

SKINSCIENCE

INSTITUTE OF LASER & ESTHETICS



STUDENT HANDBOOK

ABSTRACT

The STUDENT HANDBOOK includes course information, rules, regulations and requirements along with any other important information for students attending Skin Science Institute.

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May 10, 2018

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OUR MISSION STATEMENT

The Skin Science Institute of Laser & Esthetics (also known as Skin Science Institute in this catalog): a learning environment based on the belief that knowledge and the pursuit of education is one of the highest and most enabling characteristics of any community or society. The esthetics industry is, of course, no exception. As the industry matures the need for highly trained and professional Estheticians continues to grow. As professionals we stand on the shoulders of those who have gone before and continue to pass the torch of knowledge on to those who will come after.

As an Institution, we strive to provide our students, staff and alumni with a superior and elite educational experience including the finest facility, the most comprehensive curriculum, the highest standard of professional and experienced staff, and the opportunity for advanced job placement upon graduation.

We believe that a superior Esthetics curriculum must include Para-medical training. Graduates should be familiar with standard industry equipment, treatments, and terminology used in the fields of dermatology, laser and plastic surgery. We believe this knowledge and background is essential to providing future employers with the highest quality of fully trained and competent staff.

Graduates of Skin Science Institute leave our school with a solid educational background allowing them the opportunity of employment with the finest skin care centers, clinics and physicians' offices in the country.

In addition to providing excellence in the primary course offered by the school, it is our goal to provide our alumni with the opportunity to attend the finest and most comprehensive continuing post-graduate education available.

In coming together we believe that we can draw on the experience, education, resources and talents of both students and staff to create a rewarding and successful educational experience. By maintaining a reputation of excellence in the industry, we will continue to cultivate relationships with employers, organizations, businesses, and alumni that will be mutually beneficial and allow us continued excellence in the exciting field of esthetics.

ENROLLMENT DATES & DEADLINES

For 2018 School Year

Students must be enrolled two weeks prior to the start date of their desired class. New classes begin every month on the following dates:

Please note: If you have missed the deadline for your desired enrollment, please contact our office to check on possible availability. If there is space available, we may still be able to accommodate you.

Start Dates for Instructor Internship: This course does not have specified start dates, students wishing to enroll may start at any time as approved by the Director.

Monthly Start Dates for Basic Esthetician, Comprehensive Master Esthetics and Intermediate Master Esthetician Courses:

January 2, 2018	June 18, 2018
January 29, 2018	July 16, 2018
February 26, 2018	August 13, 2018
March 26, 2018	September 10, 2018
April 22, 2018	October 8, 2018
May 21, 2018	November 5, 2018
	December 10, 2018

WELCOME!

Welcome to the Skin Science Institute of Laser & Esthetics! We are delighted that you are considering making Skin Science Institute a part of your education and career as an Esthetician. We understand that your choice of schools is extremely important to your education, and we hope you will find the following information helpful as you navigate the decision making process. Please let us know if we can help answer any further question that you might have!

Salt Lake Campus
10299 South 1300 East
Sandy, UT 84094
(801) 983.0619

Utah County Campus
360 South State Street, Suite 144
Orem, UT 84058
(801)983.0619

LICENSING & ACCREDITATION

Both campuses of the Skin Science Institute of Laser & Esthetics are fully licensed as Esthetics Schools in the state of Utah through the Division of Occupational and Professional Licensing. The License number is #5805685-1111 for our Salt Lake Campus and #7494067-1111 for our Utah County Campus. The Utah Division of Occupational and Professional Licenses may be contacted at:

Utah State board of Cosmetology www.dopl.utah.gov (801)530.6628

PO BOX 146741 Salt Lake City, UT 84114-6741

Both Campuses of the Skin Science Institute are fully accredited with The National Accrediting Commission of Career Arts & Sciences (NACCAS). They may be contacted at:

4401 Ford Avenue Suite #1300 (703) 600.7600
Alexandria, VA 22302-1432

SkinScience Institute of Laser & Esthetics is owned by Skin Science Institute of Laser & Esthetics, LLC. (Norman Smith and Ivan Smith)

STUDENT RECRUITMENT & ADVERTISING

Skin Science Institute of Laser & Esthetics is dedicated to providing students with adequate information to allow informed and educated decisions regarding enrollment. Any information used in recruitment or advertising can be substantiated through documentation either through the Institute itself, or independent, verifiable sources. The Skin Science Institute does not recruit students already attending and/or admitted to another school offering a similar program of study.

HOURS OF OPERATION & HOLIDAYS

The Skin Science Institute of Laser & Esthetics is open Monday through Saturday, 8:00am to 5pm and as necessary for evening, specialty or continuing education courses. The Institute is closed to students and staff on Sunday.

The Institute will be closed in observance of the following major holidays:

- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Utah's Pioneer Day (July 24th)
- Labor Day
- Thanksgiving Break (TBD)
- Winter Break (TBD)

The Institute will also be closed periodically for staff preparation and building maintenance. An updated schedule of school closures will be issued with the class syllabus at the beginning of each course, and is subject to change without notice.

CLASS HOURS & SCHEDULES

The Skin Science Institute of Laser & Esthetics offers classes on the following schedules:

Basic Esthetician Classes*

Full Time Day	Monday – Friday 8:30am- 5pm	37.5 hours/week
Part Time Morning	Monday – Friday 8:30am- 12:15pm	18.75 hours/week
Part Time Afternoon	Monday – Friday 1:15pm- 5:00pm	18.75 hours/week

*First 600 hours of the Comprehensive Master Esthetician course, last 600 hours of Comprehensive Master Esthetician will be as scheduled below

Intermediate Master Esthetician Classes**

Full Time Day	Tuesday – Saturday 8:30am- 5pm	37.5 hours/week
Part Time Morning	Tuesday – Saturday 8:30am- 12:15pm	18.75 hours/week
Part Time Afternoon	Tuesday – Saturday 1:15pm- 5:00pm	18.75 hours/week

**Last 600 hours of the Comprehensive Master Esthetics Course

****The Comprehensive Master Esthetics Course is a combination of the Basic Esthetician and Intermediate Master Esthetician Courses.**

In order to ensure completion of all course material, it is important that you select the schedule that you think will best suit your needs for the entire duration of your course. Only one schedule change will be permitted and will only be allowed at certain points during your course, and will be at the discretion of the director.

HELPFUL INDUSTRY INFORMATION FOR PROSPECTIVE STUDENTS

Where can I work as an Esthetician?

The Skin Care and Clinic Industry is a fast – growing and exciting industry to be a part of. As the industry matures the need for highly trained and knowledgeable professionals is at an all-time high. Professional Estheticians are needed in a wide range of businesses. The following jobs are available with a Master Esthetician License: Assisting Doctors, Dermatologists, or plastic surgeons offices, working for Day Spas, Medical Spas, Resort or cruise ship spas, home based spas, skin care product companies, LASER manufacturers, Beauty school instructors or administrators, hospitals, vein clinics, makeup artists, eyelash extension specialist, permanent cosmetic specialist and more.

Where can I work as an Instructor?

Graduated Instructors can go on to teach at esthetics or cosmetology schools. They can also work as product representatives and trainers. It is possible to parley instructor experience and training into administrative positions in the school industry.

What can I expect to earn as an Esthetician?

An Esthetician's wages vary greatly depending on several factors. The area in which you work, whether or not you will be commission based or salaried, your education and industry experience as well as client base all influence the wages of a skin care professional. As a newly licensed Esthetician, you can expect a lower wage than when you have gained some experience, however, the right education can improve your chances of higher wages by securing employment with an elite salon, clinic, or medical practice. As with any career, the longer you are employed by any one employer, the higher your wages will be. This takes time and effort to build. A newly licensed Esthetician may start off with as little as \$20k per year, while a skilled professional working in an elite establishment with a large and loyal clientele, may earn upwards of \$60-\$70k per year.

What does the licensing process entail?

The esthetics industry is governed by the state, usually through the state board of cosmetology. Estheticians must be licensed in any state they plan to work. The requirement for licensure varies by state. It will be your responsibility to make sure you are meeting all the requirements for the particular state you are practicing in. Licensing usually begins with an application process and an examination, with fees ranging from \$50 to \$100 or more for initial licensure. Most states require licenses to be renewed annually or every two years, with renewal fees from \$30 to \$50 and up.

How do Skin Science graduates stack up in the industry?

For 2015, The Skin Science Institute has a graduate completion rate of **92.05%**. Of the students that have completed our program, **98.57%** have passed the state board examination for the state(s) in which they plan to work. Skin Science maintains a graduate placement rate of **73.42%** among graduates currently eligible for employment.

What are the physical and safety requirements of the industry?

Estheticians spend a lot of time on their feet, and using their hands. It is essential that you become familiar with ergonomics and good posture. In-depth knowledge of proper sanitation and bio-hazard precautionary measures is essential as you will be working with members of the public.

THE ADMISSIONS PROCESS

Prospective students must submit an application for enrollment.

In order to be admitted, prospective students must be above the age of compulsory education, and provide a high school diploma or GED equivalent along with two forms of the following identification:

STATE ISSUED PHOTO ID	DRIVERS LICENSE	PASSPORT
VISA	BIRTH CERTIFICATE	SOCIAL SECURITY CARD

Applications must be completed in full and accompanied by a copy of the prospective student's high school diploma, copies of 2 forms of approved ID and 3 references in order to begin the application process. Only graduating Masters Students who have graduated with Honors and maintained at least a 95% attendance and academics throughout their program are eligible to apply for Instructor Internship Program. An additional letter of recommendation, 1-page essay, and a detailed list of any industry-related outside educational classes, jobs or experiences in which you have participated is required.

The application will be reviewed, and final selections for enrollment will be made by the enrollment specialist.

Consideration will be given to related professional background, academic achievement, personal references and student essays. The Skin Science Institute of Laser and Esthetics does not discriminate based on sex, religion, age, color, race or ethnic origin.

Upon acceptance, the institute will issue a letter of acceptance to the prospective student. This letter will outline course and tuition information, along with orientation information and requirements.

New student orientation will be held in advance of the start date of each class. Orientation is part of the admissions process and attendance is mandatory. A separate meeting will need to be arranged prior to orientation to discuss pre-enrollment information including the Institutes completion, licensure and placement rates, along with important industry statistics and other pertinent information. A written copy of the catalog will be given to each student prior to orientation, but students will receive their student kits, lockers, combination locks and student uniform at orientation. Institute policies and procedures will be explained in full and student photos will be taken. Student ID cards will be given within one week of start date.

The Skin Science Institute of Laser & Esthetics allows students to re-enter a program after they have withdrawn. For more information, please see re-enrollment on page 38.

TRANSFERRING EDUCATIONAL HOURS

Students wishing to transfer educational hours from another licensed esthetics or cosmetology school may apply for hours transfer by completing and submitting a completed application for enrollment and submitting a copy of transcripts.

The Enrollment Specialist will review the transferring hours and make final selections based on the criteria outlined in the Admissions Policy section.

Educational hours that are more than 2 years old will be reviewed by the President and Director of The Skin Science Institute and the decision of accepting transfer hours will be made at that time. Educational hours of any kind accrued outside of licensed Esthetics or Cosmetology Schools are not eligible for transfer to The Skin Science Institute.

