



CATALOG

Cosmetology, Barber Stylist, Nail Technician, Braiding, Full Specialist

**2901 West Oakland Park Blvd B 16-18
Oakland Park, Florida 33311
(Phone): 954.563.9098
(Fax): 954.563-6603**

Publication Date

June 2016

Volume 23

Cover Page	1
Table of Content	2
History	3
Mission Statement	3
Philosophy	3
Licensing & Approval	3
Minimum Size	3
Legal Control	3
Administration & Faculty	3-4
Facilities & Equipment	4
Non-Discrimination Policy	4
Admission Policy	4
Re-Entry Policy	4
I.D. Card	4
Leave of Absence	5
Graduation Requirements	5
Make up Policy	5
Student Placement	5
Honor Society	5
Lost Articles	5
Academic Regulation	5-6
Substance of Abuse Program	6
Student Responsibilities	6
Student Rights	6
Privacy Policies	6-7
Weather Policy	7
Absence Policy	7
Tracking of Hours	7
Suspension and Expulsion	7
Security	7
Parking	8
Dining Area	8
Announcement	8
Dress Code	8
Orientation	8
Telephone/Messages	8
Transcripts	8
Past Due Account	9
Advising	9
Counseling	9
Student Grievance Procedure	9
Code of student Conduct	9-10
Academic Calendar	10
Holiday Days	10
Hours of Operation	10
Satisfactory Progress	10-12
Grading System	11
Financial Aid Information	12-13
Refund Policy	14
Return of Title IV Funds	14
Tuition & Fees	14-15
Payment Plan	15
Cosmetology Program	15-16
Barber/Stylist Program	16-18
Natural Hair Braiding	18-19
Nail Technician Program	19-20
Full Specialist	20-22

HISTORY

The name was chosen by select group of educators seeking to share their knowledge and skills with the hopes that the institution will make a difference.

The school opened its doors to the public in 1995 to meet the needs of the community. It was a very popular concept and was wholeheartedly welcomed by the community. The enrollment has been increasing at a constant pace and is expected to continue in the years to come. FLORIDA ACADEMY OF BEAUTY offers quality education and training in the areas of Cosmetology, Nail Technician, Barber/Stylist, Natural Hair Braiding and Full Specialist.

Mission Statement:

Our Mission is to provide quality vocational education for all students to ensure that each student masters the necessary skills and procedures required to successfully meet State Board requirements, acquire licensure and gain the competencies necessary to compete in their desired field of employment in the Beauty Industry.

PHILOSOPHY

FLORIDA ACADEMY OF BEAUTY provides a curriculum of academic excellence. Learning is a continuous process; our primary goal is to develop and enhance the abilities of each individual while at the same time providing them with marketable skills that will enable them to become productive citizens. All students are welcome regardless of sex, religion, marital status, age, national origin, race, color, ethnic origin, creed or handicap.

GOALS AND PROGRAM OBJECTIVES

The school has three main goals:

- To provide quality vocational education to all students who meet our basic requirements for admission.
- To relate the wants and needs of each individual to marketable skill.
- To adequately prepare each student to function as a productive member of society in his or her chosen career

LICENSING & APPROVALS

The Florida Academy of Health & Beauty Inc is licensed by the Commission of Independent Education.

Licensed By:

Commission for Independent Education
Florida Department of Education, Additional
Information regarding this institution may be
Obtained by contacting the Commission at
325 W. Gaines Street Suite 1414
Tallahassee, FL 32399
888-224-6684

Accreditation by:

NACCAS
4401 Ford Ave., Suite 1300
Alexandria, VA 22302
703-600-7600 (phone) 703-379-2200 (fax)

MINIMUM SIZE

The student to instructor ratio is 20:1.

LEGAL CONTROL

FLORIDA ACADEMY OF HEALTH AND BEAUTY INC. is incorporated under the laws of the State of Florida. It is owned and controlled by Lorraine Thompson.

ADMINISTRATION & FACULTY

President/Director of Cosmetology
Vice President
Chief Administrator
Financial Aid Representative
Admissions Secretary

Lorraine Thompson
Maxiel Thomas
Thomas Thompson Jr.
Frantina Mackey
Essence Thompson

INSTRUCTORS

Cosmetology Instructor

Cosmetology Instructor

Mrs. Shirley Jones
Master Educator Dudley University
Mrs. Jocelyn Jackson

Nail Technician Instructor

Barber/Stylist

Full Specialist Instructor

DIPLOMA, SHERIDAN TECHNICAL CENTER

Ms. Zalicka Thomas

DIPLOMA, FLORIDA ACADEMY OF HEALTH & BEAUTY

Ms. Shamika Smith

DIPLOMA, Hope Career Institution

Mrs. Lorraine Thompson

DIPLOMA, ROMAR BEAUTY SCHOOL

FACILITIES & EQUIPMENT

FLORIDA ACADEMY OF BEAUTY is a private agency. It occupies 4,200 square feet of picturesque space at **2901 W Oakland Park Blvd. B 16-18 Oakland Fl. 33310, in the Shoppes of Oakland Forest.** Shopping malls, fast food restaurants and other businesses surround its location. The training facilities are air conditioned, well illuminated and simulated to replicate the areas of training provided. There is ample parking available.

