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## ***General Information***

### ***Introduction***

G. Skin & Beauty Institute proudly welcomes you to a personally and economically fulfilling career.

In the field of beauty, you are limited only by your own talent and ambitions.

G. Skin & Beauty Institute will help you build a solid foundation of knowledge. Our curriculum enables you to master the basic concepts, while it also lets in on the creative secrets of the professionals. Our many classes in advanced techniques get you ready to embark on a new future with confidence. G. Skin & Beauty Institute is licensed by the State of Nevada, 1785 E. Sahara Avenue, Suite 255, Las Vegas, Nevada, 89104, (702) 486-6542. G. Skin & Beauty Institute is a branch campus of Hair Professionals Academy, 825 B Village Quarter Road, West Dundee, IL 60118, (847)836-5900. G. Skin & Beauty Institute is also accredited by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, (703) 600-7600.

### ***Mission Statement***

G. Skin & Beauty Institute, together with our highly skilled staff of instructors, and the management team are dedicated to EXCELLENCE in education. We continually strive to be the best for and with our students. G. Skin & Beauty Institute cares about our students!

Each student, after completing their course of training in cosmetology arts and science, esthetics or nail technology, will be able to successfully demonstrate and easily perform job entry skills in all required subjects. He/She will take and pass a final school examination in both theoretical and practical skills, and qualify for the state examination to obtain a Nevada license, if applicable.

### ***Statement of Non-Discrimination***

G. Skin & Beauty Institute, in its admission, instruction, and graduation policies, does not discriminate on basis of age, race, sex, color, religion, financial status, ethnic origin, or residence for any reason.

### ***Student Services***

1. Admission Representatives: Aids students in enrollment, selecting schedule of attendance and suitable financial arrangements.
2. Instructional Staff: Aids in improving students' learning skills, preparing for examinations and establishing working relationships with other students, customers, and staff.
3. Academic Support Services: Staff is fully trained to aid individuals needing extra help with academic hands-on instruction. Extra time is spent with individuals needing help.
4. Secretary: Aids students in daily attendance records, financial records, and job placement.
5. Housing: Students must arrange for their own off-campus housing.
6. Parking: Off-street parking is available close to the school.
7. Advising: Students are advised regarding their training and career at checkpoint periods. Our staff is available for advising at any time during a student's training, as need arises.
8. Employment Assistance: Every effort is extended to aid our graduating students, as well as our past graduates in finding suitable employment. Current job listings are made available on an ongoing basis. Classes in job seeking skills are offered as part of the curriculum. We do not, however, guarantee employment.

### ***Interruption in Training/ Leave of Absence Policy***

G. Skin & Beauty Institute does not grant a Leave of Absence for any reason. Any students who need or must drop, may reenroll by applying for admission through the Admission Office. There is a \$100.00 admission fee to reenroll. Be aware that interrupting the program will have an effect on your Financial Aid Benefits.

### ***Transcript Fees/ Class Schedule Change/ Instruction Beyond Expiration Date/ Replacement Swipe Card Fees***

A \$20.00 fee for transfer and transcripts of records will be charged to the student, for any transfer out of the school to another school, other than those listed in this catalog.

A \$40.00 class schedule change fee will be charged to the student for a change from one schedule to a different class schedule. This fee is payable in full prior to the change.

An additional fee, \$12.00 per hour, is charged for each hour of training, instruction, and/or examination which is beyond the stated graduation date. In this circumstance, it is understood that the student must execute a new agreement, supplemental to the original Enrollment Agreement and payment of this Supplemental Agreement will be arranged at that time. This applies to all programs.

A \$10.00 fee will be charged to the student who needs a replacement swipe card for any reason.

### ***Student Time Clock Procedure***

Each student is given a swipe card to swipe in and out from the school's time clock. This card is the ONLY legal way that will accumulate hours while you are here. It is against STATE LAW to swipe in or out for anyway else! Students found doing this may be suspended.

To replace a lost, forgotten, or demagnetized card, the cost is \$10.00.

Remember to be responsible about your hours, we WANT you to graduate by your assigned graduation date.

### ***Student's Financial Responsibility***

It is understood that it is the STUDENT'S RESPONSIBILITY to ensure that the school is paid in full by the scheduled graduation date. The STUDENT has the sole responsibility to ensure that their financial aid has been processed in a timely manner or that their scheduled monthly payments are made prior to graduating. It is the STUDENT'S responsibility to ensure that they are maintaining satisfactory progress to that the financial aid funds can be disbursed on time.

If a student shall terminate his/her enrollment at G Skin & Beauty Institute, refunds will be made in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loan
- Pell Grant
- SLM Career Training Loan
- Student payments

### ***Advising***

Students who need extra help with written or practical work, or who just need a sympathetic ear, can rely on our caring staff. Our School Manager and teachers are readily available and willing to help anyone who indicates that they could use help.

### ***Course Formats***

All courses are taught in English.

## ***Satisfactory Academic Progress Policy***

Satisfactory progress applies to all students.