LICENSED COSMETOLOGISTS

Licensed Cosmetologists wishing to enroll in The Skin Science Institute of Laser & Esthetics Intermediate Master Esthetician Course must submit an application for enrollment including a copy of their cosmetology license. Due to the extensive and rigorous curriculum covered in the 600 hour Basic Esthetician Course, Skin Science STRONGLY encourages Cosmetologists wishing to specialize in skin care to complete the entire 1200 hour Comprehensive Master Esthetician Course. However for purposes of state licensing cosmetologists may enroll in the 600 Intermediate Esthetician Course.

****Please note:** Intermediate Master Esthetician students are not enrolled in Skin Science Institute of Laser & Esthetics Basic Esthetician Course and are therefore not eligible to receive Skin Science Institute of Laser & Esthetics Basic Esthetician Curriculum or handouts or protocols. Essential protocols (that incoming Master students are expected to know) are covered in a mandatory orientation prior to the start date of class. Exclusions are: Skin Science Institute of Laser & Esthetics Laser Curriculum (Intermediate Master Esthetician students will exchange Spa Hours to attend the laser theory classes).

****Please note:** Students enrolled in the Intermediate Master Esthetician course will be required to give up ½ of a Junior/Senior SPA day in order to take the Freshmen Laser/Micro. Theory course. This is so that Intermediate Master Esthetician students will graduate with the full complement of Laser/Micro Theory and Practical Education.

HIGH SCHOOL STUDENTS

Skin Science Institute of Laser & Esthetics welcomes students from High School who want to get a head start in life. Students must meet the state requirements and successfully complete a pre-enrollment evaluation. Concurrent enrollment course offerings vary by school and district. Depending on the district, students may even be eligible for financial support. For these qualifying students, Skin Science Institute of Laser & Esthetics will match the amount of financial support received dollar for dollar. High School students are required to enroll through their District Career and Technical Education Director to qualify for financial support and receive credits towards a High School diploma. Students and/or parents/ guardians are responsible for all other expenses not covered by financial support. For all other high school concurrent enrollments, Skin Science Institute of Laser & Esthetics requires High School students to fill out a form that must be signed by their guidance counselor and High School official. Parent/ legal guardians must be present during the enrollment agreement appointment. Please see your guidance counselor for more information and details on concurrent enrollment course offerings or High School release opportunities.

EXPULSION & RE-ENROLLMENT

A student who has been expelled due to low attendance or academic percentage will have a one-time opportunity at the Institute Directors discretion to re-enroll within 30 days of the expulsion on the following conditions:

- The student must submit to the Institute in writing their intent to re-enroll within 30 days of being expelled.
- For the purposes of re-enrollment Skin Science will follow the policy for transferring credit hours.
- Student's original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- Student's original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- Students may not re-enroll with the Skin Science Institute more than once.

RE-ENROLLMENT

Students that re-enroll at Skin Science Institute of Laser & Esthetics will be enrolled with the same SAP (satisfactory academic progress) and Financial Aid status as when they left if they re-enroll in the same program they exited.

- For the purposes of re-enrollment Skin Science Institute of Laser & Esthetics will follow the policy for transferring credit hours.
- Student's original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- Student's original tuition arrangements will apply and must be paid in full in accordance with the schedule outlined in the original enrollment contract.
- Students may not re-enroll with the Skin Science Institute more than once.

Financial Aid & Payment Options

(Available to those who qualify)

Both locations of Skin Science Institute of Laser & Esthetics are fully accredited and participate in Federal Student Aid programs. To find out what you qualify for, students need to fill out the Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.ed.gov to get started. You will need our SCHOOL CODE: 041455. Once the FAFSA is complete, a student's information will be sent to our school. We will then contact you to let you know what options you will have.

As an alternative to the Department of Education financial aid options, we recommend Mountain America Credit Union. MACU is a local Credit Union offering all types of financial options. They offer one-on-one service. Please contact the student loan department at 1.800.748.4302, or visit their website at www.macu.com to find a branch near you. Cash, check or credit card payments in full are also accepted.

Please contact the Financial Aid Director for additional information on financial aid and payment options.

Randi Nash
Sandy Office (801)983-5988
Orem Office (801)924-8704
randi@ssiutah.com

BASIC ESTHETICIAN COURSE OUTLINE, 600 HOURS

Skin Science Course Certificate will be awarded upon completion

Tuition: \$7,500 + Kit Fee: \$1,450.00(non-refundable) Total= \$8,950

Payment Methods: Methods of payment include full by the scheduled start date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Description: Our Basic Esthetician course meets the hour requirements for esthetics licensure in most states, and the curriculum more than exceeds the training requirements of most states. If you don't have any prior industry experience, and are looking for a solid foundation from which to continue building your esthetics education over time, this course is for you.

Objective: Upon completion of the basic esthetics course, you will have the knowledge to obtain licensure and for competency in entry level job positions in esthetics.

Teaching Methods: Our school provides many teaching methods to give you our best in education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role playing, Field Trips, Guest Speaker, Homework Assignments and Stories / Testimonials

Pre-requisites: Prospective students must hold a High School Diploma or GED Equivalent; student must be a U.S. citizen and/or International students must have proof of legal status.

Freshmen 1

CLASS	# of CLASSES	HOURS OF INSTRUCTION
History of Esthetics	1	3.75
Life Skills	1	3.75
Your Professional Image	1	3.75
Basics of Chemistry	1	3.75
Diseases & Disorders of the Skin	4	15
Hair Removal	8	30
Selling Products & Services	1	3.75
Manicures	4	15
Pedicures	4	15
Makeup	8	30
Airbrush Makeup	1	3.75
Aromatherapy	1	3.75
Spray Tanning	2	7.50
Spa Readiness	1	7.50
Field Trips/Guest Speakers	2	3.75

Freshmen 2

CLASS	# of CLASSES	HOURS OF INSTRUCTION
Communicating for Success	1	3.75

Infections Control	4	15
Anatomy & Physiology	5	18.75
Basics of Electricity	1	3.75
Physiology & Histology	1	3.75
Skin Analysis	2	7.50
Skin Care Products	4	15
Facials	12	45
Back Facials	2	7.50
Laser Hair Physics and Skin Typing	2	7.50
Eye Lash Extensions	5	18.75
Field Trips/ Guest Speaker	1	3.75

Sophomore 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Product Knowledge	2	7.50
Advanced Facial Treatments	5	18.75
Facial Machines	5	18.75
Product Line Research	3	11.25
SSI State Board Practical	1	3.75
Laser Hair Removal	4	15
Field Trips/Guest Speaker	3	11.25
Spa-Clinic Floor	16	60

Sophomore 2

CLASS	# of CLASSES	HOURS OF INSTRUCTION
Nutrition	1	3.75
Career Planning	1	3.75
The Skin Care Business	1	3.75
Business Building	4	15
Enzymes	4	15
First Aid/CPR	1	3.75
Hot Stone Add-ons	2	7.50
Hair Removal (Wax)	3	11.25
Product Reps	4	15
SSI State Board Practical	1	3.75
Skin Science and State Review Testing	1	3.75
Spa-Clinic Floor	16	60

Grading Procedures: A student's overall grade is divided into two sections: theory and practical. At the Skin Science Institute there are 4 sections of study: Freshmen, Sophomore, Junior, and Senior.

Theory in each of the 4 sections is broken down into the following component parts:

- **Theory Work/ Tests**
- **Homework/ Workbook**
- **Class Participation & Tests**
- **Skin Science Final Exams**

Practical in each of the 4 sections is broken down into the following component parts:

- **Freshmen - Practical Trades, Participation, Sanitations**
- **Sophomore, Junior and Senior – Services/Practical Trade, Participation, Sanitations, Spa Points**

Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

The Skin Science Institute of Laser & Esthetics weights Theory as 60% of the final grade and Practical as 40 % of the final grade.

Participation in each Practical or Theory Class is broken down into the following component parts:

- **Attendance-50%**
- **Preperation-15%**
- **Class Participation-35%**

A cumulative GPA of 80% is required in order to comply with academic standards. Skin Science Institute students must have maintained 85% attendance and 80% academics upon graduation in order to qualify for course completion. The Skin Science Institute operates on clock hours as well as actual class attendance, and the percentage will be accumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 117% of the allotted course schedule.

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

COMPREHENSIVE MASTER ESTHETICS COURSE OUTLINE, 1200 HOURS

Skin Science Course Certificate will be awarded upon completion

Tuition: \$14,000 + Kit Fee: \$1950 (non-refundable) Total- \$15,950

Payment Methods: Methods of payment include full by the scheduled start date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Description: Our 1200-hour Master course meets the Master Esthetician hour requirements for licensure in the state of Utah, and the curriculum more than exceeds the training requirements in most states. If you don't have any prior industry education or experience, and are looking for a complete education that will prepare you for work in a upscale Spa or clinical environment, this is the course for you.

Objective: Upon completion of the Comprehensive Master Esthetics Course, you will have knowledge to obtain licensure and for competency in positions involving Master and Para-medical Esthetics positions.

Teaching Methods: Our school provides many teaching methods to give you our best in education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role playing, Field Trips, Guest Speaker, Homework Assignments and Stories / Testimonials

Pre-requisite: Prospective students must hold a High School Diploma or GED Equivalent; student must be a U.S. citizen and/or International students must have proof of legal status.

Freshmen 1

CLASS	# of CLASSES	HOURS OF INSTRUCTION
History of Esthetics	1	3.75
Life Skills	1	3.75
Your Professional Image	1	3.75
Basics of Chemistry	1	3.75
Diseases & Disorders of the Skin	4	15
Hair Removal	8	30
Selling Products & Services	1	3.75
Manicures	4	15
Pedicures	4	15
Makeup	8	30
Airbrush Makeup	1	3.75
Aromatherapy	1	3.75
Spray Tanning	2	7.50
Spa Readiness	1	7.50
Field Trips/Guest Speakers	2	3.75

Freshmen 2

CLASS	# of CLASSES	HOURS OF INSTRUCTION
Communicating for Success	1	3.75
Infections Control	4	15
Anatomy & Physiology	5	18.75
Basics of Electricity	1	3.75
Physiology & Histology	1	3.75
Skin Analysis	2	7.50
Skin Care Products	4	15
Facials	12	45
Back Facials	2	7.50
Laser Hair Physics and Skin Typing	2	7.50
Eye Lash Extensions	5	18.75
Field Trips/ Guest Speaker	1	3.75

Sophomore 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Product Knowledge	2	7.50
Advanced Facial Treatments	5	18.75
Facial Machines	5	18.75
Product Line Research	3	11.25
SSI State Board Practical	1	3.75
Laser Hair Removal	4	15
Field Trips/Guest Speaker	3	11.25
Spa-Clinic Floor	16	60

Sophomore 2

CLASS	# of CLASSES	HOURS OF INSTRUCTION
Nutrition	1	3.75
Career Planning	1	3.75
The Skin Care Business	1	3.75
Business Building	4	15
Enzymes	4	15
First Aid/CPR	1	3.75
Hot Stone Add-ons	2	7.50
Hair Removal (Wax)	3	11.25
Product Reps	4	15
SSI State Board Practical	1	3.75
Skin Science and State Review Testing	1	3.75
Spa-Clinic Floor	16	60

Junior 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Advanced Skin Histology	1	3.75
Hormones	1	3.75
Chemistry & Biochemistry	1	3.75
Nutrition	1	3.75
Advanced Skin Disorders	1	3.75
Skin Typing & Aging Analysis	1	3.75
Skin Care Products	1	3.75
Botanicals & Aromatherapy	1	3.75
Ingredients for Skin Issues	1	3.75
Pharmacology for Estheticians	1	3.75
Product Rep	1	3.75
Advanced Facial Devices	2	7.50
Complimentary Wellness	1	3.75
Ayurveda	1	3.75
Microdermabrasion	2	7.50

Advanced Pedicure	1	3.75
Chemical Peels	4	15
Contour Body Wraps	2	7.50
Spa-Clinic Floor	16	60

Junior 2

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Advanced Laser IPL and Body Sculpting-Inmode, BodyFX	8	30
Advanced Spa Treatments	2	7.50
Advanced Facial Techniques	1	3.75
Advanced Hair Removal	1	3.75
Body Treatments	4	15
Medical Sciences	4	15
Business Skills	1	3.75
Hot Stone Therapy	2	7.50
CPR-Blood Borne Pathogens	1	3.75
Oncology	1	3.75
Spa-Clinic Floor	16	60

Senior 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Changes in Esthetics/Infection Control	1	3.75
Product Knowledge	1	3.75
Microneedling	2	7.50
Advanced Chemical Peels	2	7.50
SSI State Board Practical and Exit Testing	2	7.50
Spa-Clinic Floor	32	120
Optional/Elective (Honor Students only) Medical Spa Training	Independently Scheduled during Clinic Floor Time	

Senior 2

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Advanced Anatomy	2	7.50
Advanced Makeup Technique	1	3.75
Advanced Chemical Peels	1	3.75
Resume Building/PSI/DOPL	1	3.75
Case Study	4	15 (Scheduled During Spa-Clinic Floor)
Spa-Clinic Floor	32	120

Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time	
SkinScience and State Review Testing	1	3.75
Skin Science Exit Testing	1	3.75

Grading Procedures: A student's overall grade is divided into two sections: theory and practical. At the Skin Science Institute there are 4 sections of study: Freshmen, Sophomore, Junior, and Senior.