FLORIDA ACADEMY OF BEAUTY has the following teaching aids: a library with reference books, periodicals, magazines, a video library of styles, cuts, perms, scalp treatments and business operations, audio/visual recorders. There is also a dining area for student use. The cosmetology lab is equipped with stationary dryers, shampoo bowls with adjustable chairs, and styling chairs.

NON-DISCRIMINATION POLICY

The school does not practice discrimination in admissions on the basis of race, color, creed, religion, sex, age, and financial status, country/area of ethnic origin or residence.

ADMISSION POLICIES

General Admissions

An applicant must come in for a personal interview and visit to the school. Florida Academy of Beauty admits as regular students, persons who are at least 16 years of age and have a high school diploma or GED. Those applicants who are over the age of compulsory education who are not seeking Federal Aid, but do not have a high school diploma or GED may enroll in the school after successfully completing an ability to benefit examination. The ability to benefit examination used by the school is the Wonderlic Basic Skills Test (WBST), Verbal Forms VS-1 & VS-2 and Quantitative Forms QS-1 & QS-2. The minimum acceptable cut scores are 200 for Verbal and 210 for Quantitative.

Transfer Students

The receiving institution determines transferability of credits earned at Florida Academy of Beauty. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. The following statement pertains to transfer credits from another institution:

1. All transferring students must present an official transcript from an accrediting institution before any consideration of evaluation is conducted. Florida Academy of Health & Beauty will only award credit for examinations with a minimum passing score of 75%. The prospective transfer student may also be subjected to a written and/or practical examination in order to determine appropriate level.
2. The cost of this evaluation is \$250.00.
3. Florida Academy of Health & Beauty will accept a maximum of 500 hours for cosmetology and barber stylist, 300 hours for full specialist, and 120 hours for nail technician of training in order to be eligible for a diploma or certificate..

Students Attending Other Schools

It is the school's policy not to recruit students already attending or admitted to another school offering a similar program of study.

Re-Entry Policy

A student who seeks to re-enroll in the school must sign a new enrollment agreement and re-enter the school in the same progress status (satisfactory or unsatisfactory) in which they left.

I.D. CARDS

All students will be issued I.D. cards. Students will be expected to have their cards with them at all times- both in school and during extracurricular activities.

LEAVE OF ABSENCE

Students who need to take a leave of absence from the school must submit, in writing, a signed request for leave. Students on a leave of absence are not considered to be withdrawn from school. Students can only be allowed three leaves of absence per 12-month period not to exceed 180 days in total. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for a student who does not notify the school that he/she is not returning will be the date of determination

MAKE UP POLICY

Students must complete all requirements for graduation within the specified time frames, as found in their enrollment agreement. Hours and/or services that must be made up due to absences, must be completed within the time frame stated on the enrollment agreement. If this time is not made up, the student will be required to pay \$4.75 per program hour for any hours remaining after the anticipated completion date.

GRADUATION REQUIREMENTS

Students must complete the required clock hours and services for state Licensing or Registration, Maintain 67% attendance, pass the final written examination with a minimum passing grade of 75% in all theory and clinic work, satisfy all financial obligations to the school, the student will also be responsible for completing a 4-hour HIV/AIDS seminar as required by the State in order to be issued a license or registration. Upon completion of these requirements, a diploma or certificate from Florida Academy of Health & Beauty will be awarded.

STUDENT PLACEMENT ASSISTANCE

Although the school does not guarantee employment, it carries out an active job placement assistance program for its students and graduates. Students in the last quarter of their academic training will receive classroom instruction in Job Search Techniques, to include: résumé preparation, cover letters, telephone techniques, and interview role-playing. The school will also conduct a job outreach program to find the available jobs in its geographic area for its graduates. At specific intervals, the school contacts its graduates to determine their success and advancement in the cosmetology industry.

HONOR SOCIETY

The Honor Society consists of students who have achieved a 3.0 average in their area of study.

ALUMNI

Graduates of FLORIDA ACADEMY OF BEAUTY will receive a newsletter on a quarterly basis to keep him/her abreast of the changes and growth at Florida Academy of Beauty as well as with current trends in their chosen career.

LOST ARTICLES

FLORIDA ACADEMY OF BEAUTY provides a Lost and Found Department for small articles such as keys, notebooks, and textbooks. Students have to give a description of the lost item and show proper I.D. in order to retrieve the lost item(s).

ACADEMIC REGULATIONS

Academic regulations exist to assist the school and student in maintaining its goals and objectives of a vocational institution. The school has an obligation to offer programs of quality education. In accepting admission to Florida Academy, the student will get the opportunity to earn a quality education. In order to provide equal education for all students, regulations, goals, and practices must be observed.

SUBSTANCE ABUSE PROGRAM

In compliance with Section 22: The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), **FLORIDA ACADEMY OF BEAUTY** has addressed the problem of Drug and Alcohol abuse by introducing a Substance Abuse Policy to ensure that the institution will have a Drug-free workplace-learning environment. This policy is distributed to all employees and all students enrolled at our campus.