***Definition:***

At G Skin and Beauty Institute, satisfactory progress is defined by the following criteria:

1. A cumulative minimum grade average of 75%
2. A cumulative minimum attendance average of 66.67% of all scheduled class time

In order to be considered making satisfactory academic progress, he or she must meet both the attendance and academic minimum standards above on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

***Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.***

***Academic Progress:***

***Grading Scale***

Students are evaluated in the following areas: Theory, Practical, and Laboratory (Clinic)

The following grading system is used:

92 – 100	A	Above Average
84 – 91	B	Average
75– 83	C	Passing
Below 75	F	Failing

***Related Theory***

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

***Practical Work***

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

***Determination of Progress:***

Consultation with a school official will be scheduled. The student's performance is thoroughly evaluated at the following scheduled hour points:

For Cosmetology Students:

450	900	1350	1800
Actual	Actual	Actual	Actual
Hours	Hours	Hours	Hours

For Esthetics Students:

450	900
Actual	Actual
Hours	Hours

For Nail Technology Students:

300 Actual Hours	600 Actual Hours
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For Students enrolled in the 1000 Clock Hour Student Teacher Program:

500 Actual Hours	1000 Actual Hours
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For Students enrolled in the 500 Clock Hour Student Teacher Program:

250 Actual Hours	500 Actual Hours
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Students meeting requirements at the end of each checkpoint/payment period review point will be considered making Satisfactory Academic Progress until the end of the next scheduled checkpoint/payment review period.

***Financial Aid Warning:***

Students failing to meet the requirements set for satisfactory attendance or academic progress at the end of any checkpoint/payment period will be placed on Financial Aid Warning until the end of the next checkpoint/payment period or until re-establishing Satisfactory Progress, whichever comes first. During the Financial Aid Warning period, students are considered to be making Satisfactory Academic Progress and students who are receiving Title IV funds will continue to be funded. If the student is meeting the minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress.

If at the end of the Financial Aid Warning period or at the end of the next checkpoint/payment period, the student has not satisfied the specified standards in the criteria above, the student will be considered not meeting the school's Satisfactory Academic Progress standards and placed on Financial Aid Probation. Any financial aid disbursements will be withheld and will not be forthcoming unless the student appeals the Financial Aid Probation and wins the appeal.

Failure of student to satisfy the specified requirements to remove himself or herself from Financial Aid Warning by the next scheduled checkpoint/payment period review may result in expulsion from school.

Upon reenrolling, any student will have the same status as when they left and must meet Satisfactory Academic Progress Standards by the next checkpoint.

***Reestablishment of Status:***

To remove himself or herself from Financial Aid Warning, the student shall establish a minimum cumulative attendance average of 66.67% of all scheduled class time and shall commence to improve his or her grades such that by the next scheduled checkpoint he or she will establish a cumulative minimum grade average of 75%.

***Incompletes, Withdrawals, Repetitions, Remedial Work***

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making Satisfactory Academic Progress
2. The time needed to make up and complete course work is within the program time frame.

***Reinstatement of Financial Aid Responsibility:***

Students in which it was determined to not be making Satisfactory Academic Progress may re-establish Satisfactory Academic Progress by increasing their cumulative grade point average to 75% by making up exams, projects, or assignments, AND increasing cumulative attendance to 66.67%. In cases of mitigating circumstances, special arrangements may be made with the school officials. These will be handled on an individual basis.

***Enrollment in New Program:***

Students who withdraw from one program and enroll in a new program at the same school would not have the previous grades and attendance earned in the previous program count toward Satisfactory Academic Progress standards in the new program.

***Maximum Time Frame***

To remain eligible for Federal Funds, students must complete their program within one and one-half times the course length according to their scheduled completion times. Course length is defined as the period of time required to complete the course based upon the enrollment status and allowing for no absences.

***Appeals***

A student must earn the minimum number of required hours and maintain the minimum required grade point average to be maintaining Satisfactory Academic Progress. However, if the student falls below the expected minimum grade point average, because of mitigating circumstances (student or immediate family member becomes very ill or severely injured or a member of their immediate family dies), he or she may appeal by explaining, in writing, the mitigating circumstances to the school administration within 14 days of notification that he/she is not maintaining satisfactory progress. The student will be notified in writing of the school administration's decision. If the student's appeal is successful, financial aid eligibility will be restored (on a Financial Aid Probation basis) for one payment period, upon conclusion of which the student must have achieved the required minimum. An appeal will not be granted if it would be mathematically impossible for the student to achieve the required grade or attendance level by the end of the probation period.



If the school is permanently closed and no longer offering instruction after a student/applicant has enrolled, the student shall be entitled in accordance with law to either a prorata refund of tuition or shall be entitled to participate in the school's teach-out program.

If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

### ***Return of Unearned Title IV Funds***

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they are enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Stafford, or PLUS Loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs,

and,

- b) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 605 of any payment period or period of enrollment.

Payment periods are defined as a fixed number of clock hours.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or a period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the US Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

# RETURN OF UNEARNED TITLE IV FUNDS CALCULATION FORM

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Withdrawal Date: 6/13/2008 Date Institution Determined Student Withdrew: 6/27/2008

## Step 1 Eligible Title IV Payments for Payment Period or Period of Enrollment

	Eligible Disbursed	Eligible Undisbursed		Eligible Disbursed	Eligible Undisbursed
1. FFEL Unsubsidized Stafford			6. FFEL Plus		
2. FFEL Subsidized Stafford			7. FOSL Plus		
3. FOSL Unsubsidized Stafford			8. Federal Pell Grant		
4. FDSL Subsidized Stafford	\$ 1,733.00		9. Federal SEOG		
5. Federal Perkins Loan			10. Other Title IV Aid		
<b>I. Total Eligible Title IV Aid Disbursed:</b>				<b>\$ 1,733.00</b>	
<b>II. Total Eligible Title IV Aid Undisbursed:</b>					