Theory in each of the 4 sections is broken down into the following component parts:

- Theory Work/ Tests
- Homework/ Workbook
- Class Participation & Tests
- Skin Science Institute Final Exams

Practical in each of the 4 sections is broken down into the following component parts:

- Freshmen - Practical Trades, Participation, Sanitations
- Sophomore, Junior and Senior – Services/Practical Trade, Participation, Sanitations, Spa Points

Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

The Skin Science Institute of Laser & Esthetics weights Theory as 60% of the final grade and Practical as 40 % of the final grade.

Participation in each Practical or Theory Class is broken down into the following component parts:

- Attendance-50%
- Preparation-15%
- Class Participation-35%

A cumulative GPA of 80% is required in order to comply with academic standards. Skin Science Institute students must have maintained 85% attendance and 80% academics upon graduation in order to qualify for course completion. The Skin Science Institute operates on clock hours as well as actual class attendance, and the percentage will be accumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 117% of the allotted course schedule.

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

INTERMEDIATE MASTER ESTHETICIAN COURSE OUTLINE, 600 HOURS

Skin Science Course Certificate will be awarded upon completion

Tuition: \$7,900 + Kit Fee: \$1,050.00 (non-refundable) Total= \$8,950

Payment Methods: Methods of payment include full by the scheduled start date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Description: Our Intermediate Master Esthetician Course meets the Master Esthetician hour requirements for licensure in the state of Utah, and the curriculum more than exceeds the training requirements in most states in the U.S. If you're a licensed esthetician looking to take your experience & education to a high level, this is the course that will get you there. The 600-hour Master course helps to complete your training by preparing you for work in a clinical environment.

Objective: Upon completion of the intermediate esthetics course, you will have the knowledge to obtain licensure and for competency in entry level and advanced positions in esthetics.

Teaching Methods: Our school provides many teaching methods to give you our best in education no matter what type of learner you are, they include: Lecture, Demonstration, Group Discussion, Role playing, Field Trips, Guest Speaker, Homework Assignments and Stories / Testimonials

Pre-requisites: Prospective students must hold a High School Diploma or GED Equivalent; student must be a U.S. citizen and/or International students must have proof of legal status. Student must have Basic Esthetician license or Cosmetology License or transcripts.

Junior 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Basics of Electricity	1	3.75
Laser Physics and Skin Typing	2	7.50
Laser Hair Removal	4	15
Advanced Skin Histology	1	3.75
Hormones	1	3.75
Chemistry & Biochemistry	1	3.75
Nutrition	1	3.75
Advanced Skin Disorders	1	3.75
Skin Typing & Aging Analysis	1	3.75
Product Rep	1	3.75
Skin Care Products	1	3.75
Botanicals & Aromatherapy	1	3.75
Ingredients for Skin Issues	1	3.75
Pharmacology for Estheticians	1	3.75
Advanced Facial Devices	2	7.50
Complimentary Wellness	1	3.75
Ayurveda	1	3.75
Microdermabrasion	2	7.50
Advanced Pedicure	1	3.75
Chemical Peels	4	15

Contour Body Wraps	2	7.50
Spa-Clinic Floor	8	30

Junior 2

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Advanced Laser IPL and Body Sculpting-Inmode, BodyFX	8	30
Advanced Spa Treatments	2	7.50
Advanced Hair Removal	1	3.75
Body Treatments	4	15
Medical Sciences	4	15
Business Skills	1	3.75
Hot Stone Therapy	2	7.50
CPR-Blood Borne Pathogens	1	3.75
Oncology	1	3.75
Spa-Clinic Floor	16	60

Senior 1

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Changes in Esthetics	1	3.75
Infection Control	1	3.75
Product Knowledge	1	3.75
Microneedling	2	7.50
Advanced Chemical Peels	2	7.50
SSI State Board Practical and Exit Testing	2	7.50
Spa-Clinic Floor	32	120
Optional/Elective (Honor Students only) Medical Spa Training	Independently Scheduled during Clinic Floor Time	

Senior 2

CLASS	# OF CLASSES	HOURS OF INSTRUCTION
Advanced Anatomy	2	7.50
Advanced Chemical Peels	1	3.75
Advanced Makeup Technique	1	3.75
Case Study	4	15(Scheduled during Spa-Clinic Floor)
Resume Building/PSI/DOPL	1	3.75
Spa-Clinic Floor	32	120
Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time	
SkinScience and State Review Testing	1	3.75

Skin Science Exit Testing	1	3.75
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****Intermediate Master Estheticians are required to attend the freshmen and sophomore Laser classes. This class is attended concurrently with the freshmen and sophomore students on a Junior/Senior Spa Day. This is done in order to complete all required hours of Laser Training offered in the Skin Science Curriculum.**

Grading Procedures: A student's overall grade is divided into two sections: theory and practical. At the Skin Science Institute there are 4 sections of study: Freshmen, Sophomore, Junior, and Senior.

Theory in each of the 4 sections is broken down into the following component parts:

- **Theory Work/ Tests**
- **Homework/ Workbook**
- **Class Participation & Tests**
- **Skin Science Final Exams**

Practical in each of the 4 sections is broken down into the following component parts:

- **Freshmen - Practical Trades, Participation, Sanitations**
- **Sophomore, Junior and Senior – Services/Practical Trade, Participation, Sanitations, Spa Points**

Each practical test consists of several specific criteria that the student is graded on. The instructor rates the student using the following scale:

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

The Skin Science Institute of Laser & Esthetics weights Theory as 60% of the final grade and Practical as 40 % of the final grade.

Participation in each Practical or Theory Class is broken down into the following component parts:

- **Attendance-50%**
- **Preparation-15%**
- **Class Participation-35%**

A cumulative GPA of 80% is required in order to comply with academic standards. Skin Science Institute students must have maintained 85% attendance and 80% academics upon graduation in order to qualify for course completion. The Skin Science Institute operates on clock hours as well as actual class attendance, and the percentage will be accumulative based on the number of possible hours available. The maximum timeframe a student has to complete the program is 117% of the allotted course schedule.

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards /Unsatisfactory

INSTRUCTOR INTERNSHIP, 300 HOURS

Description: Our Esthetician Instructor course meets the hour requirements for licensure as an Esthetics Instructor in the state of Utah. The esthetics instructor license also qualifies licensees to engage in apprenticeship. Accelerate your ability to branch out in the esthetics industry in just 300 hours instead of 1000 hours of documented services needed for license by verification (up to 2 ½ years).

Objective: Upon completion of the Esthetics Instructors Course you will obtain knowledge in lesson preparation, teaching styles, and handling difficult situations in the classroom.

Teaching Methods: The premise of the Esthetician Instructors course is hands-on learning while shadowing a licensed instructor or administrative staff member. Milady's Master Educator textbook is used and is the primary source of information for homework assignments and projects.

Pre-requisites: Must have completed the Master Esthetic Program or attain a Master Esthetics License. Fee may be waived for SkinScience Honors' graduates.

Curriculum:

Subject	Hours of Instruction
Learning Exercises, Assignments & Journal	40
Class Dissection & Lesson Planning	40
Grade Entry, Attendance & Records Mgmt.	40
Instructor Shadowing & Classroom Aide	80
Student Spa Management	80
Final Project	20

Grading Procedures:

A pass or fail is given upon completion of required hours. A grade is given based on completion of hours, homework and final projects based on the following scale:

P-Pass	Homework and final projects completed
F-Fail	Homework and final projects not completed

STUDENT KITS

Usually issued at orientation, you will receive your kit upon registration and payment. The supplies in this kit are the tools for your success during your time here at the Institute. It is extremely important that you take care of your kit and the supplies inside it, as you will be using them every day for the duration of your education. We provide you with a student kit so that you may practice your new skills on your personal time. This will be necessary for your academic success in your course of study.

If for any reason, a student kit needs to be replaced after it is received it will be the student's financial responsibility and obligation. It is in your best interest as a student to take care of your kit and all items in it. Use it frequently!

A base kit will be given at orientation for all programs of study. Basic or Intermediate Master Esthetician Students will receive the additional supplies for their program. Comprehensive Master Esthetic Students will receive all supplies listed below.

<p><u>Base Kit</u></p> <ul style="list-style-type: none"> • Wrap • Twin Sheet • Headband • SSI bag • Lanyard • Two Pair of Gray Scrub Tops and Bottoms • 1 Milady's Text book 	<p><u>Basic Kits</u></p> <ul style="list-style-type: none"> • Spa Punch Card • Waxing Kit • Basic Image Product Kit • Phytoceane Product Kit • Make-Up Brush Set • Morphe Make-Up Kit • Bella Lash Extension Kit <p><u>Masters Kits</u></p> <ul style="list-style-type: none"> • Master Image Product Kit • Milady's Advanced Workbook • Spa Punch Card • Master Pin <p>(Subject to change)</p>
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Students who enroll in the Basic Esthetician Course will receive and keep the Milady's fundamental Text book. Students who enroll in the Comprehensive Master Esthetics Course will receive the Milady's fundamental text book but will be required to return as they advance in to the Master course and will receive and keep the Milady's Advanced text book. Students who enroll in the Intermediate Master Esthetician Course will receive and keep the Milady's Advanced text book.

Any additional scrubs, lanyards, t-shirts or other apparel will be available for purchase. Check with your instructor for a current student price sheet.

The Institute will provide all disposable supplies and back bar products used in the practical classes or student spa for hands on instruction and experience, however, students will be required to use products from their student kits to perform additional trades.

OTHER BENEFITS OF STUDYING AT SKIN SCIENCE INSTITUTE OF LASER & ESTHETICS

One of the most important parts of your overall education is the actual facility in which you will be studying. At Skin Science Institute of Laser & Esthetics, we believe that each student should be provided with a professional, organized environment, as well as an atmosphere conducive to knowledge, learning and personal growth. Here are just a few reasons that we believe the serious esthetics student should enroll with us at The Skin Science Institute of Laser and Esthetics.

