

# Catalog

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Bellus Academy  
The Academy of Beauty and Spa  
13266 Poway Road  
Poway, CA 92064  
858-748-1490

JE Boutique College  
1073 East Main Street  
El Cajon, CA 92021  
619-442-3407

Bay Vista College  
1520 East Plaza Blvd.  
National City, CA 91950  
619-474-6607

[www.bellusacademy.edu](http://www.bellusacademy.edu)  
or  
[www.sandiegobeautyacademy.com](http://www.sandiegobeautyacademy.com)

Revised 08-2010

Effective 01-01-2010 – 12-31-2010

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### ACCREDITATION

Accredited by:  
NATIONAL ACCREDITING COMMISSION  
OF COSMETOLOGY ARTS & SCIENCES (NACCAS)  
4401 Ford Ave., Suite 1300  
Alexandria, VA 22302  
703-600-7600

INTERNATIONAL THERAPY EXAMINATION COUNCIL (ITEC)  
2<sup>nd</sup> Floor Chiswick Gate  
598-608 Chiswick High Road  
London W4 5RT UK  
44 020 8994 4141

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### MEMBERSHIPS

- American Association of Cosmetology Schools (AACCS)
  - California Association of Private Postsecondary Schools (CAPPS)
    - National Cosmetology Association (NCA)
      - The Day Spa Association
      - International Spa Association
    - Associated Bodywork & Massage Professionals (ABMP)
  - National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)  
(approved as a continuing education provider under Category A)
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### APPROVALS

- Bureau for Private Postsecondary Education
  - California Board of Barbering and Cosmetology
    - Department of Veterans Affairs
      - Bureau of Indian Affairs
    - United States Department of Education
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### APPROVAL DISCLOSURE STATEMENT

*Bellus Academy, The Academy of Beauty and Spa*, 13266 Poway Rd., Poway, CA, 92064. Instruction is in residence with facility occupancy level accommodating 300 students at any one time. The following courses are approved:

Cosmetology	1600 hours	Esthetician 105	1450 hours
Cosmetology 102	1750 hours	Esthetician/Massage Tech.	850 hours
Cosmetology 103	1750 hours	Master Esthetics	600 hours
Cosmetology 104	1900 hours	Master Esthetics 102	750 hours
Advanced Cutting/Color Tech	150 hours	Massage Practitioner	250 hours
Esthetician	600 hours	Massage Therapy	700 hours
Esthetician 102	750 hours	Holistic Health Practitioner	1000 hours
Esthetician 103	1200 hours	Spa Nail Technician	600 hours
Esthetician 104	1350 hours	Makeup Artistry	150 hours

*JE Boutique College of Beauty*, 1073 E. Main St., El Cajon, CA, 92021. Instruction is in residence with facility occupancy level accommodating 130 students at any one time. The following courses are approved:

Cosmetology	1600 hours	Esthetician	600 hours
Cosmetology 102	1750 hours	Esthetician 102	750 hours
Cosmetology 103	1750 hours	Spa Nail Technician	600 hours
Cosmetology 104	1900 hours	Makeup Artistry	150 hours

*Bay Vista College of Beauty*, 1520 E. Plaza Blvd., National City, CA, 91950. Instruction is in residence with facility occupancy level accommodating 130 students at any one time. The following courses are approved:

Cosmetology	1600 hours	Cosmetology 104	1900 hours
Cosmetology 102	1750 hours	Spa Nail Technician	600 hours
Cosmetology 103	1750 hours	Makeup Artistry	150 hours

The institutions and their operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. These schools do have available, sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Available are the PELL Grant Program, SEOG Program, and student loan programs. The Board of Barbering and Cosmetology sets minimum standards for your program of study. The minimum number of class hours and the total class hours for each course, outlined in the Board's Rules & Regulations booklet, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916.574.7720, or the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 703 / 600-7600.

### **Approval to Operate**

Bellus Academy, JE Boutique College and Bay Vista College approvals to operate in the State of California are based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Under section 94802 (a) of CPPEA, by operation of law, Bellus Academy will be approved until December 1, 2012; JE Boutique College will be approved until June 1, 2012, and Bay Vista College will be approved until June 30, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.574.7774.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
P: 916.574.7720

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916.574.7720 (Toll-free telephone number not currently available) or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Bellus Academy, JE Boutique College and Bay Vista College have never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

### **SCHOOL LOCATIONS**

#### **BELLUS ACADEMY, THE ACADEMY OF BEAUTY AND SPA – 13266 POWAY ROAD, POWAY, CA 92064 - 858 / 748-1490**

Bellus Academy, The Academy of Beauty and Spa (Bellus Academy) is a large, spacious training facility. The physical area comprises approximately 20,000 square feet and includes clinic areas, classrooms, lunch room, reception area, facial and massage rooms, and offices.

#### **JE BOUTIQUE COLLEGE OF BEAUTY – 1073 EAST MAIN STREET, EL CAJON, CA 92021 - 619 / 442-3407**

JE Boutique College of Beauty is located in a large shopping center and occupies 6500 square feet and 1,000 square feet of annex classroom space. The school consists of classrooms, a large clinic area, receptionist area, offices, and student lunch room.

#### **BAY VISTA COLLEGE OF BEAUTY – 1520 E. PLAZA BOULEVARD, NATIONAL CITY, CA 91950 - 619 / 474-6607**

Bay Vista College of Beauty is a free-standing building located on the corner of Plaza Boulevard and Palm Avenue in National City. The college is 5700 square feet and consists of classrooms, a facial room, clinic area, student lunch room, reception area and offices.

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## ADMINISTRATION / FACULTY

JE Boutique College of Beauty and Bay Vista College of Beauty are incorporated under Beauty Boutique, Inc. Bellus Academy, The Academy of Beauty and Spa is incorporated under the Poway Academy of Hair Design. The chief officers are:

William D. Lynch, CEO

Lynelle Lynch, President

Administrative staff operates out of the Administrative Offices, located at the Bellus Academy campus.

### Administrative Staff

Vice President and General Manager – Bellus Academy	Jessica Wadley	General Manager – Bay Vista and Director of Cosmetology Education	Rafael Benitez
Vice President of Development	Catherine Swinscoe	General Manager – JE Boutique	
Artistic Director	Diego Raviglione	Director of Spa Programs	Joanne Berry
Compliance Director	Charlene Hengen	Community Relations Specialist	Ashlee Black
Accounting/Purchasing Manager	Annette Lane	Marketing Coordinator and Graphic Designer	Athena Johnston
HR/Accounting Assistant	Michael Lynch		

### JE Boutique College of Beauty

Instructional Staff	Trena Brown Victoria Hensgens	Kristina Cortez Kristie Robnett	Chauntell Falk-Miller Cindy Smith	Jason Frazier Denice Steichen Tamara Yusupoff
Financial Aid Director	Victoria Russ			
Admissions Director	Michael Ruther			
Placement Coordinator	Courtney Donadio			
Salon Coordinators	Summer Collins	Amanda Budd		
Building and Maintenance	Robert Bogstad			

### Bay Vista College of Beauty

Instructional Staff	Taressa Acasio Michelle Humble Khris Pool Tiffany Whorton	Toshua Cornwell Avelina Nears Trudy Reynolds Chandra Wood	Kristina Cortez Melinda Norwood Karla Uribe Amanda Yeargan	Olivia Hammil Latera Pugh Gena Watson Admin Assistant -
Financial Aid Director	Dune Trinn			Miriam Cortes
Admissions Director	Delia Rivas-Noriega			
Placement Coordinator	Cynthia Zavala			
Salon Coordinators	Kimberlynn Abueg	Emily Saucedo		
Building and Maintenance	Robert Bogstad			

### Bellus Academy, The Academy of Beauty and Spa

Instructional Staff	Joyce Alumbaugh Josh Cox Susan Flery Matthew Hom Ross McManus Angela Robertson Michele Von Entress	Roberta Archer Emily Dorsey Larissa Harbert Amber Kannarr Bryden Mogleston Sunny Sadowski	Joe Barbalaco Judy Edelman David Herrera Judy Kreitzer Bradley Quick Deborah Sellers	Jessica Bertheau Olga Filatova June Hill Jan Maxwell Lindsey Rice Tricia Sterling
Financial Aid Director	Jessica Ayres			
Financial Aid Officers	Rebecca Dominguez	Alex Alchimio	Admin Assistant -	Miriam Cortes
Admissions Directors	Wendy Floyd	Sarah Holmes	Admissions Staff -	Stephanie Birmingham
Career Services Manager	Courtney Donadio	Career Svcs. Asst.	Daniela Montelongo	
Salon Coordinators	Corinne Beaty	Sandra Medeiros	Kelly Straeter	Stephanie Swinscoe
Building and Maintenance	Robert Bogstad	Jesus Zavala		

## INSTRUCTOR QUALIFICATIONS

Instructional staff members possess current state licenses issued by the Board of Barbering and Cosmetology. In addition, all instructors possess a minimum of three years experience in the industry.