## Step 2 Determination of Percentages Earned & Unearned

<i>Institutions Required to Take Attendance</i>	<i>Institutions Not Required to Take Attendance</i>
A. Clock hours scheduled to be completed in the payment period as of withdrawal date	A. Beginning date of payment period or period of enrollment:
200	B. Ending date of payment period or period of enrollment:
B. Total clock hours / calendar days in payment period or period of enrollment	C. Number of calendar days elapsed as of withdrawal date:
450	D. Number of calendar days in period:
C. Percentage of period completed: (Line A / Line B x 100)	E. Percentage of period completed: ( Line C / Line D x 100)
44.4%	If Line E is <i>greater</i> than 60%, stop here. All aid disbursed has been earned.
D. Percentage of period not completed (100% - Line C)	F. Percentage of period completed: (Enter value from Line E)
55.6%	G. Percentage of period not completed: (100% - Line F)

## Step 3 Determination of Title IV Funds Earned

G. Total Eligible Title IV Aid: (From Step 1, Line I + II)	\$ 1,733.00	K. Title IV Aid Amount Earned: (Line H x Line J)	\$ 769
H. Percentage of period completed: (From Step 2, Line F)	44.4%		

**Step 4. Determination of Title IV Funds to be Disbursed or Returned**

L. Total Title IV Aid Earned by Student: (Step 3, Line K) \$ 769

M. Total Title IV Aid Actually Disbursed: (Step 1, Line I) \$ 1,733.00

N. Additional Amount to be Disbursed (if positive), or Amount to be Returned (if negative) \$ (964)

**Proceed to Step 5 Only if Step 4 Results in an Amount to be Returned**

**Step 5 Determination of Amount to be Returned by Institution**

O. Institutional Charges for Payment or Period of Enrollment: (Must be the actual incurred charges for the period, or the greater of the prorated charges or Title IV aid originally retained by school) \$ 5,274.00

\$ 5,274.00 \$ 1,733.00

P. Percentage of period not completed: (Step 2, Line G) 55.6%

Q. Institutional Charges Unearned: (Line O x Line P) \$ 2,932.00

R. Amount to be Returned by Institution: (Lesser of Line Q or Line N) \$ 964.00

R1. Amount to Be Returned to Loan Programs: (Not to Exceed Total Loans Disbursed) \$ 964.00 Sub.

R2. Amount to be Returned to Grant Programs: (Line R - R1)

**Step 6 Determination of Amount to be Returned by Student**

S. Title IV Aid to be Returned: (Step 4, Line N)

T. Amount to be Returned by Institution: (Step 5, Line R)

U. Amount to be Returned by Student: (Line S - Line T)

U1. Amount to be Returned to Loan Programs (Not to Exceed Loans Disbursed - Line R1) (To be repaid under loan terms)

U2. Amount to be Returned to Grant Programs: [(Line U - Line U1) x 50%] (To be repaid within 45 days) Unless repayment agreement exists

Start Date: 4/8/2008  
 Drop Date: 6/27/2008  
 Last Date Attended: 6/13/2008  
 Hours Should Have Completed: 200  
 Actual Hours Attended: 67.25

Costs:  
 Supplemental: \$0.00  
 Enrollment Fee: \$100.00  
 Kit: \$1080.00  
 Tuition: \$16400.00

**REFUND POLICY**

PERCENTAGE OF ELAPSED ENROLLMENT TIME AT NOTICE OF CANCELLATION COMPARED TO TOTAL TIME OF COURSE	PERCENTAGE OF TUITION AND OTHER INSTRUCTIONAL CHARGED WHICH MAY RETAIN
Notice of Cancellation given with 5 days after date of enrollment or if school cancels a course regardless of whether or not instruction in the course has begun	0%
Notice of Cancellation given after the fifth day following enrollment but before completion of the student's first day of class attendance	Application-registration fee (May not exceed \$100.00) and the cost of books or materials which have been provided by the school and retained by the student
.01% to 4.9%	10% of tuition or \$300 whichever is less*
5.0% to 9.9%	30% of tuition*
10% to 14.9%	40% of tuition*
15% to 24.9%	45% of tuition*
25% to 49.9%	70% of tuition*
50% and over	100% of tuition*

Number of hours that should have been completed: 200 Divided by hours in program: 1500  
 Equals 13.3% enrollment time or 40.0% Tuition Retained

Total Tuition: \$16400.00 X 40.0%= \$6560.00 Amount Retained

Charges:  
 Enrollment Fee: \$100.00  
 Tool Kit \$1080.00  
 Tuition Retained: \$6560.00  
 Refunds to Student:  
 Termination Fee:  
 Other: Supplemental:

Credits:  
 Payment by Student: \$100.00  
 Payments from Pell:  
 Payments from Student Loan: \$769.00  
 Payment – Other:

TOTAL EXPENSE: \$7740.00

TOTAL PAYMENTS: \$869.00

Difference is a shortage on the account of:  
 \$6871.00

## *Code of Professional Conduct*

Professional Conduct is only the level of conduct we expect from our students. A professional does not arrive 15 minutes late. He/She is constantly taking time to follow rules of good grooming and proper sanitation. The following rules are important:

1. Cosmetology students are to wear clean the provided Redken tee shirt with black pants that the enrolling student purchases. Black skirts, shorts, or jeans are not allowed. Cosmetology students may wear a plain, black tee shirt if their Redken tee shirt is not available to them to wear. Esthetics students must wear scrubs that are purchased by the student. Additional Redken tee shirts are available for purchase. Remember, complete uniforms are not provided by the school and should be bought by the enrolling student.
2. Cosmetology students are required to accumulate 250 hours of theory, esthetics students are required to accumulate 150 hours of theory, and manicuring students are required to accumulate 80 hours of theory. Any theory classes missed can be made up after (1800 hours for cosmetology students, 900 hours for esthetics students, and 600 hours for manicuring student) at the hourly rate then applicable for additional instruction time.
3. Any schedule other than the schedule shown on your Enrollment Agreement must be approved by the administrative office. Please submit a request of change, and the \$40.00 fee is required prior to any schedule change.
4. The student time clock is an important record of accrued academic clock hours. The student will be given a swipe card to be used every time hours should be computed. Swipe in upon arrive, out for lunch, in after lunch, and out at night. Students who forgot their cards must go and get them before any credit will be computed. If a student shall lose or demagnetize their time card, the cost of replacing is \$10.00.
5. All students must have a minimum of one-half hour of sanitation daily.
6. All students must have approved equipment and textbooks with them at all time. The school cannot be responsible if your property is stolen. We recommend that you mark all your equipment and also your personal belongings with your name. The students must provide their own lock for their locker when it is assigned.
7. No student is allowed to perform any services without a sales slip from the front desk. No student is allowed to transfer patrons without permission. All students pay student prices for beauty supplies used and services performed. The teacher's permission must be in writing on the sales slip. Students have the privilege of receiving any of our customer services at the posted student discounted rate.
8. No drugs or alcoholic beverages are allowed on the premises of any cosmetology/beauty school in the State of Nevada. Any student found in violation of this rule will be dismissed immediately.
9. Eating or drinking is permitted in the BREAK ROOM ONLY. Smoking is not permitted in the building. Smoking is permitted behind the building only.
10. Students absent, without notice, for a period of more than fourteen (14) consecutive calendar days will be dropped without further notice. Absences whether excused or unexcused, shall not reduce the number of hours of training required for licensing. If a student is tardy, the school will not deduct from, or add to, the student's officially recorded hours of attendance.
11. Personal effects left in the school and/or lockers after fifteen (15) days will be removed and the school assumes no responsibility for those items and they will be disposed of in any way convenient. Students who are dismissed or suspended have fifteen (15) days after receipt of a dismissal letter to remove personal effects before the items will be disposed in a convenient manner.
12. Any student found to be involved in stealing from another student or from the school will be dismissed immediately.
13. Any student guilty of willful destruction of school property, willful destruction of other students' or staff members' property will be dismissed immediately.

14. Any student in direct violation of an instructor's direction may be suspended from school immediately. Repeated violations may lead to expulsion. Any student who is disruptive to the school, class, or faculty, may be suspended from school, and/or may be expelled.
15. Any student who has committed the following: failure to attend classes on a regular basis; refusal to complete required classes and assigned work; breach of school's code of conduct, rules, and/or regulations; falsification of school and/or student records; cheating; adverse conduct and conditions that pose a direct threat (including bullying) to fellow students, clients, guests, and/or employees of G Skin & Beauty Institute; or failure to complete required financial obligations including cash payments to the school will be dismissed or suspended. Physical violence and threats of violence can result in immediate dismissal or suspension without previous warning.
16. Any student guilty of refusing a client ticket for services may be suspended from school immediately.
17. A cosmetology student cannot perform services on clients for more than seven (7) hours in a day.
18. Due to their disruptive nature, cellular phones are not permitted while in class or on the clinic floor. Cellular phones can be used while on break. If you are expecting an emergency call, let an instructor know.
19. Students who miss time may be permitted to make up some of those hours. Permission is given by the School Manager and certain criteria must be met before a student may stay and make up hours. A student cannot accelerate their hours over 100% attendance.
20. After completion of all theory tests, every esthetic student must be present in theory class until you reach 850 clock hours and retake any tests given to help review for the school boards and state board exams. For cosmetology students, you must remain present in theory class until you reach 1750 clock hours and retake any test given to help review for the senior written, school boards, and state board exams. For manicuring students, you must remain present in theory class until you reach 550 clock hours and retake any test given to help review for the school board and state board exams.
21. Your tuition must be paid promptly on the first day of the month in accordance with your contract. The school reserves the right to interrupt training whenever a student is behind in the payment of tuition. All tuition and personal charges must be paid in full prior to completing your hours. If not, you will not be eligible to file for the State Board Examination. If the last personal payment is made within thirty (30) days of the graduation date, it must be in the form of a money order, cashier's check, cash, or credit card. No personal checks will be accepted.
22. A test is given after each chapter or lesson of theory is completed. If you miss a test, a make up test will be offered. A student must have a passing grade of 75% or better in all subjects before becoming eligible to take the School Board Examination. You must have a grade of 75% or better on the written and practical School Board Examinations to be qualified for the State of Nevada Examination.
23. In order to be qualified for the State Board Examination, each cosmetology student must meet each of the following requirements: accrue 1800 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, complete all school examinations with a score of 75% or higher in theory, school final exams, and all school requirements and projects. Each esthetics student must meet each of the following requirements: accrue 900 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, complete all school examinations with a score of 75% or higher in theory, school final exams, and all school requirements and projects to be qualified for the State Board Examination. Each manicuring student must meet each of the following requirements: accrue 600 hours of documented, legal hours of training in the correct areas as required by the State of Nevada, complete all school examinations with a score of 75% or higher in theory, school final exams, and all school requirements and projects in order to be qualified for the State Board Examination. After all requirements are met, the student will receive a diploma, transcript, and Application for the State Board Examination. There will be a fee required by the Testing Service and a fee to the State of Nevada to process the license once the exam is passed with a 75% or higher score.
24. The school reserves the right to make any changes in the above rules and regulations at any time and all students will be notified of any changes immediately.