Small Class Size: Our small class sizes allow for greater instructor involvement, as well as in-depth student participation. Small class sizes also allow our instructors to answer your questions in greater detail and provide each student with a personalized approach to learning.

State-of-the-art Facilities and Equipment: Both Institute locations are divided into hands-on and theory classrooms and a full student spa. In keeping with our standard of excellence, both Institute locations provide you with state-of-the-art esthetic equipment, including ample back bar products and supplies. Each student has access to everything they will need to ensure a proper and extensive hands-on esthetics education including: updated sanitation equipment, state of the art esthetic service machines and designated service rooms with all the necessary spa equipment.

Hands-On work stations: Our clinic at both Institute locations includes hands-on workstations for every 2-3 students, allowing greater participation and more practice time with equipment and treatment protocols. We feel this is extremely important, as you will need lots of hands-on practice in the classroom to ensure a level of comfort and professionalism upon beginning clinical work on members of the public.

Esthetics Library: Each location has an Esthetics Library on the premises, which allows without the inconvenience of having to leave the building. Our library is always growing and currently includes:

- **Reference Volumes on products, ingredients & procedures**
- **Current Esthetics Periodicals**
- **Product & Procedure Videos and DVD's**
- **Power Point Reference Slide Presentations**
- **Continuous Internet Access for Projects and Research**
- **TV's, DVD Players & VCRs for Video & DVD Review**

Comprehensive Curriculum: As a student of Skin Science Institute of Laser & Esthetics, you can rest assured that the curriculum you are studying is a high standard of comprehensive, current & cutting-edge information available in the esthetics industry. Skin Science Institute has worked extensively with CIDESCO, an internationally recognized esthetics program, to bring our curriculum up to their high standard of excellence. Upon graduation, you will feel confident in your knowledge and skills as a skin care professional. We go above and beyond state requirements, providing you with the tools necessary to be the best skin care professional in the industry.

SCHOLARSHIPS

UTAH HIGH SCHOOL GRADUATE SCHOLARSHIP

This scholarship is available for students graduating from a Utah High School anytime during the previous 12-month period. In addition to the scholarship application and essay, please provide a copy of your high school diploma from a Utah high school.

OUT-OF-STATE STUDENT SCHOLARSHIP

This scholarship was designed for students moving into the state of Utah for the purpose of attending Skin Science. In addition to the scholarship application and essay, please provide a copy of three (3) of the following: out-of-state ID, pay stub, utility bill, school transcripts or other proof of out of state residence.

ACADEMIC SCHOLARSHIP

This scholarship has been designed for students who have either graduated from high school or have attended another educational institution within the past 24 months and can provide academic transcripts maintaining a GPA of 3.6 or higher. In addition to the scholarship application and essay, please provide official transcripts for courses which have been completed within the past 24 months.

RETURNING STUDENT SCHOLARSHIP

Many of our applicants are in a different place in their lives than a 'traditional' student. Maybe you have been a full-time mother and are ready to get back into the workforce. Or perhaps you are unsatisfied with your current career and you are now interested in Esthetics. This scholarship is for you. Fill out the scholarship application.

ESTHETICS EXPERIENCE SCHOLARSHIP

This scholarship was designed for students who have previously worked in industry related jobs that wish to continue their education and career by becoming licensed. In addition to the scholarship application and essay, please provide a resume documenting all industry related work experience, organizations and activities.

LICENSED COSMETOLOGIST SCHOLARSHIP

This scholarship was designed for Licensed Cosmetologists wishing to continue their education and move forward in their career by specializing in Esthetics. This scholarship is available to licensed Cosmetologists enrolling in the Skin Science 1200 hour Comprehensive Master Course, for the purpose of offsetting the cost of additional, specialized education. Please complete and submit the Scholarship Application along with additional documentation.

DEPENDENT STUDENT SCHOLARSHIP

This scholarship was designed for students who are considered dependent by FAFSA and struggling with funding tuition. Please complete and submit the Scholarship Application along with additional documentation.

SCHOLARSHIP INFORMATION & INSTRUCTIONS

Instructions: To apply for any of the above scholarships, please complete and submit a Scholarship Application. An essay is required. This must be a different essay than the Entrance Essay required to apply for enrollment at Skin Science Institute. You may apply for as many scholarships as you are eligible, but you will not be awarded more than one.

Considerations: The Skin Science Institute Board of Directors will review applications. Selections will be based on applicable qualifying criteria, as well as the Scholarship essay. We like to see well-rounded students, students from various backgrounds, and students that have carefully considered their career options. We do pay attention to grammar and punctuation.

Application Due Dates: Scholarships applications are due TWO WEEKS before the start date of the class you will be attending. Final selections will be made one week before the class starts. Students will be notified by email or US mail.

Award Amounts: If awarded, a scholarship will generally range from \$100 to \$500. The award will apply directly to tuition and will not be a cash refund award.

FOR ANY FINANCIAL AID OR TUITION RELATED QUESTIONS, PLEASE CONTACT OUR FINANCIAL AID OFFICER:

Randi Nash
Sandy Office (801)983-5988
Orem Office (801)924-8704
randi@ssiutah.com

FACULTY & STAFF

Sandy Campus

Ashleydrew Patterson, Campus Director, Licensed Master Esthetician and Instructor

AshleyDrew Patterson has worked as a freelance makeup artist for 10 years. Being a makeup artist is where she grew a love for capturing women's beauty by enhancing their features. AshleyDrew then decided to widen her passion of makeup by moving to Salt Lake City and attending Skin Science Institute in 2013. Her education there gave her a love and passion for the skin. After completing the Master Esthetician program and graduating with honors. After sometime, she returned to Skin Science Institute as an instructor and fell in love with teaching. She especially loves to teach makeup and laser. After instructing for 3 years, she became the Director and has enjoyed working with both students and instructors. She still loves teaching and continues to be involved in the classroom and education. When she's not directing or teaching, she is enjoying time as a makeup artist where she gets to work on brides, and models such as Mrs. Utah. She also loves to spend her time with friends at the movie theater enjoying a good film, while devouring popcorn.

Elise Smith, Admissions, Sandy & Utah County Campus

Elise has always loved the health and beauty industry and enjoys learning all she can about skin, beauty and product knowledge. She has been a part of the esthetic industry for 5 years. With her knowledge and experience, she is dedicated in helping students find their way in the esthetic industry and hopes to share her commitment to this school with each one of them. She has worked with youth for many years and enjoys counseling and helping students with their needs. She received an education in Psychology and is thoroughly satisfied in the direction her career has gone. She also has a passion for guidance counseling and helping students accomplish their goals. She hopes to continue to help this school succeed and grow as well as help others accomplish a fulfilling career in the esthetics industry.

Randi Nash, Financial Aid Director, Sandy & Utah County Campus

Randi brings 12+ years of Financial Aid and Higher Education management experience. Randi is currently pursuing a bachelor degree in Business Management with Western Governors University. She is passionate about making the financial aid process a positive experience for those she serves. She believes that building a genuine connection with students and their families is the most important part of her day. She contributes a forward thinking, strategic approach and prides herself on delivering exceptional customer service. In her free time, she has an interest in holistic functional-medicine, interior design, and enjoys traveling to fun new places.

Lindsey Wilson, Licensed Master Esthetician and Instructor, Sandy Campus

In 2010 Lindsey graduated from the University of Utah with a degree in Behavioral Science. After a few years working in the field she decided that her true passion was for esthetics. She decided to drop everything and enroll. She loved being in school and learning about everything in the field. After graduating from NIMA and becoming a Master Esthetician, she started her own business doing permanent cosmetics. Lindsey loves interacting with, and meeting new people so she decided to combine her passion for this and education. She is now the Freshman Instructor at Skin Science Institute, and has loved every minute of it.

Kyla Brown, Licensed Master Esthetician and Instructor, Sandy Campus

Kyla has been a Master Esthetician for 4 years working in both dermatology offices and as well as teaching and training in esthetics. She graduated from Skin Science Institute with honors. Her favorite services to perform and teach are mainly medical services such as laser, chemical peels, and micro-needling. She loves her job and she is happy to be a part of the Skin Science team! Outside of work she loves spending time outdoors with her husband doing things like hiking, boating, and swimming. She absolutely loves their dog, Deisal.

Kellie Brown, Licensed Master Esthetician and Instructor, Sandy Campus

Kellie has always been passionate about the Beauty Industry. When she was a senior in high school, she enrolled in an Esthetics Course and fell in love with the Industry. She graduated in 2011 with her Master Esthetics License and got her Instructors license shortly after. For the beginning of her career, she worked at Aveda as the Head Esthetician and at Sundance Ski Resort Spa. She decided to move to West Hollywood to work at the prestigious Nine Zero One Salon to pursue her passion for Makeup and Spray Tanning. While in Los Angeles, she had the opportunity to work with celebrities for The Golden Globes, Teen Choice Awards, and other events. She moved back to Utah in 2018 and loves teaching students about the Industry and her passion for all things Esthetics.

Molly Wiley, Licensed Master Esthetician and Instructor, Sandy Campus

Molly has been a master esthetician for 3 years and has worked as a speed waxer, for a Forbes 4 star hotel and has just recently opened her own business. Molly's passion for skincare and makeup started when working full time for Sephora after the traditional form of education was not for her. She attended NIMA and graduated with honors and a Scholarship. Now while teaching as the Senior and sophomore instructor she hopes everyone falls in love with the industry as much as she has. In her "spare time" she loves to read, nap, watch old movies with her husband and cuddle her puppy.

OREM CAMPUS

Angie Pace, Director, Licensed Master Esthetician and Instructor, Utah County Campus

Angie graduated from UVU with honors with her associates in Behavior Science. She then decided to attend Mandalyn Academy, graduating top in her class as a Master Esthetician. She has worked as a Master Esthetician for over five years in day spas and out of her home spa and has loved every minute of it. She has a passion for working with and helping people. She finds it very rewarding educating clients about their skincare and being able to pamper someone during a treatment. Her next step in her career was to become an Esthetics Instructor. She has been at Skin Science Institute for 2 years and is thrilled to work and share her passion with new students getting them excited about this amazing industry. In her spare time she enjoys watching her two kids play sports and going camping with family.

Samantha DeRouchie, Licensed Master Esthetician and Instructor, Utah County Campus

After High School graduation, Sami attended Utah Valley University that following summer for two years and then found herself wanting a change in her education. Sami chose this industry because she loves working on people and being able to help them reach their skin goals! Sami attended Skin Science Institute and completed the Masters Program with honors and shortly after she graduated she completed the Instructor Internship Program. She is also certified in micro blading and has a passion for MicroNeedling. She has been instructing since 2016 and is loving every aspect of it! When Sami is not teaching, you can find her at home snuggled up with her fiance and pup or out shopping.

Kaeli Mortenson, Licensed Master Esthetician and Instructor, Utah County Campus

Kaeli graduated from Skin Science with her Master Esthetics license, and completed the Instructors internship. She then went and worked as a Brow Arch Expert at Ulta Beauty, and also Booth Rented for a year at a nearby spa. She decided to pursue her love of teaching and came to work as the Spa Manager at Skin Science Institute. In her spare time she enjoys watching Netflix, and spending time with her husband.

Rachel Davis, Licensed Master Esthetician and Instructor, Utah County Campus

After graduating with honors from Skin Science Institute in 2015, Rachel started working as a wax specialist in Phoenix, Arizona, but later found herself back in Utah working at a wellness spa in Park City. Holistic healing is what she loves and finds important. In 2017, Rachel decided to share her love of esthetics and joined the Skin Science team as an instructor, she enjoys educating and works very well with others.