## SUBSTITUTES

Day and evening faculty alternate schedules to accommodate absences at any location.

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## **EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

Our mission and educational objectives of our training programs are:

1. To produce graduates who are successful and remain in careers in cosmetology arts and sciences, the massage field, and/or related fields and/or unrelated fields.
  2. To constantly update programs so graduates can remain competitive in their chosen field.
  3. To promote the continuing educational growth of the faculty, using current teaching methods and techniques.
  4. To prepare the student to successfully pass the state exam (when required) for entry level employment – or – to prepare the student to be successfully certified by the school (when state exam is not applicable).
  5. To provide advanced education.
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## **GENERAL INFORMATION**

### **NON-DISCRIMINATION POLICY**

This institution, in its admission, instruction and graduation policies, practices no discrimination on the basis of ethnic origin, color, age, race, creed, religion, sex, financial status or country or area of origin or residence.

### **RECORD RETENTION**

This institution maintains current records for a period of not less than five years at its principle place of business within the state of California. One of the recordkeeping requirements under the California Private Postsecondary Education Act of 2009 is that transcripts must be maintained indefinitely.

### **INSTRUCTIONAL LANGUAGE**

The schools are English-speaking facilities and all instruction is conducted in the English language. The schools do not offer English-as-a-second-language instruction.

### **STUDENT ADVISORY SERVICES**

Each school maintains an advisory service. It is recommended that any student who needs personal or educational advice, make an appointment with the office. No dormitories are available; however, careful attention and assistance are given to students to help them find satisfactory living quarters.

### **RECORD KEEPING**

Student practice and theory hours are recorded daily on individual practical operation sheets and are posted to the computer on a weekly basis. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Cumulative attendance hours are available for students to check weekly. Student progress reports are distributed at the time of the students' Satisfactory Academic Progress reporting hour mark for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

### **COMPLAINT PROCEDURE**

Persons seeking to file a complaint are advised to follow the procedure below:

1. Complainant must submit their concern to the school General Manager in writing.
2. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. All written complaints are responded to within 10 days.
3. In the event that the student finds it necessary to pursue the filing of the complaint to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916.574.7720 and/or the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS), 4401 Ford Ave., Ste. 1300, Alexandria, VA 22302, after his/her contact with the school. The complaint must be stated in writing.

### **REQUIREMENTS FOR ADMISSION**

Students are those who have a high school diploma, General Educational Development (GED) Certificate, OR who are beyond the age of compulsory attendance in the state of California (18 years of age), have a minimum 10<sup>th</sup> grade education, and have the ability to benefit from the training. The ability to benefit from the training will be determined by taking and passing an entrance examination, a personal interview, and any other criteria that might be appropriate on an individual basis. In addition to those students enrolling under the ability to benefit testing, all prospective enrollees must take and pass an entrance exam prior to class start.

### **CREDIT FOR PREVIOUS TRAINING / SOLICITATION OF STUDENTS**

Students who have had prior training outside the state of California must furnish proof of the number of hours of training to the Board of Barbering and Cosmetology and to the school. The Board will evaluate the training and assign the number of hours of credit to be granted, and then will notify the student. Students with prior training in the state of California must furnish proof of that training to the school they wish to re-enroll in. The school only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain school obligations have been satisfied. The school does not solicit students who are attending another school.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Bellus Academy, JE Boutique College or Bay Vista College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy, JE Boutique College or Bay Vista College is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bellus Academy, JE Boutique College or Bay Vista College to determine if your credits will transfer.

### **TRANSFER OR ARTICULATION AGREEMENTS**

This institution has not entered into any transfer or articulation agreements with any other college or university.

### **VETERAN'S POLICY STATEMENTS**

**Credit for prior credit and training for veterans and eligible programs, CFR 21.4253(d)(3).**

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified.

**Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2) and (d)(4).**

It is the policy of this institution that benefits will be terminated for individuals who are receiving Title 38 benefits who are on probation and whose grades and attendance averages remain less than satisfactory after 60 days for Cosmetology, Esthetician, Massage Therapy, Holistic Health Practitioner, Esthetician/Massage Practitioner, and 14 days for Manicuring and Massage Practitioner students. The veteran or eligible person will have his/her veteran's benefits discontinued and any further certification of veteran's benefits terminated.

**Reinstatement / Re-Enrollment Policy** – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, ROP, etc., who withdraws from school, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time.

### **GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, maintained a passing average in theory, have taken a Mock Board exam and paid their initial tuition costs. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

### **DIPLOMAS and CERTIFICATES**

Students are issued a Diploma upon completion of programs leading to State or National licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations. There is a \$25 fee for each request for a duplicate diploma or transcript.

### **REQUIREMENTS FOR STATE EXAMINATION**

Applicable students are eligible for examination given by the state, providing they have completed the selected course at a licensed school of Cosmetology, are seventeen years of age and have completed the 10<sup>th</sup> grade or equivalent.

### **COST OF EXAMINATION**

Each exam cost varies. Check with the school office for current costs. Passing a Cosmetology or related examination entitles the student graduate issuance of a license. Students must furnish their own model and pay their own traveling expenses. Cosmetology state examinations are conducted in Los Angeles and Fairfield. Students enrolled in massage programs that are 500 hours in length or greater, are eligible for a national test at the conclusion of their program.

### **INSTRUCTIONAL SCHEDULES**

The schools offer full time day and evening schedules as follows:

- Day Schedules
1. Tuesday through Friday, 9:00 a.m. – 2:30 p.m. & Saturday 8:30 a.m. – 5:00 p.m. Each student has a 30 minute lunch break when schedule exceeds 6 hours.
  2. Tuesday through Friday, 9:00 a.m. – 5:00 p.m. & Saturday 8:30 a.m. to 5:00 p.m. Each student has a 30

- minute lunch break when schedule exceeds 6 hours.
- 3. Monday through Friday, 9:00 a.m. – 3:00 p.m. – Spa Nail – Bellus;  
Tuesday through Saturday 9:00 a.m. – 3:30 p.m. – Spa Nail – Bay Vista  
Monday through Friday, 8:30 a.m. – 4:30 p.m. – Makeup – All Schools – Each student has a 30 minute lunch break when schedule exceeds 6 hours.
- 4. Tuesday through Friday 9:00 a.m. – 4:15 p.m. & Saturday 8:30 a.m. – 5:00 p.m. – New 35-hour program.  
Each student has a 30 minute lunch break when schedule exceeds 6 hours.  
(Saturday attendance is mandatory when schedule includes Saturday hours.)

- Night Schedules
- 1. Monday through Friday, 5:00 p.m. – 10:00 p.m. Each student has a 15 minute break.
  - 2. Monday through Friday, 5:30 p.m. – 10:30 p.m. (Bay Vista) Each student has a 15 minute break.

**RULES AND REGULATIONS / GENERAL**

- 1. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
- 2. The school is closed on the following days in 2010:
 

New Year's Day (01/01)	Memorial Day (05/31)	Fourth of July
Labor Day (09/06)	Thanksgiving (11/25)	Christmas (12/25)

 The school is closed on the following days in 2011:
 

New Year's Day (01/01)	Memorial Day (05/30)	Fourth of July
Labor Day (09/05)	Thanksgiving (11/24)	Christmas (12/25)
- 3. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress. Specific policies regarding absences are found in the school's Guidelines for Success issued to each student in their Enrollment packet and at Orientation.
- 4. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Unexcused tardiness is further discussed in the school's Guidelines for Success. Students not physically present in class, per their class start time, are considered tardy.
- 5. Makeup work will be assigned by way of oral, written, or practical assignment, depending on the judgment of the school as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements.
- 6. Food and beverages may only be consumed in the student lounge and are not permitted on the clinic floors or in classrooms. Smoking is not permitted except in designated areas.
- 7. The school does not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; stealing; willful destruction of school property; or refusal of clinic work; disobedience or disrespect towards another student, an administrator, a faculty member, or a staff member; unethical conduct in regard to cheating, plagiarism, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
- 8. The school has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the school including, but not limited to, threats of violence, possession and/or use of drugs, alcohol or weapons on school premises.
- 9. Detailed policies are outlined in the school's Guidelines for Success and other documents issued to the student prior to class start.
- 10. Violation of rules and regulations can result in probation, suspension, or termination/expulsion.

**STUDENT PRIVACY / RELEASE OF INFORMATION**

The school complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. It is the policy of the school to release information on students only when it is authorized by the student on the release of information form. In the event the student is a minor and is claimed as a dependent for tax purposes, the information is released to the parents. In all cases, when any record is being reviewed, a designated school representative will be present. Students (and/or authorized parent or guardian) are guaranteed the right to access their file by setting up an appointment with the administrative office. The school's accrediting agency (NACCAS), the state approval agency, & other governmental agencies (ex. IPEDS) automatically have the right of access to student records. The policy requires written consent for each request from third parties. The school does not release any information known as Directory Information.