We understand that Drug and Alcohol addiction is complex, yet a treatable disease. Even the incidental use of highly toxic and potential addictive substances may trigger detrimental bio-medical changes within the body and /or inconsistent behavioral patterns, which could endanger both the user and surrounding persons. The sharing of paraphernalia (needles, syringes, pipes, etc.) used for the intake of these substances may, if blood to blood contact results, promote the transmission of causative agents related to hepatitis B and acquired immune deficiency syndrome (AIDS). For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving student, employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that by supporting the wellbeing of this community, we build and maintain the positive reputation of our business.

While the institution understands student and employees under a physician's care may be required to use prescription Drugs as a form of therapy, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances. The ultimate goal of this policy is to balance our respect for individual privacy with the need to keep a safe, productive, Drug-free environment. Our intention is to prevent and make available treatment for substance abuse. We strongly encourage those who use Drugs or abuse alcohol to seek help in overcoming their problem. In this way, full-rehabilitated abusers who remain Drug free can return to school or employment in good standing. With these basis objectives in mind, the institute on has established the following with regard to use, possession, or sale of alcohol or drugs.

STUDENT RESPONSIBILITIES

It is your Responsibility to:

- Read all information about the School's Programs and services before you enroll.
- Read, understand, and keep copies of all forms you are asked to sign.
- Notify the School if you change your home address or attendance status.
- Understand the School's Refund Policy
- Try your Best.

STUDENT RIGHTS

Your education costs you time, money and effort. To help you make the right decision on Florida Academy's academic program, facilities, costs of education, and refund policy, you are encouraged to ask:

- The name and address of the Licensing Organization
- How the school determines whether or not you are making Satisfactory Academic Progress and what the repercussions are if you are not.
- Information about the school's program, faculty and facilities
- The cost of attending and the school's refund policy.
- Information on completion, licensing and employment rates.
- Information dealing with the Campus Security Act, which reveals the school's crime rate and procedures of reporting crime to school personnel.

PRIVACY POLICIES

Students (& parents or guardians of minor students) have the right to obtain his/her files.

- a. Information on a student will not be released to a third party without the specific, written consent of the student (and parents or guardians of minor students)
- b. Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;
- c. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.

WEATHER POLICY

As a general policy, the school will not remain in operation during adverse weather conditions. In the event of such conditions, the director of the school may a) place classes on a later schedule; cancel classes before the end of the class period; cancel classes for an entire day; close the school until the weather conditions are clear.

Because the school does not wish to endanger the lives of the faculty, staff or students, they are urged to use their best judgment in commuting to school in severe weather conditions.

EXCUSED VS UNEXCUSED ABSENCE POLICY

An excused absence is defined as personal illness, death in the immediate family or court appearance. Documentation must be provided to the school in order to honor the absence as being excused. All other absences are deemed to be unexcused.

Tracking of Hours

- Florida Academy is a clock hour school, which track student period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.
- Each student's accrued time is based on hours attended.
- Students must clock in when they arrive and clock out at the end of the day.
- Students must clock in and out for lunch.
- Hours are rounded to the nearest quarter hour.
- It is the school's policy not to add or deduct attendance hours as a penalty for any reason.

TARDINESS

If students are more than 15 minutes late to theory, s/he will not be allowed to clock in until after theory has concluded. It is up to the discretion of the instructor whether or not a student may enter late if the student called prior to the start of class to inform the instructor that s/he would be arriving late.

SUSPENSION AND EXPULSION

A student will be terminated for any of the following reasons:

1. The use, possession or transmittal of mood modifying substances.
2. The possession of any instrument that may be used to threat or injure another individual.
3. A serious breach of conduct: i.e., assault, battery on a student and/or staff member, vandalism, theft, gambling.
4. Pattern of continued defiance of school authority or policies.
5. Extortion, obtaining money, information or anything of value from another by coercion or intimidation.
6. Sexual violations, offenses against chastity, common decency, morals and the like.

SECURITY

Security personnel are employed to ensure the safety of students, faculty and staff. Your cooperation with the security personnel will help to ensure your safety and make the learning environment a more pleasant place to learn.

PARKING

Ample parking is available for staff and students. Students should not park in the undesignated areas.

FIRE DRILLS/OTHER EMERGENCIES

Fire drills will be held periodically according to the State of Florida and Dade County, Florida guidelines. Specific instructions for evacuation are posted around the school. When the alarm sounds, students will move quickly outside of the building until the signal is given to return. The signal for evacuation of the building is a repetition of three short signals. The signal to return to the building is one long bell sound.

DINING AREA

A small dining area is provided for the students' dining pleasure. Eating, drinking and smoking are prohibited in the classrooms and labs.

HOUSING

FLORIDA ACADEMY does not provide facilities for out-of-town and international students who are beyond commuting distance, but the school will assist students in finding housing. FLORIDA ACADEMY does not recommend or endorse any housing facilities. Accommodations should be chosen at the discretion of the student.

ANNOUNCEMENTS

Student activities are publicized through our newsletter and/or posted on the bulletin board in the dining area. If an organization desires to have something announced, it must be submitted in writing to the Director for approval.

