities. Learning the five basic strokes, which are; effleurage, petrissage, tapotement, joint movements and friction, hygiene and proper draping and body mechanics.

**TPH-101: Theory and Practice of Hydrotherapy - 15 Hours** This class will teach the curative use of water as it applies to massage therapy.

**AM-101: Allied Modalities - 76 Hours** This class is a combination of three clinical types of body work. We will introduce advanced techniques in deep tissue massage, neuromuscular and trigger point and injury massage therapies. Students will learn the most common trigger points and their referral zones. An analysis of the dysfunction/injuries, and how to identify them and relieve the impingement. Integrative myofascial ailment, a technique to lengthen the muscles/fascia which is shortened due to imbalance. The overall goal is to restore normal balance and function due to limited range of motion, nerve entrapments and poor posture.

**BUS-101: Business - 15 Hours** Business management and how to maintain a massage practice in the State of Florida.

**HIV-101: HIV/AIDS Education - 3 Hours** Awareness of AIDS and the HIV virus and how to manage an HIV/AIDS client.

**ME-101: Medical Error - 2 Hours** Will train the student in the prevention of medical errors.

**PE-101: Professional Ethics - 4 Hours** The student will be instructed in the moral principles and values pertaining to massage therapy.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational rights and Privacy Act (FERPA) affords 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 Academy of Cosmetology receives a request for access.

A student should submit to the school manager, director, or other appropriate office official, a written request that identifies the record(s) the student wishes to inspect. The school's 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 school 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

If the school decides not to amend the record as requested, the school 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 school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Academy of Cosmetology 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 Academy of Cosmetology 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 Academy of Cosmetology has contracted as its agent to provide a service instead of using school 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.

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 Academy of Cosmetology, Inc.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Academy of Cosmetology 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



**STANDARD OCCUPATIONAL CLASSIFICATION- DEPARTMENT OF LABOR—Standard**

- 39-5012 Barbers, Hairdressers and Cosmetologists  
**Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).**
  
- 39-5092 Manicurists and Pedicurists  
**Clean and shape customers' fingernails and toenails. May polish or decorate nails.**
  
- 39-5090 Miscellaneous Personal Appearance Workers  
**This broad occupation includes the following four detailed occupations:**
  - 39-5091 Makeup Artists, Theatrical and Performance
  - 39-5092 Manicurists and Pedicurists
  - 39-5093 Shampooers
  - 39-5094 Skincare Specialists
  
- 39-5094 Skincare Specialists  
**Provide skincare treatments to face and body to enhance an individual's appearance.**
  
- 31-9011 Massage Therapists  
**Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.**

**GRADUATION RATES**

Merritt Island.....63%  
Melbourne.....93%

**LICENSURE RATES**

Merritt Island.....92%  
Melbourne.....86%

**PLACEMENT RATES**

Merritt Island.....68%  
Melbourne.....75%

**ON-TIME COMPLETION RATES**

Our institution determines on-time completion for full-time students as 18 months and for part-time students as 24 months.

**Merritt Island Campus – On-time completion**

Cosmetology: 12 actual graduates of 20 scheduled to graduate; 60%  
Massage: 6 actual graduates of 10 scheduled to graduate; 60%

Full Specialist: 12 actual graduates of 18 scheduled to graduate; 66.67%  
Manicuring/Nail Extensions: 10 actual graduates of 10 scheduled to graduate; 100%  
Skin Care: 15 actual graduates of 15 scheduled to graduate; 100%  
Teacher Training: 0 actual graduates of 0 scheduled to graduate; N/A  
Restricted Barber: 5 actual graduates of 8 scheduled to graduate; 62.5%  
Barber: 0 actual graduates of 0 scheduled to graduate; N/A

