



Dermacademy, LLC
Cosmetic Arts Schools
Student Catalog
June 1, 2024

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WELCOME

Mission Statement

Dermacademy, LLC provides exceptional and relevant education to students to enable graduates to pass the state licensing exam and be eligible for entry level employment.

Objective

Our objective is to prepare the student for a career in the beauty industry and related fields so they can become well-qualified and responsible professionals.

Statement of Non-Discrimination

The school does not discriminate based on sex, race, age, color, religion, national and ethnic origin, gender or sexual identification in its admission or educational policies.

Language & Course Instruction

This Catalog is in English, all printed material is in English, and programs will be taught in English (Note: The School reserves the right to change start dates, attendance, and holiday schedules as necessary.)

Catalog Changes

Dermacademy, LLC reserves the right to modify or repeal the terms of the policies and procedures described in this Catalog for any reason at any time. Any changes will be communicated through the student management system messaging system, which will include an effective date of necessary changes. A current catalog is maintained in PivotPointLAB, under Campus Resources, and it is the responsibility of the student to maintain awareness of the student catalog and any updates while attending the school.

Privacy Act

Student files are confidential. Information will be released only with written permission of the student or the parent or guardian if the student is a dependent minor. If a student wishes access to his or her file, a meeting with a staff person can be scheduled to examine the file. A written request must be submitted, and the school will make requested information available within three working business days. If requested, information may be released to the State Approving Agencies or the North Carolina State Board of Cosmetic Art Examiners.

Student File Access

If a student wishes access to his or her file, a meeting with the Business Office Manager will need to be scheduled to examine their file. All requests shall be submitted to the business office manager. Please allow three (3) business days for an appointment. If requested, information may be released to State Approving Agencies or the North Carolina State Board of Cosmetic Art Examiners.

The institution does provide access to student and other institutional records to its accrediting agency.

Enrollment Agreement Addendum

Any addendums to the enrollment agreement will be initiated by the student and the school official and the addendum will be signed by both parties.

CORPORATE STRUCTURE

Dermacademy, LLC manages three NC cosmetic arts schools in the Piedmont area: Aisling Institute, Dermacademy, LLC, & Dermacademy Spa Lab. All schools are listed and licensed with the North Carolina Cosmetic Arts Examiner's Office.

Aisling Institute*	Dermacademy, LLC ⁺	Dermacademy SPA LAB ⁺
School Code: 444	School Code: 463	School Code: 476

*Aisling Institute has applied for initial accreditation with NACCAS / ⁺Dermacademy, LLC and Dermacademy Spa Lab are not accredited.

Correspondences (all)

Postal address: 210 N. Main Street, Suite 106, Kernersville, NC 27284
Admissions: 336.904.0096
Email: info@aislinginstitute.com / info@dermacademync.com

Aisling Institute, Kernersville, NC

Physical address: 210 N. Main Street, Ste. 264, Kernersville, NC 27284
Hours of Operation: 8:30 a.m. to 5:00 p.m. (excluding Mondays, weekend, holidays, & scheduled breaks)
Student Clinic: 336.310.4691
Web: www.aislinginstitute.com

Dermacademy SPA LAB, Kernersville, NC

Physical address 810 N. Main Street, Ste. B, Kernersville, NC 27284
Hours of Operation: 8:30 a.m. to 5:00 p.m. (excluding Mondays, weekend, holidays, & scheduled breaks)
Student Clinic: 336.904.0096
Web: www.dermacademync.com

Dermacademy, LLC, Mocksville, NC

Physical address 191 Coopers Creek Dr, Suite 114, Mocksville, NC 27028
Hours of Operation: 8:30 a.m. to 5:00 p.m. (excluding Mondays, weekend, holidays, & scheduled breaks)
Student Clinic: 336.936.8129
Web: www.dermacademync.com

Staff & Faculty Directory

Administration

Name	Position	Email	School
C Barham	Chief Executive Officer	cpbarham@dermacademync.com	SC 463
J Barham	Chief Operating Officer	jbarham@dermacademync.com	SC 444
G Barham	Executive Director	gbarham@aislinginstitute.com	SC 476
L Foster	Business Office Manager	lfoster@aislinginstitute.com	SC 476
L Casey	Director of Admissions	lcasey@aislinginstitute.com	SC 463