DRESS CODE

All students are encouraged to dress appropriately. Clothing that causes distractions or disruptions to the learning environment, apparel, which is a safety hazard, and clothing that has offensive slogans or pictures, are not permitted at the training facilities. Hats, shorts, bare midriff top, body shirts, and rubber thongs are not permitted at the school. Radios, headphones, and beepers are also not permitted.

Orientation

Orientation will be held for all new students prior to beginning any program. You will be notified of your scheduled orientation which is mandatory prior to attending class. The orientation gives the student the opportunity to review the Student Handbook, familiarize themselves with financial aid procedures, career search and education activities, and the school facility. Staff will be available to answer questions and alleviate student concerns.

TELEPHONE/MESSAGES

Students are not permitted to use the administrative telephones which are intended for official business purposes. Classes will not be interrupted to deliver messages. Only emergency messages will be delivered during class.

TRANSCRIPTS

Academic transcripts are issued by the school office on written request and mailed directly to the receiver. One official transcript will be sent free of charge; thereafter a \$20 transcript fee must accompany each request. Transcripts are issued when all financial obligations to Florida Academy of Health & Beauty have been satisfied.

PAST DUE ACCOUNTS

Students with overdue accounts may not be permitted to attend class or will be placed on probation, suspension or terminated until account is current. Students will not be assigned a clinical rotation or externship until accounts are current. Any account 60 days overdue will be referred to a collection agency at the discretion of Florida Academy of Health & Beauty administration. All tuitions, fees or other debt to the school must be paid in full before graduating.

ADVISING

Individual advising is available to all students who are enrolled. Students are encouraged to speak initially to their instructor about any problems that may be interfering with their educational process. If further advisement is required, the School's Training Director will conduct an advisement session with the student to try and resolve the problem. Records of advising are maintained in the student file.

COUNSELING

The entire Florida Academy of Health & Beauty is here for your support. If you are in need of Academic, Administrative, Financial Aid counseling, please schedule an appointment in the school office. We are here to help you make the most of your learning experience and transition into your new career.

STUDENT GRIEVANCE PROCEDURE

Any and all student grievances must be handled according to the following procedure in the order listed (Skipping steps will not speed up the process). All steps should include copies of the previous steps correspondence and results in writing.

Step 1) Within 24 (twenty four) hours of any such incident or action the student must file a written grievance (letter) with the program instructor, who will then attempt to resolve the conflict through an informal conference with the parties.

Step 2) If the grievance remains unresolved then the Dean or an admissions officer should be notified and a second conference will be scheduled within 24 hours.

Step 3) In the unlikely event the grievance still remains unresolved after the above steps are completed the student may petition the Director (in writing) for a formal review. The Director (or his designated representative) will take whatever steps are deemed appropriate to resolve the matter. This may involve dismissing the grievance due to insufficient cause or evidence, or a formal hearing in more severe cases. The Director or designated representative will render a decision which is final and binding on all parties.

Step 4) After a student has exhausted all means and has not obtain any satisfactory results by first following the outline procedures list above a student can file a formal grievance with the Commission for Independent Education (850-245-3200, 888-224-6864) or Naccas (703-600-7600), 4401 Ford Avenue, Alexandria, VA 22302. Records of complaints and their resolution, as applicable, are retained in the student's file for review by the NACCAS on-site visit team.

CODE OF STUDENT CONDUCT

Since proper conduct is conducive to the educational objectives of Florida Academy of Health & Beauty the following "Code of Conduct" is established. Any violations will result in disciplinary action which will vary depending on the severity of the case, and may result in termination of enrollment for more severe matters, or repeated offences. The Code applies to school property as well as function or event pertaining to the school off premises.

1. Plagiarism or cheating
2. Giving false information on applications, forms, or other school papers.
3. Forgery or altering of school documentations, records, or identification.
4. Physical or verbal abuse (including obscene, racial, or sexually harassing language of any person
5. Theft or damage to private property on campus, or at school events.
6. Behavior that threatens the health or safety of other people or property.
7. Unauthorized use or misuse of school property, including, but not limited to, attempting to remove property from the Library or Supply Room which has not been properly checked out.
8. Misuse or unauthorized use of School equipment-including telephone
9. Cell phone usage is prohibited within the school and should be turned off prior to entering.
10. The possession, sale, or use of any drugs (except as permitted by law)
11. Drunken, lewd, indecent, obscene, or sexually harassing behavior is forbidden.
12. Giving false testimony or evidence at a school hearing
13. Constant tardiness or disrupting the class, or not following the directives of staff.
14. Any behavior that violates any state or local laws or ordinances.
15. Follow all policies and procedures as printed in the catalog/student handbook.

Florida Academy Of Health & Beauty Schedule

ACADEMIC CALENDAR

Cosmetology

Starting Date

January 11, 2016
February 8, 2016
March 7, 2016
April 11, 2016
May 9, 2016
June 6, 2016
July 11, 2016
August 29, 2016
September 12, 2016

Barber / Stylist

Starting Date

January 11, 2016
February 8, 2016
March 7, 2016
April 11, 2016
May 9, 2016
June 6, 2016
July 11, 2016
August 29, 2016
September 12, 2016

Nail Technician

Starting Date

January 25, 2016
March 8, 2016
June 6, 2016
August 29, 2016
November 7, 2016

Full Specialist

Starting Date

January 25, 2016
March 8, 2016

October 10, 2016
November 7, 2016
December 4, 2016

October 10, 2016
November 7, 2016
December 4, 2016

June 6, 2016
August 29, 2016
December 4, 2016

Hair Braiding: Classes are offered every other week

HOLIDAYS

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas

The President or Vice President when warranted may declare additional Holidays.