**Melbourne Campus – On-time completion**

Cosmetology: 7 actual graduates of 14 scheduled to graduate; 50.00%  
Full Specialist: 6 actual graduates of 11 scheduled to graduate; 55.00%  
Manicuring/Nail Extensions: 8 actual graduates of 8 scheduled to graduate; 100%  
Skin Care: 3 actual graduates of 5 scheduled to graduate; 60%  
Restricted Barber: 3 actual graduates of 4 scheduled to graduate; 75%  
Massage Therapy: 1 actual graduate of 2 scheduled to graduate; 50%  
Teacher Training: 0 actual graduates of 0 scheduled to graduate; N/A  
Barber: 0 actual graduates of 0 scheduled to graduate; N/A

**NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION**

We collect nonpublic personal information about you when you apply to attend Academy of Cosmetology and/or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may "opt out" of disclosure of this information to parties other than those with a right to it by signing and returning the attached coupon

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**Academy of Cosmetology  
Consumer Nonpublic Personal Information "Opt Out" Coupon**

I hereby "opt out" of having my nonpublic personal information disclosed to any party that does not have a right to it.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**MEDIAN LOAN DEBT:**

<b>MERRITT ISLAND</b>	<b>TITLE IV</b>	<b>NON-TITLE IV</b>
<u>COSMETOLOGY PROGRAM</u>		
2018-19	5173.00	0.00
2019-20	6030.00	0.00
2020-21	6624.00	0.00
<u>MASSAGE PROGRAM</u>		
2018-19	5582.00	0.00
2019-20	5084.00	0.00
2020-21	4334.00	0.00
<u>FULL SPECIALIST PROGRAM</u>		
2018-19	3321.00	0.00
2019-20	4173.00	0.00
2020-21	3847.00	0.00
<u>RESTRICTED BARBER 1200 PROGRAM</u>		
2018-19	6973.00	0.00
2019-20	6640.00	0.00
2020-21	N/A	0.00
<u>RESTRICTED BARBER 600 PROGRAM</u>		
2020-21	4338.00	0.00
<u>TEACHER TRAINING PROGRAM</u>		
2018-19	0.00	0.00
2019-20	0.00	0.00
2020-21	0.00	0.00
<u>BARBER 1200 PROGRAM</u>		
2020-21	5500.00	0.00
<b>MELBOURNE</b>	<b>TITLE IV</b>	<b>NON-TITLE IV</b>
<u>COSMETOLOGY PROGRAM</u>		
2018-19	4406.00	0.00
2019-20	5337.00	0.00
2020-21	6629.00	0.00
<u>FULL SPECIALIST PROGRAM</u>		
2018-19	5321.00	0.00
2019-20	4295.00	0.00
2020-21	5358.00	0.00
<u>RESTRICTED BARBER 1200 PROGRAM</u>		
2018-19	4776.00	0.00
2019-20	6880.00	0.00
2020-21	7389.00	0.00
<u>MASSAGE THERAPY PROGRAM</u>		
2018-19	4935.00	0.00
2019-20	3957.00	0.00
2020-21	0.00	0.00
<u>TEACHER TRAINING PROGRAM</u>		
2018-19	0.00	0.00
2019-20	0.00	0.00
<u>RESTRICTED BARBER 600 PROGRAM</u>		
2020-21	6333.00	0.00
<u>BARBER 1200 PROGRAM</u>		
2020-21	0.00	0.00

## **FULL SPECIALIST EXTRA HOURS RATIONALE**

The State of Florida requires 500 hours of training, both practical and theory to obtain a Florida License as a Full Specialist. The Academy of Cosmetology has added an additional 100 hours to the state requirement to ensure complete understanding and to better prepare students to be competitive in the workforce. The additional 100 hours will concentrate on extensive instructions in the following subjects:

- Microdermabrasion Facials—Trained in specific techniques and current professional grade product knowledge. Students are certified.
- Chemical Peels—Trained to recognize specific client needs. Understanding the hazards of Chemical Peels if performed incorrectly. Demonstrations are extensive.
- European Hydro-Elastic Masks—Trained in the application of a product that is widely used in salons and spas today.