Sharrilin Hansen , Licensed Master Esthetician and Instructor, Utah County Campus

After graduating high school a year early, Sharri attended Utah Valley University. During her time there she decided to change directions and pursue a career in esthetics. She attended Skin Science Institute and completed the Comprehensive Master Esthetics Course graduating with honors. Sharri fell in love with the educational side and training in esthetics. She continued her education completing the Instructor Internship. With her extensive knowledge and passion to teach, she has been a perfect addition to the Skin Science Institute staff. When she is not teaching, Sharri loves spending time with her husband and two puppies.

Lisette Seipert, Licensed Master Esthetician and Instructor, Utah County Campus

Lisette graduated from Skin Science Institute and completed the masters program in 2017. Before enrolling at SSI she attended hair school for a couple of months but found that esthetics is really what she wanted to focus on. After receiving her master esthetician license she had the opportunity to work for Minkys Eyelash Extensions as a workshop coordinator/store manager. She loves anything that has to do with lashes. She loves performing different services but has found that teaching students about this growing industry has become a passion of hers. On her free time she enjoys spending time with her husband and 1 year old baby boy Noah.

Jaclyn Eddleman, Licensed Master Esthetician and Instructor, Utah County Campus

Jaclyn attended and graduated from Acaydia Spa and School of Aesthetics with high honors in 2015. After graduating she got a job working for a laser hair removal company and loved increasing her laser knowledge. A few years later she was given the opportunity to work at a full body waxing salon where she received extensive training in speed waxing. Jaclyn loves the esthetic industry and is passionate about education so she decided to put the two together and become an instructor. When she has free time she enjoys spending it with her son going on hikes, bike rides, or watching movies.

RULES & REGULATIONS

Student Dress Code

Maintaining a positive and professional image includes adhering to the following student dress code:

- Approved Scrub Top
- ONLY solid white, gray, or black undershirt (if necessary)
- Solid white, gray, or black sweatshirt or sweater (if necessary)
- Approved scrub bottoms
- White, gray or black closed-toe, closed-heel shoes

Skin Science Institute of Laser & Esthetics Students should always present a neat well groomed appearance, especially given the nature of our industry. Hair, nails and make-up should always be well manicured, conservative and in good taste. Long nails or acrylic nails are inappropriate for esthetics students. Students are required to keep their nails short during their course of study at Skin Science. Instructors may ask a student to trim nails deemed too long for esthetics massage techniques. Because of the nature of practical work, students enrolled at the institute may not receive any new facial or body piercings in areas that will prevent other students from fully performing practical work upon the student. Students not receiving practical treatments for any reason will not receive daily participation points which can drastically affect your overall grade.

It is expected that students will bathe regularly and that all clothing worn will be laundered on a regular basis. When on school grounds all students are required to be dressed according to the dress code policy which means all students must be in gray scrub tops and bottoms. Students are required to come to school in uniform in order to clock in. Caps, slippers, wraps or robes are not permitted around the school unless receiving a clinical or practical treatment. The dress code violation policy will apply to students wearing clinic apparel during inappropriate times or outside of treatment rooms.

Dress code will be observed any time the student is accruing hours unless specified by a member of the administrative staff. It is expected that the students will adhere to these guidelines, and maintain a positive outlook regarding this and all policies of the institute. The Skin Science Institute reserves the right to determine what is considered improper or inappropriate attire or grooming, and to require any student improperly dressed or with an unkempt appearance to leave the Institute. Dress code violations by students will not be tolerated. Any student out of dress code will be clocked out and required to go home and change. Any additional violations will receive a policy violation ticket \$5 fine along with being sent home to change.

Food & Drink/ Policy on Smoking

Food and Drink must be limited to the kitchen/break area. The exception to this would be bottled water, for use during lecture or study periods in theory rooms. No food or drink is permitted in the library,

computer lab, and student spa or esthetics practical rooms. Students are required to clean up after themselves in the student center/kitchen area in order to keep this area clean for student use. Students who do not clean up after themselves will be in violation of the food & drink policy and subject to counseling. **Smoking is not allowed during school hours. Smoke free devices or e-cigarettes may be used during breaks but must be used 25 feet from the building. Students found to be violation of this policy will be asked to clock out for the day. Repetitive violations will be issued policy violation tickets and fined \$5 and may be subject to mentoring to correct the behavior.**

CELL PHONES & PERSONAL ELECTRONICS

The use of cell phones or other personal electronic devices during instruction/study time or student spa WILL NOT be tolerated. Cell phones may be used in the kitchen, student break area or outside the building ONLY on Instructor approved breaks and during your assigned lunch. In all other areas of the Institute (including hallways and stairwells) cell phones and personal electronic devices must be turned off. **DO NOT BRING YOUR CELL PHONES INTO CLASS OR INTO THE STUDENT SPA.**

Instructor or Administrators will issue a policy violation ticket & \$5 fine for each occurrence. Repetitive violations will be issued policy violation tickets and may be subject to mentoring to correct the behavior.

GENERAL SCHEDULING

Unscheduled student spa time: During your course of study at SkinScience Institute you will have theory days and spa days. Each spa day you have the opportunity to earn a spa point either by performing a service on a client or an express trade with another student. Extra Credit points can be earned and used to turn in for extra credit, to make up practical participation and to earn Spa Points for required services that are incomplete.

As part of the required curriculum, students at Skin Science will perform service on members of the public in the Skin Science Institute Student Spa. Students will not be excused from theory class to perform spa appointments. All appointments for the student spa must be scheduled by the receptionist ONLY. Students may not schedule spa appointments under any circumstances. There will be a \$ 10.00 fine each time a student adjusts any entry on the spa appointment book. It is essential to your success in this industry to be prompt, reliable and considerate of your client's needs. Estheticians should NEVER miss a scheduled appointment, and appointments should only be rescheduled if extreme circumstances make it necessary. It is the student's responsibility to keep track of scheduled appointments.

- All absence requests for Monday through Thursday classes must be submitted 72 hours in advance by filling out an "excused absence" request in the student book at the front desk. Less than 72 hours' notice for an "excused absence" will not be accepted without a doctors' note. All absence requests for Fridays and Saturdays must be submitted two weeks in advance and students will only be allowed Friday or Saturday absences up to two times per 8 week period. All requested absences must be signed off by the front desk coordinator and approved by the director. Absence requests for Spa Days may be denied if appropriate coverage cannot be found.
- Unexcused Absences (UA's) will be fined \$25 dollars for theory or spa days if not booked out appropriately. A student that covers their scheduled appointments on a spa day will have no other fines. When a student calls in to alert us to their absence and Skin Science is forced to cover their scheduled appointments there is an additional \$25 fine for each appointment that is covered. If a student does not call in to alert us of an absence and we are forced to cover appointments with no notice there is a \$ 50 fine for each appointment covered in addition to the UA fine.

- Students are required to give at least 1 hour notice for any unexcused absences. Failure to do could result in mentoring. If a student is sick or otherwise unable to come to school he/she must call the school number ASAP and speak to the front desk or an instructor.

Unexcused Absence w/ appointments covered by student	\$ 25 Fine for day
Unexcused Absence w/ call in to notify and appointments covered by SSI Desk	\$ 25 Fine for each appt.
Unexcused Absence w/ call in to notify and appointments no coverage	\$ 50 Fine for each appt.
Unexcused Absence: no call, no show and appointments	\$ 50 Fine for each appt.

CLASS TARDIES/ ABSENCES/ PERSONAL EMERGENCY

- Theory tardies are defined as clocking in more than 5 minutes after class has begun at 8:30am for full time and part time morning schedules, 1:15pm for part time afternoon schedules. Students with unexcused tardies will be subject to a \$5 fine and also reflect on a student’s participation points. Students that are consistently tardy will be subject to mentoring to correct the behavior. Students who clock in more than 1 hour late will be marked as an “unexcused absence” and lose all participation points for that class.

Instructor or Administrators will issue a policy violation ticket & \$5 fine for each occurrence. Repetitive violations will be issued policy violation tickets and may be subject to mentoring to correct the behavior.

- A student may call in before theory in case of an emergency or illness and let the front desk know they will be late. If the student calls in to say they will not be coming in for the day and they have not booked out 3 days in advance they will be marked as an “unexcused absence” (UA’s) and will not receive full credit for any missed assignments and will not receive participation points. Students receiving a UA will not be able to complete extra credit for miss participation points or late assignments. Emergency UA’s can be excused by the director with a doctor’s note.

Tardies and Absences will be fined according to policy unless an emergency is reported on the day of occurrence and a meeting with the director scheduled to resolve the situation. Emergencies are defined as family tragedy, serious illness, or personal matters to be discussed at the discretion of the Director.

LIBRARY & COMPUTER LAB PROTOCOL

The Skin Science Institute of Laser & Esthetics provides students with a library of books, videos and DVD’s from which to further enhance your educational experience with us. Most of these materials are available for reference only. **NO VIDEOS, DVD’S OR REFERENCE MATERIALS MAY BE REMOVED FROM THE INSTITUTE.**

All materials found in the library, including books videos, DVD’s, tapes, magazines, electronics and accessories are the property of the Skin Science Institute of Laser and Esthetics. Removal of these materials from the building will not be tolerated except in the case where an instructor or member of staff is using the material for class instruction or in the case of certain books available for student check out. Removal of these materials from the building will be considered theft, and may result in expulsion from the Institute. This policy is strictly enforced. The Institute provides Internet access on several computers in the computer lab for the purpose of student research. These computers are not for personal use. Any improper use, such as checking email accounts, visiting eBay, visiting sites unrelated to specific Institute assignments or projects., downloading music, photos or other personal files, installing unauthorized software, engaging in online chat sessions, playing games, viewing pornographic or inappropriate sites, printing forms or information unrelated to the Institute assignments or projects, or any use other than student research will result in disciplinary action as outlined below. It is expected that each student respect the library as a quiet place conducive to study and learning. Any student engaging in inappropriate or disruptive behavior will be asked to leave the library and will be subject to disciplinary

action.

Instructor or Administrators will issue a policy violation ticket & 10\$ fine for each occurrence. Repetitive violations will be issued policy violation tickets and may be subject to mentoring to correct the behavior.

CELL PHONES ARE NOT PERMITTED IN THE LIBRARY OR COMPUTER LAB. Policy on cell phone use and violations will apply.

STUDENT LOCKERS & PERSONAL BELONGINGS

Each student at the Institute will be issued a private locker in which to keep personal belongings during school hours. It is expected that valuables will be left at home, as the Institute will not be responsible for lost or stolen items. Students will also be issued a combination lock for use with their private locker. The Institute will retain a copy of the combination, and reserves the right to open any locker in the event the student violates Institute policy on theft, possession of drugs or alcohol, fails to attend class for longer than 14 consecutive days, other than pre-arranged leave of absence or if the student is expelled from the school. Combination locks are the property of The Skin Science Institute and must be returned upon graduation. Because locker numbers and combinations are kept on file, **STUDENTS MAY NOT SWITCH LOCKERS OR LOCKS WITH ANY OTHER STUDENT. THERE WILL BE A \$50.00 FINE FOR DOING SO.**

GRADING ON WORK STATION CLEAN-UP, SANITATION AND LAUNDRY

Participation in sanitation and laundry duty is a required portion of your course of study at The Skin Science Institute and is part of your grade. It is expected that each student will properly clean, disinfect and sanitize their workstation, implements, linens and any other supplies or materials used by the individual student at the end of each hands-on instruction period. Students may be assigned laundry or spa attendant duties as determined by the spa instructor. Points are given on an all or nothing basis for completion of sanitation duties and directly affect your practical grade.

