

# SKIN SCIENCE

INSTITUTE

STUDENT  
CATALOG



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## April 2024

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(sexual harassment, disciplinary action, complaints, privacy and student advising)

# 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 2024 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:**

#### **2024 DATES**

#### **Comprehensive Master Esthetics Full Time & Part Time Basic & Intermediate Master Esthetician Part-time**

- April 22, 2024
- May 15, 2024
- June 7, 2024
- July 1, 2024
- July 24, 2024
- August 16, 2024
- September 9, 2024
- October 2, 2024
- October 25, 2024
- November 18, 2024
- December 16, 2024

# 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!

### Sandy Campus

10299 S 1300 E  
Sandy, UT 84094  
(801) 983-0619

### Orem Campus

360 S 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 #8641708-1111 for our Sandy Campus and #7494067-1111 for our Orem Campus. The Utah Division of Occupational and Professional Licenses may be contacted at:

Utah State board of Cosmetology | [www.dopl.utah.gov](http://www.dopl.utah.gov)

PO BOX 146741  
Salt Lake City, UT 84114-6741

(801) 530-6628

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:

3015 Colvin Street  
Alexandria, VA 22314

(703) 600-7600

Skin Science Institute of Laser & Esthetics is owned by Skin Science Institute of Laser & Esthetics, LLC. (Ivan Smith, T.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, 8:00 am to 5:00 pm 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 24<sup>th</sup>)
- 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 Course | Freshman & Sophomore Classes

- **FULL TIME DAY**.....Monday – Friday | 8:30 a.m. - 5:00 p.m. | 37.5 hours/week | 4 Months
- **PART TIME MORNING**.....Monday – Friday | 8:30 a.m. - 12:15 p.m. | 22.50 hours/week | 7 Months
- **PART TIME AFTERNOON**.....Monday – Friday | 1:15 p.m. - 5:00 p.m. | 22.50 hours/week | 7 Months

## Intermediate Master Esthetician Course | Junior & Senior Classes

- **FULL TIME DAY**.....Tuesday – Saturday | 8:30 a.m. - 5:00 p.m. | 37.5 hours/week | 4 Months
- **PART TIME MORNING**.....Tuesday – Saturday | 8:30 a.m. - 12:15 p.m. | 22.50 hours/week | 7 Months
- **PART TIME AFTERNOON**.....Tuesday – Saturday | 1:15 p.m. - 5:00 p.m. | 22.50 hours/week | 7 Months

## Comprehensive Master Esthetics Course | Freshman, Sophomore, Junior & Senior Classes

- **FULL TIME DAY**.....Mon/Tues – Fri/Sat | 8:30 a.m. - 5:00 p.m. | 45 hours/week | 7 Months
- **PART TIME MORNING**.....Mon/Tues – Fri/Sat | 8:30 a.m. - 12:15 p.m. | 22.50 hours/week | 13 Months
- **PART TIME AFTERNOON**.....Mon/Tues – Fri/Sat | 1:15 p.m. - 5:00 p.m. | 22.50 hours/week | 13 Months

## Instructor Internship Course | Onsite Training Classes

- **FULL TIME DAY**.....Mon/Tues – Fri/Sat | 8:30 a.m. - 5:00 p.m. | 45 hours/week | 2 Months
- **PART TIME MORNING**.....Mon/Tues – Fri/Sat | 8:30 a.m. - 12:15 p.m. | 22.50 hours/week | 3 Months
- **PART TIME AFTERNOON**.....Mon/Tues – Fri/Sat | 1:15 p.m. - 5:00 p.m. | 22.50 hours/week | 3 Months

# 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 Institute graduates stack up in the industry?**

For the year 2022, The Skin Science Institute had a graduate completion rate of 82.88%. Of the students that have completed our program 98.09% have passed the state board examination for the state(s) in which they plan to work. Skin Science Institute maintains a graduate placement rate of 74.32% 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 proof of their highest level of education along with two forms of identification. The minimum level of education accepted is a high school diploma or GED equivalent. Proof of education is one of the following: high school diploma; official high school transcript with graduation date; GED; college degree; or official college transcript. Below is a list of acceptable forms of 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 highest level of education (high school/GED or above) and a copy of two forms of approved identification. Foreign diploma's must be translated by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. For the instructor internship, honor student status or equivalent, a letter of recommendation and 1-page essay 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 & Esthetics does not discriminate based on sex, religion, age, color, race or ethnic origin.

Upon acceptance, the institute will issue an email notifying the prospective student of acceptance. This email 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. Student's will receive additional information prior to orientation regarding pre-enrollment information including the Institutes completion, licensure and placement rates, along with important industry statistics and other pertinent information. A copy of the catalog will be available to each student prior to orientation, but students will receive a physical copy of the student catalog along with their student kits, lockers, combination locks, student ID cards and student uniform within the first week following their start date. Institute policies and procedures will be explained in full and student photos will be taken.

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 43 in the student handbook.

## Electronic Signature Disclosure

You agree that all applicable electronic signatures are the legal equivalent of an in person manual signature. By signing electronically this contract and any other applicable documentation through Skin Science Institute is considered legal and binding.

*\*\*Skin Science Institute is approved to use DocuSign as a source of electronic documentation and signature.*



## 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.
- 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.studentaid.gov](http://www.studentaid.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 local Credit Unions offering all types of financial options.

Methods of payment include: Payment in Full; In-house Payment Plan; Private Loan; and Federal Grants & Loans. Payments may be made by cash, check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

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

**Aspen McCune**  
**Sandy Office (801) 983-5988**  
**aspens@ssiutah.com**

**Aspen McCune**  
**Orem Office (801) 924-5824**  
**aspens@ssiutah.com**

# Basic Esthetician Course Outline

600 HOURS

*Skin Science Course Certificate will be awarded upon completion*

**Tuition: \$9,300 + Application Fee: \$100 + Registration Fee: \$100 + Student Kit Fee: \$2,200**

**Total = \$11,700**

**Payment Methods:** Methods of payment include: Payment in Full; In-House Payment Plan; Private Loan; and Federal Grants and Loans. Payments may be made by cash, check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Description:** The 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. This course is perfect for Students that do not have any prior industry experience, and are looking for an introductory and/or basic foundation from which to continue building an esthetics education over time.

**Objective:** Upon completion of the Basic Esthetician course, a student will have the knowledge to obtain a state license for competency in any entry level job positions in esthetics.

**Teaching Methods:** Skin Science Institute provides many teaching methods to give students the best in education and a variety of teaching methods including: Discussion, question and answer, lecture, demonstration, cooperative learning, distance learning, problem solving, individualized instructions, group discussion, classroom presentations, lab and student spa activities, and homework assignments.