## **MASSAGE EXTRA HOURS RATIONALE**

The State of Florida requires 500 hours of training, both practical and theory to obtain a Florida License as a Massage Therapist. The Academy of Cosmetology has added an additional 100 hours to the state requirement to ensure complete understanding and to better prepare students to be competitive in the workforce. The additional 100 hours will concentrate on extensive instructions in the following subjects:

- Sports Therapy—Trains students in the basics of Sports Therapy.
- Chair Massage—Proper Techniques
- Body Scrubs—Proper Techniques of Exfoliating Body Scrubs.

## **COURSE TEXT BOOKS**

### **Cosmetology**

#### **Milady's Standard of Cosmetology 13th Edition—Published 2016**

Textbook: ISBN- 9781285769417.....Price: \$92.96

Theory Workbook: ISBN-9781285769455.....Price: \$39.71

Practical Workbook: ISBN-9781285769479.....Price: \$39.71

Exam Review: ISBN-9781285769554.....Price: \$29.21

### **Skin Care**

#### **Milady's Standard Esthetics Fundamentals 11th Edition—Published 2013**

Textbook: ISBN-9781111306892.....Price: \$151.95

Workbook: ISBN-9781111306915.....Price: \$83.95

### **Facial Specialist**

#### **Milady's Standard Esthetics Fundamentals 11th Edition—Published 2013**

Textbook: ISBN-9781111306892.....Price: \$151.95

Workbook: ISBN-9781111306915.....Price: \$83.95

### **Manicuring-Nail Extensions**

#### **Milady's Standard Nail Technology 7th Edition—Published 2013**

Textbook: ISBN-9781285080475.....Price: \$125.95

Workbook: ISBN-9781285080512.....Price: \$66.95

### **Teacher Training**

#### **Milady's Master Educator Student Course Book 2nd Edition—Published 2009**

Textbook: ISBN-9781428321519.....Price: \$185.91

### **Massage Therapist**

#### **Trail Guide to the Body 5th Edition-Published 2014**

Textbook: ISBN-9780982978658.....Price: \$51.96  
Workbook: ISBN-9780982978665.....Price: \$17.47

**Massage Therapy Principles & Practice-Published 2016**

Textbook: ISBN-9780323239714.....Price: \$88.95

**Massage Therapist/Skin Care**

**Trail Guide to the Body 5th Edition-Published 2014**

Textbook: ISBN-9780982978658.....Price: \$51.96  
Workbook: ISBN-9780982978665.....Price: \$17.47

**Massage Therapy Principles & Practice-Published 2016**

Textbook: ISBN-9780323239714.....Price: \$88.95

**Massage Therapy Review-Published by McGraw Hill—Published 2011**

Textbook/  
Workbook Bundle: ISBN-9780982978658.....Price: \$122.75

**Milady's Standard Esthetics Fundamentals 11th Edition—Published 2013**

Textbook: ISBN-9781111306892.....Price: \$151.95  
Workbook: ISBN-9781111306915.....Price: \$83.95

**Full Specialist**

**Milady Standard Esthetic Fundamentals 11th Edition-Published 2013**

Textbook: ISBN-9781111306892.....Price: \$151.95  
Workbook: ISBN-9781111306915.....Price: \$83.95

**Milady Standard Nail Technology 7th Edition-Published 2015**

Textbook: ISBN-9781285080475.....Price: \$125.95  
Workbook: ISBN-9781285080512.....Price: \$66.95

**Barber**

**Milady Standard Professional Barbering-Published 2017**

Textbook: ISBN: 9781305100558.....Price: \$138.50  
Workbook: ISBN: 9781305100664.....Price: \$30.00

**Restricted Barbering**

**Milady Standard Professional Barbering-Published 2017**

Textbook: ISBN: 9781305100558.....Price: \$138.50  
Workbook: ISBN: 9781305100664.....Price: \$30.00

