



# American Academy of Cosmetology

**Main Campus  
American Academy of Cosmetology  
1330 Blanding Blvd, Ste 125  
Orange Park, FL 32065  
904-213-1444/Fax 904-213-0520  
admissions@aacschool.com  
www.aacschool.com  
License # 3158**

**MATRIX  
IMAGINE ALL YOU CAN BE**

**Licensed by the Commission for Independent Education, Florida Department of Education  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
Toll Free Telephone Number (888) 224-6684  
Fax Number (850) 245-3234**

**Accredited by the  
National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street Alexandria, VA 22314  
Telephone Number (703) 600-7600  
#019121-00 – Orange Park, Fl.**

**Title IV Approved to those who qualify – School Code 041515-00**

The American Academy of Cosmetology – licensed by the Commission for Independent Education, Florida Department of Education, 325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400, 888-224-6684. Additional information regarding this institution may be obtained with the Commission of Independent Education as well.

## **Mission Statement**

It is the mission of American Academy of Cosmetology to provide a quality post-secondary education in the practical skills necessary for licensure and employment success, including customer service, retailing and communications.

## **Contents Subject to Change**

This catalog and its content are subject to change without notice. American Academy of Cosmetology reserves the right to change regulations, tuitions, and fees. The correction to the catalog and enrollment is the binding documents between the school and the student. This catalog is issued to answer any questions a prospective student may have regarding our school. This catalog does not establish a contract between the student and school. The student will be subject to the expectations and procedures listed in this catalog on the date the student enrolls in American Academy of Cosmetology. Students must sign their enrollment agreement prior to beginning class at the Academy.

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**Ownership and Governing Body:** Owner: Florida Association Management Operation Services, LLC- DBA- American Academy of Cosmetology. The campus is located at 1330 Blanding Blvd Suite 125 Orange Park, Florida, 32065

**Facilities**

The Orange Park Campus has 6,000 square feet in an air-conditioned, well-lighted, well-ventilated facility. The Administrative Office and Basics Classroom have over 2000 square feet of air-conditioned, well-lighted and ventilated space. All parking for the students is at the front of the school. We have a classroom, a break room, student lockers, lab / practical stations, a library, an administrative office, and restrooms.

**Faculty and Staff**

**Orange Park Location:**

Owner Rick Wallace				Chief Executive Officer (CEO) (CFO)
Tyler Hill	CL1303012	10/31/2024	Paul Mitchell The School	School Director
Linda Brown				Comptroller
Tyler Hill	CL1303012	10/31/2024	Paul Mitchell The School	Admissions Director
Jamie Glezen	CL0234058	10/31/2023	Sunstate Academy	Education Director
Elaine Newmans				Financial Aid Director
Deborah Ramirez				Student Services
Bernadette Hall	CL1203690	10/31/2024	Normandy Beauty College	Cosmetology Instructor
Christie Miller	CL1250298	10/31/2024	Regency Beauty School	Cosmetology Instructor
Sylvia Atkins	CL1288776	10/31/2024	Hair Dynamics	Cosmetology Instructor
Bennie Cummings	BB8895960	7/31/2024	Fortis Institute	Barber Instructor
Hannah Boggs	BB8901449	7/31/2024	First Coast Barber Academy	Barber Instructor
Erika Davis	FB9744339	10/31/2023	Heritage Institute	Facial Specialist Instructor
Dana Hylton	CL 1238389	10/31/2023	Paul Mitchell The School	Nail Technician Instructor
Jessica Frisbee	MA55104	8/31/2023	Fortis Institute	Massage Therapy Instructor

**Licensing, Regulatory and Accrediting Agencies**

American Academy of Cosmetology and American Academy of Cosmetology – Is licensed by the Commission for Independent Education, Florida Department of Education, 325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400, 888-224-6684. The school is regulated by the Department of Business and Professional Regulations, 1940 North Monroe Street, Tallahassee, Florida 32399-0781, 850-487-1395. School is accredited by NACCAS, 3015 Colvin Street Alexandria, Virginia 22314, 703-600-7600. Additional information regarding the Academy may be obtained by contacting the Commission for Independent Education at the address above or the toll-free number (888)224-6684.

## Admission Requirements and Procedures

**General Cosmetology, Barber, Full Specialist, and Facial Specialist:** Students in these programs, must be at least 16 years of age and must furnish a copy of a standard high school diploma, GED or official transcripts for any program that is Title IV eligible. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalence to a U.S. high school diploma. The Academy does not accept ability to benefit students or Online diplomas.

**Massage Therapy:** Students in this program, must be at least 18 years of age and must furnish a copy of a standard high school diploma, GED or official transcripts for any program that is Title IV eligible. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalence to a U.S. high school diploma. The Academy does not accept ability to benefit students or Online diplomas.

**Nail Technology:** Students in this program must be at least 16 years old OR have a standard high school diploma, GED, or transcripts.

All perspective students are required to interview and tour with Admissions. The interview is a great way to understand the Academy expectations of students and the student expectations of the Academy. The Academy Catalog and Consumer Information Handbook, Crime Awareness and Drug Polices will be reviewed with the student by the admissions staff.

Student must provide copies of their proof of citizenship, age (driver's license, birth certificate or passport) and proof of education. The admission staff will confirm the authenticity of all documents. Students must fill out the reference form.

The Admissions staff will make an appointment with the Financial Aid Department for the student to be advised of financial aid availability. Students are required to read and review the contents of the Enrollment Agreement, Catalog, and the Consumer Information Handbook with admissions. Provide signatures for all documents and copies will be provided to the student.

### Equal Opportunity Policy

American Academy of Cosmetology does not discriminate among candidates based on age, sex, race, color, religion, national origin, ethnic origin, handicap, or marital status. The facility is accessible to but does not offer any special services to handicapped.

### Previous Training, Experience and Transfer of Credits

Transferability of credit hours is at the sole discretion of American Academy. The credit toward any of approved programs may be obtained from the hours transferred from another postsecondary institute which are congruent and applicable to the Academy's programs and validated by American Academy of Cosmetology. All students transferring into the Academy will have their transcripts evaluated. The transferring student must have the same admission requirements as stated above under admission requirements.

The student (unless a current or former student of this school) must obtain at least 25% of the program hour of instruction in the program selected, from the American Academy. NOTE: *The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institute of the student's choice.*

**Re-Entry:** A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. At this time the student's academic records will be evaluated. A student who has terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. Students who are re-entering the program before 180 days have lapsed may be re-instated into the program as if the student had never left. The student may be charged a \$150.00 re-instatement fee but no increase of tuition and if the student is a Financial Aid student their disbursements will continue when the required hours have been met. The student will be re-instated with the same satisfactory progress determination as when the student left.

**Re-Enrollment:** Students who have been gone for over 180 days must re-roll as a new student. Tuition will be adjusted with any current tuition increase. If the student has a balance upon withdrawal that balance will be added to the new contract. There should not be a balance if the student withdrew because the Cancellation Refund policy would be applied. The student will re-enroll with the same satisfactory progress as when the student withdrew.

**Program Tuition and Fees:**

<b>1200 – HOUR GENERAL COSMETOLOGY – Title IV Qualified</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$1,850.00 (nonrefundable)</b>
Tuition	<b>\$16,000.00</b>
<b>Total Cost</b>	<b>\$18,000.00</b>
<b>1200 – HOUR BARBER – Title IV Qualified</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$1,850.00 (nonrefundable)</b>
Tuition	<b>\$16,000.00</b>
<b>Total Cost</b>	<b>\$18,000.00</b>
<b>600 – HOUR FULL SPECIALIST – Title IV Qualified</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$1,350.00 (nonrefundable)</b>
Tuition	<b>\$8,000.00</b>
<b>Total Cost</b>	<b>\$9,500.00</b>
<b>600 – HOUR MASSAGE THERAPY – Title IV Qualified</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$450.00 (nonrefundable)</b>
Tuition	<b>\$8,500.00</b>
<b>Total Cost</b>	<b>\$9,100.00</b>
<b>300 – HOUR FACIAL SPECIALIST – Title IV Qualified (Loans only)</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$800.00 (nonrefundable)</b>
Tuition	<b>\$5,000.00</b>
<b>Total Cost</b>	<b>\$5,950.00</b>
<b>240 – HOUR NAIL TECHNOLOGY</b>	
Registration Fee	<b>\$150.00 (nonrefundable)</b>
Kit/Book Fee	<b>\$850.00 (nonrefundable)</b>
Tuition	<b>\$3,750.00</b>
<b>Total Cost</b>	<b>\$4,750.00</b>

## **Payment Options**

**Option 1:** Tuition may be paid with Title IV Funding (if the student qualifies) (Federal Pell Grant, Direct Student Loans). Tuition may be paid with VA, Pre-Paid College, VOC Rehab, Bright Futures, and others.