HOURS OF OPERATION

Students are scheduled to attend school five days a week, Monday through Friday, from 8:30 A.M. to 3:00 P.M. or from 6:00 P.M. to 10:00 P.M.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress policy is consistently applied to all students enrolled in the Cosmetology, Barber/Stylist, Full Specialist, and Nail Technicians programs whether participating in Title IV programs or not. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Evaluations Periods

Students are evaluated for Satisfactory Academic Progress as followed based on actual hours:

Cosmetology	450, 900, 1200
Barber Stylist	450, 900, 1200
Full Specialist	300, 600
Nail Technician	120, 240

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that the student have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation midway of the course. The signed evaluation will be placed in the student file and made available for viewing at any time.

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. Evaluations are based on the cumulative attendance percentage as determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The students start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Our 67% attendance rate means that you must complete the course within 150% of the contracted end date. For example, your contract says that you will complete the course in 10 months. You could do that if you had perfect attendance according to your contract. But maybe you were sick a few times, or maybe you had to take a few days off as you attend at a 67% rate, you will still be in satisfactory progress. Therefore instead of completing in 10 months, you must complete within 15 months (150% from the contract end date ($10 \times 1.5 = 15$)) to be considered in satisfactory attendance progress. "Special note:" students must be aware there may be an additional charge of 4.75 per hour after contract completion date.

Academic Progress Evaluations

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

Numerical grades are considered according to the following scale:

A	100%-95%	4.0	Excellent
B	94%-85%	3.0	Good
C	84%-75%	2.0	Satisfactory
D	74%-65%	1.0	Unsatisfactory
F	64%-0%	0.0	Failing

Determination of Progress

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midway, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

Warning

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

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory progress while during the evaluation period, if the student appeals the decision, and prevails upon appeal. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to received Title IV funds.

Re-Establishment of Satisfactory Progress

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

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to leave of absence. The 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. Hours elapsed during a leave of absence will extend the students contract period by the same number of days taken in a 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 within six-months of the

original official withdrawal date 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 Florida Academy of Health & Beauty Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

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

Appeal Procedure

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. The reason for which a student may appeal such as death of a relative, an injury or illness of the student, or other allowable special circumstances; Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation; and the results of the appeal will be placed in the student's file.

FINANCIAL AID

FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY Florida Academy of Health & Beauty

Federal School Code: 038233 Florida Academy of Health & Beauty would like to encourage all students to apply for financial Aid. If you have not done so, go online **now** to do your [2016-2017 FAFSA](#). New applicants should do an initial Free Application for Federal Student Aid (FAFSA), while returning students (who did a FAFSA in 2015-2016) can submit a renewal FAFSA. Once your FAFSA is processed by the Central Processing System, you will have access to a Student Aid Report (SAR), either through an online summary of the online application process, or through a printed document mailed to you. It's important that you check your SAR for accuracy and respond to any comment or notices posted by the federal processor on the SAR. **Once FAHB has your valid FAFSA data and you have been officially admitted to the school, we will notify you of your eligibility for aid.**

Types of Aid

Pell Grant

Grants are "free money" that is not paid back and are awarded based on need. The Federal Pell Grant is a federally awarded grant based on financial need. The amount of this grant ranges from \$400 to \$5775 for 2015-2016 and 2016-2017` academic years. Students who attend part time, this award will be adjusted based upon enrolled hours.

Federal Supplemental Education Opportunity Grants (FSEOG)

The FSEOG program is the second-largest educational grant program, after [Pell Grants](#). Participating schools receive a predetermined amount of FSEOG grant funds for the award year. Once those funds are used up, no additional awards can be awarded and distributed. The maximum FSEOG Federal Supplemental Educational Opportunity Grant award is \$4,000 per year. The minimum award for those who qualify is usually no less than \$100.

The amount you actually receive will depend on:

- Your financial need.
- The amount of other aid received.
- Availability of funds at your school

Direct subsidized Loans

Students who qualify for a subsidized Direct Loan are not charged interest while enrolled in college. Students must demonstrate need for this loan by completing the Free Application for Federal Student Aid (FAFSA) and providing the financial aid office signed copies of their parents' and their own federal tax returns and W2 forms.

Direct Unsubsidized Loans

Interest is charged on an unsubsidized Direct Loan from the time Florida Academy receives the funds. Only payments on the principal are deferred until six months after the student ceases to be enrolled at least half-time. Students receive an interest-only bill every three months; students may pay the interest or let the interest accumulate and have it added to the amount borrowed (interest capitalization). This loan is available to all students regardless of need. Annual loan limits are the same, less any subsidized Direct loans received. This loan is available to all students regardless of need. Annual loan limits are the same, less any subsidized Direct loans received.

Gainful Employment Information

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs).