**Title IX Policy & Grievance Procedures**

The 2013 Violence Against Women Reauthorization Act amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, and stalking. In 2014 the United States Department of Education issued final regulations for implementation of the changes to the Clery Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

All students, staff, and members of the public participating in school activities have a right to an environment free of sexual misconduct. Violence, abuse, intimidation and/or retaliation, directed toward another person violates Academy of Cosmetology's Code of Conduct and Florida State Laws. Members of the community are expected to comply with school

policies and guidelines in addition to federal, state, and local laws whether on or off the campus. Sexual misconduct is a type of sexual discrimination which is prohibited in any school-related activity. Sexual discrimination violates the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the school's mission.

Students and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined as unwelcomed sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in Academy of Cosmetology's programs or activities.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in Academy of Cosmetology's programs or activities.
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct.
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in Academy of Cosmetology programs or activities.

### **Notice of Non-Discrimination**

Academy of Cosmetology does not discriminate on the basis of race, creed, color, religion, sex, disability, age, marital status, national origin, or Vietnam-era disabled veteran, or any other basis prohibited by federal or state law. This policy extends to employment with and admission to the school, and school related activities.

Furthermore, Academy of Cosmetology is required by the Title IX of the Higher Education Act not to discriminate on the basis of sex in such manner. Questions regarding the Title IX may be referred to the school's Title IX Coordinator, or to the US Department of Education's Office of Civil Rights ("OCR"). Academy of Cosmetology Title IX Coordinator is:

Rick Johngrass  
P.O. Box 1057  
Cape Canaveral, FL 32920  
Ph: 321-452-8490  
Fax: 321-453-7552

### **Violations**

**Sexual Misconduct** is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity or if there is ambiguity about whether consent has been given.

**Consent** is defined in Florida within the criminal statute related to sexual battery. Fla. Statute 794.011 Sexual battery.-(a) "Consent" means intelligent, knowing and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. To be valid the consent must be:

- Freely and actively given
- In mutually understandable words or actions
- Consent to one form of activity can never imply consent to other forms of sexual activity.
- Consent is not the lack of resistance: there is no duty to fight off a sexual aggressor.
- Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.

**Sexual Assault** Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is

obtained through the use of force, threat of force, intimidation or coercion. Defined for the purposes of this policy, “sexual assault” encompasses a wide range of criminalized sexual conduct, including rape and sexual battery. Florida statutes 741.28 defines “sexual conduct” as actual or simulated sexual intercourse, sexual bestiality, masturbation, or sadomasochistic abuse; actual lewd exhibition of the genitals, pubic area, buttocks, or, if such person is a female, breast if the intent is to arouse or gratify the sexual desire of either party; or any act of conduct which constitutes sexual battery is being or will be committed. A mother’s breastfeeding of her baby does not under any circumstance constitute “sexual conduct.”

- **Rape** Sexual Intercourse by forcible compulsion or threat of forcible compulsion.
  - 1) Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
  - 2) It also includes sexual intercourse with a person who is unconscious or unaware that sexual intercourse is occurring or when their power to resist has been substantially impaired by drugs, alcohol or other means.
- **Sexual Contact** Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touch another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

**Sexual Violence** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent.

**Examples including but not limited to:**

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.

**Sexual exploitation**, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

- Sexual harassment, as defined in applicable school policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

**Stalking** Defined as in the Florida statutes 784.048.

- “Harass” means to engage in a course of conduct directed at a specific person which cause substantial emotional distress to that person and has no legitimate purpose.
- “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
- “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats made by electronic communication or a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members, or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm.
- “Cyber stalking” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Relationship Violence (Includes Domestic Violence and Dating Violence)**

**Domestic Violence** defined in Florida Statutes 741.28, means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship shall be determined based on a consideration of the following factors: Length of the relationship; Type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Sexual Harassment** Involves the behavior of a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person's academic performance, employment or equal opportunity to participate in or benefit from school programs or activities or by creating an intimidating, hostile or offensive working or educational environment.