**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.

## FRESHMAN 1 | Basic Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
History of Esthetics	2	3.75	3.75
Your Professional Image	1	3.75	
Basics of Chemistry	1		3.75
Diseases & Disorders of the Skin	3	11.25	
Hair Removal (Wax)	9	15	18.75
Selling Products & Services	1		3.75
Manicures	4	3.75	11.25
Pedicures	4	3.75	11.25
Makeup	4	11.25	3.75
Spray Tanning	3	3.75	7.50
Nutrition	1	3.75	
Spa Readiness	4	11.25	3.75
Electricity Safety	1	3.75	
Life Skills	1	3.75	
Resume Building + Mock Interviews	1	3.75	
<b>Total</b>	<b>40</b>	<b>82.50</b>	<b>67.50</b>

## FRESHMAN 2 | Basic Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Communicating For Success	2	3.75	3.75
Infection Control	6	11.25	11.25
Anatomy, Physiology & CPR	4	7.50	7.50
Basics of Electricity	1	3.75	
Physiology & Histology	2	7.50	
Skin Analysis	2	3.75	3.75
Skin Care Products	1		3.75
Facials	10	11.25	26.25
Back Facials	3		11.25
Laser Hair Physics & Skin Typing	3	11.25	
SkinBetter Product Knowledge	1		3.75
Spa Protocol	2		7.50
Just Ingredients & Healthy Lifestyle Alternatives	1	3.75	
Nutrition	1	3.75	
Intrinsic vs. Extrinsic Aging	1	3.75	
<b>Total</b>	<b>40</b>	<b>71.25</b>	<b>78.75</b>

## SOPHOMORE 1 | Basic Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Facial Treatments	6		22.50
Facial Machines	2	7.50	
Product Line Research	4	11.25	3.75
Laser Hair Removal	4		15
SSI State Board Practical & SSI Review	2	3.75	3.75
Spa Clinic Floor	22		82.50
<b>Total</b>	<b>40</b>	<b>22.50</b>	<b>127.50</b>

## SOPHOMORE 2 | Basic Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Topic & Treatment	2	7.50	
Career Planning	2	3.75	3.75

Intro to PCA Skin Care	1		3.75
Business Building	3	11.25	
Enzymes	4		15
HydraFacial & Facial Masks	3	3.75	7.50
Hair Removal (Wax)	3		11.25
SSI State Board Practical & SSI Review Testing	4	3.75	11.25
Spa Clinic Floor	18		67.50
<b>Total</b>	<b>40</b>	<b>30</b>	<b>120</b>

### 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:

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

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 118% of the allotted course schedule.

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

## Comprehensive Master Esthetics Course Outline

**1,200 HOURS**

*Skin Science Course Certificate will be awarded upon completion*

**Tuition: \$16,050 + Application Fee: \$100 + Registration Fee: \$100 + Student Kit Fee: \$3,200  
Total = \$19,450**

**Payment Methods:** Methods of payment include: Payment in Full; In-House Payment Plan; Private Loan; and Federal Grants and Loans. Payments may be made by cash, check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Description:** The Comprehensive Master Esthetics 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. This course is perfect for Students that do not have any prior industry experience, looking for a complete education that will prepare one to work in an upscale Spa or clinical environmen.

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

**Teaching Methods:** Skin Science Institute provides many teaching methods to give students the best in education and a variety of teaching methods including: Discussion, question and answer, lecture, demonstration, cooperative learning, distance learning, problem solving, individualized instructions, group discussion, classroom presentations, lab and student spa activities, and homework assignments.

**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.

## FRESHMAN 1 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
History of Esthetics	2	3.75	3.75
Your Professional Image	1	3.75	
Basics of Chemistry	1		3.75
Diseases & Disorders of the Skin	3	11.25	
Hair Removal (Wax)	9	15	18.75
Selling Products & Services	1		3.75
Manicures	4	3.75	11.25
Pedicures	4	3.75	11.25
Makeup	4	11.25	3.75
Spray Tanning	3	3.75	7.50
Nutrition	1	3.75	
Spa Readiness	4	11.25	3.75
Electricity Safety	1	3.75	
Life Skills	1	3.75	
Resume Building + Mock Interviews	1	3.75	
<b>Total</b>	<b>40</b>	<b>82.50</b>	<b>67.50</b>

## FRESHMAN 2 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Communicating For Success	2	3.75	3.75
Infection Control	6	11.25	11.25
Anatomy, Physiology & CPR	4	7.50	7.50
Basics of Electricity	1	3.75	
Physiology & Histology	2	7.50	
Skin Analysis	2	3.75	3.75
Skin Care Products	1		3.75
Facials	10	11.25	26.25
Back Facials	3		11.25
Laser Hair Physics & Skin Typing	3	11.25	
SkinBetter Product Knowledge	1		3.75
Spa Protocol	2		7.50
Just Ingredients & Healthy Lifestyle Alternatives	1	3.75	
Nutrition	1	3.75	
Intrinsic vs. Extrinsic Aging	1	3.75	
<b>Total</b>	<b>40</b>	<b>71.25</b>	<b>78.75</b>

## SOPHOMORE 1 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Facial Treatments	6		22.50
Facial Machines	2	7.50	
Product Line Research	4	11.25	3.75
Laser Hair Removal	4		15
SSI State Board Practical & SSI Review	2	3.75	3.75
Spa Clinic Floor	22		82.50
<b>Total</b>	<b>40</b>	<b>22.50</b>	<b>127.50</b>

## SOPHOMORE 2 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Topic & Treatment	2	7.50	
Career Planning	2	3.75	3.75
Intro to PCA Skin Care	1		3.75
Business Building	3	11.25	
Enzymes	4		15
HydraFacial & Facial Masks	3	3.75	7.50
Hair Removal (Wax)	3		11.25
SSI State Board Practical & SSI Review Testing	4	3.75	11.25
Spa Clinic Floor	18		67.50
<b>Total</b>	<b>40</b>	<b>30</b>	<b>120</b>

## JUNIOR 1 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Skin Histology	1	3.75	
Hormones	2	3.75	3.75
Chemistry, Biochemistry, Botanicals & Aroma Therapy	4	11.25	3.75
Advanced Skin Disorders, Skin Typing & Aging Analysis	2	7.50	
Skin Care Products	1	3.75	
Ingredients for Skin Issues	1	3.75	
Pharmacology for Estheticians	1	3.75	



Advanced Facial Devices	3	7.50	3.75
Complimentary Wellness, Wellness Mgmt. & Ayurveda	4	11.25	3.75
Chemical Peels	2		7.50
Working in a Medical Setting	1	3.75	
Body Treatments	2		7.50
Face Reality	4	11.25	3.75
SkinBetter Alpha Ret Peel Systems	1		3.75
Changes in Esthetics/Infection Control	3	7.50	3.75
Job Readiness & Job Search Skills	1	3.75	
State Laws & Regulations	1	3.75	
Spa Clinic Floor	6		22.50
<b>Total</b>	<b>40</b>	<b>86.25</b>	<b>63.75</b>