**GRADING METHODS AND REPORTS**

The school maintains complete records on each student or graduate for reference, as required by law. All students receive a complete theory and practical test toward the end of the training program. This test simulates the actual state licensing exam procedure and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the state examination.

Each student is graded monthly on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

94% - 100%	=	A	=	Outstanding
87% - 93%	=	B	=	Above Average
80% - 86%	=	C	=	Average
75% - 79%	=	D	=	Below Average
Below 75%	=	F	=	Failing

Written progress reports are maintained by the school. These progress reports are distributed at the time of the students' Satisfactory Academic Progress reporting hour mark for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

### **SCHOOL UNIFORM**

Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:

- |                 |   |   |
|-----------------|---|---|
| Cosmetology     | - | Official school T-shirts (may be purchased prior to or on class start day); black slacks. |
| Massage Courses | - | Black Scrubs (set).   |
| Esthetician     | - | White school smocks; black slacks.  |

### **TARDINESS POLICY**

Day students have until 9:00 a.m. to clock in. Students arriving after 9:00 a.m. are considered tardy. Night students must clock in by 5:00 p.m. (5:30 p.m. for Bay Vista students). Night students who arrive after the designated time are considered tardy and not allowed to clock in. Tardy students are not allowed into theory classes and must either leave the building or remain in the student lounge until classes are over.

### **COMMUNITY PARTICIPATION**

The schools frequently participate in community events, educational field trips, salon visitations, extended training sessions in product knowledge and technical instruction, and various other extra-curricular activities. Students who have achieved a minimum of 90% in both attendance and academics are eligible to accompany the Community Relations Coordinator in representing the academies at these events.

### **EXTERNSHIP PROGRAMS**

Students who have achieved a minimum of 90% in both attendance and academics, have completed 60% of their course of study, and are current with their clinic operations have the opportunity to apply for the Externship Programs. These programs are designed to develop proactive partnerships between salons and spas, the school and our students. Externships provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Cosmetology Externship programs are currently available at Bellus Academy and are in limited availability at JE Boutique and Bay Vista campuses. Esthetician Externship programs are available at Bellus Academy.

### **MASTER ARTISTIC SASSOON CONNECTION**

The Master Artistic Sassoon Connection consists of quarterly classes held at Bellus Academy for Cosmetology students from all three Academies. These students will work closely with the Artistic Director to design their entries for the annual Sassoon Student Competition. Students with 90% GPA and 90% attendance are eligible to join these classes. Designs will be submitted to the Sassoon Student Competition, and any entries not selected by Sassoon will be evaluated by the training instructors and may be used in the Academies' quarterly collections.

### **CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Nail Technician, Esthetics or Massage. Your goals can guide you to a lifetime career working in a variety of professional job roles. Entry-level employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Makeup Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians, Massage Practitioners, Massage Therapists and Holistic Health Practitioners (HHP's) can seek positions in medical arenas, such as Med-Spas, Chiropractic offices, Dermatology offices and Cosmetic Surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include, but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, sound work ethic and confidence.

### **PLACEMENT ASSISTANCE**

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our schools work closely with salon owners and employers throughout the San Diego area so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resume' preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resume' preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the school and provide employment updates, and are always welcome to call for any information the school can assist with. Although the school works closely with its graduates through its extensive placement assistance program, the school cannot guarantee employment.

### **ALUMNI ASSOCIATION**

The Alumni Association supports the continued success of our licensed graduates by providing internationally acclaimed guest speakers, discounts on advanced education, discounts on professional products and equipment, development of a network of successful professionals, and providing extensive placement opportunities. Joining the Alumni Association keeps you informed of the latest events and trends in the industry.

## **CAREER TRAINING PROGRAMS**

Note: Some Programs are specific to certain Academies and/or campuses.  
Curriculum content and equipment is subject to review and change at any time.

### ***CURRICULUM: COSMETOLOGY***

The Cosmetology course of instruction consists of 1600 hours. The first portion of the training is devoted to classroom workshops, where you learn principles, technical information and professional practices. The remaining hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements. In addition, the Cosmetology curriculum *at Bellus Academy only* is offered as a Sassoon Academy Connection Member School, including The ABC | Cutting Hair the Sassoon Way.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations: Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	15	
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials: Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.	25	40

Eyebrow Beautification and Make-up:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.		

*Manicuring and Pedicuring – 100*

Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		

Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: COSMETOLOGY 102**

The Cosmetology 102 course of instruction consists of 1750 hours. Generally, the first 150 hours are applied to extensive studies in the art of makeup application utilizing the Makeup Designory (MUD) curriculum. The Makeup Artistry portion of the program is followed by Phase I & II, classroom workshops, where principles, technical information and professional practices are learned. The remaining hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements. The Cosmetology curriculum *at Bellus Academy only* is offered as a Sassoon Academy Connection Member School, including The ABC | Cutting Hair the Sassoon Way.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Makeup Artistry – 150 Hours</i>		
A. Skin Analysis/Color Analysis		
B. Base		
C. Corrective Makeup		
D. Eyebrow Artistry		
E. Eye Shadow and Liner		
F. Lash & Brow Tinting		
G. Cheek Color and Application		
H. Lip Liner and Lip Color		
I. Artificial Eyelashes		
J. Makeup for Mature Skin		
K. Male Corrective		
L. Bridal		
M. Airbrush Techniques		
N. General Makeup Techniques/Full Face Application		
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training		

period and must be performed before use of all instruments and equipment.)  
 Anatomy and Physiology: 15  
 Includes, but is not limited to: Human anatomy, human physiology.

*Esthetics – 200 Hours*

Including at minimum:  
 Manual, Electrical and Chemical Facials: 25 40

Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.

Eyebrow Beautification and Make-up: 25 30  
 Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

*Manicuring and Pedicuring – 100*

Including at minimum:  
 Manicuring and Pedicuring: 10 25

Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps: 25 120 (nails)  
 Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

*MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## CURRICULUM: COSMETOLOGY 103

The Cosmetology 103 course of instruction consists of 1750 hours. The first portion of the training is devoted to classroom workshops, where you learn principles, technical information and professional practices. 150 hours are dedicated to Advanced Classic Cutting Concepts and Color, offering the very latest in inspirational cutting and color techniques. (*The Advanced Classic Cutting and Color 150-hour module is offered at Bellus Academy only. Requires travel to Bellus Academy campus – Bellus Academy campus is approximately 21 miles from JE Boutique College of Beauty and approximately 25 miles from Bay Vista College of Beauty.*) The remaining hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of California requirements for technical and practical criteria and the components of the Classic Cutting and Color modules. The instructional program of our colleges meets or exceeds these requirements. The Cosmetology curriculum at Bellus Academy only is offered as a Sassoon Academy Connection Member School, including The ABC | Cutting Hair the Sassoon Way.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:	20	
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Make-up:	25	30

Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

*Manicuring and Pedicuring – 100*

Including at minimum:

Manicuring and Pedicuring:

10

25

Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps:

25

120 (nails)

Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*Advanced Cutting & Color - 150*

1. Color Disciplines

Law of Color, Creative applications, Balayage, Foils  
Corrective, Shadowing, Iridescent Effects

2. Cutting Disciplines

Artistic Discipline, One-length Bob, Framing the Face 6-Point System,  
Layering-Concave, Square, Round

3. Styling Disciplines

Building Solid Shapes, Braiding, Adding hair pieces, Rats, Accessories

4. Design Disciplines

Inspiration-based Theory, Story Boards, Photo Shoot

*COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

*ADVANCED CUTTING/COLORING MATERIAL is updated periodically and includes, but is not limited to:*

Mannequin Heads	Photographer	Styling supplies are provided in the classroom
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Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## CURRICULUM: COSMETOLOGY 104

The Cosmetology 104 course of instruction consists of 1900 hours. Generally, the first 150 hours are devoted to the Makeup Artistry portion of the program. When the Makeup Artistry program is completed, the first portion of the cosmetology curriculum is devoted to classroom workshops, where you learn principles, technical information and professional practices. Following this Phase I and Phase II training, the student moves into 150 hours dedicated to Advanced Classic Cutting Concepts and Color, offering the very latest in inspirational cutting and color techniques. *(The Advanced Classic Cutting and Color 150-hour module is offered at Bellus Academy only. Requires travel to Bellus Academy campus – Bellus Academy campus is approximately 21 miles from JE Boutique College of Beauty and approximately 25 miles from Bay Vista College of Beauty.)* The remaining hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of California requirements for technical and practical criteria and the components of the Classic Cutting and Color modules. The instructional program of our colleges meets or exceeds these requirements. The Cosmetology curriculum at Bellus Academy only is offered as a Sassoon Academy Connection Member School, including The ABC | Cutting Hair the Sassoon Way.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Makeup Artistry – 150 Hours</i>		
A. Skin Analysis/Color Analysis		
B. Base		
C. Corrective Makeup		
D. Eyebrow Artistry		
E. Eye Shadow and Liner		
F. Lash & Brow Tinting		
G. Cheek Color and Application		
H. Lip Liner and Lip Color		
I. Artificial Eyelashes		
J. Makeup for Mature Skin		
K. Male Corrective		
L. Bridal		
M. Airbrush Techniques		
N. General Makeup Techniques/Full Face Application		
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper		

procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)

Anatomy and Physiology: 15  
Includes, but is not limited to: Human anatomy, human physiology.