Median Loan Debt for the 2014-2015 award year: \$3,500.00 Median loan debt is based on the number of students who completed in the specific financial aid award year, and has been calculated by comparing the total amounts that students borrowed for each loan type, starting with \$0 up to the maximum amount borrowed.

Verification Policy and Procedures Any student may be selected for verification by the federal government or the Financial Aid Office. The verification process allows financial aid counselors to review the information reported on the FAFSA, checking for accuracy against documents provided by you.

If you are chosen for verification, you must submit a signed copy of your federal 1040 tax form as well as a completed Verification Worksheet (provided by the Financial Aid Office). If you are a dependent student, a signed copy of your parents' federal 1040 tax form must also be submitted and your parents must complete the Verification Worksheet. If you are married, your spouse's federal 1040 tax form must be submitted and your spouse must also complete the Verification Worksheet. All documents must be submitted to the Financial Aid Office.

If you are selected for verification, the documents required must be received before an actual financial aid award can be issued.

Verification should be complete within 10 business days after notification.

In case of aid recalculations, the student will be notified in writing. An award letter will serve as the written notification.

Withdrawal and Settlement Policy and Checklist

REFUND POLICY:

FAHB REFUND policy applies to students that voluntarily withdraw or have been terminated by the institution for any reason from his/her program. The official date of termination is the last day of attendance based on scheduled hours.

This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

- A. All monies will be fully refunded if the application is not accepted.
- B. All refunds will be made within 30 days of cancellation or withdrawal.
- C. Refunds will not be granted for books, materials, or supplies/kits. Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

Cancellation and Refund Policy

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination. The cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of \$100.00 the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the scheduled hours as of the last date of attendance to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student. Date of determination will be within 14 days from last date of attendance.
- 8.. If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
9. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Return of Title IV Fund

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the **Higher Education Act**) **also specifies the order in which funds are to be returned to the financial aid programs.**

TUITION AND FEES:

Cosmetology

Tuition-----	\$ 12,950.00
Registration-----	\$ 100.00
Books and Supplies-----	\$ 450.00
Total-----	\$ 13,500.00

Barber/Stylist

Tuition-----	\$ 10,700.00
Registration-----	\$ 100.00
Books and Supplies-----	\$ 700.00
Total-----	\$ 11,500.00

Nail Technician

Tuition-----\$ 900.00
Registration-----\$ 100.00
Books/Kits-----\$ 547.00
Total-----\$1,547.00

Natural Hair Braiding I

Tuition-----\$360.00
Registration-----\$ 25.00
Total-----\$ 385.00

Full Specialist

Tuition-----\$ 5,600.00
Registration-----\$ 100.00
Books and Supplies-----\$ 650.00
Total-----\$6,350.00

PAYMENT PLANS

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to graduation date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, or credit card. Students are responsible for paying the total tuition and fees.

CURRICULUM

Cosmetology, Barber / Stylist, Nail Technician, & Natural Hair Braiding, Full Specialist

Special Note: Florida Academy courses are assigned an alpha-numeric identifier. For example the Cosmetology Program has the suffix "COS" and is numbered sequentially.

Prior to applying for licensure, all beauty students are required to take a course is H.I.V./A.I.D.S

CURRICULUM

Cosmetology

Program Objective:

The student should be prepared to work as a professional hair stylist, colorist, knows treatments for any disorders or disease of the scalp, and know how to give facials and nail care procedures.

Course #	Course:	Clock Hours	Service Hours
COS-101	<i>Florida Laws & Rules</i> Laws, rules, & regulations in relation to customer Protection. Also to educate on the transmission, Control and prevention of HIV & Aids and AIDS 101.	70	
COS-102	<i>Chemical Waving & Relaxing</i> Chemicals and implements in waving and relaxing Hair to make it more manageable for the client.	160	65

COS-103	<i>Hair Shaping</i> Implements and supplies used in cutting hair in a requested style in specific times (15-30 minutes).	110	75
COS-104	<i>Hair & Scalp Treatment</i> To provide a beneficial service of stimulation to contribute to a healthy scalp and to select specific treatment that will improve the appearance of the clients hair. Following proper safety precautions in the application Procedure.	75	45
COS-105	<i>Hair Coloring</i> To change the client's hair through the use of semi-permanent, permanent and lightening products; proper steps to safeguard the client in giving the desired service.	150	45
COS-106	<i>Shampoos and Rinses</i> Use of shampoo and chemicals in cleansing the scalp and hair in preparation for additional salon services.	100	50
COS-107	<i>Hair Arranging & Styling</i> Arranging hair into a style of the client's choice through the development of dexterity coordination and strength in creating designs and patterns in the hair.	300	300
COS-108	<i>Facials/Make-up/ Hair Removal</i> To gain information and knowledge to give facial Massage treatment. Using chemicals properly in Protecting the client from damage. To describe Chemical Implements and techniques used to correct specific problems according to the client's desire.	45	10
COS-109	<i>Sanitation-Sterilization</i>	50	
COS-110	<i>Manicuring & Pedicuring</i> Professional manicuring/ pedicuring implements Supplies, procedures in shaping and polishing nails.	120	20
COS-111	<i>Salon Management/Career Placement</i> Describe the basic principles needed to plan and Operate a salon as a successful business. To apply For and fill out employment application.	20	
TOTAL		1200	610

Total program length approximately 40 weeks (days) 50 weeks (night class) The student will be awarded a diploma & is eligible for the cosmetology board exam.