## JUNIOR 2 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Laser IPL, Laser Genesis, Vascular Lesions, Skin Sheek Clear (High Frequency)	5	3.75	15
Advanced Spa Treatments	1	3.75	
Advanced Facial Techniques, Skin Care Massage & Spa Treatments	3	11.25	
Advanced Hair Removal	2	3.75	3.75
Contour Body: Wraps & Scrubs, Skin Sheek Lift (HIFU) & Velashape	3		11.25
PCA Skin Care Certification	2	3.75	3.75
Medical Sciences	7	18.75	7.50
Business Skills	3	7.50	3.75
Microdermabrasion & Dermaplaning	2		7.50
Advanced Anatomy	2	7.50	
Skin Disorders	1	3.75	
Medical Director Demo: Injecting; Assisting; Botox; Derma Filler & Other Medical Practices	1		3.75
Face Reality	1	3.75	
Ayurvedic Research Line	1	3.75	
Spa Clinic Floor	6		22.50
<b>Total</b>	<b>40</b>	<b>71.25</b>	<b>78.75</b>

## SENIOR 1 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Medical Techniques	1		3.75
Microneedling & Skin Sheek Erase (RF + Microneedling)	2		7.50
Medical Modality Overview	1		3.75
Medical Esthetics Review	1	3.75	
Social Media Project	3	11.25	
SSI State Board Practical & Exit Testing	5	7.50	11.25
Before You Graduate	1	3.75	
Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time		Independently Scheduled During Clinic Floor Time
Spa Clinic Floor	26		97.50
<b>Total</b>	<b>42</b>	<b>26.25</b>	<b>123.75</b>

## SENIOR 2 | Comprehensive Master Esthetics

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
CPR & Blood Born Pathogens	1	3.75	
Advanced Chemical Peels	2		7.50
Job Placement Project	2	3.75	3.75
SSI State Board Practical & Exit Testing	7	15	11.25
Marketing Review	1	3.75	
Impact Melanoma	1	3.75	
Spa Clinic Floor	26		97.50
Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time		Independently Scheduled During Clinic Floor Time
<b>Total</b>	<b>40</b>	<b>30</b>	<b>120</b>

## 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: Freshman, 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:

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

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 118% of the allotted course schedule.

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

# Intermediate Master Esthetician Course Outline

600 HOURS

*Skin Science Course Certificate will be awarded upon completion*

**Tuition: \$9,300 + Application Fee: \$100 + Registration Fee: \$100 + Student Kit Fee: \$2,200  
Total = \$11,700**

**Payment Methods:** Methods of payment include: Payment in Full; In-House Payment Plan; Private Loan; and Federal Grants and Loans. Payments may be made by cash, check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Description:** The 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 of most states in the U.S. This course is perfect for Students who have an esthetician license looking to take their experience & education to the next level. The 600 hour Master course will help students complete their training by advancing their skill to work in a clinical environment.

**Objective:** Upon completion of the Intermediate Master Esthetician course, a student will have the knowledge to obtain a state license for competency in any entry level and advanced job positions in esthetics.

**Teaching Methods:** Skin Science Institute provides many teaching methods to give students the best in education and a variety of teaching methods including: Discussion, question and answer, lecture, demonstration, cooperative learning, distance learning, problem solving, individualized instructions, group discussion, classroom presentations, lab and student spa activities, and homework assignments.

**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. Students must have a Basic Esthetician License or Cosmetology License or Official Transcript of Hours.

## JUNIOR 1 | Intermediate Master Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Skin Histology	1	3.75	
Hormones	2	3.75	3.75
Chemistry, Biochemistry, Botanicals & Aroma Therapy	4	11.25	3.75
Advanced Skin Disorders, Skin Typing & Aging Analysis	2	7.50	
Skin Care Products	1	3.75	
Ingredients for Skin Issues	1	3.75	
Pharmacology for Estheticians	1	3.75	
Advanced Facial Devices	3	7.50	3.75
Complimentary Wellness, Wellness Mgmt. & Ayurveda	4	11.25	3.75
Chemical Peels	2		7.50
Working in a Medical Setting	1	3.75	
Body Treatments	2		7.50
Face Reality	4	11.25	3.75

SkinBetter Alpha Ret Peel Systems	1		3.75
Changes in Esthetics/Infection Control	3	7.50	3.75
Job Readiness & Job Search Skills	1	3.75	
State Laws & Regulations	1	3.75	
Spa Clinic Floor	6		22.50
<b>Total</b>	<b>40</b>	<b>86.25</b>	<b>63.75</b>

## JUNIOR 2 | Intermediate Master Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Advanced Laser IPL, Laser Genesis, Vascular Lesions, Skin Sheek Clear (High Frequency)	5	3.75	15
Advanced Spa Treatments	1	3.75	
Advanced Facial Techniques, Skin Care Massage & Spa Treatments	3	11.25	
Advanced Hair Removal	2	3.75	3.75
Contour Body: Wraps & Scrubs, Skin Sheek Lift (HIFU) & Velashape	3		11.25
PCA Skin Care Certification	2	3.75	3.75
Medical Sciences	7	18.75	7.50
Business Skills	3	7.50	3.75
Microdermabrasion & Dermaplaning	2		7.50
Advanced Anatomy	2	7.50	
Skin Disorders	1	3.75	
Medical Director Demo: Injecting; Assisting; Botox; Derma Filler & Other Medical Practices	1		3.75
Face Reality	1	3.75	
Ayurvedic Research Line	1	3.75	
Spa Clinic Floor	6		22.50
<b>Total</b>	<b>40</b>	<b>71.25</b>	<b>78.75</b>

## SENIOR 1 | Intermediate Master Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
Medical Techniques	1		3.75
Microneedling & Skin Sheek Erase (RF + Microneedling)	2		7.50
Medical Modality Overview	1		3.75

Medical Esthetics Review	1	3.75	
Social Media Project	3	11.25	
SSI State Board Practical & Exit Testing	5	7.50	11.25
Before You Graduate	1	3.75	
Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time		Independently Scheduled During Clinic Floor Time
Spa Clinic Floor	26		97.50
<b>Total</b>	<b>42</b>	<b>26.25</b>	<b>123.75</b>

## SENIOR 2 | Intermediate Master Esthetician

Class	Number of Classes	Off-Site Hours of Instruction	On-Site Hours of Instruction
CPR & Blood Born Pathogens	1	3.75	
Advanced Chemical Peels	2		7.50
Job Placement Project	2	3.75	3.75
SSI State Board Practical & Exit Testing	7	15	11.25
Marketing Review	1	3.75	
Impact Melanoma	1	3.75	
Spa Clinic Floor	26		97.50
Optional/Elective (Honor Students Only) Medical Spa Training	Independently Scheduled During Clinic Floor Time		Independently Scheduled During Clinic Floor Time
<b>Total</b>	<b>40</b>	<b>30</b>	<b>120</b>

*\*\*Intermediate Master Estheticians are required to attend the Freshman and Sophomore Laser classes. This class is attended concurrently with the Freshman 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:

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

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 118% of the allotted course schedule.