*Esthetics – 200 Hours*

Including at minimum:

Manual, Electrical and Chemical Facials: 25 40

Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.

Eyebrow Beautification and Make-up: 25 30

Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

*Manicuring and Pedicuring – 100*

Including at minimum:

Manicuring and Pedicuring: 10 25

Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps: 25 120 (nails)

Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*Advanced Cutting & Color - 150*

1. Color Disciplines

Law of Color, Creative applications, Balayage, Foils  
Corrective, Shadowing, Iridescent Effects

2. Cutting Disciplines

Artistic Discipline, One-length Bob, Framing the Face 6-Point System,  
Layering-Concave, Square, Round

3. Styling Disciplines

Building Solid Shapes, Braiding, Adding hair pieces, Rats, Accessories

4. Design Disciplines

Inspiration-based Theory, Story Boards, Photo Shoot

*COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Cases	Textbook	Workbook	Manicure Kit
Scissors	Mannequin Heads & Holder	Curling Iron	Blow Dryer
Brushes & Combs			

*MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

*ADVANCED CUTTING/COLORING MATERIAL is updated periodically and includes, but is not limited to:*

Mannequin Heads	Photographer	Styling supplies are provided in the classroom
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Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ADVANCED CLASSIC CUTTING AND COLOR (\*\*Offered at Bellus Academy Only\*\*)**

The Advanced Classic Cutting and Color course is a 150-hour program that offers the very latest in inspirational cutting and color techniques. This stand-alone advanced course does not lead to licensure. A Cosmetology license is a prerequisite for the course. The following is a list of requirements that must be met during the course of study.

	Hours
<u>Advanced Classic Cutting &amp; Color</u>	150
1. Color Disciplines	
Law of Color,	
Creative applications, Balayage, Foils	
Corrective Color,	
Shadowing, Iridescent Effects	
2. Cutting Disciplines	
Artistic Discipline	
One-length Bob	
Framing the Face 6-Point System,	
Layering-Concave, Square, Round	
3. Styling Disciplines	
Back Combing, Pin Placement, Smoothing	
Building Solid Shapes,	
Braiding,	
Thermal Tools	
Rats, Hair Pieces, Accessories	
4. Design Disciplines	
Inspiration-Based Design Theory	
Story Boards	
Photo Shoot	

**ADVANCED CUTTING/COLORING MATERIAL is updated periodically and includes, but is not limited to:**

Mannequin Heads                      Photographer                      Styling supplies are provided in the classroom

Note: The school provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ESTHETICIAN (\*\*Offered at Bellus Academy & JE Boutique only\*\*)**

The Esthetician course of instruction consists of 600 hours of classroom and clinic area experience. The following is a list of requirements of the Cosmetology Board that must be met during the course of study. Our curriculum meets or exceeds the minimum standards.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40	
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15	
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		

**ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

Carrying Case	Esthetician Text, Workbook & CD/ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products			

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ESTHETICIAN 102 – ESTHETICIAN / MAKEUP (\*\*Offered at Bellus Academy and JE Boutique only\*\*)**

The Esthetician 102 course is a 750 hour program combining 600 hours of skin care training and 150 hours of extensive makeup training utilizing the Makeup Designory (MUD) curriculum. The following is a list of requirements of the Cosmetology Board that must be met during the course of study. Our curriculum meets or exceeds the minimum standards.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Makeup Artistry – 150 Hours</i>		
A. Skin Analysis/Color Analysis		
B. Base		
C. Corrective Makeup		
D. Eyebrow Artistry		
E. Eye Shadow and Liner		
F. Lash & Brow Tinting		
G. Cheek Color and Application		
H. Lip Liner and Lip Color		
I. Artificial Eyelashes		
J. Makeup for Mature Skin		
K. Male Corrective		
L. Bridal		
M. Airbrush Techniques		
N. General Makeup Techniques/Full Face Application		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.		
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Make-up	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.		

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Text, Workbook & CD/ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products			

*MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ESTHETICIAN 103 – ESTHETICIAN / MASTER ESTHETICS (\*\*Offered at Bellus Academy only\*\*)**

The Esthetician 103 course is a 1200 hour program combining 600 hours of basic skin care training and 600 hours of the Master Esthetics program providing advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. The following is a list of requirements of the Cosmetology Board that must be met during the course of study. Our curriculum meets or exceeds the minimum standards.

Subject	Theory/Practical Hours	Operations
<u>Esthetician – 600 Hours</u>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40	
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15	
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		
<u>Master Esthetics – 600 Hours</u>		
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25

Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

*ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Text, Workbook & CD/ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products			

*MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Texts/Workbooks	Lab Coat	Tweezers
Extractors	Brushes	Mixing Cup	Timer
Mask Cup	Eye glasses		

**CURRICULUM: ESTHETICIAN 104 – ESTHETICIAN / MAKEUP / MASTER ESTHETICS (\*\*Offered at Bellus Academy only\*\*)**

The Esthetician 104 course is a 1350 hour program combining 600 hours of basic skin care training, 150 hours of extensive makeup training utilizing the Makeup Designory (MUD) curriculum and 600 hours of the Master Esthetics program providing advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. The following is a list of requirements of the Cosmetology Board that must be met during the course of study. Our curriculum meets or exceeds the minimum standards.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Makeup Artistry – 150 Hours</i>		
A. Skin Analysis/Color Analysis		
B. Base		
C. Corrective Makeup		
D. Eyebrow Artistry		
E. Eye Shadow and Liner		
F. Lash & Brow Tinting		
G. Cheek Color and Application		
H. Lip Liner and Lip Color		
I. Artificial Eyelashes		
J. Makeup for Mature Skin		
K. Male Corrective		
L. Bridal		
M. Airbrush Techniques		
N. General Makeup Techniques/Full Face Application		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.		
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Make-up	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.		

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

Master Esthetics – 600 Hours

Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project	30	30
Full hands on Experience		
Review and Testing	15	

*ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Text, Workbook & CD-ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products			

*MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

*MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Texts/Workbooks	Lab Coat	Tweezers
Extractors	Brushes	Mixing Cup	Timer
Mask Cup	Eye glasses		

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ESTHETICIAN 105 – ESTHETICIAN / MASSAGE PRACTITIONER / MASTER ESTHETICS / (\*\*Offered at Bellus Academy only\*\*)**

The Esthetician 105 course is a 1450 hour program combining the 250 hour Massage Practitioner course with the 600 hour basic Esthetician course, followed by the 600 hour Master Esthetics course. Our curriculum meets or exceeds the minimum standards. The following is a list of requirements that must be met during the course of study.

*Massage Practitioner – 250 Hours*

Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

*Advanced western techniques:*

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology, Health and Sanitation, Business Practices and Product Knowledge and Job preparation are incorporated throughout the 250-hour technical and practical training program.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Esthetician – 600 Hours</i>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in	40	

establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
<i>Hair Removal and Make-up – 50 Hours</i>		
Eyebrow Beautification	25	50
Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Make-up	20	40
Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing		
<i>Master Esthetics – 600 Hours</i>		
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

**ESTHETICIAN / MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

Carrying Case	Esthetician Text, Workbook & CD/ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products	Massage Textbooks	Massage Kit	

**MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

Carrying Case	Esthetician Texts/Workbooks	Lab Coat	Tweezers
Extractors	Brushes	Mixing Cup	Timer
Mask Cup	Eye glasses		

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: ESTHETICIAN / MASSAGE PRACTITIONER (\*\*Offered at Bellus Academy only\*\*)**

The Esthetician/Massage Practitioner course of instruction consists of 850 hours of training that combines the 250 hour Massage Practitioner course with the 600 hour Esthetician course. The following is a list of requirements of the Cosmetology Board that must be met during the course of study. Our curriculum meets or exceeds the minimum standards.

*Massage Practitioner – 250 Hours*

Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

*Advanced western techniques:*

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology, Health and Sanitation, Business Practices and Product Knowledge and Job preparation are incorporated throughout the 250-hour technical and practical training program.

Subject	Theory and Practical Hours	Minimum Practical Operations
<i>Esthetician – 600 Hours</i>		
<i>Facials – 350 Hours</i>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon and spa skills.	15	
<i>Health and Safety – 200 Hours</i>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous	40	

chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation 10

Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology 15

Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.

*Hair Removal and Make-up – 50 Hours*

Eyebrow Beautification 25 50

Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up 20 40

Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.