Barber Stylist

Program Objective:

The Barbering Program includes a comprehensive curriculum that includes sanitation, shampooing, hair styling, hair shaping, hair relaxing, hair pieces, shaves, mustaches, beard trimming and facials.

The program is designed to prepare for the state licensing examination and for profitable employment in their desired field of study.

Course #	Course:	Clock Hours	Service Hours
BS-101	<i>Sterilization</i> The learning objective is to explain the importance of decontamination methods in the barbershop.	85	
BS-102	<i>Shampoo/Rinse/Scalp Treatment</i> This course is designed to teach the proper shampoo procedures and to recognize and diagnose scalp conditions.	80	50
BS-103	<i>Color Rinse</i> This course is designed to learn the preparation and application of the semi-permanent rinse.	30	30
BS-104	<i>Hair Styling</i> This course is designed to teach students the practices and techniques of hairstyling and to become proficient of the usage of the thermal hairstyling tools. (Curling irons and blow dryers)	200	200
BS-105	<i>Perming</i> This course-learning objective is to discuss chemical actions on the hair during perms and to explain the difference in chemicals on the hair.	200	50
BS-106	<i>Hair Cutting</i> This course teaches all the necessary techniques of haircutting including: tapes, fades, flat top and standard cutting.	300	300
BS-107	<i>Hair Coloring/Bleaching</i> This course discusses topics covering the introduction to coloring, classification of hair coloring & bleaching; it's preparation and application.	75	25
BS-108	<i>Hair Relaxing</i> This course objective is to discuss the different applications of applying chemicals on the hair.	30	10
BS-109	<i>Hair Pieces</i> This course objective is to demonstrate the ability to fit and cut hair pieces.	15	
BS-110	<i>Chemistry</i> The learning objective of this course is to define organic and inorganic chemistry.	50	

BS-111	<i>Facials, Massage Treatment</i> The learning objectives of this course is to describe the purpose of facial massages. This course also describes the various types of facial treatments and practices.	46	15
BS-114	<i>Shave/Mustaches & Beard Trims</i> This course objective is to demonstrate a beard trim with shears, comb and trimmers; To identify mustaches and beard designs. This course also teaches the proper technique of handling a razor to demonstrate the standard cutting positions and strokes.	70	25
BS-211	<i>Florida Law and Licensing</i> The learning objective of this course is to identify the primary objectives of the barber-styling licensing laws. To discuss the state board rules and regulations of your state.	15	
HA-1001	<i>HIV/AIDS Education</i> The learning objective of this course is to prepare student's awareness on the spread of infectious disease such as HIV and AIDS to the public and infection control.	4	
TOTAL		1200	705

Natural Hair Braiding

Students are trained to master the knowledge and skills in braiding techniques. As with all of our programs, this program educates students to render professional services with confidence and professionalism and to develop a competent attitude that is compatible to success and professional growth.

Program Objective :

The Natural Hair Braiding Program is designed to prepare students in the different techniques of braiding and to obtain gainful employment in this ever-growing field.

Course #	Course:	Clock Hours	Service Hours
C-101	<i>Sterilization & Sanitation</i> This course will teach students the methods and procedures that are approved by the standards of the State Board of Cosmetology and the Health Department to safeguard the public's health.	5	3
C-104	<i>Scalp Diseases, Disorders & Treatment</i> This course is designed to teach students how to Recognize and diagnose scalp conditions, to render the proper treatment or service and safety rules and regulations. Technique in natural hair braid.	4	3
C-108	<i>Natural Hair Braiding Techniques</i> This course is designed to teach students various Natural Hair Braiding Techniques	5	

C-113	State Law The learning objective of this course is to identify the Primary objectives of the cosmetology licensing laws. To discuss the state board rules and regulations of our State regarding the practice of natural hair braiding.	2	
HA-1001	HIV/AIDS The student will learn the cause of HIV/AIDS, Hepatitis, Tuberculosis and other communicable diseases and the dangers of these diseases.	5	
TOTAL		21	6

Possible Job Opportunities upon completion of the Braiding Course:
Students can achieve a successful career as a professional hair braider. As the industry grows, there will be more of a need for demonstrators, consultants, sales representatives, salon and/or business owners, or product distributors.

Special Note: The Natural Hair Braiding Program is not licensed by the Commission for Independent Education but is approved By the Florida Board of Cosmetology.

Nail Technician

Program Objective:

The student should be able to perform a professional manicure & pedicure, and to properly apply nail extensions.