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

# 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 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.

**Curriculum:**

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

**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:

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 118% of the allotted course schedule.

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



# Student Kits

Usually issued within the first week of starting, 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 Esthetician Students will receive all supplies listed below.

## **BASE KIT**

- Wrap
- Two fitted Sheets
- Headband
- SSI bag
- Two Pair of Gray Scrub Tops and Bottoms
- Milady Digital Textbook
- Student Handbook
- Tablet (Digital Device)

## **BASIC KITS**

- Basic Protocol Book
- Waxing Kit
- Basic Product Kit
- Spa Vouchers

## **MASTERS KITS**

- Medical Grade Product Kit
- Master Protocol Book
- Spa Vouchers

*(Subject to change)*

Any additional scrubs, or other apparel will be available for purchase. Check with the campus director for information on pricing.

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. Student kit's will need to be checked in upon performing trades.

## Other Benefits of Studying at Skin Science Institute of Laser & Esthetics

One of the most important parts of a student's overall education is the actual facility in which studying will be taking place. 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 some benefits of studying at Skin Science Institute.

**Class Size:** Skin Science Institute maintains a 20:1 student per instructor ratio within the classroom. 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:** Skin Science Institute is divided into practical and theory classrooms, and a full student spa. In keeping with a standard of excellence, the Institute keeps and maintains advanced and current equipment for students to work with and receive training on. This includes ample back bar products and supplies. Each student has access to all supplies and implements needed 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:** Skin Science Institute includes hands-on workstations for every 2-3 students, allowing greater participation and more practice time with equipment and treatment protocols. The Institute provides this to ensure students have a great deal of hands-on practice in the classroom to provide a high level of comfort and professionalism upon beginning clinical work on members of the public.

**Comprehensive Curriculum:** The Skin Science Institute curriculum was developed to provide 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 certification, in order to deliver a well rounded education similar to the CIDESCO standard. Upon graduation, a student will feel confident in their knowledge and skills as a skin care professional. Skin Science Institute goes above and beyond state requirements, providing students with the tools necessary to be the best skin care professional in the industry.

# Scholarships

## **UTAH HIGH SCHOOL GRADUATE SCHOLARSHIP**

This scholarship is designed for students graduating from a Utah High School anytime during the previous 12-month period. Please complete and submit the Scholarship Application along with additional documentation. Additional documentation needed for this scholarship is a copy of your high school diploma from a Utah high school.

## **OUT-OF-STATE STUDENT SCHOLARSHIP**

This scholarship is designed for students moving into the state of Utah for the purpose of attending Skin Science. Please complete and submit the Scholarship Application along with additional documentation. Additional documentation needed for this scholarship is a copy of any 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 is 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. Please complete and submit the Scholarship Application along with additional documentation. Additional documentation needed for this scholarship is 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. Please complete and submit the Scholarship Application along with additional documentation.

## **ESTHETICS EXPERIENCE SCHOLARSHIP**

This scholarship is designed for students who have previously worked in industry related jobs that wish to continue their education and career by becoming licensed. Please complete and submit the Scholarship Application along with additional documentation. Additional documentation needed for this scholarship is a resume documenting all industry related work experience, organizations and activities.

## **LICENSED COSMETOLOGIST SCHOLARSHIP**

This scholarship is 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 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 is 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.

## **STUDENT REFERRAL SCHOLARSHIP**

The student referral program is designed for students that refer other individuals to the school and the referral enrolls and officially starts in a program at the Skin Science Institute. Student must complete and submit a referral scholarship application. Upon approval the student will receive a credit in the amount of \$500 per referral that enrolls in a 600 hour course or \$1000 per referral that enrolls in the 1200 hour course.

## Scholarship Information & Instructions

**Instructions:** To apply for any of the above scholarships, please complete and submit a Scholarship Application. An essay is required. Please note that students will not be awarded more than one scholarship.

**Considerations:** The Skin Science Institute admissions department 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.

**Award Amounts:** If awarded, a scholarship will generally range from \$500 to \$1000. 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.*

## Faculty & Staff

### **SHELBY MARVIN | Sandy Campus Director, Licensed Master Esthetician and Instructor**

Shelby attend JIJNIMA to pursue a career in esthetics. She fell in love with the industry and making people feel comfortable in their skin. Which is what she feels is the most rewarding part of being an esthetician. After being in the industry for a few years, Shelby decided to share her knowledge with estheticians in training! She continued to progress with her teaching experience and quickly grew into the Director position. This has become the perfect fit for her as she continues to educate and guide students. Aside from esthetics, Shelby loves to spend time with her family and go camping (with lots of sunscreen OF COURSE!)

### **ALICIA SIRAGUSA | Sandy Campus Spa Director, Licensed Master Esthetician and Instructor**

Alicia gained her education to become a Master Esthetician at Skin Science Institute in 2019. She went on to work as a Lead Esthetician in Park City for a few years before licensing as an Instructor and returning to Skin Science Institute. Alicia is passionate about acne care and helping everyone feel their best. When she's not teaching at the school she enjoys the gym and being outside.

### **SYDNEE MOORE | Sandy Campus Lead Instructor Licensed Master Esthetician and Instructor**

Sydnee is from Utah, and has always had a passion for integrative health and wellness. She decided to pursue a career in esthetics and graduated as a Master Esthetician from NIMA. After graduating she began working in a MedSpa where she managed a team of estheticians. She went on to open her own skin care business, and is still performing on clients. After practicing as an esthetician for a few years she discovered her love for teaching others about skin, and decided to obtain an instructor license. She finds fulfillment everyday in watching students grow both as individuals, and as professionals.

### **LINDSAY WEILAND | Licensed Master Esthetician and Instructor-Sandy Campus**

Lindsay Weiland was born and raised in Saint George, Utah where she gained her Master Esthetician license at Taylor Andrews Academy Saint George in 2022. She found her love for the beauty industry at a young age which inspired her to take this route. She also has a love for helping others and teaching which made her continue her education with her instructors license. She is so excited to be at the Skin Science Institute to help others achieve the best knowledge of this industry. Her favorite services to perform are Microneedling, Waxing (especially Brazilians), and Facials. She hopes to help students get excited for their future careers as estheticians.

### **RYLIE JACKSON | Licensed Master Esthetician and Instructor-Sandy Campus**

Rylie is the newest member to the Skin Science Institute team. She is from Cottonwood Heights, Utah. She has always had a passion for making others feel good about themselves so she decided to pursue a career in esthetics. Rylie graduated from Skin Science Institute with her Master Esthetician License. She then proceeded to participate in the Instructors internship and training offered by SSI to share her passion and love for skin! On her days off, Rylie enjoys playing with her dog Peanut, reading, golfing, hiking, and spending time with her family and friends.