*Additional Instruction and Training*

Incorporated throughout the program includes: Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing

*ESTHETICIAN / MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Carrying Case	Esthetician Text, Workbook & CD/ROM	Makeup Kit	Scissors
Facial Sponges	Tweezers	Plastic Spatulas	Mascara Wands
Terry Headbands	Terry Turbans	Packs Artificial Lashes	Eyelash Glue
Murad Professional Size Products	Massage Textbooks	Massage Kit	

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: MASTER ESTHETICS (\*\*Offered at Bellus Academy only\*\*)**

The Master Esthetics course is a 600 clock hour program offered to students who are licensed Estheticians or Cosmetologists or who have completed a State approved 600-hour basic esthetician program. California State Law requires a minimum of 600 hours to be completed at a licensed beauty school to apply for an esthetician license. The objective of the program is to provide advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Our curriculum meets or exceeds the minimum standards. The following is a list of requirements that must be met during the course of study.

Subject	Theory/Practical Hours	Operations
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	

**MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

Carrying Case	Esthetician Texts/Workbooks	Lab Coat	Tweezers
Extractors	Brushes	Mixing Cup	Timer
Mask Cup	Eye glasses		

**CURRICULUM: MASTER ESTHETICS 102 (\*\*Offered at Bellus Academy only\*\*)**

The Master Esthetics 102 course is a 750 clock hour program that combines the 600-hour Master Esthetics course with the 150-hour Makeup Artistry course. It is offered to students who are licensed Estheticians or Cosmetologists or who have completed a State approved 600-hour basic esthetician program. California State Law requires a minimum of 600 hours to be completed at a licensed beauty school to apply for an esthetician license. The objective of the program is to provide advanced clinical Esthetics skills, safety judgments, proper work habits, and desirable attitudes and competencies to work in a clinical or medical esthetic setting. Our curriculum meets or exceeds the minimum standards. The following is a list of requirements that must be met during the course of study.

Subject	Theory/Practical Hours	Operations
<i>Master Esthetics- 600 Hours</i>		
Clinical Esthetics History, Regulations and Skin Analysis	10	
Skin Physiology and Histology Diseases and Disorders in Depth	10	
The Role of Fitzpatrick Scale	10	
Advanced Peels	90	60
Microdermabrasion	30	25
Aging and Photo Damaged Skin	60	50
Acne in Advance Skincare	30	25
Ethnic Skin Educational Course	30	20
Skin Lightening	60	45
Review of Master Clinical Esthetics	15	
History of Spa	30	
Body Wraps/Treatments in Dry Room and With Vichy Shower, Hydrotherapy Treatments	60	50
Advanced Cellulite Body Treatments and Body Spray Tanning	60	50
Business Skills	30	20
Wellness, Longevity, Nutrition, Ayurvedic Principals and Philosophy	30	
Luxury Spa Research Project Full hands on Experience	30	30
Review and Testing	15	
<i>Makeup Artistry – 150 Hours</i>		
A. Skin Analysis/Color Analysis		
B. Base		
C. Corrective Makeup		
D. Eyebrow Artistry		
E. Eye Shadow and Liner		
F. Lash & Brow Tinting		
G. Cheek Color and Application		
H. Lip Liner and Lip Color		
I. Artificial Eyelashes		
J. Makeup for Mature Skin		
K. Male Corrective		
L. Bridal		
M. Airbrush Techniques		
N. General Makeup Techniques/Full Face Application		

**MASTER ESTHETICS INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

Carrying Case	Esthetician Texts/Workbooks	Lab Coat	Tweezers
Extractors	Brushes	Mixing Cup	Timer
Mask Cup	Eye glasses		

**MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

## CURRICULUM: MASSAGE PRACTITIONER (\*\*Offered at Bellus Academy only\*\*)

The Massage Practitioner course of instruction consists of 250 hours of training. The following is a list of requirements outlined by the school which must be met during the course of study.

### Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage practitioner can develop treatment plans for their clients.

### Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

### Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

NOTE: Basic Human Anatomy and Physiology; Pathology; Health, Safety, Sanitation and Infection Control; Business Practices, Job Preparation, including Licensing and certification requirements and Professional Ethics; and Product Knowledge and are incorporated throughout the 250-hour technical and practical training program.

### MASSAGE PRACTITIONER INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

Textbooks            Massage Kit

Note: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas.

## **CURRICULUM: MASSAGE THERAPY (\*\*Offered at Bellus Academy only\*\*)**

The Massage Therapy course is a 700 hour course that prepares students to become Massage Therapists in the state of California. The following is a list of requirements outlined by the school which must be met during the course of study.

### **Introduction to the Science of Anatomy and Physiology:**

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage therapist can develop treatment plans for their clients.

### **Introduction to Swedish Massage:**

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

*Advanced western techniques:*

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

### **Introduction to Eastern Bodywork and Theory**

This course provides understanding to the fundamental concepts of Toa, Yin and Yang, Five-Element Theory, Qi, and the study of the 12 meridian energetic pathways of our body. Analysis of each organ system is explored in the eastern medicine methods along with the basic patterns of disharmony within the various organ systems.

The student will develop methods within the Five-Element Theory framework of Bo Shin (looking), Bun Sin (listen, smelling), Mon Sin (asking), Setsu Shin (touching). Students will learn how to design a treatment plan to meet the specific needs of each client.

These modalities will include: *Shiatsu* and *Thai Massage*

*Alternative Cultural Techniques:*

Introduction to *Reflexology*, Introduction to *Ayurvedic Massage, Reiki, Chakra Balancing*

### **Advanced Spa Techniques**

This course will provide methods of how to perform a spa like Body wrap. The student will understand about products applied to body. These products include the use of algae, seaweed, mud or clay detoxifying and rid the body of toxins through metabolic stimulation.

Students will also perform body wraps using shea butter and rich lotions. They will understand that these methods are for hydrating the body geared towards softening the skin.

Exfoliating methods are also learned in this course. These methods, usually known as salt glows using sea salts or sugar combined with oils are practiced.

*Wet room, Vichy Shower, Hydro Tub, and Dry room* styles are performed.

Subject	Minimum Hours of Combined Technical and Practical Instruction
Anatomy and Physiology Pertaining to Massage.	125
Swedish Massage	200
Business Module and Product Knowledge	15
Pathology	60
Deep Tissue Massage	75
Sports Massage	75
Additional Instruction and Training	10
Clinic	140

Note: 1.) The additional hours of instruction & training indicate the maximum time frame students have to complete the minimum required instruction.  
 2.) Job preparation is incorporated throughout the training program.

*MASSAGE THERAPY INSTRUCTIONAL MATERIAL includes:*

Textbooks                      Massage Kit

Note: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are based on instructional subject areas.

## CURRICULUM: HOLISTIC HEALTH PRACTITIONER (HHP) (\*\*Offered at Bellus Academy Only\*\*)

The Holistic Health Practitioner (HHP) course of instruction consists of 1000 hours of training. The following is a list of requirements outlined by the school which must be met during the course of study.

### Introduction to the Science of Anatomy and Physiology:

Anatomy and physiology is taught in each module of the program. You will be introduced to the various levels of organization in the human body.

Course includes:

- Understanding the major body systems, tissues, organs, and functions of each.
- Anatomical and medical terminology.
- Examining the skeletal system, emphasizing its role in movement and posture analysis
- An in-depth study of the muscular system involving their location, origins, insertions, actions and postural considerations.
- Exploring the nervous system and analyzing the basic kinds of cells that make up a nerve tissue and the physiology of a nerve impulse involving neurotransmitters that effect transmission across the synapse.
- Exploring points of endangerment, entrapment, spinal cord, spinal nerves, nerve plexus and terminal nerve pathways are examined to understand how the nervous system affects pain.

The program also covers the remaining body systems, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, integumentary, and reproductive including pathology for each system.

Critical assessment and clinical thinking is developed during the course so that the massage therapist can develop treatment plans for their clients.

### Introduction to Swedish Massage:

This course introduces the students to hand-on skills that are the ground work used with various massage techniques. This course helps in developing communication skills, draping techniques, the benefits and contraindications of massage. Students will learn the foundations of massage strokes that include effleurage, petrissage, friction, vibration, tapotement and range-of-motion techniques. In order for a massage to be performed properly, the student will become aware of using the fundamentals of body mechanics and correct wrist and hand alignment.

### Advanced western techniques:

- Introduction to *Myofascial release* and *Trigger Point Therapy* to aid in the relief of chronic pain
- Introduction to *sports massage* that involve Proprioceptive Neuromuscular Facilitation (PNF), Muscle Energy Techniques (MET) and Range-of-Motion Techniques (ROM)
- Introduction to *Hydrotherapy* applying heat and cold in the forms of water, steam and ice
- Introduction to *Lymphatic Drainage Massage* to aid in supporting immunity and to help with a variety of conditions

These advanced western modalities include: *Deep Tissue methods, Sports massage, Pregnancy massage, and Chair massage*

### Introduction to Eastern Bodywork and Theory

This course provides understanding to the fundamental concepts of Toa, Yin and Yang, Five-Element Theory, Qi, and the study of the 12 meridian energetic pathways of our body. Analysis of each organ system is explored in the eastern medicine methods along with the basic patterns of disharmony within the various organ systems.