**Option 2:** Full Payment by cash, credit card, check or money order \*Unless other payment arrangements are made. Tuition payment is paid per enrollment agreement. \$25 Returned refunds (NSF) Fee.

**Late Fee Policy:** Should payments become due because of cash balances created and not paid as specified in enrollment agreement, the school may apply a 1% late fee after 30 days past due.

**Overage Charges:** Students must complete his/her course within the specified time frame of the course. The student's contract end date is for 40 weeks. . The school allows the student to miss 10% of the time frame that is allotted for the program. The charges are \$12.00 per hour over the 10%. The student will be charged the over contract fees once the students scheduled hours reach 10% over the contract.

**Financial Assistance:** Federal Financial Aid is available for those who qualify. Each perspective student receives a "Consumer Information Handbook" which lists all information of the financial assistance available at the Academy. Federal Financial Aid is offered for the General Cosmetology, Barber, Full Specialist, Facial Specialist and Massage Therapy programs only. To determine your eligibility for federal funding the perspective student must complete a FASFA online at *FAFSA.gov*.

**Veterans Training Benefits:** We are proud to accept benefits from eligible veterans and/or their dependents. These include Chapter 33 (Post 911), The Montgomery GI Bill ®, Chapter 35 (Dependents), Chapter 31 (VA VOC), and Tuition Assistance. You will need to provide the institution with a copy of Your VA Certification of Eligibility (COE) Please visit website: *Ebenefits.va.gov* to apply or call 1-888-442-4551 for more information.

**State Vocational Rehabilitation:** We accept Florida State Vocational Rehab Benefits from students who are eligible. Please visit the Florida Division of Vocational Rehabilitation website *www.Rehabworks.org* for more information.

## Program Listing and Curriculum Outlines

**Definition of a Clock Hour:** 60 minutes with a minimum of 50 minutes of training/instruction with an instructor.

**Program Numbering System:** The letter refers to the program (example: General Cosmetology – C) and the number refers to the required sections of the program.

### General Cosmetology

(Required 1,200 clock hours – license by examination)

**Program Objective:** To prepare students for a successful career as a Cosmetologist. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of General Cosmetology. Students successfully completing this course will receive a diploma and will apply for their Florida State Board Examination.

**Program Description:** Overview of skills and knowledge necessary for the field of General Cosmetology. Students will exhibit comprehension of Professional Ethics; Hair, Nails, and Skin Services; General Cosmetology Techniques; Salon Business; Florida Law; Sterilization; and Sanitation. All phases of this program include theory and practical work. Students will prepare for the Florida State Board Examination.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and tests in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
C-1 – HIV/AIDS (includes Bacteriology)	10	0
C-2– Career Development and Business ( <i>Includes Professional Ethics, Effective Communication &amp; Human Relations, Compensation Packages &amp; Payroll Deductions and Fundamentals of Business Management</i> )	25	0
C-3– Facial Makeup and Hair Removal	25	10
C-4 – Hair coloring ( <i>includes Chemistry</i> )	240	45
C-5– Hair Arranging (Styling)	270	300
C-6 – Hair Cutting ( <i>includes Anatomy &amp; Biology</i> )	270	75
C-7 – Chemical Waving and Relaxing/Straightening ( <i>includes chemistry</i> )	200	65
C-8 – Manicuring and Pedicuring, Nail Extensions ( <i>including nail and nail disorders</i> )	20	20
C-9 – Scalp Treatments and Hair Care Rinses ( <i>includes Skin and skin disorders, hair and hair disorders</i> )	50	45
C-10 – Shampoo and Rinses	50	50
C-11 – Sterilization and Sanitation (Bacteriology) ( <i>includes Product Use &amp; Safety &amp; some Biology</i> )	30	0
C-12 – Florida Law ( <i>Includes Licensing Requirements and Regulations</i> )	10	0

(Pursuant to Ch. 477 Cosmetology, Section 477.019) Diploma upon completion – following Admission Requirements.

- 1) Students must be at least 16 years age and must furnish a copy of a high school diploma, GED, or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalent to a U.S. High School Diploma. The Academy does not accept Ability-to-Benefit.
- 2) Driver License, US Passport, or Birth Certificate for proof of age.



## **General Cosmetology Program (1200 clock hours)**

**C-1 – HIV/AIDS:** Instruction aimed at making student aware of the spread of infectious diseases such as HIV and AIDS and infection control and includes the study of bacteriology. (10 clock hours)

**C-2 – Career Development and Business:** The student will create a salon portfolio, demonstrate an understanding of salon operation, and demonstrate organizational skills related to salon management. Students will learn resume writing and job interviews.

(25 clock hours)

**C-3 – Facial Makeup and Hair Removal:** In-depth theory and practice of skin care, facials, cosmetics, and waxing. The student will demonstrate the proper application related to skin care and cosmetics and exhibit workplace competencies in skin care and cosmetics. (25 clock hours)

**C-4 – Hair Coloring:** The student will identify the terminology related to hair color and chemistry, demonstrate the proper application of hair color, and exhibit workplace competencies related to hair color.

(240 clock hours)

**C-5 – Hair Arranging (Styling):** The student will identify the terminology related to hair design, demonstrate the proper techniques related to hair design, and exhibit workplace competencies in hair design. (270 clock hours)

**C-6 – Hair Cutting:** Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application of hair cutting. (270 clock hours)

**C-7 – Chemical Waving and Relaxing/Straightening:** The student will identify the terminology related to chemical reformation, demonstrate the proper application of waving and relaxing products, and exhibit workplace competencies. (200 clock hours)

**C-8 – Manicuring and Pedicuring, Nail Extensions:** The student will identify the terminology related to nail technology, demonstrate proper application, and exhibit salon competencies in nail technology. Nail and nail disorders and diseases (20 clock hours)

**C-9 – Scalp Treatments and Hair Care Rinses:** The student will learn and recognize various scalp conditions and how to treat them, as well as how to keep hair shiny and healthy with proper rinses. They will learn disorders of the skin and scalp along with hair and hair disorders (50 clock hours)

**C-10 – Shampoos and Rinses:** The student will learn various types of shampoo and rinse products and application and how to select proper product for each client. He/she will learn proper shampoo procedures. (50 clock hours)

**C-11 – Sterilization and Sanitation (Bacteriology):** The student will demonstrate sanitation and safety and explain the rules and regulations of institution, department, and state. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease.

(30 clock hours)

**C-12 – Florida Law:** The student will have an understanding and knowledge of the Florida Statutes regarding owning, operating, and working in the cosmetology field in the State of Florida and the requirements necessary to be licensed by this state. (10 clock hours)

(\* Required 1,200 clock hours – license by examination)

**Program Objective:** To prepare students for a successful career as a Barber. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of Barbering. Students successfully completing this course will receive a diploma and will apply for their Florida State Board Examination.