Aisling Institute

H Anderson	Cosmetology Instructor	handerson@aislinginstitute.com	SC 444
C Crews	Cosmetology Instructor	ccrews@aislinginstitute.com	SC 444
S Yokley	Cosmetology Instructor	syokley@aislinginstitute.com	SC 444

Dermacademy, LLC

A Richardson	Cosmetology Instructor	alrichardson@aislinginstitute.com	SC 463
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Dermacademy SPA LAB

D Hodges	Cosmetology Instructor	dhodges@aislinginstitute.com	SC 476
S Haught	Esthetics Instructor	shaught@aislinginstitute.com	SC 476
R Idol	Esthetics Instructor	ridol@aislinginstitute.com	SC 476

NC State Cosmetic Arts Examiners

Mailing address 121 Edinburgh South Drive, Suite 209, Cary, NC 27511

Contact Numbers (Main) 919.736.6123iú (Fax) 919.678.3012

ADMISSIONS POLICY

Personal interviews and tours of the campus are required prior to being admitted to the school. We invite applicants to visit during regular school hours to observe the programs in session and to speak with the instructors and/or students. Prospective students should schedule an appointment for an interview and tour the school with an admissions representative. Please call **336.904.0096** to schedule your interview and tour.

Program Admission Requirements

- Complete a personal interview with an admissions representative; and
- Provide a valid driver's license, state ID with photo, valid passport, and a social security card; and
- Have a high school diploma or its equivalent, a transcript showing high school completion, or a certificate of attainment; or have proof of an associate degree or higher via a college transcript; or
- Evidence of completion of home schooling pursuant to North Carolina State law; or
- Qualify under the Ability to Benefit Policy; and
- Provide three (3) references.

Foreign High School Diplomas

- Dermacademy, LLC does not accept foreign high school diplomas for admissions. Students with a foreign high school diploma may qualify under the Ability to Benefit Policy.

Ability-To-Benefit Policy

An applicant may qualify for admission to a program under the Ability-To-Benefit Policy if the applicant.

- Is beyond the age of compulsory education; or
- Is without a high school diploma or its equivalent; and
- Has the ability to benefit from the education and training offered.
- An applicant admitted under the Ability-to-Benefit will be evaluated after completing 225 clock hours, the applicant is evaluated on their ability to continue in the program.
- If an applicant achieves satisfactory progress under the Ability-to-Benefit evaluation; the applicant shall continue attending the program.
- If an applicant fails to achieve satisfactory progress under the Ability-to-Benefit evaluation; the applicant shall be withdrawn from the program.

Re-Enrollment & Reinstatement of Students

A student who has been withdrawn may seek readmission to the school by:

- formally requesting, in writing or in person, to be re-enrolled;
- paying a re-enrollment fee of \$250;
- becoming current on all past financial obligations to the school;
- indicating a desire to achieve satisfactory financial, academic, and attendance standing; and
- making an appointment with a school admissions representative.

The student will return under the same Satisfactory Academic Progress status as when he or she withdrew. Re-entering students will be charged the current tuition rate for the actual number of hours needed for the completion of the program plus a pro-rata portion of the balance due from the previous enrollment.

Transfer Students

Students transferring into the school must meet the following criteria:

- Meet all admission requirements previously stated in the catalog;
- Schedule and attend a theory and practical assessment prior to enrollment, there is a \$250 assessment fee
- Each student will be enrolled for instruction at the level commensurate with his or her ability and educational experience;
- Acceptance of transfer hours is at the discretion of the school and not guaranteed; and
- Transfer hours accepted by the school are attempted and applied hours;
- Arrange for a NCCAE transfer form to be mailed to the admission office from the previous school of attendance, mail to 210 N. Main St, Suite 106, Kernersville, NC 27284
- Tuition will be charged on a pro-rata basis. Costs will also include a one-time, non-refundable \$100.00 application fee and equipment cost necessary to complete the training.

Transfer Hours

A student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on the actual contracted hours with the school.