### ***Fee Waiver Policy***

Because of financial reasons, occasions may arise where a fee may need to be waived, in order for a student to attend school. Forms are available in the admissions office to apply for a waiver. Forms are then faxed to the Executive Office for approval. Approved Fee Waivers may be paid for in weekly installments, until paid in full.

### ***Privacy of Student Records Policy***

The following is the policy of G. Skin & Beauty Institute regarding the information contained in student files.

Parents or eligible students have a right to inspect and review all of the student's education records maintained by the school under the supervision of a G. Skin & Beauty Institute employee (school manager). The parent or eligible student must make a formal request to view these records and set an appointment to do so. They may not have copies of any of these records without the permission of the Executive Director. Copies of time cards, actual tests, or test answer sheets are never to be made. If the Executive Office approves of making the copies of the student's file, the cost will be \$.25 per page or \$5.00 whichever is less.

The school must have written permission from the parent or eligible student before releasing any information from a student's file. Each request must have its own release authorization from the student. However, the law allows the school to disclose without consent from the student to any of the following parties:

- School employees who have a need-to-know
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to the student
- Our accrediting organization, National Accrediting Commission of Cosmetology Arts and Sciences
- Individuals who have obtained court orders or subpoenas
- State and local authorities to who disclosure is required by state laws adopted before November 18, 1984

The school must give the student or parent a copy of this policy on request. If a request for information from an eligible group or individual is received via the telephone, the person receiving the request at the school must follow these procedures:

1. Fill out a Request for Student Information Form and inform the individual making the request that you will call them back with the information requested.
2. Obtain the required information from the student's file.
3. Call the individual making the request and verify that they are whom they say they are and that they are with whatever agency they claim to be with. NOTE: Never take a direct dial phone number, always ask for a phone number that goes through a switchboard operator.

Customers are prospective students and students who apply to attend G. Skin & Beauty Institute and receive private or government grants or loans to finance their education.

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

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll at G. Skin & Beauty Skin Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

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

Carol Westphal shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

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

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

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

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on October 1 of each year.

G. Skin & Beauty Institute shall only enter into servicing agreements with service providers who maintain appropriate safeguards for customers' nonpublic personal information.

### ***School Closings***

The school is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day. In case of the school closing due to extenuating circumstances, students must tune in to the local media, call (312) 222-SNOW, or check out online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com) to find out if the school has been closed. Students will also be notified of an occurring emergency via our emergency notification system.

### ***Method of Payment***

Enrollment Fee	Payable upon enrollment
Class Kit	Payable prior to the first day of attendance
Kit Items	Purchased separately, payable on the first day of attendance
Tuition	Monthly payment schedule is available

Financial aid checks are sent directly to the school, in the student's name. When monies come in, they are credited to the student's account for tuition, class kit, and fees. When the student's account is paid in full, any overpayments are refunded to the student. Class schedule, Student Time card, and Transcript Fees are paid prior to the change of schedule and the receipt of the new time card and/or transcript.

### ***Purchase of Additional Supplies***

The student is required to purchase his/her basic classroom books, equipment, and supplies before attending classes. The cost of any replacement items required by the student, such as supplies or equipment, deposits, and other miscellaneous charges, are not considered in the Enrollment Agreement. Such additional supplies are required to be purchased and maintained on hand by the student and when purchased at the school must be paid for, in full, by the student at the time of receipt of such supplies.

### ***Scholarships***

Scholarships are offered each school year to High School Seniors. Forms are made available in the High School Offices. Each student is required to complete the form, and write an essay on why they chose the Beauty Field. Also, guidance counselors must submit a critique sheet on each student. Scholarships are awarded for \$250.00 for Esthetics and \$500.00 for Cosmetology. The number of scholarships awarded will be determined annually by the number of applicants. Scholarship winners are selected on desire, ability to benefit from the program, and financial need.

All Scholarship monies are awarded towards tuition cost after the student has completed 1400 hours of cosmetology training, 600 hours of esthetics training, or 500 hours of manicuring training.

## *Cosmetology Course*

Cosmetology is one of the most dynamic and creative professions. The need for creative, well-trained designers is growing every day. If you enjoy working with people and are willing to devote the time and energy that is necessary for real success, then this career field will bring you personal satisfaction and success.

### *Admission Requirements*

1. Must have a High School Diploma or General Education Development Certificate (GED)

### *Admission Procedure*

1. Applicant will present copy/copies of most recent educational qualification, i.e. diploma, GED, high school transcript
2. Applicant will complete Enrollment Agreement prior to class starting date
3. Applicant will pay Application/Registration Fee

### *Curriculum*

**General Theory – 250 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: Cosmetology History; Personal Hygiene and Public Health; Professional Ethics; Electricity and Chemistry; Bacteriology; Sterilization and Sanitation; Chemistry; Anatomy; Hair and Scalp; Histology of the Skin; Braiding and Extensions; Haircutting; Hair Design; Hair Removal; Chemical Texture Services; Nail Structure and Growth; Communication; Life Skills; On the Job; Professional Image; Seeking Employment; Salon Business; Nevada State Law