**Program Description:** Training includes beginning basic curriculum. In this portion students will work on mannequins, learn sanitation, shampooing, hairstyling, hair shaping, hair coloring, permanent waving, hair relaxing, and Florida Law. Upon completion of Basic Training, students will perform services on clients and continue their Occupational Training and Practical Application along with Business Training in a salon atmosphere.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and tests in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
B-1 – Orientation	1	0
B-2 – AIDS/HIV ( <i>Includes Bacteriology, Biology, Anatomy</i> )	4	0
B-3 – State Law ( <i>Includes Professional Ethics, Effective Communication &amp; Human Relations</i> )	145	0
B-4 – Sanitation and Sterilization ( <i>Includes Professional Ethics, Effective Communication &amp; Human Relations, Compensation Packages &amp; Payroll Deductions and Fundamentals of Business Management and Licensing Requirements &amp; Regulations, resume writing, job interview procedures and Skin and Skin disorders</i> ))	325	0
B-5 – Shampoo/Rinse	75	50
B-6 – Scalp Treatment and Color Rinse	50	30
B-7 – Hair Color/Bleaching	100	25
B-8 – Perming	100	50
B-9 – Hair Cutting	100	300
B-10 – Hair Styling	90	200
B-11 – Facial	10	15
B-12 – Chemistry/ Hair structure	50	0
B-13 – Hair Pieces	10	0
B-14 – Shave/Mustache and Beard Trims	40	25
B-15 – Hair Relaxing	100	10

Pursuant to Chapter 476 of the Barber Board) Diploma upon completion – following Admission Requirements.

- 1) Students must be at least 16 years age and must furnish a copy of a high school diploma, GED, or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalent to a U.S. High School Diploma. The Academy does not accept Ability-to-Benefit.
  
- 2) Driver License, US Passport, or Birth Certificate for proof of age.

\*Rational (the state requires 900 hours however the Academy offers 300 additional hours to include Management skills.)

## **Barber Program (1200 clock hours)**

**B-1** – Orientation

**B-2** – HIV/AIDS: Instruction aimed at making student aware of the spread of infectious diseases such as HIV and AIDS and infection control. (4 clock hours)

**B-3** – Florida Law: The student will have an understanding and knowledge of the Florida Statutes regarding owning, operating, and working in the Barber field in the State of Florida and the requirements necessary to be licensed by this state. (145 clock hours)

**B-4** – Sterilization and Sanitation: The student will demonstrate sanitation and safety and explain the rules and regulations of institution, department, and state. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease of the skin and scalp. : The student will create a salon portfolio, demonstrate an understanding of salon operation, and demonstrate organizational skills related to salon management.  
(325 clock hours)

**B-5** – Shampoos/Rinse: The student will learn various types of shampoo and rinse products and application and how to select proper product for each client. He/she will learn proper shampoo procedures.  
(75 clock hours)

**B-6** – Scalp Treatment and Color Rinse: The student will learn and recognize various scalp conditions and how to treat them and how to properly rinse hair color. (50 clock hours)

**B-7** – Hair Color/Bleaching: The student will identify the terminology related to hair color and bleaching, demonstrate the proper application of hair color, and exhibit workplace competencies related to hair color.  
(100 clock hours)

**B-8** – Perming: The student will identify the terminology related to hair perming, demonstrate the proper application of perming products, and exhibit workplace competencies. (100 clock hours)

**B-9** – Hair Cutting: Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application of hair cutting. (100 clock hours)

**B-10** – Hair Styling: The student will identify the terminology related to hair design, demonstrate the proper techniques related to hair design, and exhibit workplace competencies in hair design. (90 clock hours)

**B-11** – Facial: In-depth theory and practice of skin care and facials. The student will demonstrate the proper application related to skin care and exhibit workplace competencies. (10 clock hours)

**B-12** – Chemistry: The student will identify the terminology related to chemicals, demonstrate the proper application and safety of chemicals, and exhibit workplace competencies. (50 clock hours)

**B-13** – Hair Pieces: The student will identify the terminology related to hair pieces, demonstrate the proper techniques related to wigs and toupees, and exhibit workplace competencies. (10 clock hours)

**B-14** – Shave/Mustache and Beard Trims: Instruction in artistry, elements, and principles of beard and mustache shaving/trimming. Topics include theory, techniques, and application of beard and mustache shaving/trimming. (40 clock hours)

**B-15** – Hair Relaxing: The student will identify the terminology related to chemical reformation, demonstrate the proper application of waving and relaxing products, and exhibit workplace competencies. (100 clock hours).

### Nail Technology

(Required 240 clock hours – diploma upon completion)

**Program Objective:** To prepare students for a successful career as a Nail Technician. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of Nail Technology. . Students successfully completing this course will receive a diploma and will apply to the State of Florida for licensing.

**Program Description:** Overview of the skills and knowledge necessary for the field of Nail Technology, to include manicuring, pedicuring, nail extensions, wraps, repair, removal, sterilization, and sanitation practices. Students will exhibit comprehension of professional ethics, demonstrate safety and sanitation, and understand the rules and regulations of the institution, department, and State of Florida.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and tests in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
N-1 – Florida Cosmetology Laws and Rules ( <i>Includes Effective Communication &amp; Human Relations, Compensation Packages &amp; Payroll Deductions and Fundamentals of Business Management and Licensing Requirements &amp; Regulations</i> ))	5	0
N-2 – HIV/AIDS ( <i>Includes Bacteriology, Biology, Anatomy</i> )	4	0
N-3 – Sanitation ( <i>Includes Bacteriology, Biology, Product Use &amp; Safety</i> )	4	0
N-4 – Ethics ( <i>Includes Professional Ethics</i> )	2	0
N-5 – Nail Theory, Practice, and Related Subjects including Nail Disorders and Diseases ( <i>Includes Bacteriology &amp; Biology, some Chemistry</i> ))	85	0
N-6 – Manicuring	20	20
N-7 – Pedicures	10	10
N-8 – Tips with Overlay	37.5	15
N-9 – Sculpting Using A Form	37.5	15
N-10 – Nail Wraps and Mending	15	10
N-11 – Nail Fill-Ins	10	10
N-12 – Artificial Nail Removal	5	5
N-13 – Polishing and Nail Art	5	10

(Pursuant to Ch. 477 Cosmetology) Diploma upon completion – following Admission Requirements:

- 1) Students must be at least 16 years of age OR furnish a copy of a high school diploma, GED, or transcripts.
- 2) Driver's License, US Passport, or Birth Certificate for proof of age.

## **Nail Technology Program (240 clock hours)**

**N-1** – Florida Cosmetology Laws and Rules: The student will have an understanding and knowledge of the Florida Statutes regarding owning, operating, and working in the cosmetology field in the State of Florida and the requirements necessary to be licensed or certified in this state. (5 clock hours)

**N-2** – HIV/AIDS: The student will understand disease control and its spread. The student will discuss HIV/AIDS, how it is contracted, and prevention. (4 clock hours)

**N-3** – Sanitation: The student will demonstrate sanitation and safety and understand the rules and regulations of the institution, department, and state. The student will know the difference between sanitation, sterilization, and disinfection. (4 clock hours)

**N-4** – Ethics: The student will define personality and identify the qualities of and how to cultivate a pleasing professional personality. The student will define professional ethics. (2 clock hours)

**N-5** – Nail Theory, Practice, and Related Subjects including Nail Disorders and Diseases: The student will identify the structures adjoining and affecting the nails and recognize diseases of the nails that should not be treated in the salon. The student will demonstrate the proper use of equipment, implements, cosmetics, and materials used in manicuring and pedicuring. (85 clock hours)

**N-6** – Manicuring: The student will be able to perform all manicuring services on the hand. (20 clock hours)

**N-7** – Pedicures: The student will demonstrate the procedure for a pedicure and the proper set-up of equipment. The student will know the composition, purpose, and usage of hand, foot, and nail products. (10 clock hours)

**N-8** – Tips with Overlay: The student will be able to apply artificial nail tips with an overlay. (37.5 clock hours)

**N-9** – Sculpting Using a Form: The student will be able to apply sculptured nails with a form. (37.5 clock hours)

**N-10** – Nail Wraps and Mending: The student will be able to apply nail wraps and/or mend nails. (15 clock hours)

**N-11** – Nail Fill-ins: The student will be able to perform artificial nail maintenance in the form of a “fill-in”. (10 clock hours)

**N-12** – Artificial Nail Removal- Techniques and process for removal of artificial nails. (5 clock hours)

**N-13** – Polishing and Nail Art: The student will be able to polish all nails and apply nail art in the form of adhesive pre-manufactured art, as well as demonstrate knowledge of the use of specialty brushes. (5 clock hours)

**Facial Specialist**

(\* Required 300 clock hours – diploma upon completion)

**Program Objective:** To prepare students for a successful career as a Facialist. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of Facial Specialty. Students successfully completing this course will receive a diploma and will apply to the State of Florida for licensing.