### **VANESSA PETERSON | Orem Campus Director, Licensed Master Esthetician and Instructor**

Vanessa grew up in Payson, UT and graduated from Payson High-school the year of 2016. After working 4 years in retail management, she decided to pursue a career as a Master Esthetician at Skin Science institute. Soon after completing her course she was brought on as the student spa receptionist at the SSI Orem campus and continued on to receive training and licensing as an Instructor. Since then, she has had years of experience as an Instructor, Spa Director and now Campus Director. Vanessa finds joy in bringing confidence to clients, students, friends, and family through teaching the importance of skin health. Her favorite treatments include all things clinical such as chemical peels, microneedling and laser hair reduction.

### **KAITLYN CORDROY | Orem Campus Spa Director, Licensed Master Esthetician and Instructor**

Kaitlyn grew up in Mesa, Arizona. After graduating high school, she went to Esthetician school and completed the Basic program in Arizona. She then moved to Utah and graduated with her Master Esthetics license from Acaydia's Spa and School of Aesthetics. She is now a licensed Esthetician in Arizona and Utah. After school she worked at a Day Spa in Pleasant Grove and a Med Spa in Lehi but decided that she wanted to switch paths and get her instructor license. She's always loved teaching and has a passion for helping people grow their education and become the best versions of themselves. Her favorite treatments are Chemical peels, Microneedling and anything laser. Outside of work, she loves sports, hanging out with friends, reading and being outdoors.

### **MEGHAN ROSS | Licensed Master Esthetician and Instructor - Orem Campus**

Meghan grew up in Lehi, After graduating she realized that she had a passion for all things skin and beauty. After much deliberation and thought she decided to enroll at Skin Science Institute to pursue a career in esthetics and has never looked back. She loved her time here at Skin Science Institute so much that she applied to be an instructor so she could share her love of esthetics with our students. She loves watching students learn and grow, and can't wait to see what amazing things they will do after they graduate. Some of her favorite treatments include microneedling, chemical peels and IPL. Outside of work Meghan enjoys spending time with her husband and two dogs.

### **DELANEY BENNETT | Licensed Master Esthetician and Instructor-Orem Campus**

Delaney grew up in Gilbert, AZ and graduated from Higley High School. After high school, she did a semester of school in Hawaii and then moved to Utah to start her esthetics journey. Working closely with estheticians as a spa sales associate, Delaney grew a rapid fascination with skin. In order to improve her own skin and the skin of those around her, Delaney started her education at Acaydia Spa and School of Aesthetics and graduated with her master esthetician license. She enjoys microneedling and waxing the most but finds all of the topics important and interesting. Her goal is to continue educating others on the importance of skin health and longevity.

### **DARCY GONZALEZ | Licensed Master Esthetician and Instructor-Orem Campus**

Darcy attended and graduated from Skin Science Institute with honors in the Master Esthetician program, she also completed an internship with Skin Science to become a licensed instructor. After graduating, Darcy opened her own business and built a clientele. After a few years she was ready to return to Skin Science Institute but as an instructor. She loves teaching lash extensions and lash lifts as she has had extensive training with those services. As well as treating ethnic skin. She is very passionate about medical esthetics because she has been able to clear her skin with the knowledge she's gained from school! Darcy's favorite hobbies are taking dance classes & spending time with her boyfriend and two dogs! She loves being a part of the Skin Science Institute team!

### **AMBER BIGLER | Licensed Master Esthetician and Instructor-Orem Campus**

Amber grew up in Idaho falls, Idaho and moved to Utah to attend Acaydia. She graduated with honors as a Master Esthetician. She has always had a passion for skincare even throughout her younger years. Her favorite treatments are Chemical Peels, Micro-Needling, and Laser. Amber had hands on experience at a Med spa and is now teaching her tips and tricks to the students at Skin Science. In her free time she enjoys hanging out with family and going golfing.

### **ASPEN MCCUNE | Financial Aid Advisor - Sandy & Orem Campus**

Aspen has been working in the Finance Industry for over 4 years. She is very passionate about working with students while helping them to achieve their dreams. Aspen is dedicated to assisting each and every student while maintaining the highest level of customer service. Aspen is avid in the Health and Wellness Industry and is always looking to build upon her knowledge. When Aspen is not working she enjoys skiing, hiking, camping, boating and anything that involves being active or outdoors.

### **ELISE SMITH | Enrollment Specialist - Sandy & Orem 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 over 17 years. With her knowledge and experience, she is dedicated to 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.

# Rules & Regulations

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

- Approved Scrub Top
- Approved Scrub Jacket (available for purchase if needed)
- Approved scrub bottoms
- White, gray or black closed-toe, closed-heel shoes

Students should always present a neat well-groomed appearance, especially given the nature of this industry. Hair, nails and make-up should always be well manicured, conservative and in good taste. Long nails or acrylic nails are inappropriate for Estheticians. Students are required to keep their nails short during their course of study at Skin Science Institute. Instructors may ask a student to trim nails deemed too long for Esthetic 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 a student's overall grade.

It is expected that students 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, robes or blankets 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. 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.

**Tablet Policy:** If for any reason a student's tablet needs to be repaired that the one time insurance policy will cover all repairs if turned into Skin Science Institute. If for any reason the tablet is stolen or missing, the one time insurance policy will cover a replacement only if a police report is submitted to Skin Science Institute and full cooperation is given for any additional documents required. The one time insurance policy can only be used once whether it is used for a repair or replacement. After the one time insurance policy is used it will be the student's financial responsibility and obligation to repair or replace the tablet as it is a necessary device to attend Skin Science Institute. The tablet and one time insurance policy use is non-refundable if for any reason the student withdraws or leaves Skin Science Institute. In addition, Skin Science Institute is not responsible for any tablet IT/technical errors. The student will accept full responsibility of the tablet. The student must adhere to the following policies:

- The student may be excused from class if the tablet is not fully charged or present
- It is the students responsibility to charge their tablet before class provided by the accompanied charger
- Internet browsing is not permitted during class hours
- It is encouraged that students label their tablet as they are solely responsible for the device.

**Cyber Security:** This policy exists to ensure that all staff and students follow certain basic rules with regard to internet use and use of IT in general. Its aim is to prevent students or staff coming to harm as a result of others accessing intolerant, extremist or hateful web sites. Also, it is here to protect students and staff from cyber bullying.

Use of Internet: Skin Science Institute will provide Internet access to teachers and students for the primary purpose of study, legitimate research, email access and general internet access. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work or study related, leaves an individual (staff and students) liable to disciplinary action which could lead to dismissal.

Internet and IT Provision May Not Be Used For:

- Transmitting, retrieving, or storing any communications of a discriminatory or harassing nature
- Transmitting, retrieving, or storing any communications which are derogatory to any individual or group
- Obtaining material that would cause offence on the grounds of race, color, religion, political beliefs, Ethnic origin, sexual orientation, gender, age, disability, nationality, marital status,
- Engaging in ANY form of cyber bullying
- Searching for obscene, offensive, sexually explicit, or pornographic material
- Obtaining any material for the purpose of harassment of another person
- Establishing communications which are defamatory or threatening
- Obtaining material that is unlawful or that infringes on another person's legal rights (e.g. illegal downloads)
- Conducting Internet searches and looking at websites which can in any way be regarded as extremist, intolerant of other faiths and beliefs, or that challenge the rule of law and the right to individual liberty

Monitoring Use of Computer Systems: Skin Science Institute has the right to monitor electronic information created and/or communicated by students or staff using Skin Science Institute computer systems and networks, including e-mail messages and usage of the Internet.