**Practices, Procedures and Business Skills-1550 Hours** of a combination of Classroom Instruction and Clinical Application shall be provided into the following subject areas: Cutting-120 hours; thinning-15 hours; Shaping-15 hours; Trimming-15 hours; Blow-Drying-160 hours; Thermal Curling, Straightening, and Marcelling-100 hours; Permanent Waving-350 hours; Chemical Straightening-75 hours; Haircoloring, Bleaching, and Toning-300 hours; Hair and Scalp Treatments and Conditioning-20 hours; Shampooing, Toning, and Rinsing-25 hours; Wigs and Hairpieces-20 hours; Wet Hairdressing-60 hours; Skipwaving-15 hours; Fingerwaving-15 hours; Advanced Nail Techniques including extensions and wraps-25 hours; Manicuring-35 hours; Pedicuring-25 hours; Facials, Eyebrow Arching, Skin Treatments and Facials-60 hours; Make-Up Application-15 hours; Product Knowledge-30 hours; Tool and Equipment Use and Safety-15 hours; Reception Desk Practices-10 hours; Dispensary Practices-5 hours; and Salon Management Skills-25 hours

### *Graduation Requirements*

A diploma is issued to each student who has met the following requirements:

1. Completed 1800 hours of training
2. Maintained not less than an 75% average on all required written and practical examinations
3. Taken and pass a written and practical school board exam
4. Complete all practical requirements
5. Retired all financial obligations to the school

A student becomes eligible for the examination for a Nevada Cosmetology License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Nevada State Board of Cosmetology by the applicant when registering for this license. If a student does not complete the required 1800 hours of instruction and all other schooling requirements before the calculated completion date, any hours or tests missed can be made up at the current hourly rate.

## ***Grading Scale***

Students are evaluated in the following areas: theory, practical, and laboratory (clinic)

The following grade system is used:

92 – 100	A	Above Average
84 – 91	B	Average
75 – 83	C	Passing
Below 75	F	Failing

## ***Related Theory***

A minimum standard of 75% is established in each subject. Test are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## ***Practical Work***

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

## ***Employment Opportunities for Licensed Cosmetologists***

- ◆ Hairstylist
- ◆ Nail Technician
- ◆ Esthetician
- ◆ Haircolorist
- ◆ Make-Up Artist
- ◆ Beauty Consultant
- ◆ Cosmetology Instructor
- ◆ Trainer of Instructors
- ◆ Guest Artist
- ◆ Beauty Editor
- ◆ Product Promotion
- ◆ Guest Lecturer
- ◆ Salon Owner
- ◆ Distributor
- ◆ Beauty and Barber Supply
- ◆ Manufacturer Representative
- ◆ School Director
- ◆ Salon Manager
- ◆ Wig Stylist
- ◆ State Board Member

# *Esthetics Course*

## ***Admission Requirements***

1. Must have a High School Diploma or General Education Development Certificate (GED)

## ***Curriculum***

**General Theory – 200 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: History of Skin Care; Personal Hygiene and Public Health; Professional Ethics; Understanding the Uses of Electricity; Sterilization and Sanitation; Introduction to Skin Analysis; and Skin Care and Facial Treatments; Cells, Metabolism, and Body Systems; Bacteriology; Physiology and Histology of the Skin; Human Anatomy; Understanding Chemicals and their Use; Disorders of the Skin and Special Esthetics Procedures; Product Knowledge as it relates to esthetics; Salon/Spa Business; Communication; Professional Image; Career Planning; Nevada State Law-20 hours

**Practice and Procedures–650 Hours** a combination of Classroom Instruction and Clinical Application shall be a provided into the following subject areas: Skin Analysis-30 hours; Non-Therapeutic Massage of the body (including the face but excluding the scalp)-60 hours; cleansing the skin-15 hours; mask therapy and facial treatments-60 hours; Facial Packs-5 hours; facial treatments without the aid of machines-60 hours; electricity; machines and apparatus-10 hours; facial treatments with the aid of machines-90 hours; hair removal on the body and face-60 hours; professional make-up techniques-115 hours; Arching of the Eyebrows-15 hours; Tinting of the Eyelashes and Eyebrows-5 hours; Application of False Eyelashes-30 hours; Lightening of the hair on the body and face (excluding the scalp)-5 hours; Salon Business Skills-90 hours

**Sanitation, and Infection Control – 50 Hours**; sanitation – 45 hours; personal grooming and hygiene – 5 hours

## ***Graduation Requirements***

A diploma is issued to each student who has met the following requirements:

1. Completed 900 hours of training
2. Maintained not less than an 75% average on all required written and practical examinations
3. Taken and pass a written and practical school board exam
4. Complete all practical requirements
5. Retired all financial obligations to the school

A student becomes eligible for the examination for a Nevada Esthetician License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Nevada State Board of Cosmetology by the applicant when registering for this license. If a student does not complete the required 900 hours of instruction and all other schooling requirements before the calculated completion date, any hours or tests missed can be made up at the current hourly rate.