**Program Description:** Overview of the skill and knowledge necessary for the field of Facial Specialist. Students will exhibit comprehension of professional ethics, demonstrate safety and sanitation, and understand the rules and regulations of the institution, department, and State of Florida.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and test's in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
F-1 – HIV/AIDS ( <i>Includes Bacteriology, Biology, Anatomy</i> )	5	0
F-2 – Ethics ( <i>Includes Professional Ethics</i> )	5	0
F-3 – Skin Theory (Diseases and Disorders)	75	0
F-4 – Sterilization and Sanitation (Bacteriology) ( <i>Includes Product Use &amp; Safety</i> )	55	0
F-5 – Facials	45	35
F-6 – Cosmetics (Chemistry and Application)	25	20
F-7 – Basic Electricity and Light Therapy	15	0
F-8 – Safety in the Salon ( <i>Includes Product Use &amp; Safety</i> )	10	0
F-9 – Eyebrows (Shaping and Tinting)	10	10
F-10 – Hair Removal (Epilation/Depilation)	35	30
F-11 – Peels and Microdermabrasion	10	10
F-12 – Florida Laws ( <i>Includes Licensing Requirements &amp; Regulations</i> )	5	0
F-13 – Career Development ( <i>Includes Effective Communication &amp; Human Relations, Compensation Packages &amp; Payroll Deductions and Fundamentals of Business Management</i> )	5	0

(Pursuant to Ch. 477 Cosmetology) Diploma upon completion – following Admission Requirements.

- 1) Students must be at least 16 years age and must furnish a copy of a high school diploma, GED, or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalent to a U.S. High School Diploma. The Academy does not accept Ability-to-Benefit.
- 2) Driver License, US Passport, or Birth Certificate for proof of age.

\*Rational (the state requires 260 hours however the Academy offers 40 additional hours to include advanced theory and Skin Peels.)

## **Facial Specialist Program (300 clock hours)**

**F-1 – HIV/AIDS:** The student will have an understanding of the cause and effects of contagious diseases such as HIV/AIDS and hepatitis and their prevention and spread. (5 clock hours)

**F-2 – Ethics:** The student will define personality and identify the qualities of and how to cultivate a pleasing professional personality. (5 clock hours)

**F-3 – Skin Theory:** The student will learn the disease and disorders of the skin, its structures, and functions, and be able to identify and recognize diseases and disorders that should not be treated in the salon. (75 clock hours)

**F-4 – Sterilization and Sanitation (Bacteriology):** The student will demonstrate sanitation and sterilization of implements and tools. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease. (55 clock hours)

**F-5 – Facials:** In-depth theory and practice of skin care, massage pertaining to facials, treatments, and cosmetics pertaining to various facial treatments. (45 clock hours)

**F-6 – Cosmetics (Chemistry and Application):** The student will have knowledge of the chemistry related to the cosmetics, products, and proper application for each individual client and learn proper client consultation techniques. The student will understand the Psychology of Makeup. (25 clock hours)

**F-7 – Basic Electricity and Light Therapy:** This course provides the student with a basic understanding of the electrical apparatus used in facials and light therapy treatments. The student will learn safety procedures when using electricity for treatments and services. (15 clock hours)

**F-8 – Safety in the Salon:** The student will learn salon safety and precautions pertaining to the rules and regulations of the institution, department, and state. (10 clock hours)

**F-9 – Eyebrows (Shaping and Tinting):** Students will demonstrate proper-shaping of eyebrows, follow procedures for safely tweezing and tinting with non-permanent dyes, and safety precautions when working around the eyes. Students will learn applications of artificial lashes. (10 clock hours)

**F-10 – Hair Removal (Epilation/Depilation):** The student will learn and demonstrate proper removal of hair from the body safely and efficiently. The student will also learn and demonstrate safety and sanitation procedures of depilation and epilation. (35 clock hours)

**F-11 – Peels and Microdermabrasion:** The student will learn of various methods of Peels and Microdermabrasion used in the field today to enhance their career. (10 clock hours)

**F-12 – Florida Laws:** The student will have an understanding and knowledge of the Florida Statutes regarding owning, operating, and working in the Cosmetology Field in the State of Florida and the requirements necessary to be licensed by this state. (5 clock hours)

**F-13 – Career Development:** The student will create a portfolio, demonstrate an understanding of salon operation, and demonstrate organizational skills related to owning and/or operating a salon business. Students will be introduced to the various types of business opportunities available to the Facial Specialist and Full Specialist. Job opportunities will be explored. (5 clock hours)

(\* Require 600 clock hours – diploma upon completion)

**Program Objective:** To prepare students for a successful career as a Full Specialist. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of Full Specialty. Students successfully completing this course will receive a diploma and will apply to the State of Florida for licensing.

**Program Description:** Overview of the skill and knowledge necessary for the field for a Full Specialist. Students will exhibit comprehension of professional ethics, demonstrate safety and sanitation, and understand the rules and regulations of the institution, department, and State of Florida.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and tests in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
FS 101– Ethics (Includes Professional Ethics)	10	0
FS 102 – HIV/AIDS (includes Bacteriology)	5	0
FS 103 – Skin Theory (Diseases and Disorders)	85	0
FS 104 – Sterilization and Sanitation Part 1	40	0
FS 105 – Facials	40	35
FS 106 – Cosmetics (Chemistry and Application)	20	25
FS 107 – Basic Electricity and Light Therapy	10	0
FS 108 – Safety in Salon	10	0
FS 109 – Eyebrows (Shaping & Tinting)	10	20
FS 110 – Hair Removal (Epilation / Depilation)	30	10
FS 111 – Peels and Microdermabrasion	10	20
FS 112 – Florida Laws	5	0
FS 113 – Career Development	10	0
FS 114 – Salon Management Point of Sale System	10	0
FS 115 – Sanitation Part 2	5	0
FS 116 – Nail Theory, Practice, and Related Subjects	95	0
FS 117– Manicuring	25	25
FS 118 – Pedicures	25	15
FS 119– Tips with Overlay	40	20
FS 120– Sculpting Using A Form	40	15
FS 121– Nail Wraps and Mending	25	10
FS 122– Nail Fill-Ins	20	10
FS 123 – Artificial Nail Removal	15	5
FS 124 – Polishing and Nail Art	15	5

(Pursuant to Ch. 477 Cosmetology) Diploma upon completion – following Admission Requirements.

- 1) Students must be at least 16 years age and must furnish a copy of a high school diploma, GED, or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalent to a U.S. High School Diploma. The Academy does not accept Ability-to-Benefit.
- 2) Driver License, US Passport, or Birth Certificate for proof of age.

\*Rational (the state requires 500 hours however the Academy offers 100 additional hours to include advanced theory, nail wraps, and Skin Peels.)