Remote Access: Only authorized persons may remotely access Skin Science Institute's network.

Social Networking Sites:

- DON'T search for illegal and inappropriate sites or material.
- DO use the computers for school/study use or to connect with other students in a positive manner.
- DON'T bully anyone through blogs, emails, chatrooms, or any other form of internet use
- DON'T download anything illegal
- DON'T use the internet to give opinions that are extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty



Any work-related issue or material that could adversely affect Skin Science Institute, its staff or its students must not be placed on a social networking site at any time and via any medium.

**Student System & email:** The use of the Student and email system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees and students. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the company's position on the correct use of the email system. Unauthorized or inappropriate use of the Student and email system may result in disciplinary action which could include dismissal.

The Student and email system is available for communication and matters directly concerned with the legitimate business of Skin Science Institute. Students and Employees using the either system should give particular attention to the following points:

- All comply with company communication standards;
- Any messages, email, documents, etc. should be sent to those for whom they are particularly relevant;
- Student System & email should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. emails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
- If any confidential information is being sent the user must ensure that the necessary steps are taken to protect confidentiality.
- Contracts transmitted by the Student System or email are as legally binding on Skin Science Institute as those sent on paper.

Skin Science Institute will not tolerate the use of the Student and email system for unofficial or inappropriate purposes, including:

- Any messages that could constitute bullying, harassment or other detriment;
- Personal use (e.g., social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
- On-line gambling;
- Accessing or transmitting pornography

**Penalty for Security Violation:** Skin Science Institute takes the issue of security seriously. Those people who use the technology and information resources of Skin Science Institute must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, a student or employee may be subject to discipline up to and including dismissal/discharge. The specific discipline imposed will be determined on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy. Discipline which may be taken against a student or employee shall be administered in accordance with the Skin Science Institute disciplinary procedure.

**Food & Drink Policy:** Food and Drink must be limited to the 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 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 Policy:** 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. Smoke breaks will not be allotted during school hours and should not interfere with class or student spa. Students found to be in 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.

**Cellphones & 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 on Instructor approved breaks and during the assigned lunch. In all other areas of the Institute (including hallways and stairwells) cell phones and personal electronic devices must be turned off. Students are not permitted to bring any personal device into the classroom or 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:** Lunch breaks are automatically included in the full time schedule. All students are required to take a 60 minute lunch break. On class days lunch is from 12:15pm-1:15pm. On days students are scheduled to be in student spa rather than class, 1 hour lunch break times are scheduled by the spa director and may vary. Students are required to clock out for lunch. 1 hour will be automatically deducted in the event a student does not clock out. 1 hour lunch breaks also apply to students making up hours.

**Unscheduled student spa time:** During your course of study at Skin Science 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 Institute will perform service on members of the public in the Skin Science Institute Student Spa. Students will not be excused from 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 submitting an excused absence request to the Director within the on-line student portal. 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 Institute 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 email both the Campus and Spa Directors ASAP.

**Class Tardy, Absence & Personal Emergency:** A class tardy is 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 an unexcused tardy will be subject to a \$5 fine and will 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.

A student may contact the campus director through the portal or by phone before class in case of an emergency or illness to notify the school 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 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 missed participation points or late assignments. Emergency UA's can be excused by the director with a doctor's note.

A Tardy and Absence 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. Leaving early or clocking out prior to the scheduled time is considered an absence and must be excused through the campus director.

**Student Lockers & Personal Belongings:** Upon request each student at Skin Science Institute can 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 Skin Science Institute will not be responsible for lost or stolen items. Students who request a locker will also be issued a combination lock for use with their private locker. Skin Science 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 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 other students.

**Work Station Clean-up, Sanitation & Laundry Grading:** Participation in sanitation and laundry duty is a required portion of a student's course of study at Skin Science Institute and is part of the overall grade. It is expected that each student will properly clean, disinfect and sanitize workstations, 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 points for the day. Sanitation duties and laundry are important to your academic success as a student here at Skin Science Institute, as they will make up a percentage of your final grade. Failing to complete a sanitation assignment will also result in a \$5 fine and mentoring.

**Written Warnings & 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 with the campus director. A student's first mentoring session is subject to a \$25 fine and should further mentoring be needed to correct a problem or behavior each successive mentoring session will be \$25 more than the previous session. Mentored students unable to correct the misconduct may be subject to expulsion and the campus director's discretion.

Under the campus director's discretion, any misconduct can bypass the 1st, 2nd, and/or 3rd warnings and proceed to immediate expulsion from the institute.

- Written warning & mentoring 1-\$25.00
- 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 Institute diploma, certification or State Board educational hour's verification until all fees and charges owed to the Institute are paid in full.

**Student Services & Skin Science Institute Bucks:** Current students have opportunities to trade as they learn practical esthetics in their designated practical classes. Any trades outside of designated practical classes will require the use of a student's kit. A student wishing to book a spa service on a day they are not scheduled in spa will have the following discounts:

- 40% off of Spa Menu Services
- 25% off of Retail Products

In order to mirror a real world spa environment, students at the institute can earn Skin Science Institute Bucks (SSI Bucks) for a retail sales commission. SSI Bucks can be used to purchase services or products at the institute.

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

- Retail sales between \$125-\$249 over the 4 week block will be given 5% back in SSI Bucks
- Retail sales between \$249-\$374 over the 4 week block will be given 10% back in SSI Bucks
- Retail sales \$375+ over the 4 week block will be given 15% back in SSI Bucks

The top retailing student will be recognized as the Student of the Month and be given an additional 5% in SSI Bucks based on the level they have sold. 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 Skin Science Institute. Any instance of dishonest or illegal behavior, (such as cheating, theft, damage to Skin Science 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 Skin Science Institute. The first violation will result in a written warning and mentoring. The second violation will result in expulsion. Any instance of theft of Skin Science Institute or personal property is grounds for expulsion on the first violation. Any instance of possession of illegal drugs while on Skin Science Institute property or at Skin Science Institute sponsored activities or functions where student is accruing educational hours, (such as field trips, trade shows, etc...), is grounds for expulsion on the first violation.

**Misconduct Towards Institute Instructors & Staff:** The Skin Science Institute works very hard to provide our students with the finest education available. Skin Science Institute Instructors and staff are available to provide you with the information and instruction you will need on your educational journey.

It is expected that students 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 Skin Science 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 Skin Science Institute Director and a solution will be determined. Misconduct towards instructors or staff will not be tolerated and may result in expulsion at the campus directors discretion.