**Examples of sexual harassment include, but are not limited to the following behaviors:**

- Sexually degrading words or gestures to describe an individual.
- Unnecessary touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the school community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

**Hate Crimes** Florida statutes 775.085(1)(a), 775.085(2) and 877.19 provides for the reclassification of any felony or misdemeanor, including property crimes, where the commission of such offense "evidences prejudice based on race, color, ancestry, religion, sexual orientation, national origin, mental or physical disability, or advanced age of the victim," creates a civil remedy allowing treble damages, and mandates collection and dissemination by the governor on "incidents of criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation or national origin."

**Definitions**

**Advisor** – The role of the advisor is to advise and support the student during the course of the complaint process. The advisor may accompany the student to all meetings relating to the disciplinary proceedings. The advisor may not appear in lieu of the student or otherwise represent their advisee during the process.

**Coercion** – The use of emotional manipulation to persuade someone to do something they do not want to do. Can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

**Complaint** – A formal allegation of wrongdoing or violation of the sexual misconduct policy that may result in a formal investigation.

**Complainant** – For the purposes of this policy, the recipient or target of alleged sexual misconduct will be referred to as the complainant. They are also often referred to as the victim or survivor in sexual misconduct investigations. It should be noted that an investigation of sexual misconduct may be initiated by someone who is not necessarily the recipient or target of the sexual misconduct. Filing a complaint does not automatically imply that formal disciplinary charges will occur.

**Incapacitation** – The inability, temporarily or permanently, to give consent, because someone is mentally and/or



physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent.

**Investigation** – A fact finding inquiry into a complaint.

**Investigation Summary** – A summary written, based on interviews with the respondent, witness, complainant and any other source of information obtained during the investigation. This summary will be part of the documentary record and will be presented to the Sexual Misconduct Committee.

**Respondent** – A person against whom a complaint of sexual misconduct is made.

**Retaliation** – Intimidating conduct or other acts against anyone involved in or connected to an allegation of sexual misconduct. This can include, but is not limited to texts, emails, conversations, phone calls or other contact, whether directly or through a third party, friends or acquaintances. All forms of retaliation are prohibited.

**Sexual Misconduct Committee (SMC)** – The school body charged with resolving complaints of student-to-student sexual misconduct. The committee is composed of staff and administrators.

**Witness** – Any person (as determined by the investigation) who may have information about the incident in question.

### **Informal and Formal Procedures**

#### **Informal Procedures**

A complainant may elect to pursue an informal resolution for all allegations of sexual misconduct except for sexual assault. An informal resolution is designed to resolve complaints quickly and efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include, but are not limited to:

1. Mediation of the complaint conducted by the Title IX Coordinator in appropriate cases.
2. Agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances.
3. The right to a prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.
4. The right to have an advisor present during all meetings relating to the disciplinary proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right to request an academic assignment change and minimize burden on the alleged victim.
7. The right to present witnesses or other relevant evidence during a school investigation.
8. Accommodations will be made for the complainant if they are not comfortable being in the same room as the other party.
9. The right to be notified of the outcome of sexual misconduct committee proceedings in writing.
10. The right to simultaneously file a Title IX and criminal complaint.

#### **Rights of Respondent of a Sexual Assault**

1. The right to have any and all alleged violations treated with seriousness, dignity and confidentiality. This includes an adequate, reliable, and impartial investigation by school officials and/or law enforcement adjudication, or mediation to bring closure to the incident.
2. The right to be informed of resources, including, but not limited to, the police and counseling services.
3. The right to prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.
4. The right to have an advisor present during all meetings relating to the disciplinary proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right, upon request, to review options for academic assignment changes after an alleged sexual assault.
7. The right to present witnesses or other relevant evidence during a school investigation.
8. Accommodations will be made for the respondent if they are not comfortable with being in the same room as

the other party.