The student will develop methods within the Five-Element Theory framework of Bo Shin (looking), Bun Sin (listen, smelling), Mon Sin (asking), Setsu Shin (touching). Students will learn how to design a treatment plan to meet the specific needs of each client.

These modalities will include: *Shiatsu* and *Thai Massage*

### Alternative Cultural Techniques:

Introduction to *Reflexology*, Introduction to *Ayurvedic Massage, Reiki, Chakra Balancing*

### Advanced Spa Techniques

This course will provide methods of how to perform a spa like Body wrap. The student will understand about products applied to body. These products include the use of algae, seaweed, mud or clay detoxifying and rid the body of toxins through metabolic stimulation.

Students will also perform body wraps using shea butter and rich lotions. They will understand that these methods are for hydrating the body geared towards softening the skin.

Exfoliating methods are also learned in this course. These methods, usually known as salt glows using sea salts or sugar combined with oils are practiced.

*Wet room, Vichy Shower, Hydro Tub, and Dry room* styles are performed.

### Business and Professional Development

This course is designed to provide the skills and strategies for seeking and finding employment and for building and maintaining a successful and ethical private practice as a massage therapist. The student will learn how to identify target markets, develop strategies for networking and client building. Some assignments include preparing a resume, creating a business card and performing job interviews. The student will also have the opportunity to create a 5 year business plan, meet with S.C.O.R.E. (business advisors) and explore the steps involved in becoming a spa owner.

### Serving Special Population

The student will have the opportunity to research these very highly sensitive topics and be able to apply their trained massage techniques. Compassionate listening and compassionate touch are understood in these sessions.

These topics include:

*Working with the Terminally Ill (Hospice Care), Working with the Chronically Ill*

*Working with the Abused, Working with the Elderly, Working with the Physically Challenged, and Working with the Psychologically Challenged*

NOTE: Basic Human Anatomy and Physiology; Pathology; Health, Safety, Sanitation and Infection Control; Business Practices, Job Preparation, including Licensing and certification requirements and Professional Ethics; and Product Knowledge and are incorporated throughout the 1000-hour technical and practical training program.

*HHP INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:*

Textbooks

Massage Kit

Note: The school provides sufficient supplies and informational material to each student during their course of study to reinforce their learning. Such materials are issued based on instructional subject areas.

**CURRICULUM: SPA NAIL TECHNICIAN**

The Spa Nail Technician program is a 600 clock hour program combining the basic fundamentals of nail care and intensive studies in spa treatments. Emphasis is placed on the ultimate client experience in a spa environment. The following requirements must be met during the course of study.

Subject	Theory and Practical Hours	Minimum Practical Operations
Barbering and Cosmetology Act/Rules & Regulations	10	
Nail Technology Chemistry	15	
Health & Safety/Hazardous Substances	15	
Bacteriology, Anatomy and Physiology	20	
Disinfection & Sanitation	20	10
Water & Oil Manicures-Basic Spa Procedures	125	80
Pedicuring-Basic & Spa Procedures	125	80
Nail Enhancements – Basic & Spa Procedures, Airbrush Techniques	200	
Nail Wraps, Repairs, Procedures & Removal		55
Nail Tips, Procedures & Removal		80
Acrylics, Gels, Procedures & Removal		110
Professional Ethics, Communication, Human Relations, Professional Image	50	
Seeking Employment	10	
Business Skills	10	

**SPA NAIL TECHNICIAN INSTRUCTIONAL MATERIAL is periodically updated and includes, but is not limited to:**

Creative Nail Products	Acrylic Nail Kit	Nail Polish	Manicure Textbook	Manicure Pro Tool Kit (Implements)
Manicure Brushes	Pedicure Paddle	Applicator Bottles	Finger Bowl	
Toe Nail Clipper	Metal Pusher	Plastic Pusher	Spa Treatment Products	

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

## CURRICULUM: MAKEUP ARTISTRY

The Makeup Artistry course is a 150 hour program that teaches foundational makeup application. The Makeup Artistry course does not lead to licensure. A Cosmetology license, an Esthetician license or industry-related experience, is a prerequisite for the course. The primary purpose of the Makeup Artistry program is to train students in the basic skills, safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine makeup artistry within the scope of their professional license. The following is a list of requirements that must be met during the course of study.

Subject	Theory and Practical Hours	Operations
History	1	
Sanitation/Safety/Hygiene	15	10
Makeup:		
Skin Analysis	3	
Color Theory	8	
Base Application	3	10
Concealers/Highlighters	9	10
Eye Brow Artistry	5	10
Eye Shadow and Liner	8	10
Lash & Brow Tinting/Mascara	5	10
Cheek Color and Application	5	10
Lip Liner and Lip Color	5	10
Artificial Eyelashes	5	10
Makeup for Mature Skin / Ethnic Skin	8	10
Male Corrective Makeup	5	5
Makeup Application:		
Bridal	8	10
Daytime	8	10
Evening	8	10
Corrective	8	10
Photography	8	10
Airbrush Techniques		
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
"Must do's" in Makeup Artistry/Their Relevance to Success		
Marketing Yourself and Your Salon/Spa		
Salon Business and Professional Development		
Business Skills	2	
Importance of service, sales and home care		
Compensation		
Building Your Business		
Networking in the Industry/Alumni Activities		
Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	4	

MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

MUD Makeup Brush Kit	MUD Makeup Kit	MUD Beauty Makeup Book
Assorted Lashes & Styles	Lash Adhesive	Disposable Makeup Wands
Carrying Case	Airbrush Kit	Makeup Palette
Professional Makeup Sponges	Full Length Cover Cloth	Dry Makeup Remover Pads
Cuticle Scissors	Tweezers	

Note: The school provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

**Effective August 2, 2010**

**FEE SCHEDULE:**

Tuition fees include the cost of books, supplies and equipment.