**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 Skin Science 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 Institute 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 ready 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. 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. If a student cannot be found at the time of an appointment, this will be considered a missed appointment and will result in a fine and mentoring as described under general scheduling.

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 & Guests:** For the safety of all students and staff, all visitors to the Institute must check in at the front desk. 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 Lot & 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 or any marked parking spaces. Students may need a parking pass in order to park in any spaces that require one. Parking passes will be available upon request on a first come first serve basis and will need to be returned to the Institute after each use. Please be sure to lock your car and place all valuables inside, as the Institute is NOT responsible for lost or stolen property. It is recommended that students leave all 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;

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

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

If the FAFSA application 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.

Should a student complete the program earlier than the estimated time-frame stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

**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 financial 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 in a NACCAS-approved program. 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 Esthetician and Intermediate Master Esthetician 600 Hour Courses:** 600 Hours per 900 Clock Hour academic year. PT-32 weeks FT-16 weeks | Evaluation Periods: 300 scheduled (possible) hours

**Comprehensive Master Esthetics 1200 Hour Course:** 900 Hours per 900 Clock Hour academic year PT-48 Weeks FT-24 weeks | Evaluation Periods: 450, 900, 1050 scheduled (possible) hours

**Instructor Internship 300 Hour Course:** 300 hours per 900 Clock Hour academic year PT-16 Weeks FT-8 Weeks | Evaluation Period: 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 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**Course:** Comprehensive Master Esthetics (Full time, 37.50 hrs/wk)-1200 Hours

**Maximum Time Frame-Weeks:** 37.5 Weeks (37 weeks, 3 days)

**Maximum Time Frame-Hours:** 1416 Hours

**Course:** Comprehensive Master Esthetics (Part time, 18.75 hrs/wk)- 1200 Hours

**Maximum Time Frame-Weeks:** 75 Weeks

**Maximum Time Frame-Hours:** 1416 Hours

**Course:** Basic Esthetician and Intermediate Master Esthetician ( Full time, 37.50 hrs/wk)- 600 Hours

**Maximum Time Frame-Weeks:** 18.75Weeks (18 weeks, 4 days)

**Maximum Time Frame-Hours:** 708 Hours

**Course:** Basic Esthetician and Intermediate Master Esthetician ( Part time, 18.75 hrs/wk)-600 Hours

**Maximum Time Frame-Weeks:** 37.5 Weeks

**Maximum Time Frame-Hours:** 708 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 time frame will be dropped from the program and expelled from the institute. Student's can re-enroll as a cash pay following the re-enrollment policy.

**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: Freshman, 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 Institute 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. 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 a student is unable to attend, it is imperative that the student lets the instructor know in advance, to make arrangements for any late homework to be submitted on time. Tests must be completed in class on the day set forth by the instructor. Any absence on test days must be pre-arranged with a student's instructor. Re-taking missed tests will not be permitted without prior arrangement or the Directors consent. In the event that a student has an emergency the day of the test, it is required to email or message the campus director through the portal or you will be unable to make up the theory test. Practical tests and Final Exams cannot be re-taken without the expressed consent of the Director. A student can only achieve a grade of up to 80% when re-taking a test.

**Academic Progress Evaluations:** The academic performance is evaluated on a cumulative basis.

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 scale under the grading procedures for each course.

**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 are notified of all evaluation results. Students will receive a hard-copy of failed evaluation results. Passing evaluations are available to view within each student's portal. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

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

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

**Leave of Absence, Course In-completes, Withdrawals:** Students who voluntarily take a leave of absence or 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 calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. As incomplete grades are allowed, the institutes policy is that all incomplete grades are given a zero and count against a student's overall grade point average. As repeat courses are allowed, the institutes policy is that a student cannot earn a grade higher than 80% on test retakes and a student will only receive half credit on assignments. As course withdrawals are allowed the institutes policy is that once a student has withdrawn, all assignments and class grades after the last date of attendance do not go against a student's overall grade point average and will not affect a student's progress. If a withdrawn student wishes to re-enroll in the same program, the student will return in the same satisfactory academic progress status as at the time of withdrawal as mentioned above.

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



**Noncredit & Remedial Courses:** 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 student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**Outside Transfer:** Students applying to transfer to Skin Science Institute 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 may accept all or any part of the hours accrued at the students' former school as applicable towards the Institute. Transfer students will be placed into their program of study based upon the number of hours accepted by the Institute. 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 the appropriate class.

**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 the student's 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 last day attended will be used for the R2T4. In the event that a student never attended and received financial aid the student will be required to repay all of the aid received, including any state funds.

Returns to Title IV Funds is as follows:

- 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.
- 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.
- 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
  5. Complete withdrawal calculation to determine how much is to be retained or returned to Department of Education. After this step the institute will then calculate what is still owed in tuition by using the refund policy.

**Unofficial Withdrawal:** occurs when Skin Science Institute has not received notice by email or in person from the student that indicates their request to withdraw. For example, if a student misses 14 consecutive days of attendance without communicating or responding to Institute staff, the student will be considered unofficially withdrawn from the Institute. The Last Date of Attendance is then considered the withdrawal Date and the 14th day thereafter. The LDA is then considered the Date of Determination for Title IV purposes.

**Official Withdrawal:** occurs when Skin Science Institute receives notification by email or in person of a student's intent to no longer attend the Institute. The Institute will consider that a student did not begin the withdrawal process or otherwise notify the Institute of the intent to withdraw due to illness, accident, grievous personal loss, etc. The withdrawal date is considered the Last Date of Attendance.

The Determination date is the date the student sent notification or expressed intent to withdraw. Once a R2T4 is processed and approved, any unearned funds that are required to be returned to the student are then refunded by check on the following Friday of that same week, no later than 14 days from when the approved R2T4 is calculated. In cases where the R2T4 calculation result exceeds the school's portion, the student will be required to pay those funds back. Students will be responsible to set up payment arrangements within 30 days from when the R2T4 was approved.

**Student Attendance:** The maximum time frame a student has to complete the program is 118% 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 Institute 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 6 days, an additional instructional charge of \$150 per day will be assessed and the student will have up to the 118% maximum time frame 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. Skin Science 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 in-completes, 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.

Having good attendance is the most important step to take in order to take full advantage of the Institution's training program and have the highest level of education upon graduating. However, in the event that an absence may occur a student will need to review the following steps beforehand to evaluate circumstances and have a better understanding of the consequences of missing any hours during on-site training.