## ***Grading Scale***

Students are evaluated in the following areas: theory, practical, and laboratory (clinic)

The following grade system is used:

92 – 100	A	Above Average
84 – 91	B	Average
75 – 83	C	Passing
Below 75	F	Failing

***Related Theory***

A minimum standard of 75% is established in each subject. Test are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

***Practical Work***

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

***Employment Opportunities for Licensed Estheticians***

- Skin Care Specialist in a Spa
- Esthetics Instructor
- Guest Artist
- Product Promotion
- Manufacturer Representative
- School Owner
- Skin Care Specialist for a Physician
- Trainer for Instructors
- Beauty Editor
- Make-Up Artist
- Salon Owner
- Distributor

# *Nail Technology Course*

## ***Admission Requirements***

1. Must have a High School Diploma or General Education Development Certificate (GED)

## ***Curriculum***

**General Theory – 80 Hours** of Classroom Instruction in General Theory and Practical Application shall be provided into the following subject areas: History of Nail Care; Personal Hygiene and Public Health; Professional Ethics; Sterilization and Disinfection; Bacteriology; Disorders of the Nails; Cells, Metabolism, and Body Systems; Theory of Massage; Technical Application of Chemicals; OSHA Standards relating to the Material Safety Data Sheets on Chemicals; Understanding Chemicals and their Use; Nevada State Law-20 hours

**Practice and Procedures–470 Hours** a combination of Classroom Instruction and Clinical Application shall be a provided into the following subject areas: Manicuring-150 hours; Pedicuring-120 hours; Fabric Procedures, Gel Procedures, and Sculpting Procedures-125 hours; Machines or Apparatus used in Nail Technology-5 hours; Product Knowledge- 5 hours; Salon Business Skills-65 hours

**Sanitation, and Infection Control – 50 Hours:** sanitation – 45 hours; personal grooming and hygiene – 5 hours

## ***Graduation Requirements***

A diploma is issued to each student who has met the following requirements:

1. Completed 600 hours of training
2. Maintained not less than an 75% average on all required written and practical examinations
3. Taken and pass a written and practical school board exam
4. Complete all practical requirements
5. Retired all financial obligations to the school

A student becomes eligible for the examination for a Nevada Esthetician License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Nevada State Board of Cosmetology by the applicant when registering for this license. If a student does not complete the required 600 hours of instruction and all other schooling requirements before the calculated completion date, any hours or tests missed can be made up at the current hourly rate.

## ***Grading Scale***

Students are evaluated in the following areas: theory, practical, and laboratory (clinic)

The following grade system is used:

92 – 100	A	Above Average
84 – 91	B	Average
75 – 83	C	Passing
Below 75	F	Failing

## ***Related Theory***

A minimum standard of 75% is established in each subject. Test are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## ***Practical Work***

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

***Employment Opportunities for Licensed Nail Technicians***

- ◆ Manicurist
- ◆ Nail Technician
- ◆ Nail Instructor
- ◆ Beauty Supply
- ◆ Salon Manager
- ◆ Salon Owner
- ◆ Guest Artist
- ◆ Beauty Editor
- ◆ Product Promotion
- ◆ Guest Lecturer
- ◆ Distributor
- ◆ Manufacturer Representative
- ◆ School Director
- ◆ State Board Member

# ***Cosmetology- Student Teacher Training Course***

## ***Admission Requirements & Procedures***

1. Copy of High School Diploma or General Education Development Certificate (GED)
2. Copy of current Nevada Cosmetologist License
3. Personal interview with Director or Owner

***Tuition and Fees:*** See Class Start/ Tuition and Fees Page

## ***Curriculum – 1000 Hour Course***

500 Hours – Post Graduate School Training which includes all subjects in basic cosmetology

20 Hours – Educational Psychology (developing measurable objectives for performance

20 Hours – Nevada Law and Regulations

150 Hours – Application of Teaching Methods including lesson plan development; different types of learners; assessing learners; application of questioning and problem solving strategies

50 Hours – Teaching Principles (theory), communication skills, professional ethics, licensing requirements

260 Hours – Student Teaching (use of teaching aids, presentation skills, classroom management)

## ***500 Hour Course***

20 Hours – Educational Psychology (developing measurable objectives for performance

20 Hours – Nevada Law and Regulations

150 Hours – Application of Teaching Methods including lesson plan development; different types of learners; assessing learners; application of questioning and problem solving strategies

50 Hours – Teaching Principles (theory), communication skills, professional ethics, licensing requirements

260 Hours – Student Teaching (use of teaching aids, presentation skills, classroom management)

## ***Grading Scale***

Students are evaluated in the following areas: theory, practical, and laboratory (clinic)

The following grade system is used:

92 – 100	A	Above Average
84 – 91	B	Average
75 – 83	C	Below Average
Below 75	F	Failing

## ***Related Theory***

A minimum standard of 75% is established in each subject. Test are given after each chapter. If a student is retaking a failed test, the student receives a pass (75%) once the test is passed.

## ***Practical Work***

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

## ***Graduation Requirements***

A diploma is issued to each student who has met the following requirements:

1. Completed the required curriculum hours for the course
2. Maintained not less than an 75% average on all required written and practical examinations

3. Submit for approval all lesson plans prior to graduation
4. Retired all financial obligations to the school

A student becomes eligible for the examination for a Nevada Cosmetology Teacher License upon graduation. A fee is paid to the license testing service for the examination. After passing the State Examination a fee is paid to the Nevada State Board of Cosmetology by the applicant when registering for this license.

***Employment Opportunities for Instructors***

- ◆ Cosmetology Instructor
- ◆ Esthetics Instructor
- ◆ School Owner
- ◆ School Director
- ◆ Member of State Board
- ◆ Educator for a Product Company

## ***Transfer Students/Out of State Students***

This school accepts transfer students or out-of-state for a minimum of 450 hours of attendance for esthetic students and a minimum of 1200 hours of attendance for cosmetology students and a minimum of 350 hours of attendance for manicuring students, upon presentation of proper credit hours from their school and by approval of the Nevada State Board of Cosmetology. G Skin & Beauty Institute does not recruit students attending or admitted to another school offering a similar program of study.