\*\*Prices subject to change without notice\*\*

LOCATION	COURSE	REGISTRATION	KIT	TUITION	TOTAL	STRF*	TOTAL WITH STRF	OVERTIME HOURLY RATE	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS
Bellus Academy	COSMETOLOGY	\$75.00	\$2,500.00	\$16,925.00	\$19,500.00	\$50.00	\$19,550.00	\$10.58	1600	120
Bellus Academy	COSMETOLOGY 102	\$75.00	\$4,000.00	\$20,150.00	\$24,225.00	\$60.00	\$24,285.00	\$11.51	1750	131
Bellus Academy	COSMETOLOGY 103	\$75.00	\$3,250.00	\$20,450.00	\$23,775.00	\$60.00	\$23,835.00	\$11.69	1750	131
Bellus Academy	COSMETOLOGY 104	\$75.00	\$4,750.00	\$23,675.00	\$28,500.00	\$72.50	\$28,572.50	\$12.46	1900	143
Bellus Academy	ADVANCED CUT AND COLOR	\$75.00	\$750.00	\$3,525.00	\$4,350.00	\$10.00	\$4,360.00	\$23.50	150	11
Bellus Academy	ESTHETICIAN	\$75.00	\$1,000.00	\$9,675.00	\$10,750.00	\$27.50	\$10,777.50	\$16.13	600	45
Bellus Academy	ESTHETICIAN 102	\$75.00	\$2,500.00	\$12,900.00	\$15,475.00	\$37.50	\$15,512.50	\$17.20	750	56
Bellus Academy	ESTHETICIAN 103	\$75.00	\$1,800.00	\$20,800.00	\$22,675.00	\$57.50	\$22,732.50	\$17.33	1200	90
Bellus Academy	ESTHETICIAN 104	\$75.00	\$3,300.00	\$24,025.00	\$27,400.00	\$67.50	\$27,467.50	\$17.80	1350	101
Bellus Academy	ESTHETICIAN 105	\$75.00	\$2,400.00	\$25,075.00	\$27,550.00	\$70.00	\$27,620.00	\$17.29	1450	105
Bellus Academy	ESTHETICIAN / MASSAGE PRACTITIONER	\$75.00	\$1,600.00	\$13,950.00	\$15,625.00	\$40.00	\$15,665.00	\$16.41	850	60
Bellus Academy	MASTER ESHTICS (w/out Beauty Smarts)	\$75.00	\$1,200.00	\$11,625.00	\$12,900.00	\$32.50	\$12,932.50	\$19.38	600	45
Bellus Academy	MASTER ESTHETICS (with Beauty Smarts)	\$75.00	\$2,200.00	\$11,625.00	\$13,900.00	\$35.00	\$13,935.00	\$19.38	600	45
Bellus Academy	MASTER ESTHETICS 102 (w/out Beauty Smarts)	\$75.00	\$2,700.00	\$14,850.00	\$17,625.00	\$45.00	\$17,670.00	\$19.80	750	56
Bellus Academy	MASTER ESTHETICS 102 (with Beauty Smarts)	\$75.00	\$3,700.00	\$14,850.00	\$18,625.00	\$47.50	\$18,672.50	\$19.80	750	56
Bellus Academy	MASSAGE PRACTITIONER	\$75.00	\$600.00	\$4,275.00	\$4,950.00	\$12.50	\$4,962.50	\$17.10	250	15
Bellus Academy	MASSAGE THERAPY	\$75.00	\$1,000.00	\$8,125.00	\$9,200.00	\$22.50	\$9,222.50	\$11.61	700	53
Bellus Academy	HOLISTIC HEALTH PRAC	\$75.00	\$1,000.00	\$13,425.00	\$14,500.00	\$37.50	\$14,537.50	\$13.43	1000	75
JE Boutique	COSMETOLOGY	\$75.00	\$2,500.00	\$16,925.00	\$19,500.00	\$50.00	\$19,550.00	\$10.58	1600	120
JE Boutique	COSMETOLOGY 102	\$75.00	\$4,000.00	\$20,150.00	\$24,225.00	\$60.00	\$24,285.00	\$11.51	1750	131
JE Boutique	COSMETOLOGY 103	\$75.00	\$3,250.00	\$20,450.00	\$23,775.00	\$60.00	\$23,835.00	\$11.69	1750	131
JE Boutique	COSMETOLOGY 104	\$75.00	\$4,750.00	\$23,675.00	\$28,500.00	\$72.50	\$28,572.50	\$12.46	1900	143
JE Boutique	ESTHETICIAN	\$75.00	\$1,000.00	\$9,675.00	\$10,750.00	\$27.50	\$10,777.50	\$16.13	600	45
JE Boutique	ESTHETICIAN 102	\$75.00	\$2,500.00	\$12,900.00	\$15,475.00	\$37.50	\$15,512.50	\$17.20	750	56
Bay Vista	COSMETOLOGY	\$75.00	\$2,500.00	\$16,925.00	\$19,500.00	\$50.00	\$19,550.00	\$10.58	1600	120
Bay Vista	COSMETOLOGY 102	\$75.00	\$4,000.00	\$20,150.00	\$24,225.00	\$60.00	\$24,285.00	\$11.51	1750	131
Bay Vista	COSMETOLOGY 103	\$75.00	\$3,250.00	\$20,450.00	\$23,775.00	\$60.00	\$23,835.00	\$11.69	1750	131
Bay Vista	COSMETOLOGY 104	\$75.00	\$4,750.00	\$23,675.00	\$28,500.00	\$72.50	\$28,572.50	\$12.46	1900	143
All Schools	SPA NAIL TECH	\$75.00	\$1,100.00	\$8,325.00	\$9,500.00	\$25.00	\$9,525.00	\$13.88	600	45
All Schools	MAKE-UP ARTISTRY	\$75.00	\$1,500.00	\$3,225.00	\$4,800.00	\$12.50	\$4,812.50	\$21.50	150	11

\*Students who meet the California Student Tuition Recovery Fund criteria are required to pay \$2.50 for every \$1000 rounded to the nearest \$100. Please see page 40 for additional information.

**TERMS OF PAYMENT**

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

**TUITION AND FEES**

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the school.

Students who do not make payment arrangements or fail to make their scheduled payments, may be subjected to any one or all of the following: suspension, termination and/or the student's account turned over to collections.

The student is responsible for all contracted tuition, registration, equipment, kit and overtime fees.

**OVERTIME CHARGES**

Students are allowed to miss 7.5% of the total hours contracted. Overtime occurs when a student has not completed their program of study by the enrollment agreement end date. If training is not completed by the prescribed time limit, the student will be required to pay tuition at the current hourly rate after the enrollment agreement end date until the time the student meets the graduation requirements. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

**SCHOLARSHIPS**

Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship.

**CLASS START DATES – 2010**

**DAY AND EVENING SCHEDULES**

JAN 19	FEB 16	MAR 16	APR 13	MAY 11	JUNE 8	JULY 6	AUG 3 31	SEPT 28	OCT 26	NOV 23	DEC 21
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NOTE: All students are required to attend a mandatory Orientation session on the Monday before their class start date.

NOTE: Management reserves the right to modify class schedules when necessary.

**MAKE-UP ARTISTRY CLASS SCHEDULES**

**DAY**

**BELLUS**

JAN 18	FEB 15	MAR 15	APR 12	MAY 10	JUNE 7	JULY 5	AUG 2 30	SEPT 27	OCT 25	NOV 22	DEC —
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**JE BOUTIQUE**

JAN —	FEB —	MAR 15	APR —	MAY —	JUNE 7	JULY —	AUG 30	SEPT —	OCT —	NOV 22	DEC —
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**BAY VISTA**

JAN 18	FEB 15	MAR —	APR 12	MAY 10	JUNE —	JULY 5	AUG 2	SEPT 27	OCT 25	NOV —	DEC —
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**MAKE-UP ARTISTRY CLASS SCHEDULES**

**NIGHT**

**BELLUS**

JAN 18	FEB —	MAR —	APR 12	MAY —	JUNE —	JULY 5	AUG —	SEPT 27	OCT —	NOV —	DEC —
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**JE BOUTIQUE**

JAN —	FEB —	MAR 1	APR —	MAY —	JUNE —	JULY —	AUG 16	SEPT —	OCT —	NOV —	DEC —
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**BAY VISTA**

JAN 18	FEB —	MAR —	APR 12	MAY 24	JUNE —	JULY —	AUG 16	SEPT 27	OCT —	NOV —	DEC —
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NOTE: Make-up class schedules are subject to modification when necessary.

CLASS START DATES – 2011

DAY AND EVENING SCHEDULES

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
18	15	15	12	10	7	6*	2 30	27	25	22	20

NOTE: All students are required to attend a mandatory Orientation session on the Monday before their class start date.  
\* July class start is on Wednesday. Orientation is Tuesday, July 5, 2011.

NOTE: Management reserves the right to modify class schedules when necessary.

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MAKE-UP ARTISTRY CLASS SCHEDULES

DAY

BELLUS

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
17	14	14	11	9	6	5	1 29	26	24	21	—

JE BOUTIQUE

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
—	—	14	—	—	6	—	29	—	—	21	—

BAY VISTA

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
17	14	—	11	9	—	5	1	26	24	—	—

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MAKE-UP ARTISTRY CLASS SCHEDULES

NIGHT

BELLUS

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
17	—	—	11	—	—	5	—	26	—	—	—

JE BOUTIQUE

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
—	28	—	—	—	—	—	15	—	—	—	—

BAY VISTA

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
17	—	—	11	23	—	—	15	—	—	7	—

NOTE: Make-up class schedules are subject to modification when necessary.

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## CONSUMER INFORMATION: FINANCIAL AID APPLICANTS

### ELIGIBILITY REQUIREMENTS

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds\*. Students must:

1. Provide documentation of either a high school diploma or a General Education Development (GED) certificate. In absence of a diploma or GED certificate, a student may opt to take the Ability to Benefit (ATB) exam and receive a passing grade or provide a notarized self certification statement.
2. Be enrolled in an eligible program.
3. Have a valid Social Security number.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans.

\*Some students may not be eligible based on drug related offenses.

### APPLICATION PROCEDURE

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

1. Stafford Loan entrance counseling
2. Institutional credit balance authorization form
3. Institution financial aid application
4. Stafford promissory note
5. Parent PLUS loan request form and promissory note
6. Verification worksheet

### CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the school and have established a class start date convenient for the student and the school.

### DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given an Estimated Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the school will also impact award amounts.

### FINANCIAL AID PROGRAMS

JE Boutique College, Bay Vista College and Bellus Academy, The Academy of Beauty and Spa administer federal programs of student assistance including:

**Pell Grant (FPELL):** Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** The FSEOG is available to new students with financial need and who also qualify for the Federal Pell Grant. Because this is a grant, students are not typically responsible for repayment. The amount of the grant and the number of students who may receive it vary each year depending on the availability of funds from the U.S. Department of Education.

**Stafford Loans- William D. Ford Federal Direct Loans:** The Stafford Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are insured by guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's Financial Aid Department.

**Federal Subsidized Stafford Loan:** The Subsidized Stafford Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six month grace period after leaving school. During these periods, interest is paid to the lender by the U.S. government.

**Federal Unsubsidized Stafford Loan:** The Federal Unsubsidized Stafford Loan allows students to borrow a Federal Stafford Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Stafford Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after leaving school).

**Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education. Because PLUS loans are unsubsidized, the borrower will be charged interest during periods of deferment (while the

student is in school and through the six month grace period after leaving school) and if you choose not to pay interest as it accrues, it will be capitalized (added to your outstanding principal balance).