Course #	Course:	Clock Hours	Service Hours
NT-101	Florida Laws & Rules Rules & Regulations of Florida Law 21 F-22,004(1) & (2) units 1-2-3.	5	
NT-102	HIV/Aids 101 Causes of disease, precautions & presentations Of aids 101	4	
NT-103	Sanitation & Disinfecting Protective aids against bacteria, different Methods of achieving the universal law of Health, welfare & safety of the public & not Spreading any communicable disease by using Sterilization standards.	4	
NT-104	Ethics Professionalism, appearance & attitude, career development.	2	
NT-105	Nail Theory, Practice & Related Subjects Nail structure & growth-study of the anatomy of The hand & foot-study of nail disorders, diseases And causes.	85	
NT-106	Manicures & Pedicures The enhancement of the fingernail & toenail by Soaking, filing, messaging, clipping & polishing.	30	30

NT-107	<i>Tips with overlay</i> Gluing a plastic tip to the fingernail & covering the Tip & natural nail with an acrylic product.	37.5	15
NT-108	<i>Sculpturing using a form</i> The art of placing a form at the fingertip & covering The natural nail by shaping & building a nail over the Form with an acrylic product made of monomer & polymer.	37.5	15
NT-109	<i>Nail Wraps and/or mending</i> Protecting the nail from breakage by gluing a type of material to the natural nail, or mending a break in the nail by gluing a material over the split nail.	15	10
NT-110	<i>Nail Capping or Overlay</i> To cover the natural nail with an acrylic product or gel to protect the nail.	10	10
NT-111	<i>Artificial Nail Removal</i> Several Methods of carefully removing the acrylic Or gel from the natural nail.	5	5
NT-112	<i>Polishing & Nail Art</i> How to beautify the finger nail or toenail With designs & colored nail polish.	5	10
TOTAL		240	95

Total program length-approximately 8 weeks.

The student will be awarded a diploma & eligible to become registered in the state of Florida as a manicurist, pedicurist, & Nail extension specialist.

Full Specialist

Program Objective:

The student should be able to give a professional manicure, pedicure, apply acrylic nails and give facials without the aid of machines. The student will be able to identify skin and disorders and to know the proper procedures and products to use.

Course #:	Course:	Clock Hours	Service Hours
FS -105	<i>Nail Theory, Practice</i> Nail Structure, nail growth, nail facts, Study of the anatomy of the hand & foot: study of nail disorders, diseases a& causes.	85	
FS -106	<i>Manicures & Pedicures</i> The enhancement of the fingernail & toenail by soaking, filing, massaging, clipping & polishing.	40	30
FS- 107	<i>Tips with Overlays</i> Gluing plastic tips to the fingernail & covering the	37.5	15

tip & natural nail with acrylic product made from monomer & polymer.

FS- 108	<i>Sculpturing Using a Form</i> Art of placing a form at the fingertip & covering the natural nail by shaping & building a nail over the form with an acrylic product made from monomer & polymer.	37.5	15
FS- 109	<i>Nail Wraps/Mending</i> Protecting the nail from breaking by gluing a type of material to the natural nail, or mending a break in nail by gluing a material over the split nail.	25	10
FS- 110	<i>Nail Capping</i> Covering the natural nail with an acrylic product or gel to protect the nail and to grow the natural nail.	20	10
FS- 111	<i>Artificial Nail Removal</i> Several Methods of carefully removing the Acrylic or gel from the natural nail	15	5
FS -112	<i>Polishing & Nail Art</i> How to beautify the fingernail or toenail with designs & colored nail polish.	25	10
FS -113	<i>Airbrushing</i> The art of beautifying the nail with designs	10	20
FS-101	<i>Florida Laws and Rules</i> Significance of rules and regulations of Florida Law 21F-22.004 (1) & (2) covers units 1-2-3	6	
FS-102	<i>HIV/AIDS 101</i> Causes, precautions & presentations of AIDS 101	4	
FS-103	<i>Sanitation & Disinfecting</i> Protective aids against bacteria, the universal law Of health, welfare & safety of the public & not Spreading any communicable disease.	20	
FS-104	<i>Ethics</i> Professional appearance and attitude.	20	
FS-114	<i>History of Skin & Skin Functions</i> The study of the dermis & epidermis & effects the skin has on the body.	15	
FS- 115	<i>Disorders of Skin-Special Procedures</i> Procedures to correct or control skin-disorders	10	

FS- 116	<i>Analzyation of Skin & Motor Points</i> Correct use of esthetic machines & their components with electric currents.	15	
FS- 117	<i>Chemistry and Product Content</i> The study of product content where, why of use of the same.	5	
FS-118	<i>Facial Motor Points & Massage</i> Procedures and techniques of facial massage.	40	20
FS- 119	<i>Treatments & Facial Packs</i> Mask therapy, all facets of applications for the treatment of individual types of skin, with & without the aid of machines and apparatus.	90	50
FS- 120	<i>Removal of Superflous Hair</i> Hair removal with the use of wax and tweezers.	30	20
FS -121	<i>Professional Make-up Techniques</i> Correct application of make-up to different types Of skin & shapes of face.	30	20
FS -122	<i>Muscle Toning with Machine</i> Using the facial machine to tone & strengthen The facial muscles.	20	10
TOTAL		600	235

Total program length-approximately 20 weeks.

The student will be awarded a diploma & will be eligible to become registered in the state of Florida as a Full Specialist.

Note: Although the state requirements for the Full Specialist program is 500 clock hours, Florida Academy of Health and Beauty elected for students to obtain an additional 100 hours over the requirement to provide students with more hands-on training and theory knowledge.