Students must have completed satisfactory workstation clean-up, and assigned laundry rotation and sanitation duties for any given day in order to earn points. Students must have their sanitation verified in person by their individual instructor the same day they are completed in order to receive point for the day. Sanitation duties and laundry are extremely important to your academic success as a student here at Skin Science Institute, as they will make up a percentage of your final grade.

WRITTEN WARNINGS AND MENTORING

STUDENTS FOUND TO BE IN VIOLATION OF SCHOOL POLICIES WILL BE GIVEN A POLICY VIOLATION TICKET & 10\$ FINE AND MAY BE SCHEDULED FOR A MENTORING SESSION. THE 1ST MENTORING SESSION IS ASSESSED A \$25 FINE AND SHOULD MORE MENTORING BE NEEDED TO CORRECT A PROBLEM OR BEHAVIOR EACH SUCCESSIVE MENTORING SESSION WILL BE \$25 MORE THAN THEN LAST. MENTORED STUDENTS UNABLE TO CORRECT THE SITUATION IN QUESTION MAY BE SUBJECT TO EXPULSION AT THE DIRECTORS DISCRETION.

UNDER THE DIRECTOR'S DISCRETION, ANY OFFENCE CAN BY PASS THE 1ST, 2ND, AND/OR 3RD WARNINGS AND PROCEED TO IMMEDIATE EXPULSION FROM THE INSTITUTE.

WRITTEN WARNING & MENTORING 1	\$25.00
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WRITTEN WARNING & MENTORING 2	\$50.00
WRITTEN WARNING & MENTORING 3	\$75.00
WRITTEN WARNING & MENTORING 4	\$100.00 / EXPULSION

The Institute will withhold the official Skin Science diploma, certification or State Board educational hour's verification until all fees and charges owed to the Institute are paid in full.

STUDENT SERVICES, STUDENT ORDERS, & SKIN SCIENCE INSTITUTE BUCKS

Current SkinScience students have many opportunities to trade as they learn practical esthetics. Spa points are awarded for express student trades on days that students are scheduled in spa and do not have a scheduled guest. A student wishing to book a spa service on a day they are not scheduled in spa will have the following discounts:

- **75% off of Spa Menu Services**
- **50% off of Laser, Microneedling and Spray Tanning Services.**
- **Discount does not include treatment add ons.**

Current students will have the opportunity of placing orders for personal products and supplies. All student orders will be due no later than the 5th of each month in order to be included in that month's student order. The Institute will assess a flat 25% handling charge on all student orders to cover administrative, sales tax and shipping costs. Orders must be paid in full at the time of placement. In the event of manufacturer backorders, backordered product will be re-ordered with the following month's student order. Students may place orders up to their graduation date. After that, they are no longer eligible to place student orders. Student order forms are available in the student center.

In order to mirror real world spa environment students at the institute can earn Skin Science Bucks for a retail sales commission. Skin Science Bucks can be used to order products, tools & equipment, or to pay fines or fees at the institute.

The SSI's are given based on volume of sales in the following manner:

- Retail sales between 250-499\$ over the 8 week enrollment will be given 5% back in SSI's
- Retail sales between 499-749\$ over the 8 week enrollment will be given 10% back in SSI's
- Retail sales 750\$+ over the 8 week enrollment will be given 15% back in SSI's

The top retailing student will be recognized as the Student of the Month and be given an additional 5% in SSI's based on the level they have sold to.

Other Students of the Month will be awarded for Perfect Attendance, Most Re-bookings, and Most Up-Sells (services added onto an existing booking)

TIP POLICY

Any monies earned from the student clinic in the form of a *tip*, paid with credit/debit card, will be held and accumulated through the duration of a student's enrollment with Skin Science Institute. These funds can be applied towards student tuition/fees. If a student does not owe a balance with Skin Science Institute, these funds will be disbursed in full within 14 business days from completion of the program. If a student does not complete the program for any reason, Skin Science Institute can use those funds to pay off any potential tuition/fees indicated on the Withdrawal Calculation document. Tip balances can be requested through the business office and dispersed when:

- There is an available tip balance of \$30.00 or greater
- Student cannot be on any current disciplinary plans
- Student must be achieving Satisfactory Academic Progress and attendance requirements.

STUDENT CODE OF ETHICS

It is expected that students practice the highest standards of ethical and professional behavior both in the classroom and throughout the Institute. This includes refraining from gossip, obscene language or gestures, and any other behavior which may be considered questionable or unprofessional. It also includes maintaining a respectful and professional working relationship with fellow students and staff members alike. Disrespect towards students or staff members will not be tolerated, and may result in expulsion. Honesty and integrity is essential to the wellbeing of everyone at the Institute. Any instance of dishonest or illegal behavior, (such as cheating, theft, of Institute or personal property, drugs, alcohol or any other conduct which may fall into this category), will result in expulsion. This type of behavior will not be tolerated.

Cheating will be defined as any instance where a student plagiarizes, copies or borrows (for purpose of submitting as his/ her own work), homework assignments, exam information, research findings or any other assignment you may have during your course of study at the Institute. The first violation will result in a written warning and mentoring. The second violation will result in expulsion. Any instance of theft of Institute or personal property is grounds for expulsion on the first violation. Any instance of possession of illegal drugs while on Institute property or at Institute sponsored activities or functions where student is accruing educational hours, (such as field trips, tradeshow, etc...), is grounds for expulsion on the first violation.

BEHAVIOR TOWARD INSTITUTE INSTRUCTORS AND STAFF

The Skin Science Institute of Laser & Esthetics works very hard to provide our students with the finest education available. The Institute Instructors and staff are available to provide you with the information and instruction you will need on your educational journey with us.

It is expected that students will treat all staff members with respect and the necessary degree of professionalism appropriate to any business office. This includes respect in all areas of behavior, including speech, tone of voice, attitude and willingness to participate in positive classroom interaction. In the classroom, Instructors function as the sole representative of the Institute, and as such are the final decision makers for any situations that may arise during the course of the class on any given day. Disrespectful behavior towards staff members and Instructors, including any type of insubordination, will not be tolerated. Instructors and Administrative Staff members may ask any disrespectful or disruptive student to leave the school at any time. Students that are dismissed from class will be clocked out and will not receive hours for the rest of the day. In the event that a dispute between an Instructor and a student cannot be resolved in the classroom, the situation will be reviewed by the Institute Director and a solution will be determined.

PROPER SPA TREATMENT PROTOCOL

Professionalism is of the utmost importance to any professional expecting to work as an esthetician in an

elite or high-class environment. Proper Spa protocol should be observed while at the Institute, and especially in the student spa while working on clients. This includes talking quietly, observing proper conversation, following proper and appropriate conduct at all times. If a complaint is filed by a client the student will receive first a verbal and written warning. It is expected that Skin Science students practice the highest standards of ethical and professional behavior both in the classroom and throughout the Institute.

- **There is a proper procedure for greeting and working with clients in the Spa.** Students must be prepared for their clients (completely set up to perform the intended service) and downstairs to read the clients information 5 min. prior to the service. Students must greet each client warmly and lead them to the service area. Students should discuss clients' needs and wants and determine through analysis if any changes to the set protocol are necessary. While performing the service be attentive and professional. Never leave your client unless it is necessary for them to change or in order to get more products. After each service the student must escort the client back to the front desk and make sure their paperwork is given to the Front Desk. This time should be used to inquire about the clients retail needs and to rebook them for another appointment.
- **Students will refrain from profanity while at the Skin Science Institute of Laser & Esthetics.** A clients' experience in the spa should be a calming and soothing one and profanity from students, even if not directed to anyone, might be overheard and is therefore prohibited. An instructor may ask a student that is exhibiting this behavior, unwillingness to listen or work, or being profane to leave the school. Should this happen the student will be clocked out and if being asked to leave results in missing a spa appointment the student will be fined at the normal rate per appointment missed.
- **Students shall be willing to assist in busy circumstances.** If there is a scheduling mix-up it is expected that any student without an appointment can be asked to cover a client if they have the appropriate training and availability. **If a student refuses an appointment they will be asked to clock out and will not receive hours for the rest of the day.** If this also results in missing more scheduled appointments the student will be fined at the normal rate per appointment missed.
- **Working in a busy spa will often entail being booked for an entire day with back to back appointments.** The spa is designed to give students a real world experience. This means you will be booked with a single client for multiple services or with many clients back to back. It is expected that students will maintain a good attitude, assist each other when possible, and most importantly be respectful and courteous to the Instructors overseeing the spa. This is especially important on busy days when tensions can run high.

INSTITUTE VISITORS AND GUESTS

For the safety of all students and staff, all visitors to the Institute must register at the front desk, signing in with their name, the date, time and purpose of their visit. Upon registration, visitors will be given a "Visitor Pass". Visitors may not use the student entrance, and must be accompanied by a student or staff member in any areas other than the lobby. Prior permission must be given by Institute Instructors for any guest to be permitted during theory and/ or practical class instruction. The Skin Science Institute strictly enforces their visitor policy. Any student found in company of an unauthorized visitor will be subject to a written warning and a \$ 25 fine for each occurrence.

STUDENT PARKING & PARKING LOT SECURITY

We have student parking at the Institute. As a service to our clients, students must park towards the back of the parking lot to allow greater convenience for our paying customers. Students are not allowed to park in parking spaces in front of the businesses. Please be sure to lock your car and place all valuables inside, as the Institute is NOT responsible for lost or stolen property. WE STRONGLY RECOMMEND LEAVING VALUABLE ITEMS AT HOME. The front door of the Institute and the student entrance will be locked at 5:00pm each day. Please make prior arrangements with your instructor if you know you will be late to an evening or certificate class. In the interest of security, no student or staff member may leave the building alone after dark. When leaving the building at night, all students and staff members should leave in pairs, thus helping to avoid any potential danger in the parking lot.

FINANCIAL AID

In order to use financial aid a student must complete the following;

1. Complete a FAFSA
2. Sign an Award Letter
3. If using loans sign a Master Promissory Note and complete Entrance Counseling
4. If selected for verification complete and return all requested documentation to the financial aid office.

Student must submit their FAFSA's before starting school or entering into a new award year to the financial aid office for processing. If the student submits the FAFSA after the deadline it is up the financial aid office's discretion to process the aid.

If the FAFSA is selected for Verification the student will be informed through email what documentation is needed to be verified. If verification documents are not turned into the Financial Aid office no financial aid will be disbursed. The verification documents need to be turned in within three weeks of the email notice that the student was selected for verification. If the documents are not completed and returned in this time it is at the Financial Aid Directors discretion to process the student's financial aid.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress in attendance and academic work is a requirement for students enrolled in the Basic Esthetician, Comprehensive Master Esthetics, Intermediate Master Esthetician and Instructor Internship courses at The Skin Science Institute of Laser & Esthetics. The Satisfactory Academic Progress Policy is enforced in conjunction with all other school policies and procedures. Students receiving funds under any Federal Title IV financials aid program must maintain satisfactory progress in order to continue eligibility for such funds.