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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## **STUDENT TUITION RECOVERY FUND (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## **EDUCATIONAL REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) per cent or less of the program.
2. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Bellus Academy, The Academy of Beauty and Spa, 13266 Poway Road, Poway, CA 92064; Bay Vista College of Beauty, 1520 E. Plaza Boulevard, National City, CA 91950; JE Boutique College of Beauty, 1073 E. Main Street, El Cajon, CA 92021. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 per cent or less of the period of attendance. The refund will be less a registration fee not to exceed \$75 and less any deduction for equipment not returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way), within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) calendar days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of fourteen (14) calendar days.

Hypothetical Refund Example:

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

<u>Total Contract</u>	<u>Less Fee for Registration</u>		<u>Less Supplies</u>		<u>Tuition Fee</u>
\$16,000.00	\$75.00		\$2,500.00		\$13,425.00
<u>% Completed</u>	10%	25%	50%	60%	61%
<u>Refund Due</u>	\$12,082.50	\$10,068.75	\$6,712.50	\$5,370.00	0

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

Students who cancel their course within the cancellation period or an applicant not accepted by the school shall be entitled to a refund of all monies paid, less a registration fee, not to exceed \$75. If the course is cancelled subsequent to a student's enrollment, the School shall at its option, provide a refund of all monies paid. Any monies due are refunded within 45 days.

**RETURN TO TITLE IV FUNDS**

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: a. You notify school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for a 14 day period; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Order in Which to Return Funds	Hours at Start of Disbursement Period	Hours at End of Disbursement Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized FFEL Loan	1.0	450.0	\$2,970.00	\$0.00	\$2,970.00
Subsidized FFEL Loan	1.0	450.0	\$1,732.50	\$807.76	\$924.74
FFEL/Direct PLUS (Parent)	N/A	N/A	\$0.00	\$0.00	\$0.00
Federal Pell Grant	N/A	N/A	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	\$0.00	\$0.00	\$0.00
Total Return to Title IV					\$3,894.74

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California State refund Policy will apply for contract purposes.

Program:	Cosmetology	Academic Year	900.00 Hours
Start Date:	4/14/2009	Program Length	1,600.00 Hours
Withdraw Date:	10/09/2009	Completed	174.50 Hours
Last Day Attended:	05/22/2009	Scheduled as of LDA	202.00 Hours

Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdrew from program.

## **SATISFACTORY PROGRESS POLICY**

A student must maintain satisfactory progress in both attendance and academics for continued enrollment in this school. Satisfactory progress complies with all laws and regulations applicable to the school. Students receiving any Federal Title IV financial aid funds must maintain satisfactory progress in order to remain eligible.

### **DEFINITION**

At Bay Vista College, JE Boutique College, and Bellus Academy, The Academy of Beauty and Spa, minimum satisfactory progress is defined by the following criteria:

1. A grade point average of 75% and above, and
2. An attendance average of 67% or above the scheduled hours of attendance.

### **PROBATION**

Students who fall below the above standards are placed on probation for a period of 60 days. Students can be placed on probation once per payment period, up to three (3) instances, based on course of study. Students on probation are considered to be making satisfactory progress until the next evaluation period. During the probation period, students are at risk of losing Title IV funds, and they are monitored monthly for improvement. Financial Aid will not be disbursed if students are not maintaining Satisfactory Progress at the conclusion of the probation period, and they may be dropped. Students can re-establish Satisfactory Progress during the probation period by meeting the minimum 75% grade point average and/or 67% attendance average. Failure to re-establish Satisfactory Progress could result in termination.

### **SATISFACTORY ATTENDANCE PROGRESS**

**MAXIMUM TIME FRAME:** The maximum time frame a student has to complete any course is 1½ times the course length. Course length is defined as the period of time identified on the enrollment contract. Leaves of absence as defined below are not included in this total. Should a leave of absence be granted, the student's maximum time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left, within a given time period. Note: For contract purposes, all contracted students will be allowed absences of 7.5% of the total course length. Refer to your contract for completion date. The 67% attendance average is programmed into our software system to check at midpoint of the academic year. However, we monitor satisfactory progress manually when progress reports are issued. This ensures that students have ample opportunity to improve if they fall below the standards. Failure to attend classes for 14 consecutive days will result in termination.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

94 – 100	= A
87 – 93	= B
80 – 86	= C
75 – 79	= D
74 and below	is failing.

Theory grades are based on test grades and homework assignments. Practical grades are based on:

- 1) The ability to accept and effectively complete all work assignments.
- 2) The ability to effectively communicate with instructors, clients and other students.
- 3) The ability to accept and perform practical tasks with emphasis on equipment.
- 4) Participation in practical hands-on classes as offered by the school & outside interests.
- 5) The ability to follow school rules.

The 75% passing grade is programmed into our software system, and we monitor it when progress reports are issued. Students falling below the minimum average are encouraged, and given the opportunity, to retake an exam for which they have received a failing grade.

### **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration describing any mitigating circumstances the student believes deserve further consideration. Such mitigating circumstances might include family or medical emergencies or military service for which the student has elected not to request a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically continued in the course and financial aid funds will be reinstated to eligible students. In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. When the student re-establishes eligibility for financial aid by achieving the minimum satisfactory progress, the Financial Aid department will request the appropriate Federal funds in their behalf at the proper disbursement period.

### **COURSE INCOMPLETES**

Course incompletes, repetitions, withdrawals and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

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**SATISFACTORY PROGRESS POLICY EVALUATION PERIODS**

<b><u>COURSE</u></b>	<b><u>EVALUATION PERIODS</u></b>
COSMETOLOGY	450, 900, 1250 HOURS
COSMETOLOGY 102	450, 900, 1325
COSMETOLOGY 103	450, 900, 1325
COSMETOLOGY 104	450, 900, 1350
ADVANCED CUT AND COLOR	75
ESTHETICIAN	300
ESTHETICIAN 102	375
ESTHETICIAN 103	450, 900
ESTHETICIAN 104	450, 900
ESTHETICIAN 105	450, 900, 1175
ESTHETICIAN/MASSAGE PRACTITIONER	425
MASTER ESTHETICS	300
MASTER ESTHETICS 102	375
MASSAGE PRACTITIONER	125
MASSAGE THERAPY	350
HOLISTIC HEALTH PRACTITIONER	450, 900
SPA NAIL TECHNICIAN	300
MAKEUP ARTISTRY	75

Students must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of their program in order to be considered making Satisfactory Progress.

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**MANDATED HOURS OF ATTENDANCE POLICY**

Students must complete the state-mandated hours per their course of study. These requirements are as follows:

Cosmetology	satisfactory completion of 1600 hours	
Cosmetology 102	satisfactory completion of 1750 hours	
Cosmetology 103	satisfactory completion of 1750 hours	
Cosmetology 104	satisfactory completion of 1900 hours	
Advanced Cut and Color	satisfactory completion of 150 hours	(Bellus Academy only)
Esthetician	satisfactory completion of 600 hours	(Bellus Academy & JE Boutique only)
Esthetician 102	satisfactory completion of 750 hours	(Bellus Academy & JE Boutique only)
Esthetician 103	satisfactory completion of 1200 hours	(Bellus Academy only)
Esthetician 104	satisfactory completion of 1350 hours	(Bellus Academy only)
Esthetician 105	satisfactory completion of 1450 hours	(Bellus Academy only)
Esthetician/Massage Practitioner	satisfactory completion of 850 hours	(Bellus Academy only)
Master Esthetics	satisfactory completion of 600 hours	(Bellus Academy only)
Master Esthetics 102	satisfactory completion of 750 hours	(Bellus Academy only)
Massage Practitioner	satisfactory completion of 250 hours	(Bellus Academy only)
Massage Therapy	satisfactory completion of 700 hours	(Bellus Academy only)
Holistic Health Practitioner	satisfactory completion of 1000 hours	(Bellus Academy only)
Spa Nail Technician	satisfactory completion of 600 hours	
Makeup Artistry	satisfactory completion of 150 hours	

### **LEAVE OF ABSENCE POLICY**

Leave of Absence is restricted to Medical, Military, Family Emergency or School Schedule. Students requesting a leave of absence from the institution must submit a written request to the General Manager. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school. All leave of absence requests must be approved by the General Manager.

In special situations where a student is enrolled in one of the Academy's advanced programs, a portion of their program may be completed and their re-entry in the basic program is delayed by more than 14 days. For this situation, the student will be placed on an Academic Leave of Absence. This is referred to as a School Schedule Leave of Absence and is approved by the General Manager.

The student's total number of all leave of absence days may not exceed the maximum 180 allowable days for any 12-month period. A student on a leave of absence will incur no additional charges by the school. Any student failing to return to the school after the expiration of a leave of absence will be withdrawn from school on that day and a withdrawal date will be determined based on the school's refund policy and all refunds will be due 45 days from that date. If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all of the grace period for their loan. Students who do not return are required to complete an exit interview with the Academy's Financial Aid department.

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### **DROP-OUT POLICY**

The student's enrollment may be terminated at the election of the School director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

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