Transfer Student Evaluation Period (SAP)

Evaluation periods will be based on transfer hours accepted and the program graduation and hour requirements according to the North Carolina Cosmetic Arts Examiners. An initial Satisfactory Academic Progress evaluation will be conducted if the transfer hours accepted exceeds any SAP scheduled hours evaluation. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

CLASS START DATES

2024

Dermacademy Spa Lab Full Time (Kernersville)

01/11/2024	03/14/2024	05/09/2024	07/11/2024
09/12/2024	11/14/2024		

Dermacademy Spa Lab Part Time (Kernersville)

02/08/2024	09/12/2024
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Dermacademy, LLC (Mocksville)

01/11/2024	05/10/2024	09/13/2024
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Cosmetology/Men's Grooming

01/11/2024	04/04/2024	05/16/2024	07/18/2024
08/29/2024	10/10/2024	11/21/2024	

Cosmetology Apprentice /Men's Grooming Apprentice

01/11/2024	04/04/2024	05/16/2024	07/18/2024
08/29/2024	10/10/2024	11/21/2024	

Daily Class Schedule

Full Time Program Schedules

Monday – Distance Education (online)

Tuesday - Friday 8:30 a.m. - 5:00 p.m.

Part Time Program Schedules

Tuesday - Friday 8:30 a.m. - 2:30 p.m.

PROGRAMS

Cosmetology/ Men's Grooming*

1500 Hours

* The Men's Grooming will herein be referred to as Cosmetology.

Program Objective

A study toward a Certificate of Completion and preparation to take the state board examination to become a licensed cosmetologist in the State of North Carolina.

Program Outline

The cosmetology program prepares students to undergo the cosmetology licensure process upon successfully meeting the licensing requirements set forth by the NC Cosmetic Arts Examiners. The cosmetology program includes approximately 475 hours in class (including all lectures, theory, examinations, Infection control, etc.) and approximately 1025 clinic hours (students will have the opportunity to enhance and improve their mechanical skill sets, participate in skill workshops, complete program requirements, and manage the dispensary) where the student gains the opportunity to perform cosmetology services on customers in the school's clinic. Clinical work in the cosmetology apprentice program is assigned, direct, and supervised by instructors.

Graduation Requirements

- Complete the required hours as directed by the North Carolina Cosmetic Art Act
- **Cosmetology/Men's Grooming 1500 hours,**
- Cosmetology Apprentice /Men's Grooming Apprentice 1200 hours,
- Esthetics 600 hours.
- Complete a final written and practical examination, with a cumulative passing score of $\geq 80\%$;
- Complete the program with a cumulative grade point average of 75% or better;
- Complete all assignments, assessments, and practicals as directed by any faculty or staff;
- Fulfill all financial obligations to the school;
- Supply a live model through student's own network for Performance Evaluations mandated by NCCAE.

Program Fulfillment

Upon completion of the graduation parameters, students are awarded a Certificate of Completion.

Level of Occupation

Upon completing the program and successfully passing the NC state licensure examination, the graduate can expect to secure employment in various capacities including hair designer, colorist, texture artist, entrepreneur, salon or spa manager, manufacturer, or distributor representative or educator.

Curriculum Outline

- Orientation (4 hrs.)
- Anatomy (24 hrs.)
- Artificial hair (8 hrs.)
- Bleaching (12 hrs.)
- Blow drying (4 hrs.)
- Blow drying and curling iron (8 hrs.)
- Board laws, rules, and website (2 hrs.)
- Braids (30 hrs.)
- Brush control (4 hrs.)
- Business management (24 hrs.)
- Chemistry as it relates to cosmetology (4 hrs.)
- Coloring hair (24 hrs.)
- Disinfection (4 hrs.)
- Draping (1 hrs.)
- Electricity as it relates to cosmetology (4 hrs.)
- Finger waves (4 hrs.)
- First aid (2 hrs.)
- Hair care (3 hrs.)
- Hair cutting (120 hrs.)
- Hair removal (8 hrs.)
- Infection control (2 hrs.)
- Makeup (13 hrs.)
- Manicures, pedicures, & artificial nails (34 hrs.)
- Microbiology (2 hrs.)
- Partings, sectioning (1 hr.)
- Perm types and wraps (24 hrs.)
- Pin curls (6 hrs.)
- Pressing or thermal (8 hrs.)
- Principals and techniques of the hair (4 hrs.)
- Professional ethics (4 hrs.)
- Professional image (8 hrs.)
- Relaxer types and sectioning (27 hrs.)
- Ridge curls with c shaping (8 hrs.)
- Roller sets (8 hrs.)
- Scalp treatments (4 hrs.)
- Shampooing and conditioning (4 hrs.)
- Skin care treatments (8 hrs.)
- Up-styles (16 hrs.)