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. 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:

Basic and Intermediate Esthetician 600 Hour Courses:	150, 300, 450 scheduled (possible) hours
Comprehensive Master Esthetics 1200 Hour Course:	300, 600, 900 scheduled (possible) hours
Instructor Internship 300 Hour Course:	150 scheduled (possible) hours

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

*Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% 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 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed- Weeks	Maximum Time Allowed- Scheduled Hours
Comprehensive Esthetic (Full time, 37.50 hrs/wk)-1200 Hours	37.5 Weeks (37 weeks, 3 days)	1404 Hours
Comprehensive Esthetic (Part time, 18.75 hrs/wk)- 1200 Hours	75 Weeks	1404 Hours
Basic and Intermediate Esthetics (Full time, 37.50 hrs/wk)- 600 Hours	18.75Weeks (18 weeks, 4 days)	702 Hours
Basic and Intermediate Esthetics (Part time, 18.75 hrs/wk)-600 Hours	37.5 Weeks	702 Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled hours.

Students who have not completed the course within the maximum timeframe will be dropped from the program.

ACADEMIC PROGRESS

A student’s overall grade is divided into two sections; theory and practical. At the Skin Science Institute there are four sections of study: Freshmen, Sophomore, Junior & Senior. Theory in each of the sections is

broken down into the following component parts:

- Theory Work/ Tests
- Homework/Workbook
- Practical Class Work / Tests
- Skin Science Final Exams

Practical in each of the four sections is broken down into the following component parts:

- Freshmen- Services/Practical Trade, Sanitations
- Sophomore, Junior & Senior- Services/Practical Trade, Sanitation, Spa Points

The Skin Science Institute of Laser & Esthetics weights Theory as 60% of the final grade and Practical as 40 % of the final grade.

All homework assignments, weekly projects, quizzes and tests will be due as indicated on the class syllabus unless otherwise noted by the instructor. All tests and exams are the property of the Institute and will be retained by the Institute. Test re-takes will not be permitted. Please come prepared for test days as the grade earned will be the final grade. Any late assignments will automatically be given half credit. All assignments in each class must be turned in by the last day of that class for any credit. If you know you will be unable to attend, it is imperative that you let your instructor know in advance, and that you make arrangements for your homework to be submitted on time.

Tests must be completed in class on the day set forth by the instructor. Any absence on theory test days must be pre-arranged with your instructor. Re-taking missed theory tests will not be permitted without prior arrangement or the Directors consent. In the event you are ill the day of the test, you must call the Institute at 801.983.0619 and speak with an administrator or leave a detailed voicemail or you will be unable to make up the theory test. Practical tests and Final Exams cannot be re-taken without the express consent of the Director.

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. 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 test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed written tests and incomplete assignments before the end of each course/class or receive no credit. Numerical grades are considered according to the following scale:

94-100%	Excellent
87-93%	Very Good
80-86%	Satisfactory
79% or Below	Below Standards-Unsatisfactory

DETERMINATION OF PROGRESS STATUS

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

WARNING

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

APPEAL for PROBATION PROCEDURE

If a student is determined to not be making satisfactory academic progress after their 1st warning period is over, the student may appeal to be placed on academic probation within ten calendar days. Reasons for which students may appeal a negative progress determination include: death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

LOA's, COURSE INCOMPLETES, WITHDRAWALS

Students who voluntarily withdraw/exit prior to completion of their program and wish to re-enroll will

return in the same satisfactory academic progress (SAP) status as at the time of withdrawal as long as they re-enroll in the same program. Hours elapsed during the drop or Leave of Absence will extend the student's contract period and maximum time frame by the same number of days that the student was gone from the program and will not be included in the student's cumulative attendance percentage calculation.

RETURN TO TITLE IV

This is for the students participating in Title IV (Federal Pell Grant, Stafford Loans, PLUS Loans) who are officially or unofficially withdrawn from Skin Science Institute before they complete 60% of their scheduled hours in the payment period. If this happens they will be subject to the Return to Title IV funds requirements of the Department of Education. The School is required to calculate the amount of federal aid earned by the student and return what has not been earned upon withdrawal. This is completed by using a calculation referred to as Return to Title IV (R2T4).

The Financial Aid Office will conduct the return if your school status is any of the following. Officially withdrawn (dropped before completing 60% of current payment period) or unofficially withdrawn (student has stopped attending for more than 14 consecutive days). The Director will mark the last day attended and that will be used for the R2T4. If you never attend and have received financial aid you will be required to repay all of the aid received, including any state funds.

Returns to Title IV Funds is as follows:

1. This calculation is based off hours scheduled as of the last day of attendance. If the student has been scheduled at least 60% of the payment period, 100% of the financial aid disbursement is retained.
2. If less than 60% is completed then the percent completed is multiplied by the Title IV disbursed and any that could have been disbursed for the payment period in which the student was in as of the last day attended.
3. Then compare the amount earned to the amount disbursed. If the amount disbursed was less than the amount earned the student may receive a post-withdrawal disbursement. This amount will be determined by the Financial Aid Officer with the return calculation. Then either credited to the student's account if tuition is still owed or will be given to the student in a refund. If the amount disbursed is more than the amount earned then the school will return that money to the Department of Education, within 45 days of when the student was determined to be withdrawn, in this order:
 1. Unsubsidized Federal Stafford Loans
 2. Subsidized Federal Stafford Loans
 3. Federal PLUS Loans
 4. Federal Pell Grant
4. Warning this calculation is to determine how much is to be retained or returned to the Department of Education. After this step the school will then calculate what is still owed in tuition by using the refund policy.

NONCREDIT & REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect

upon the school's satisfactory academic progress standards.

TRANSFER HOURS/CHANGE OF PROGRAM

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

****OUTSIDE TRANSFER:** Students applying to transfer to Skin Science Institute of Laser & Esthetics from another institution will need to submit a copy of their transcripts as well as all applicant data required by admissions. After review the Skin Science Institute of Laser & Esthetics may accept all or any part of the hours accrued at the students' former school as applicable towards the Skin Science Institute of Laser & Esthetics course. Transfer students will be placed into their program of study based upon the number of hours accepted by the Skin Science Institute of Laser & Esthetics. This means that some transfer students may be asked to delay their enrollment for a period of time until they can be entered into the course on pace to graduate with their appropriate class.

STUDENT ATTENDANCE

The maximum timeframe a student has to complete the program is 117% of the allotted time scheduled for the program. Any student re-entering after dropping out of the program will be required to enter with the same academic/hours progress status as when they left. This means that students who re-enroll in the same program at Skin Science will be enrolled with the same SAP (Satisfactory Academic Progress) status as when they left. **If a student does not complete the course hours by the graduation date specified in their individual contract, after the contracted grace period of 5 days, an additional instructional charge of \$150 per day will be assessed and the student will have up to the 117% maximum timeframe to complete their scheduled course hours.**

Students must have maintained 85% attendance by their scheduled graduation date in order to qualify for course completion. Students will then be required to complete the full hourly course requirements in order to graduate from the Institute. SkinScience Institute operates on clock hours and the percentage will be cumulative based on the number of possible hours available. If a student does not achieve 85% cumulative attendance by their contracted graduation date, **THE STUDENT WILL NOT GRADUATE.** For students who opt to re-enroll at the beginning of the course due to course incompletes, the re-enrollment policy will apply. Repetition and non-credit remedial courses do not apply at our institution and therefore, have no effect upon the SAP.

Students must arrange make-up hours through the Institute Director. In order to receive credit for make-up hours, students must complete the appropriate form and will be scheduled in the student spa or may be assigned to sit in class. Students will not receive make-up hours for un-documented time.

The Institute will withhold the official Skin Science Diploma, Certification or State Board educational hours verification until all fees and charges owed to the Institute are paid in full.

ALUMNI ASSOCIATION

As a member of our Alumni association, you'll be able to keep in touch with top skin care professionals all over the country. We provide you with the opportunity of conveniently networking with other graduates of Skin Science Institute of Laser & Esthetics through our website. Keep up with current trends in skin care, get input from other professionals about dealing with everyday industry concerns; discuss your

favorite products and treatment protocols. This fun and valuable service is available to anyone that has completed a Skin Science Institute of Laser & Esthetics course of study, up to and including the 1200 hour Comprehensive Master Esthetics Training, as well as a one-day specialty workshop.

In addition to being able to keep in touch with other top professionals, the Skin Science Institute of Laser & Esthetics Alumni Association also provides its graduates with advance notification and enrollment of any continuing education courses offered at the Institute. You'll be able to stay current with all the latest technologies and as a graduate, you'll be among the first to get the schedule and have the opportunity to enroll at a special alumni rate.

Skin Science Institute of Laser & Esthetics alumni will have the opportunity to enjoy continued discounts on products and services at the Institute. Services will be discounted 50% for all menu services except Express service. Products can be purchased from the retail area for 25% off the list price. If any Groupon or special advertisement offers better pricing than the alumni discount then it will be honored instead.

REQUIREMENTS FOR GRADUATION & DIPLOMA

Students must maintain an 85% cumulative rate of attendance and a cumulative average of 80% in academics (theory and practical) in order to be making satisfactory progress throughout the course. Students must have achieved 85% attendance, with a minimum of 80% average on all school assignments including homework and tests. Students will not qualify for certification or graduation if this percentage is not met. Students will not graduate if they do not complete their contracted hours.

HONOR STUDENT STATUS

Students that maintain a 95% GPA and attendance standard at all SAP reviews will graduate with Honors and are awarded a Skin Science Honors Certificate affording them the right to attend Skin Science Certificate programs at a discounted price as a benefit of this achievement. Attending these courses will require advance scheduling and approval by the Director if the class is fully booked. **Students who have more than one written warning or unexcused absence in their student file ARE NOT ELIGIBLE for Honor Student Status.**

Make-up work for missed school assignments will be given half-credit unless prior approval has been obtained in writing from your instructor and will not be accepted for any credit if turned in after the scheduled test date for the course of study. Practical tests are mandatory and can't be made up without the express consent of the Director. Spa Certifications, if missed on the class day given, can be made up through completing two spa certifications of that particular protocol and having them signed off by an instructor. Spa certification worksheets can be found in the binder that is given to every student at orientation.

The Skin Science Institute of Laser & Esthetics reserves the right to withhold an official Skin Science Institute of Laser & Esthetics diploma, certification or State Board educational hours verification until all charges owed to the Institute are paid in full, and any and all Institute property, (including but not limited to, books, implements, linens, product and supplies), that the student may have checked-out during their course of study are returned to the Institute.

EMPLOYMENT ASSISTANCE & JOB PLACEMENT

The Skin Science Institute of Laser & Esthetics teaches professional skills and will work to assist all students in identifying and securing employment opportunities as they become available. Students may visit the job board at www.skincareinstitute.com where employers can post job openings as they become available. The Skin Science Institute of Laser and Esthetics does not guarantee employment for any student, but assists with professional appearance guidelines and job referral.

TEMPORARY OR INVOLUNTARY WITHDRAWAL

Students wishing to temporarily withdraw for any reason will be required to drop from the program and re-apply when seeking re-admittance. Students failing to contact the Institute regarding a period of absence longer than 14 consecutive days will be involuntarily withdrawn from class. Institute policy on Expulsion and Re-enrollment will apply.

*A student that exits the program and wishes to re-enroll must do so at the same point in their course delivery so that they do not have to re-take or miss classes because of offset enrollment. This means that a student may be asked to delay their re-enrollment until the appropriate classes are being offered to make their re-entry most effective for their education.