- Students must arrange makeup hours through the Campus Director. In order to receive credit for makeup hours, students must complete the appropriate forms and will be scheduled in the student spa, assigned to sit in class, complete an approved project or assignment or participate in trades.
- When students are making up hours, they are required to do so during normal business hours during times they are not contracted to be on site. Furthermore, students making up hours must stay for an entire class block. Students will be required to follow the lunch break policy if on-site for full time hours. Arriving late or leaving early is not permitted unless approved by the Director. Please refer to the schedule on page 5 for approved class times.
- Students are allowed to make up 15 hours per block (300 hour period) for excused absences. A student will be charged for hours to makeup unexcused absences or additional hours over the limit at the tuition rate per hour.
- Students have the ability to submit up to 8 approved projects or assignments in total, 4 of which are required to be a project. After a student reaches 8 in total, makeup hours can only be completed on-site.
- Students can makeup hours on-site during scheduled makeup days by signing up through the sign-up sheet and confirming approval through the campus director.
- Students completing the 300 hour Instructor Internship will be allotted the 15 hours of makeup hours in total. If a student surpasses this limit, the student's enrollment will be terminated. This program is tuition free and is for students who obtain honor student status.

Make-up work for missed school assignments will be given half-credit unless prior approval has been obtained in writing from the 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.

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

**Requirements for Graduation & Diploma:** Graduation requirements apply to all programs offered at Skin Science Institute. 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 80% average on all

school assignments including homework and tests. Students will not qualify for certification or graduation if this percentage is not met. Make-up work for missed school assignments will be given half-credit unless prior approval has been obtained in writing from the instructor. Practical tests cannot be made up. The Skin Science Institute reserves the right to withhold an official Skin Science Institute 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. Upon completion and all applicable requirements, students will receive a certificate of completion from the Skin Science Institute.

**Alumni Association:** Members of the Skin Science Institute Alumni association, will be able to keep in touch with top skin care professionals all over the country. Members have the opportunity of conveniently networking with other graduates of Skin Science Institute through alumni social media pages. Keep up with current trends in skin care, get input from other professionals about dealing with everyday industry concerns; discuss favorite products and treatment protocols. This fun and valuable service is available to anyone that has completed a Skin Science Institute course of study.

In addition to being able to keep in touch with other top professionals, the Alumni Association also provides 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. Alumni will have the opportunity to enjoy continued discounts on products and services at the Institute. Services will be discounted 25% for all menu services. Products can be purchased from the retail area for 25% off the list price. Discounts cannot be combined with any other deals.

**Distance Learning:** Skin Science Institute offers distance education as a method of delivery. The Institute's policy follows all local, state and federal laws and regulations and NACCAS Standards and Criteria. The policy in place includes the following:

- Interaction with the instructor is validated by measurable participation through clock hours in the academic programs;
- All assessments used for calculating a student's GPA is executed while the student is physically on campus;
- The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of scheduled class day as outlined in the enrollment agreement;
- All transcripts or other documents, (official or unofficial) listing academic attainment received identifies the distant education component; and
- Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be kept in the student file.

**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 Institute Honors Certificate affording them the right to attend Skin Science Institute 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.

To be eligible for the Instructor Internship or Med Spa Internship a student must maintain Honor student status at every SAP, with no written warnings. To be considered for the Med Spa Internship a student must do well in the following areas:

- Retail sales and re-booking
- Proficient in sanitation assignments, classroom work and spa duties
- Professional and respectful appearance and attitude

Please refer to the Med Spa Internship application and contract for more information.

**Employment Assistance & Job Placement:** The Skin Science Institute 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](http://www.skincareinstitute.com) where employers can post job openings as they become available. Skin Science Institute does not guarantee employment for any student but assists with professional appearance guidelines and job referral.

**Temporary and Official Withdrawal:** Students wishing to temporarily withdraw for any reason will be required to drop from the program and re-apply when seeking re-admittance. 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.

**Termination:** Grounds for termination include: policy violations (Please see Written Warnings and Mentoring on page 33 and Disciplinary Action and Violation Policy on page 45 of the student catalog); Misconduct towards Institute staff (Please see page 34 of the student catalog); low attendance and academics (Please see Satisfactory Academic Progress Policy on page 36 of student catalog); Students failing to communicate or respond to Institute staff regarding a period of absence longer than 14 consecutive days. Institute policy on Expulsion and Re-enrollment will apply.

**Leave of Absence:** Skin Science Institute 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 expectation that the student will return from the LOA. Students that qualify for the LOA will also need to provide a doctor's 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. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. 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 student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period will be documented by making changes to an enrollment agreement addendum and having said changes signed by all parties. If the student has failed to return by the approved return date or within 180 days, part or all of the student's grace period for their loans will be exhausted and refund policy will apply. The withdrawal date, for the purpose of calculating a refund, is always the student's last day of attendance.

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. The institution may not assess the student any additional institutional charges as a result of the LOA.

**Change of Status:** A change of status occurs anytime a contract addendum is needed. Such as changes in a student's schedule, program or campus. Students requesting any change of status must meet with the campus director first. A meeting will then be scheduled with the financial aid advisor, if applicable.

**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. Students must have approval by both the Campus Director and Financial Aid Director. Approval is based on circumstances and financial aid status.

**Change of Program:** Skin Science Institute DOES NOT allow students to change programs unless the below circumstances apply:

- A student requests to change their program from the Comprehensive Master Esthetics 1200 hour Program to the Basic Esthetician 600 hour Program within the first week of the contracted start date.
  - A student requests to upgrade from the Basic Esthetician 600 hour program to the Comprehensive Master Esthetics 1200 Hour Program before reaching 300 scheduled hours.
- In order for the above circumstances to be approved the following policies will apply:
- The \$500.00 change of program fee has been paid
  - The 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.

**Change of Campus:** Skin Science Institute does allow students to transfer to the other campus location. A fee of \$500.00 is required.

**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 Institute 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.

Students that re-enroll at Skin Science Institute 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.

**Refund Policy:** For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. 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 contract. In this case, all monies 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, except the registration fee of \$50.
  - 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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - 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.
1. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

2. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rated refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rated refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

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

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.

## Additional Policies

**Sexual Harassment:** In the interest of providing all students, staff and clients with a professional and comfortable environment, Skin Science Institute maintains a strict policy on sexual harassment. Sexual harassment violates federal civil rights laws and Institute nondiscrimination policy. Skin Science Institute 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 all 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. See written warnings and mentoring.

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, trade shows 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 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, situations may arise that cause concern or frustration to students. Skin Science Institute 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 to resolve the issue.
2. If a student does not feel satisfactory resolution, they may then utilize the second step for student complaint or concern resolution: Meet with Campus Director-In order to meet students' needs and address concerns they can email the campus director to book a time to meet and resolve issues. The complaint is logged along with the response or action taken to resolve the issue.
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. 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. The form will be logged along with the response or action taken to resolve the issue.
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  
3015 Colvin Street  
Alexandria, VA 22314  
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 Institute 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 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. 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.

**FERPA:** 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 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 Institute 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 Hot-line: 800.897.5465

Rape Recovery Center: 801.467.7273

Suicide Prevention Hot-line: CALL OR TEXT 988 OR VISIT 988lifeline.org

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.**





[www.SkinScienceInstitute.com](http://www.SkinScienceInstitute.com)