Course Materials & Supplies

All Course Materials and supplies for the program are purchased by the student prior to starting their program. Some equipment and supplies are provided to the student during the orientation program. Other materials and supplies will be provided for educational and clinical activities for the duration of their program.

Pursuant to the North Carolina Cosmetic Arts Examiners, students are required to bring their essential items to class daily. Any student without their essential educational material items will not be allowed to be in attendance.

Cosmetology Apprentice/ Men's Grooming Apprentice*

1200 Hours

*Men's Grooming Apprentice will herein be referred to as Cosmetology Apprentice.

Program Objective

A study toward a Certificate of Completion and preparation to take the state board examination to become a licensed cosmetologist in the State of North Carolina.

Program Outline

The cosmetology apprentice program prepares students to undergo the cosmetology apprentice licensure process upon successfully meeting the licensing requirements set forth by the NC Cosmetic Arts Examiners. The cosmetology apprentice program includes approximately 475 hours in class (including all lectures, theory, examinations, Infection control, etc.) and approximately 725 clinic hours (students will have the opportunity to enhance and improve their mechanical skill sets, participate in skill workshops, complete program requirements, and manage the dispensary) where the student gains the opportunity to perform cosmetology services on customers in the school's clinic. Clinical work in the cosmetology apprentice program is assigned, direct, and supervised by instructors.

Graduation Requirements

- Complete the required hours as directed by the *North Carolina Cosmetic Art Act*
- Cosmetology/Men's Grooming 1500 hours,
- **Cosmetology Apprentice /Men's Grooming Apprentice 1200 hours,**
- Esthetics 600 hours.
- Complete a final written and practical examination, with a cumulative passing score of $\geq 80\%$;
- Complete the program with a cumulative grade point average of 75% or better;
- Complete all assignments, assessments, and practicals as directed by any faculty or staff;
- Fulfill all financial obligations to the school;
- Supply a live model through student's own network for Performance Evaluations mandated by NCCAE.

Program Fulfillment

Upon completion of the graduation parameters, students are awarded a Certificate of Completion.

Level of Occupation

The Cosmetology Apprentice program allows students to gain employment upon completing the program and successfully passing the NC state licensure examination. This is a valid NC license that can be upgraded to a full cosmetology license after completing 1,040 hours, 6 months of full-time employment, under an active and current licensed cosmetologist. The graduate can expect employment in various capacities including (but not limited to) hair designer, sculptor, colorist, texture artist, entrepreneur, commission-based hair stylist, salon, spa manager, or distributor representative or educator.

Curriculum Outline

- Orientation (4 hrs.)
- Anatomy (24 hrs.)
- Artificial hair (8 hrs.)
- Bleaching (12 hrs.)
- Blow drying (4 hrs.)
- Blow drying and curling iron (8 hrs.)
- Board laws, rules, and website (2 hrs.)
- Braids (30 hrs.)
- Brush control (4 hrs.)
- Business management (24 hrs.)
- Chemistry as it relates to cosmetology (4 hrs.)
- Coloring hair (24 hrs.)
- Disinfection (4 hrs.)
- Draping (1 hrs.)
- Electricity as it relates to cosmetology (4 hrs.)
- Finger waves (4 hrs.)
- First aid (2 hrs.)
- Hair care (3 hrs.)
- Hair cutting (120 hrs.)
- Hair removal (8 hrs.)
- Infection control (2 hrs.)
- Makeup (13 hrs.)
- Manicures, pedicures, & artificial nails (34 hrs.)
- Microbiology (2 hrs.)
- Partings, sectioning (1 hr.)
- Perm types and wraps (24 hrs.)
- Pin curls (6 hrs.)
- Pressing or thermal (8 hrs.)
- Principals and techniques of the hair (4 hrs.)
- Professional ethics (4 hrs.)
- Professional image (8 hrs.)
- Relaxer types and sectioning (27 hrs.)
- Ridge curls with c shaping (8 hrs.)
- Roller sets (8 hrs.)
- Scalp treatments (4 hrs.)
- Shampooing and conditioning (4 hrs.)
- Skin care treatments (8 hrs.)
- Up-styles (16 hrs.)