### ***Admission Requirements & Procedures for Transfer Students/Out Of State Students***

1. Must have a High School Diploma or General Education Development certificate (GED)
2. Must present a copy of their transcript of hours at the previous school

### ***Tuition & Fees***

Student provides their own equipment and books through purchase of a new Esthetics or Cosmetology Kit or purchasing needed items separately. These are available at the school.

## ***Class Starts/ Tuition and Fees***

### ***2010 Class Starts***

January 11	
February 8 & 15	August 23 & 30
March 8 & 22	September 20
April 5 & 26	October 4 & 18
May 3 & 24 & 31	November 8 & 15
June 21 & 28	December 13
July 26	

### ***Tuition and Fees –Cosmetology Course***

Administration Fee	\$100.00
Basic Class Kit	\$1145+ tax
Tuition	\$18262.25

### ***Tuition and Fees – Esthetics Course***

Administration Fee	\$100.00
Basic Class Kit	\$386 + tax
Tuition	\$9699.36

### ***Tuition and Fees – Transfer Student***

Administration Fee	\$100.00
Basic Class Kit	*
Tuition	*

### ***Tuition and Fees – Nail Technology Student***

Administration Fee	\$100.00
Tuition	\$8400.00

### ***Tuition and Fees –Student Teaching Course***

Administration Fee	\$100.00
Basic Class Kit	\$300.00 + tax
Tuition	\$10000.00 -1000 Hours
	\$5000.00-500 Hours
	\$7500.00-750 hours

\*Student provides their own equipment and books through the purchase of a school kit or purchasing items separately. These items are available at the school. Tuition for any of the programs is determined upon presenting a sealed transcript to the Admissions Representative when transferring for the remaining hours that need to be completed.

### **Methods of Payment**

- Administration Fee – payable upon enrollment
- Class Kit – payable prior to the first day of enrollment
- Kit Items (purchased separately) – payable the first day of attendance
- Tuition – monthly payment schedule is available

### **Ownership, Administration, and Staff**

Hair Professionals Academy of Cosmetology dba G Skin and Beauty Institute is an Illinois Corporation, owned by Carol A. Westphal, President and Grant Westphal, Secretary. All decisions are made by the Administration Board, consisting of the President, the Secretary, the Director, and the School Manager. Our current staff consists of teachers (Ms. Saundra, Ms. Angie, Ms. Alicia, Ms. Katerina, Ms. Amanda, Ms. Mallory, Mr. Paul, Ms. Trista), admissions (Ms. Karen), and school secretary (Ms. Laura). If a student has any complaint, they may contact any Administration Board member, send the complaint to 11 E. Center, Sandwich, IL 60548, or email [hpastudent@aol.com](mailto:hpastudent@aol.com).

### **Facilities and Equipment**

G Skin-Beauty Institute offers large well-equipped classrooms, locker facilities, student lounge, and a fine laboratory (clinic) area for practical experience. Full use is made of audio-visual aids and supplemental library. The school occupies 5,000 square feet of floor space and meets all specific requirements as set forth by the Department of Professional Regulation of the State of Nevada.

### **School Hours**

Tuesday	9:00 am to 9:30 pm
Wednesday	9:00 am to 5:00 pm
Thursday	9:00 am to 9:30 pm
Friday	9:00 am to 5:00 pm
Saturday	8:00 am to 4:00 pm

### **Attendance Schedules**

Length and period to complete the required hours of training depends on the course and schedule selected to attend.

The schedule that is available and the hours of attendance are listed below:

<b>Cosmetology</b>	<b>Attendance Hours Per Week</b>	<b>Schedule of Attendance</b>
Full Time	30 Hours	Tues-Fri 9-5
Part Time	16 Hours	Tues-Fri 9-1
Part time	15.5	Tues & Thurs 5:30-9:30 & Sat 8-4
<b>Esthetics</b>		
Full Time	30 Hours	Tues-Fri 9-5
Part Time	22 Hours	Tues-Fri 9-3
<b>Manicuring</b>		
Full Time	30 Hours	Tues-Fri 9-5

***Cosmetology Classroom Books, Equipment, and Supplies***

Clips	Razor
Cutting Comb	2 inch ceramic round brush
Water Bottle	1 ½ inch ceramic round brush
Pintail Comb	Shampoo cape
Blow Dryer	Smock
¾ inch barrel	1 Male Manikin
Rectangle cushion brush	3 Female Manikins
1 Female Manikin	Rattail Comb
Kit Bag	Detangling Comb
Haircutting Shear	Practice Finger with Clamp
Name Tag for Bag	Pedicure Kit
	Milady's Standard Cosmetology Textbook
	Milady's Standard Cosmetology Workbook

Students may use a ziplock bag, plastic box, or any airtight container.

- ❖ If backordered, items will be substituted with an item of equal or greater value.

***Student Teacher***

Student teachers purchase a student kit from the school.

<b>Books</b>
Milady Standard Textbook of Cosmetology
Milady's Master Educator Textbook
Milady's Standard Hairdressing System Salon Skills

***Esthetics Course – Classroom Books, Equipment, and Supplies***

Tote Bag	Skin Care Kit
	Make Up Kit
Milady's Standard Esthetics Fundamentals Textbook	Extractor Tool
Milady's Standard Esthetics Fundamentals Workbook	

***Nail Technology Course***

Milady's Standard Esthetics Fundamentals Textbook	Milady's Standard Nail Technology Textbook
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