9. The right to be notified of the outcome of sexual misconduct committee proceedings in writing.

### **Formal Procedures**

**Investigation:** The school will investigate complaints in a timely manner and aims to complete all sexual misconduct cases within 45 days. The school strives to complete the investigative process within the time frame listed below. This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. If, for any reason, the investigation is not completed within the time frames, a written explanation will be provided to both the complainant and the respondent. All days listed below are school business days.

- Investigation Phase 30 days from the complainant making the initial report
- Investigative Report 5 days from the completion of the investigation
- Review Process 5 days from completion of the investigative report

Once a report has been made, an investigation will be conducted. The school aims to complete the investigation within 30 business days. At times the investigation may take longer. The school's investigative process is not a criminal investigation, and it does not take away the complainant's right to pursue a criminal investigation. The school process may be conducted separately or congruently with a criminal investigation. It will be the complainant's discretion to make a criminal report.

The school will investigate all complaints of sexual misconduct. The steps of the investigative phase are listed below. The school director will meet with the respondent to provide notification of the complaint and the procedures that will follow.

1. The respondent may elect to take responsibility for a violation at the onset of the investigation. The school will still follow the investigative procedures.
2. Respondents may choose not to participate in the investigation; however, the investigation will proceed and the findings will be based on all available evidence.
3. The Title IX Coordinator will investigate the complaint and determine and compile the facts.
  - a) The Title IX Coordinator will meet with the complainant and the respondent to gather facts regarding the incident.
  - b) The Title IX Coordinator will ask both the complainant and respondent to provide a list of witnesses. It is at the discretion of the Title IX Coordinator to interview witnesses.
  - c) The Title IX Coordinator may meet with other parties who have information regarding the incident as the Title IX Coordinator so elects.
  - d) All available information relevant to the complaint will be reviewed, including but not limited to emails, videos, text messages, social media, etc.
4. The complainant and respondent will meet separately with the Title IX Coordinator to review the investigative report. The complainant and respondent will review the report and may:
  - a) Request that additional information be added to the report.
  - b) Ask questions or request clarification.
  - c) Recommend additional witnesses to be interviewed.
5. The Title IX Coordinator will consider the request of the complainant and respondent and add clarification to the report, add additional information or interview additional witnesses as the Title IX Coordinator deems reasonable.
6. If any changes are made to the report the complainant and respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Title IX Coordinator, the report will be presented to the sexual misconduct committee.
7. The Title IX Coordinator will submit its report summarizing the information from the investigation to the Sexual Misconduct Committee. The SMC may;
  - a) Accept the report.
  - b) Request clarification and ask questions.
  - c) Request additional information is gathered.
8. If additional information is requested the Title IX Coordinator will gather the information and repeat steps 4, 5, and 6.

### **Investigative Report**

The investigative report will be compiled by the Title IX Coordinator, will be maintained in a confidential manner, and will be made available for review by the hearing committee and complainant and respondent prior to the hearing. The investigative report may include, but is not limited to the following:

- Complainant's Written Statement
- Respondent's Written Statement
- Investigative Summary
- Pertinent Policies
- Other documents utilized by the Title IX Coordinator that he/she deems relevant to the adjudication.

Once the investigation is complete the school strives to complete the investigative report within 5 business days. The investigative report is made up of confidential information. Therefore, the complainant and respondent may review the report, but it will not be copied, and may not be removed by any party. Those reviewing the investigative report will be permitted to take notes.

### **Reporting Policies and Protocols**

An individual who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to make a report. The school encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin timely investigative and remedial response.

### **Campus Reporting Options**

Anyone who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to follow these procedures to report the incident. To file a complaint students or staff should first speak to either:

- School Manager
- Title IX Coordinator – 321-452-8490

**A Title IX complaint form must be complete, and an investigation will then take place. If you are in immediate danger or an emergency situation you should always call 911.**

### **Interim Measures**

At any time during the grievance procedures the Title IX Coordinator may recommend that interim measures be taken such as separating the parties, or placing limitations on contact between the parties. Failure to comply with the terms of interim protections could be considered a separate violation of applicable school policies.