**Full Specialist Program (600 clock hours)**



**FS 101**– Ethics: The student will define personality and identify the qualities of and how to cultivate a pleasing professional personality. (10 clock hours)

**FS 102** – HIV/AIDS: The student will understand disease control and its spread. The student will discuss HIV/AIDS, how it is contracted, and prevention. (5 clock hours)

**FS 103** – Skin Theory: The student will learn the disease and disorders of the skin, its structures, and functions, and be able to identify and recognize diseases and disorders that should not be treated in the salon. (85 clock hours)

**FS 104** – Sterilization and Sanitation Part 1: The student will demonstrate sanitation and sterilization of implements and tools. The student will gain an understanding of bacteriology and recognize the relationship of bacteria and the spread of disease. (40 clock hours)

**FS 105** – Facials: In-depth theory and practice of skin care, massage pertaining to facials, treatments, and cosmetics pertaining to various facial treatments. (40 clock hours)

**FS 106** – Cosmetics (Chemistry and Application): The student will have knowledge of the chemistry related to the cosmetics, products, and proper application for each individual client and learn proper client consultation techniques. The student will understand the Psychology of Makeup. (20 clock hours)

**FS 107**– Basic Electricity and Light Therapy: This course provides the student with a basic understanding of the electrical apparatus used in facials and light therapy treatments. The student will learn safety procedures when using electricity for treatments and services. (10 clock hours)

**FS 108** – Safety in the Salon: The student will learn salon safety and precautions pertaining to the rules and regulations of the institution, department, and state. (10 clock hours)

**FS 109** – Eyebrows (Shaping and Tinting): Students will demonstrate proper-shaping of eyebrows, follow procedures for safely tweezing and tinting with non-permanent dyes, and safety precautions when working around the eyes. Students will learn applications of artificial lashes. (10 clock hours)

**FS 110** – Hair Removal (Epilation/Depilation): The student will learn and demonstrate proper removal of hair from the body safely and efficiently. The student will also learn and demonstrate safety and sanitation procedures of depilation and epilation. (30 clock hours)

**FS 111** – Peels and Microdermabrasion: The student will learn of various methods of Peels and Microdermabrasion used in the field today to enhance their career. (10 clock hours)

**FS 112** – Florida Laws: The student will have an understanding and knowledge of the Florida Statutes regarding owning, operating, and working in the Cosmetology Field in the State of Florida and the requirements necessary to be licensed by this state. (5 clock hours)

**FS 113** – Career Development: The student will create a portfolio, demonstrate an understanding of salon operation, and demonstrate organizational skills related to owning and/or operating a salon business. Students will be introduced to the various types of business opportunities available to the Facial Specialist and Full Specialist. Job opportunities will be explored. (10 clock hours)

**FS 114** – Salon Management Point of Sale System: The student will demonstrate an understanding of salon operation, ordering, computer system, and marketing related to salon management (10 clock hours)

**FS 115** – Sanitation Part 2: The student will demonstrate sanitation and safety and understand the rules and regulations of the institution, department, and state. The student will know the difference between sanitation, sterilization, and disinfection. (5 clock hours)

**FS 116** – Nail Theory, Practice, and Related Subjects: The student will identify the structures adjoining and affecting the nails and recognize diseases of the nails that should not be treated in the salon. The student will demonstrate the proper use of equipment, implements, cosmetics, and materials used in manicuring and pedicuring. (95 clock hours)

**FS 117**- Manicuring: The student will be able to perform all manicuring services on the hand. (25 clock hours)

**FS 118**- Pedicures: The student will demonstrate the procedure for a pedicure and the proper set-up of equipment. The student will know the composition, purpose, and usage of hand, foot, and nail products. (25 clock hours)

**FS 119**- Tips with Overlay: The student will be able to apply artificial nail tips with an overlay. (40 clock hours)

**FS 120** – Sculpting Using a Form – The student will be taught the different aspects of use of Forms. (40 Clock Hours)

**FS 121**- Nail Wraps and Mending: The student will be able to apply nail wraps and/or mend nails. (25 clock hours)

**FS 122**- Nail Fill-ins: The student will be able to perform artificial nail maintenance in the form of a “fill-in” (20 clock hours)

**FS 123**- Artificial Nail Removal: The student will be able to safely remove artificial nails. (15 clock hours)

**FS 124** – Polishing and Nail Art: The student will be able to polish all nails and apply nail art in the form of adhesive pre-manufactured art, as well as demonstrate knowledge of the use of specialty brushes. (15 clock hours)

#### Massage Therapy

(Required 600 clock hours – license by examination)

**Program Objective:** To prepare students for a successful career as a Massage Therapist. Students will acquire an educational foundation of the practical and professional skills required to be successful in the field of Massage Therapy. Students successfully completing this course will receive a diploma and will apply for their Florida State Board Examination.

**Program Description:** Overview of the skill and knowledge necessary for the field for a Massage Therapist. Students will exhibit comprehension of professional ethics, demonstrate safety and sanitation, and understand the rules and regulations of the institution, department, and State of Florida.

**Program Format:** This program is presented through lecture and hands-on training using information boards, CD's, Power Point, audio and visual equipment, question and answer sessions and tests in practical and theory applications.

**Grading Procedure:**

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

Curriculum	Clock Hours	Services
MA 101– Orientation and Professional Ethics	4	0
MA 102 – Laws and Regulation	3	0
MA 103 – Skin Bacteriology, Sanitation, HIV, AIDS	10	0
MA 104 – Anatomy and Physiology	150	0
MA 105 – Basic Massage Theory and History	200	0
MA 106 – Massage Clinical Practicum	125	125
MA 107 – Allied Modalities	76	0
MA 108 – Theory and Practice of Hydrotherapy	15	0
MA 109 – Business Skills ( <i>Includes Effective Communication &amp; Human Relations, Compensation Packages &amp; Payroll Deductions and Fundamentals of Business Management</i> )	15	0
MA 110 – Medical Error Prevention	2	0

Pursuant to Chapter 480.041 Massage - Diploma upon completion – following Admission Requirements.

- 1) Students must be at least 18 years age and must furnish a copy of a high school diploma, GED, or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalence to a U.S. High School Diploma. The Academy does not accept Ability-to-Benefit.
- 2) Driver License, US Passport, or Birth Certificate for proof of age.

**Massage Therapy Program (600 clock hours)**

**MA 101** - Orientation and Professional Ethics – overview of the Academy’s massage program and general ethics (4 clock hours)

**MA 102** - Laws and Regulation –overview of Florida laws, rules, and regulations in the relation to consumer protection for both health and economic matters. (3 clock hours)

**MA 103** - Skin Bacteriology, Sanitation, HIV, AIDS – The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect food health in the community. (10 clock hours)

**MA 104** - Anatomy and Physiology: The body systems structure, including: circulation, gastrointestinal, integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, reproductive, urinary, and lymphatic. (150 clock hours)

**MA 105** - Basic Massage Theory and History: The benefits of massage and its effects on the body, qualifications for giving a good massage; equipment and materials; types of massage; basic strokes; general contraindications and parts of the body to avoid; selecting essential oils to enhance benefits and combat ailments, as well as the history of massage. (200 clock hours)

**MA 106** - Massage clinical practicum: The theories and applications of several pathologies and specific conditions are covered. How to assess and treat each condition with the signs and symptoms of each being addressed. (125 clock hours)

**MA 107** - Allied Modalities: The various modalities in the massage therapy field, the basics of several modalities and the ideas behind their value, and which modalities require advanced training or special certifications to practice. (76 clock hours)

**MA 108** - Theory and Practice of Hydrotherapy: The basic theory and practice, as well as indications and contraindications. (15 clock hours)

**MA 109** - Business Skills: The basics of planning, building, managing, and growing a successful massage business. (15 clock hours)

**MA 110** - Medical Error Prevention: The implementation of simple precautions that can prevent most errors. (2 clock hours)

#### Academy Policies

American Academy of Cosmetology reserves the right to make any revisions to its policies without prior notice to the student.

### **Termination Policy**

**Termination by Institute; Deemed Withdrawal:** American Academy of Cosmetology may terminate the Student's enrollment by written notice to Student upon the occurrence of any of the following: Student's non-compliance with rules and policies, including those stated in the Academy Catalog and the pre-enrollment materials, such as (a) attendance requirements; (b) conduct that reflects unfavorably upon the Institute or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful.

### **Refund Policy**

**Notice:** Any notice sent from one party to another under this Agreement, including any notice of termination: (a) shall be in writing; (b) shall be sent by United States mail, or delivered in person; (c) shall be sent to the receiving party at its address set forth in this Agreement, or to such other address as such party may, by written notice, designate to the other parties from time to time; (d) if sent to the Academy, shall be sent to the attention of the Institute Director; (e) will be deemed to be given on the date of cancellation of the postmark if sent by United States mail, and on the date of receipt by the recipient, if delivered in person.