LEAVE OF ABSENCE

Skin Science Institute of Laser & Esthetics does not allow a Leave of Absence during the course of enrollment except for medical or family emergencies. Students must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. The institution will document the reason and will collect the request at a later date. Students that qualify will need to follow the institution's policy in requesting the LOA. There must be a reasonable exception that the student will return from the LOA. Students that qualify for the leave of absence will also need to provide a doctors' note and have the Directors approval or verify the family emergency. Examples of a medical leave or family emergency include but are not limited to: surgery; pregnancy; severe illness; broken limbs; death or family complications. Should a student need to leave the program for more than two weeks they should apply for a leave of absence or will be exited (dropped) and will be allowed to return within 180 days in a 12 month period with the same SAP and Financial Aid status as when they exited. 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 students contract period will be extended by the same number of days taken in the LOA. If the student has failed to re-enroll within 180 days, part or all of the students' grace period for their loans will be exhausted. As per the United States Department of Education, a student's exit period may be no longer than 180 days, the student will be required to re-enroll and Institute policy on re-enrollment will apply. Students re-entering the institution will re-enter in the same progress status as when they left.

CHANGE OF SCHEDULE AND PROGRAM

CHANGE OF SCHEDULE: Students who are enrolled in a 600/1200 hour program and need to change schedules from part to full time or full to part time must do so before 300 scheduled hours for a fee of \$100. If a student must change schedule after 300 hours, the fee will be \$250.

*Any additional changes in schedule will be charged a \$500 fee.

CHANGE OF PROGRAM: Skin Science Institute **DOES NOT** allow students to change programs. Students who would like to change their program from the Comprehensive Master Esthetics 1200 hour program to the Basic

Esthetician 600 hour program must do so within the first week of the contracted start date, the fee charged is \$500.00. Students who would like to upgrade from the Basic Esthetician 600 hour program to the Comprehensive Master Esthetics must do so within the first week of the contracted start date. A student has the option of adding the Intermediate Master Esthetics Course to the Basic Esthetician Course at a discounted rate of \$1000 off the Intermediate Master Esthetics Course tuition.

*Please note that students who initially enroll in the 1200 hour Comprehensive Master Esthetics program will save \$1950.00 off of the individual course costs.

Students wishing to change programs agree to abide by the following guidelines:

- Decision to change must be made within one week of the contracted start date
- The \$500.00 change of program fee has been paid
- Financial Aid Officer has approved that the change is compliant with DOE and self-pay guidelines
- Students may only continue their studies unabated if they have 100% attendance at the time of program change, otherwise the student may be asked to delay their new program start to coincide with curriculum delivery and graduation dates of the class they are entering

** Department of Education guidelines state that a student may not change between programs that are not “substantially equal in length in weeks or clock hours” without first exiting the initial program of study completely and then applying for enrollment in a new program of study. With regard to Satisfactory Academic Progress, a student’s who changes programs at the Skin Science Institute will be treated as a transfer student and their hours accrued in their initial program of study will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**At the sole discretion of Skin Science Institute of Laser & Esthetics the paid balance from the initial program may be applied all/ in part/ or not at all to the new program. Transfers between campuses are only allowed at course transitions. This means a student may not transfer midterm, but only at 300, 600, or 900 hours.

*TRANSFER FEE: A fee of \$500.00 is required to transfer between campuses of the Skin Science Institute.

REFUND POLICY

1. Monies due to the applicant or student shall be refunded within 30 days of official cancellation or withdrawal whether officially or unofficially. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An application is not accepted by the institute. This applicant shall be entitled to a refund of all monies paid.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within 3 business days of the signing of the enrollment agreement or contact. In this case, all moneys collected by the Institute shall be refunded. This policy applies regardless of whether or not the student has actually started training.
 - c. A student cancels his/her contract after 3 business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the Institute.
 - d. A student notifies the Institute of his or her withdrawal.
 - e. 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.

f. A student is expelled by the institute.

g. In type b, c, d or e, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Institute Administrator/Owner in person.

h. All refund calculations will be based on a student's scheduled hours.

1. Any monies due, a student who unofficially withdraws from the Institute shall be refunded within 30 days of determination by the Institute that the student has withdrawn without notifying the Institute. To determine unofficial withdrawals, the institute monitors student attendance at a minimum of once a month (every thirty days). The refund is calculated based on the student's last date of attendance and is based on scheduled hours.
2. Program cancellation policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the Institute shall at its option:

a. Provide full refund of all monies paid.

b. Provide completion of the program course.

3. The student kit in the amount of \$1450.00 for Basic Esthetician, \$1950 for Comprehensive Master Esthetics and \$1050 for Intermediate Master Esthetician is non-refundable, if withdrawal is after distribution of these items.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Date of Withdrawal as a percentage of the enrollment for which the student is scheduled:	Portion tuition and fees obligated and paid that are to be retained by the Skin Science Institute:
0.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% and over	100%

5. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- ___ a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- ___ b. Provide completion of the course and/or program; or
- ___ c. Participate in a Teach-Out Agreement; or
- ___ d. Provide a full refund of all monies paid.

6. School Closure Policy: If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

ADDITIONAL POLICIES

SEXUAL HARASSMENT

In the interest of providing all students, staff and clients with a professional and comfortable environment, Skin Science Institute of Laser & Esthetics maintains a strict policy on sexual harassment. Sexual harassment violates federal civil rights laws and Institute nondiscrimination policy. The Skin Science Institute of Laser & Esthetics is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the Institute community (including faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the Sexual Harassment Policy. Students wishing to review the policy in its entirety may obtain a copy from any member of the Administrative Staff.

POLICY ON DISCIPLINARY ACTION/MENTORING

For the purposes of disciplinary action against any student in violation of Institute policies, the Institute shall adhere to the following procedure unless otherwise specified in the student Code of Ethics or as follows: Instructors, Administrators or Institute Staff shall issue notice to the Institute Director about the student in question. Student found to be in violation of Institute policy shall receive a written warning for the first violation. This will be documented and kept in the student's file. Student found to be in violation of Institute policy a third time MAY be expelled from the Skin Science Institute of Laser and Esthetics. See written warnings and mentoring above.

Student policy violations that are exempt from the procedure are as follows:

Any instance of dishonest or illegal behavior, (such as cheating, theft of Institute or personal property, drugs, alcohol or any other conduct which may fall into this category), will result in expulsion. This type of behavior will not be tolerated.

Cheating will be defined as any instance where a student plagiarizes, copies or borrows (for the purpose of submitting as his/her own work), homework assignments, exam information, research findings or any other assignment you may have during your course of study at the institute. The first violation will result in a written warning. The second violations will result in expulsion. Any instance of possession of illegal drugs while on Institute property or at Institute sponsored activities or functions where student is accruing educational hours, (such field trips, tradeshow or the like), is grounds for expulsion on the first violation. Arriving at the institute or at an Institute sponsored activity or function (where the student is accruing educational hours), while under the influence of drugs or alcohol is absolutely not permitted. The first violation will result in expulsion from the Institute. The Director reserves the right to place students on probation as a possible alternative to expulsion, according to individual circumstance and director discretion. The term of probation shall be decided by the director. The Skin Science Institute of Laser and Esthetics regrets any circumstance which may end in the expulsion of an Institute student. For the benefit and protection of our faculty, staff and entire student body the expectations for academic achievement and conduct have been clearly defined, and will be strictly enforced. Failure to comply with any portion or policy outlined in this catalog may result in disciplinary action including probation or expulsion from the Institute. In the event that disciplinary action requires either the probation or possible expulsion of an Institute student, the action in question shall be reviewed by three members of the Administrative staff. Upon unanimous agreement, the members shall decide on the appropriate disciplinary action to be taken, and shall notify the student in writing.

STUDENT CONCERNS & COMPLAINT PROCEDURE

During the course of educational experience here at Skin Science Institute of Laser & Esthetics, situations may arise that cause concern or frustration to students. Skin Science has procedures available to our

students which allow opportunities for expressing these concerns or frustrations and obtaining resolutions. Following are the steps students should take in their correct order:

1. First step for student complaint or concern:

Comment box- The box is checked weekly and each comment is logged along with the response or action taken.

2. If a student does not feel satisfactory resolution, they may then utilize the second step for student complaint or concern resolution:

Meet with Administrative Staff: Enrollment Specialist or Director-In order to meet students' needs and address concerns they can book time through the front desk to meet and resolve issues.

3. If a student still does not feel satisfactory resolution, they may then utilize the third step for student complaint or concern resolution:

Official record of student complaint-This form is available in the administrative offices, and you have also received one in your orientation packet. If a student feels that a complaint or concern warrants a written or official documentation, this form may be filled out by the student and submitted to any member of the administrative staff.

4. If a student still does not feel satisfactory resolution, they may then utilize the fourth step for student complaint or concern resolution:

File an official complaint with the Utah State Board of Cosmetology-After completing each of the above steps, a student may file an official complaint by contacting the Utah State Board of Cosmetology.

Utah State Board of Cosmetology

Division of Occupational Licenses

Attn: Division II

P.O. Box 146741

Salt Lake City, Utah 84114-6741

5. If a student still does not feel satisfactory resolution, they may then utilize the fifth step for student complaint or concern resolution:

File an official complaint with NACCAS-After completing each of the above steps, a student may file an official complaint by contacting NACCAS.

NACCAS
4401 Ford Avenue
Alexandria, Virginia 22302-1432
707.600.7600
www.naccas.org

STUDENT RIGHT TO PRIVACY POLICY

Student records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and diploma, (upon graduation). Currently enrolled students may request a review of their student record with a member of the administrative staff at any time, at

which time an appointment will be scheduled within three business days of the request. Students may obtain a copy of their record for a \$5.00 processing fee. If requested, a copy of the student record will be available for the student within three business days.

Upon graduation and receipt of all monies and properties owed, (including tuition and fees), Skin Science provides the graduating student with an official copy of hours verification from the Institute. If requested, the itemized transcripts will be available for a student within three business days.

The Skin Science Institute of Laser & Esthetics keeps permanent records for all enrolled students for a minimum of three years. These records will be made available for a \$5.00 processing fee upon request. The Skin Science Institute maintains a strict privacy policy in regards to personal information sharing with third parties. A student's address, social security number, phone number or email address are considered to be personal information and will not be given out unless specifically released by the student in writing.

Student records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and diploma, (upon graduation). Student record information will not be shared with third parties unless specifically released by the student in writing. The exception to this will be any third party that is the financial guarantor of a student's tuition at Skin Science Institute of Laser & Esthetics. In this case, all information regarding a student's attendance, academic performance or any other pertinent information will be made available upon request of the financial guarantor.

Following is information on FERPA: the federal law on student policy.

The Family Educational Right to Privacy Act of 1974 (FERPA), is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of eighteen or is attending any school above the high-school level. Students and former students to whom the rights have been transferred are called eligible students.

The act ensures that parent(s), and/or guardian(s) of a dependent minor, or eligible students, have the right to inspect and review a student's educational records and to request that a school correct records believed to be inaccurate or misleading. Generally, the school and its employees, including faculty, must have written permission per occurrence from the parents or eligible student before releasing information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Certain government officials to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Persons who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November

19, 1974

STUDENT ADVISING POLICY

Skin Science Institute of Laser & Esthetics tries to maintain an open door policy between students and instructional and administrative staff members. Students may sign up to meet with administrative staff or with instructional staff at any time. Skin Science staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available.

Domestic Violence Information Hotline: 800.897.5465

Rape Recovery Center: 801.467.7273

Suicide Prevention Hotline: 801-483-5444

Salt Lake County Substance Abuse: 801.468.2009

**PLEASE NOTE: THE INSTITUTE OPERATIONS AND POLICIES
OUTLINED IN THIS CATALOG ARE PROVIDED FOR INFORMATIVE
PURPOSES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME.**