### **Reporting Options**

A Title IX complaint form is available through the School Manager or the Title IX Coordinator. This form can be hand delivered to the School Manager or Title IX Coordinator. Form may also be e-mailed to [MerrittIsland\\_Melbourne\\_Academy@cfl.rr.com](mailto:MerrittIsland_Melbourne_Academy@cfl.rr.com), or faxed to 321-453-7552. Please make sure all information is completed so that we can contact you as needed.

### **Confidential Reporting**

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those school employees who will assist in aiding the victim, conducting the investigation and/or the resolution of the complaint. The school will respect the privacy of all parties involved in a report of sexual misconduct.

The student may request confidentiality when reporting an assault by requesting that his or her identity be omitted from the report. When a victim requests confidentiality, it may limit the schools ability to thoroughly investigate and respond. A witness reporting an assault to the school may remain anonymous by requesting that his or her identity be

omitted from the report. The request will be reviewed by the Title IX Coordinator.

Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If the school (Title IX Coordinator) determines that it cannot maintain a victim's confidentiality, the school (Title IX Coordinator) will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the victim, whether by students or school employees, will not be tolerated and is strictly prohibited under Title IX.

### **False Reporting**

Knowingly filing a false report is cause for disciplinary and potentially criminal and civil action. The school prohibits an individual from knowingly filing a false report or making misrepresentations of sexual misconduct (including sexual assault, sexual discrimination and sexual harassment). However, a report made in good faith is not considered false merely because the evidence of the allegation does not ultimately support the allegation of sexual misconduct.

### **Standard for Determining Responsibility**

The standard used to determine accountability is the preponderance of the evidence that, more likely than not, the accused has violated the sexual misconduct policy.

### **Sanctions**

The complainant and the alleged perpetrator will be notified in writing of the outcome of the complaint. When considering sanctions, the committee will consider whether the sanction will: (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the school community. The following represent the range of sanctions. Possible sanctions are not limited to those listed below. Sanctions may be combined.

- **Counseling** – Students may be required to attend counseling. If mandated to attend counseling, the student will be responsible for any costs.
- **Disciplinary** – Students will be placed on probation for a specific period of time. During this time if there are additional violations they may be dismissed from school.
- **Formal Apology** – A written statement in which the student reflects and apologizes for their behavior.

- **No-Contact Order** – A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person’s behalf. It warns the student that any contact could be considered a violation of school policy.
- **Suspension** – The student may be excluded from participation in any academic or other activities of the school for a specified period. Students who have been suspended from the school forfeit all school fees, are withdrawn from school courses contingent on the academic calendar ( if after the withdrawal date, students receive F grades), and are not permitted on campus or at school sponsored events without the permission of the school Director. Students who are suspended are permitted to reapply to the school as long as they fulfill all requirements of the suspension.
- **Expulsion** – Expulsion is permanent exclusion of the school. Students who have been expelled forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the school Director. Students who are expelled are not permitted to reapply at the school.

**Emergency and External Reporting Options:**

**Merritt Island Campus**

Brevard County Sherriff	321-454-7151 or Dial 911 for emergency
Salvation Army Brevard Domestic Violence Center	321-724-0494
24 Hour Domestic Abuse Helpline/Hotline	321-631-2764
Cape Canaveral Hospital	321-799-7111
Women’s Center Titusville	321-607-6831

**Melbourne Campus**

Melbourne Police Department	321-608-6731 or Dial 911 for emergency
Women’s Center Melbourne	321-242-3110
Women’s Center Melbourne, Counseling	321-242-1526
24 Hour Domestic Abuse Hotline	321-607-6809
Holmes Regional Medical Center	321-434-7000