**Termination Upon Non-Acceptance or Within Three Business Days:** If the applicant is not accepted by the Academy, or if enrollment is terminated and the Termination Date is within three (3) Business Days after Student signs this Agreement and/or makes an initial deposit (the "Enrollment Date"), then the Academy will refund to Student all monies paid by Student, including the \$150.00 registration fee. This policy applies regardless of whether Student has actually started training. "Business Day" means any day that the Academy administrative offices are open for business.

**Termination After Three Business Days, but Prior to Starting Class:** If the Termination Date is more than 3 Business Days after the Enrollment Date, but before Student begins the first class, the Academy will refund all monies paid by the Student, except the \$150.00 registration fee.

**Refund Policy after Starting Classes, after Three Business Days:** If enrollment is terminated after the Student has started classes, and the Termination Date is not within 3 Business Days after the Enrollment Date, then the Student will be entitled to a refund to the extent that:

- The total amount received and retained by the Academy on the Student's behalf (and not subject to return below or otherwise).
- Exceeds the total amount to which the Academy is entitled hereunder.
- In the event of such termination, the Academy will be entitled to receive (or retain, to the extent already paid) the \$150.00 registration fee, the Kit Fee, and a percentage of the total Tuition, determined as follows:
  - Cancellation after attendance has begun, through 40% scheduled hours of completion of the program, will result in a Pro Rata refund. This to be computed the scheduled hours calculated to the total program hours.
  - Refunds are based on 70% of the amount of tuition owed to the school for those students who have scheduled hours between 40.1% to 49.9% of the length of the program.
  - The Academy will retain 100% of the total tuition for any student who has scheduled hours between 50% and over of the length of the program.

**Tuition Assistance Program:** Academy will return any unearned TA funds on a prorata basis through at least the 60% portion of the period for which the funds were provided.

#### **1200 Clock Hour Program:**

1-120 Hours	90% Returned (10% course completed)
121-360 Hours	70% Returned (30% course completed)
361-720 Hours	40% Returned (60% course completed)
After 720 Hours	0% Returned to Government

#### **600 Clock Hour Program:**

1-60 Hours	90% Returned (10% course completed)
61-180 Hours	70% Returned (30% course completed)
181-360 Hours	40% Returned (60% course completed)
After 360 Hours	0% Returned to Government

Tuition Assistance (Cont.)

300 Clock Hour Program:

1-30 Hours	90% Returned (10% course completed)
31-90 Hours	70% Returned (30% course completed)
91-180 Hours	40% Returned (60% course completed)
After 180 Hours	0% Returned to Government

240 Clock Hour Program:

1-24 Hours	90% Returned (10% course completed)
25-72 Hours	70% Returned (30% course completed)
73-144 Hours	40% Returned (60% course completed)
After 144 Hours	0% Returned to Government

**Scheduled Hours:** Determined by the total number of Clock Hours that were scheduled between the Student's actual starting date and the Student's Last Attendance Date. The "Student's Last Attendance Date" means the last date of actual attendance by the Student. (Students on an official leave of absence are not scheduled hours toward scheduled hours completed).

**Determination Date:** Student's "Termination Date" will be deemed to be the date on which Student or Academy gives notice of termination pursuant to above, except that: (a) in the event of a Deemed Withdrawal, the Termination Date shall be the date on which the Academy determines that a Withdrawal has occurred; and (b) in the event that Student is on an approved leave of absence and notifies the school in writing that he or she will not be returning, the Termination Date shall be the earlier of the date of expiration of the leave of absence or the date on which the student gives notice. The withdrawal date, for refund computations purposes, is the last day of actual attendance by the student. If the student is absent 14 consecutive calendar days, the student will be considered withdrawn. The determination date will be the last day of physical attendance of the student. All student refunds will be paid within 30 days of withdrawal.

**Institute Closure; Program Cancellation:** If the Academy is permanently closed and no longer offers instruction after the Student enrolled, Academy shall provide a prorated refund of all monies paid by the Student based on the scheduled hours attended. If a program is cancelled after a Student's enrollment, before instruction in the course and/or program has begun the Academy shall, at its option, either: (a) provide a full refund of all monies paid by the Student; or (b) provide for completion of the program. If the Academy cancels a course and/or program and ceases to offer instruction after the students have enrolled and instruction has begun, the Academy shall at its option (a) provide completion of the course or (b) provide a full refund of all monies paid.

**Withdrawal Fees:** If Student withdraws or is terminated from the Academy for any reason, then Student will be charged a \$150.00 withdrawal fee, unless such withdrawal takes place within three (3) business days after the enrollment date, as described above.

**Return of Unearned Funds from Title IV Programs:** The Institute will determine the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education. The following is the distribution of unearned aid that must be returned: Federal Family Education Loan Programs, Federal Pell Grants, FSEOG, and then the Student. All Title IV and VA refunds will be made within 45 Days of the determination of withdrawal.

**Return of Unearned Funds from Non-Title IV Loans:** If any portion of the Total Fee is funded through a loan other than a Title IV loan, then Student and any Responsible Guardian hereby authorizes Institute to pay any refund directly to the lender, up to the outstanding loan amount.

**Satisfactory Academic Progress Policy:** The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. An academic year (AY) is based on 900 hours. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**Evaluation Periods:** Students are evaluated for Satisfactory Academic Progress as follows:

General Cosmetology/ Barber	AY1: 450 (15 wks), 900 (30 wks) clocked (actual) hours
Massage Therapy	AY1: 300 (10 wks) clocked (actual) hours
Full Specialist	AY1: 300 (10 wks) clocked (actual) hours
Facial Specialist	AY1: 150 (5 wks) clocked (actual) hours
Nail Technology	AY1: 120 (4 wks) clocked (actual) hours

**Student Transfer Hours and Evaluation Periods:** With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours. For the purpose of determining when the allowable maximum time frame has been exhausted, SAP evaluations will occur midpoint of the actual contracted hours at the Academy. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**Attendance Progress Evaluations:** Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course. Which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed. Students receive a report card at least twice during their program with at least one before the midpoint of their course.

**Maximum Time Frame:** The maximum time (which does not exceed 150% of the program length) allowed for students to complete each course at satisfactory academic progress is stated below to be eligible for financial aid. Students who go beyond the maximum time frame are allowed to continue until they graduate. However, are not eligible for Financial Aid and will become cash pay students.

**Programs:**

	<b>Maximum Time Allowed</b>		
	<b>Hours</b>	<b>Weeks</b>	<b>Scheduled Hours</b>
General Cosmetology/ Barber (Full time, 30 hrs. /wk.)	1200	60	1800
General Cosmetology/ Barber (Part time, 20 hrs./wk.)	1200	90	1800
Full Specialist/Massage Therapy (Full time 30 hrs./w)	600	20	900
Full Specialist/Massage therapy (Part Time 20 hrs./wk.)	600	30	900
Facial Specialist (Full time, 30 hrs. /wk.)	300	15	450
Facial Specialist (Part time, 20 hrs./wk.)	300	22.5	450
Nail Technology (Full time, 30 hrs./wk.)	240	12	360
Nail Technology (Part time, 20 hrs./wk.)	240	18	360

**Academic Progress Evaluations:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass finals written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Numerical Grades are Considered According to the Following Scale:**

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

**Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress their Title IV funding may be interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All students regardless if VA, Private Pay or Title IV recipients will be subject to termination if satisfactory progress cannot be achieved

**Warning:** All students (Title IV, VA, Cash Pay and other) 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 will be ineligible to receive Title IV funds.

**Appeal Procedure:** If a student is determined to not be making satisfactory attendance or academic progress, the student may appeal the determination prior to being placed on probation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days.

The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation until the next evaluation period and the satisfactory attendance or academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Probation:** American Academy of Cosmetology allows for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- a) American Academy of Cosmetology evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; **and**
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; **and**
- c) American Academy of Cosmetology determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; **or**
- d) American Academy of Cosmetology develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

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

**Re-Establishment of Satisfactory Academic Progress:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll or be re-instated will return in the same satisfactory academic progress status as at the time of withdrawal.

**Noncredit, Remedial Courses, Repetitions:** Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**Student Standards Policy:** Because every student is a future employee, manager, or entrepreneur, all students must meet these standards of professionalism, which will prepare them for the demands of their future career: ***Students who violate any one of these standards will be subject to suspension.*** Maintaining a professional appearance is vital to success. A professional appearance includes:

**Dress Code:**

- a. All students are required to attend school dressed in appropriate school issued scrubs. Each student will be provided two sets of scrubs. Additional sets can be purchased directly from the school. The scrubs are **NOT** allowed to be altered. The students' uniform is to be clean, neat, and to be worn during all classroom and clinic-floor hours. Once a student receives their Scrubs, they must always be worn as part of a student's uniform. For colder weather, the Student may choose to wear long sleeve shirt (solid grey, white or black) under scrubs. Any jackets should also be solid grey, white or black in color. NO HOODIES.
- b. No Hats, Caps, Hoodies, or Beanies are allowed.
- c. Footwear must be professional in appearance. Closed toed shoes are required. No sandals, open toed or heels of any type.
- d. Identification badges are to be worn during clocked hours. In case the badge is lost; the student must replace it immediately at the student's expense.

Students, who do not meet these standards, will not be permitted into class.

***The Academy reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming, appropriate make-up, facial hair, and standard dress code adherence.***

**Conduct:** Students are expected to always conduct themselves in a professional manner and to be mindful of the following:

- a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior) will be dismissed for the day. A second offense will result in a 3-day suspension; a third offense will result in termination from the program.
- b. Food and drinks are allowed in ***the break room area only***. Beverages can be consumed in the break room area only.
- c. Because the Academy is a smoke-free facility, smoking and vaping are not allowed on school property.
- d. So as not to interrupt the educational process, students will be notified of emergency phone calls only.
- e. Parking is available for visitors and clients in the parking lot in front of the building. Student parking is in the far south lot of the parking lot.
- f. Cell phones or ear buds must be turned off during classroom/clinic hours. Cell phones may be used during breaks outside the building. Misconduct may cause a student to receive a warning or further write up which can lead to probation and or termination.
- g. Damage to any school property (furniture, equipment, books, videos, etc.) will be replaced by the Student at the replacement cost to the Academy.
- h. Students are not allowed to access the internet for any reason unless specifically approved.
- i. Students who refuse a client will be sent home for the day. Repeating offense Student could be subject to termination.

**Drug Policy:** The American Academy of Cosmetology prohibits unlawful possession, sale, or distribution of illicit use of drugs or alcohol on school property. This Academy has a **ZERO** tolerance drug policy. Prescription medications will be verified by the Director and must be disclosed upon enrollment, as will any other medical condition stated in the enrollment agreement. The Academy reserves the right to random drug test, without notice, to students and/or staff. The Academy has resources available for students seeking help with counseling and other services on file. Students should meet with the Director to discuss resource options. The official Drug policy is outlined in the consumer information packet student receives prior to enrollment.

**Weapons Policy:** NO STUDENT shall carry a concealed weapon, into the school such as guns, knives, clubs, brass knuckles, throwing stars, or any other weapon deemed illegal by the Florida Department of Law Enforcement. Possession of any such item will be grounds for immediate dismissal and possible termination of remaining hours at full cost of tuition to the student. Possession of such weapons can be fully prosecuted of law.

**Theft Policy:** A student shall not take, attempt to take, or possess the property or equipment of the school or the property of another student, teacher, visitor, or employee of the school. Any student in violation of theft may result in disciplinary action, suspension, expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution.



### **Establishing and Maintaining Information Security Program**

American Academy of Cosmetology maintains student records on a secure server. Physical records are maintained in a file cabinet in a locked room.

**Student Records Policy:** Records of student's attendance, grades, hours, and progress records will be kept permanently on file in the business office of the school. Students and parents or guardian of dependent minors may request an appointment to review their records at any time. These records are only for the students' knowledge unless a guardian or parent of a minor makes a written request to the Director of the school for an appointment to view these with the student. Information will not be released to a third party without specific, written consent from the student or parent/guardian of a minor student. School employees, certain government agencies, parties connected to financial aid, organizations doing studies for a school, accrediting agencies, individuals with a court order or subpoena, and persons who need to know for health or safety emergencies are all exempt from obtaining written permission.

### **Family Educational Rights and Privacy Act (FERPA)**

Policies and procedures concerning the privacy of the students' records maintained by the Academy and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students records are maintained by campus Financial Aid Department and Business Office (Academic).

Student records are maintained by the institution in permanent files. Under Section 43 of The General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parent or guardian) is given access to his/her record within reasonable time after submitting a written request to Financial Aid or Business Management Office. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent or guardian). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released. American Academy of Cosmetology strictly adheres to the requirements of FERPA regarding students' right and privacy of information. In accordance with public law 93-380, Family Educational Right and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student.

A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) or guardian of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The school's accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent.

### **Attendance Policies**

**Attendance:** All students must maintain a 90% attendance or above to avoid overtime charges. (Please refer to page 6 of the catalog for policy on overtime charges.) Students attend Monday - Friday. Any changes in the student's schedule must be approved by the Financial Aid Office. The attendance policy for the Academy is for overtime charges only. This policy has no effect on the 67% required for Satisfactory Academic Progress. Students who attend 6 hours or 6.5 hours have a 30-minute lunch break and students who attend 7 hours a day receive a 60-min lunch break.

**VA Attendance Policy:** VA students must maintain an 80% attendance or above to maintain VA benefits. Makeup hours are not allowed in terms of maintaining an 80% attendance percentage per the VA policy. VA students must be here at least 80% of their scheduled time based on their enrollment, however they are still subject to the Academy 90% attendance for overtime charges.

**Tardiness:** Students are required to arrive on time. Class begins promptly at each student contracted start times. Students arriving up to 30 minutes late will be allowed to clock in at that time. If student is going to be later than 30 minutes past contracted start time, he/she is to inform the School's Administration.

*Students arriving more than 1 hour late may not be allowed into school and will have to return following class day.*

**Make-up hours/work:** Students can make-up scheduled hours missed to avoid overtime charges. Students can make up ONLY hours missed. Students are not allowed to attend make-up days in place of their regular scheduled days. No student can attend makeup days to accelerate their contracted end date.

**Student Services:** All students will be advised on their academic work during their enrollment. Students will be advised when meeting written and practical requirements. Any personal advising is handled by an outside service. On the Student's Bulletin Board, the name and numbers of all outside services are available.

**Leave of Absence (LOA):** A student may be granted a leave of absence for a reasonable amount of time as determined by the school. A request for a LOA must be submitted in advance in writing, include the reason for the student's request, and must be signed by the student. The student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. American Academy of Cosmetology may grant an LOA to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student later.

There is a reasonable expectation that the student will return from the LOA. American Academy of Cosmetology will not assess the student any additional charges as a result of the leave of absence. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The LOA form will extend the contract period and graduation date by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Combined leave of absences cannot exceed 180 days in a 12-month period. Students who do not return within the specified date of return will be terminated. Students who have been gone for over 180 day will have to re-enroll. No additional institutional charges will be assessed. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last date of attendance. If the student does not return on their documented date of return the student will be considered to have withdrawn and the withdrawal date for purposes of calculating a refund is the last day of the student's attendance

**Employment Verification Forms:** Students employed in their chosen career field, are asked to have their employer fill out an "Employment Verification Form" to enable the school to track student employment, employer relations and the student's career. We will periodically write to our graduates and ask how they are doing and ask them to have their current employer fill out the "Employment Verification Form". We continue to assist our student's post-graduation, and if they need new employment, we allow them to view the job board any time during school hours. We also invite them back for all Continuing Education Programs pertaining to their field of licensure.

**Sexual Harassment:** American Academy of Cosmetology is committed to maintaining a structured learning environment that provides for fair and just treatment, including freedom from sexual harassment. This policy encompasses anyone who partakes in sexual harassment on school property or at school events.

Any sexual misconduct that is deemed to affect or interfere with an individual's work or school performance is considered sexual harassment. Sexual Harassment can occur between staff, and students. Likewise, sexual harassment can occur between members of the same or opposite sex. American Academy of Cosmetology will take prompt action regarding any complaint or reports that should come to the attention of the school staff. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Each staff and student are responsible to immediately report alleged discrimination or harassment to the appropriate school staff. Staff members who fail to take action to report allegations that have been brought to their attention will be subject to disciplinary action, including possible termination.

A complete sexual Harassment policy is published in the Consumer Information handbook each student receives before enrollment.

**Grievance Statement:** Should a student feel they have a complaint against a student, teacher, or the school, they may file a complaint. Please follow the information below on filing a grievance:

- You must put your complaint in writing to the School Director or Owner.
- Make sure your complaint outlines and explains the allegation accurately.
- Your complaint may be hand delivered or mailed to the school.

Your grievance will be reviewed within 10 days of the receipt of the complaint. If the complaint is found to be meritorious and not frivolous in nature, appropriate action will be taken to resolve the allegation. A letter will be sent to the complainant within 15 days of filing, notifying them of the outcome and actions taken. If the complainant feels the issue has not been satisfactorily resolved, they may file a complaint with schools' accrediting agency, or The State Licensing agency.

NACCAS 3015 Colvin Street Alexandria, VA 22314 (or) The Florida Department of Education 325 West Gaines St. Suite 1414 Tallahassee Florida 32399-0400.

### **State Licensing**

1. **General Cosmetology Licensing – 1200-hour program:** The fee for state board examination is not part of tuition or enrollment fees. Examination fees must be paid to the DBPR in the form of credit or debit card upon graduation, prior to application for test date. The state board examination is a multiple-choice computerized test. No special skills are required to take this examination. The American Academy of Cosmetology prepares each student for all phases of this test including mock computer testing. Examination required by state.
2. **Barber Licensing – 1200-hour program:** The fee for state board examination is not part of tuition or enrollments fees. Examination fees must be paid to the DBPR in the form of credit or debit card upon graduation, prior to application for test date. The state board examination is a multiple-choice computerized test. No special skills are required to take this examination. The American Academy of Cosmetology prepares each student for all phases of this test including mock computer testing. Examination required by state.
3. **Nail Technology Licensing – 240-hour program:** The fees and requirements are under the jurisdiction of the Florida Board of Cosmetology and are not part of school fees. No examination required by state.
4. **Facial Specialist Licensing– 300-hour program:** The fees and requirements are under the jurisdiction of the Florida Board of Cosmetology and are not part of school fees. No examination is required by state.
5. **Full Specialist Licensing– 600-hour program:** The fees and requirements are under the jurisdiction if the Florida Board of Cosmetology and are not part of school fees. No examination is required by state.
6. **Massage Therapy Licensing – 600-hour program:** The fee for state board examination is not part of tuition or enrollment fees. Examination fees must be paid to the DBPR in the form of credit or debit card upon graduation, prior to application for test date. The state board examination is a multiple-choice computerized test. No special skills are required to take this examination. The American Academy of Cosmetology prepares each student for all phases of this test including mock computer testing. Examination required by state.

**Employment Assistance Placement and Services:** American Academy of Cosmetology offers each student scholastic and career counseling services as needed. The **school does not guarantee employment;** however, the school offers job placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed, or in a related field, that includes, but are not limited to professional appearance guidelines, job referral, and follow-up.

**Graduation Requirements:** The Academy will grant a Diploma of Graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination with at least an 80%: completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

**Challenging the State Board:** It is the policy of American Academy of Cosmetology that we **DO NOT** permit students in any status of enrollment to challenge the state board exam. A student must oblige to the full terms of their contract and complete appropriate hours required to graduate from their perspective program.

### 2022 School Calendar:

The Academy operates on a continuous basis throughout the year. Classes will not be held on the following holidays.

Martin Luther King Day	1/16/2023
Presidents Day	2/20/2023
Memorial Day	5/29/2023
Juneteenth	06/19/2023
Independence Day	7/04/2023
Labor Day	9/04/2023
Veterans Day	11/10/2023
Thanksgiving Break	11/23-24/2023
Christmas Break	12/25-29/2023
New Year's Day	1/1/2024

### Academy Hours

Office Hours:	Monday - Friday	9:00 AM – 5:00 PM
Practical/Clinical Hours:	Monday – Friday	9:00 AM - 4:00 PM
	Monday – Friday	5:30 AM - 10:00 PM

### Class Scheduled Hours:

Day Classes:	Monday - Friday	9:00 AM - 2:00 PM
	Monday - Friday	9:00 AM – 3:30 PM
Evening Classes:	Monday – Friday	5:30 PM - 10:00 PM

### New Class Start Dates

#### General Cosmetology & Barber Programs

January 3, 2023 (Tues)  
January 30, 2023  
February 27, 2023  
March 27, 2023  
April 24, 2023  
May 22, 2023  
June 20, 2023 (Tues)  
July 17, 2023  
August 14, 2023  
September 11, 2023  
October 9, 2023  
November 6, 2023  
December 4, 2023

#### Full Specialist / Massage Program

January 3, 2023 (Tues)  
February 6, 2023  
March 13, 2023  
April 17, 2023  
May 22, 2023  
June 26, 2023  
July 31, 2023  
September 5, 2023 (Tues)  
October 9, 2023  
November 13, 2023

#### Facial Specialist Program

January 3, 2023 (Tues)  
March 13, 2023  
May 22, 2023  
July 31, 2023  
October 9, 2023

#### Nail Technology Program

February 6, 2023  
April 17, 2023  
June 26, 2023  
September 5, 2023 (Tues)  
November 13, 2023

## **Career Opportunities in the Cosmetology/Barber/Massage Industry**

Salon Stylist  
Hair Color Specialist  
Texture Service Specialist  
Wig or Extensions Specialist  
Retail Specialist  
Skin Care Specialist/Esthetician  
Makeup Artist  
Nail Technician/Manicurist  
Day Spa Stylist or Technician  
Product Educator  
Cosmetic Chemist

Styles Director/Artistic Director  
Design Team Member  
Platform Artist  
Competition Champion  
Educator  
State Board Member  
Barber  
Salon Manager  
Salon Owner  
Session Stylist  
Massage Therapist

**Honor Code:** Please familiarize yourself with the Honor System and code, as stated in the American Academy of Cosmetology's catalog. When you are given an assignment as an individual, the work must be your own. Some of your work may be collaborative; source material for group projects and work of individual group members must be carefully documented for individual contributions. For an overview of the Honor Code, see the explanation below:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of American Academy of Cosmetology, and with the desire for greater academic and personal achievement, American Academy of cosmetology has set forth the following code of honor.

**The Honor Committee:** The Honor Committee is the Academy Advisory Committee as listed in the catalog. The secondary function of this group is to sit as a hearing committee on all alleged violations of the code.

**The Honor Code:** The Honor Code of the Academy deals specifically with cheating and attempted cheating, plagiarism, lying, and stealing.

**A.** Cheating encompasses the following:

1. The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
2. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; talking; signs; gestures; copying from another student; and the unauthorized use of study aids, memoranda, books, data, or other information.
3. Attempted cheating.

**B.** Plagiarism encompasses the following.

1. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgement.
2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement.

**C.** Lying encompasses the following:

The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted, deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to the following:

1. Lying to administration and faculty members.
2. Falsifying academy documents by mutilation, addition, or deletion.
3. Lying to Honor Committee members and counsels during investigation and hearing. This may constitute a second charge, with the committee members who acted as judges during that specific hearing acting as accusers.

**D.** Stealing encompasses the following: Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the Academy staff or any property located on the academy campus. This includes misuse of academy computer resources.

**Copyright Law Information:** Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

**Misrepresentation Clause:** American Academy of Cosmetology strives to be an institution of high integrity and is committed to ensuring that the actions and activities conducted at the Academy promote such an environment. In accordance with federal regulations, 34 C.F.R. §§ 668.71-75 the Academy will not provide any false, erroneous, or misleading statements to a student, prospective student, or to the family of an enrolled or prospective student regarding: A) The nature of the institution’s educational programs; B) The institution’s financial charges; and C) The employability of the institution’s graduates. is page is left blank for notes.

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