Course Materials & Supplies

All Course Materials and supplies for the program are purchased by the student prior to starting their program. Some equipment and supplies are provided to the student during the orientation program. Other materials and supplies will be provided for educational and clinical activities for the duration of their program.

Pursuant to the North Carolina Cosmetic Arts Examiners, students are required to bring their essential items to class daily. Any student without their essential educational material items will not be allowed to be in attendance

Esthetics

600 Hours

Program Objective

A study toward a Certificate of Completion and preparation to take the state board examination to become a licensed cosmetologist in the State of North Carolina.

Program Outline

The Esthetics program includes approximately 282 hours in class (including all lectures, theory, examinations, Infection control, etc.) and approximately 318 lab hours where the student receives work experience serving customers in our school. Clinical work in the Esthetics program is assigned and directly supervised by instructors. Hours can be adjusted in both theory and practical classes to accommodate the individual's needs.

Graduation Requirements

- Complete the required hours as directed by the *North Carolina Cosmetic Art Act*
- Cosmetology/Men's Grooming 1500 hours,
- Cosmetology Apprentice/Men's Grooming Apprentice 1200 hours,
- **Esthetics 600 hours.**
- Complete a final written and practical examination, with a cumulative passing score of $\geq 80\%$;
- Complete the program with a cumulative grade point average of 75% or better;
- Complete all assignments, assessments, and practicals as directed by any faculty or staff;
- Fulfill all financial obligations to the school;
- Supply a live model through student's own network for Performance Evaluations mandated by NCCAE.

Program Fulfillment

Upon completion of the graduation parameters, students are awarded a Certificate of Completion.

Level of Occupation

Upon completing the program and successfully passing the NC state licensure examination, the graduate can expect employment in various capacities including (but not limited to) esthetician, medical esthetician, entrepreneur, salon, spa manager, distributor representative or educator.

Curriculum Outline

- Orientation (2 hrs.)
- Anatomy (27 hrs.)
- Aromatherapy (3 hrs.)
- Artificial lashes (2 hrs.)
- Basic dermatology (20 hrs.)
- Board laws, rules, and website (2 hrs.)
- Body treatments (19 hrs.)
- Business management (20 hrs.)
- Chemistry as it relates to esthetics (4 hrs.)
- Dermaplaning (2 hrs.)
- Disinfection (2 hrs.)
- Electricity as it relates to esthetics (4 hrs.)
- Exfoliation (13 hrs.)
- Facial treatment (37 hrs.)
- Facial treatment with devices (26 hrs.)
- First aid (2 hrs.)
- Galvanic (4 hrs.)
- Hair removal (30 hrs.)
- High frequency (4 hrs.)
- Infection control (2 hrs.)
- Lash and brow tint (3 hrs.)
- Lash lamination (2 hrs.)
- Lash extension (8 hrs.)
- LED (2 hrs.)
- Makeup and color theory (32 hrs.)
- Microbiology (2 hrs.)
- Microneedling (2 hrs.)
- Professional ethics (2 hrs.)
- Professional image (8 hrs.)

Course Materials & Supplies

All Course Materials and supplies for the program are purchased by the student prior to starting their program. Some equipment and supplies are provided to the student during the orientation program. Other materials and supplies will be provided for educational and clinical activities for the duration of their program.

Pursuant to the North Carolina Cosmetic Arts Examiners, students are required to bring their essential items to class daily. Any student without their essential educational material items will not be allowed to be in attendance

PROGRAM COST, FEE, & COURSE MATERIALS

Aisling Institute (Full time)

Cosmetology/Men's Grooming Program

Program Cost (Tuition)	\$10,000.00
Fee (registration, non-refundable)	\$100.00
Course Materials	<u>\$1,498.00</u>
Total Course Cost	\$11,598.00

Cosmetology Apprentice/Men's Grooming Apprentice Program

Program Cost (Tuition)	\$8,300.00
Fee (registration, non-refundable)	\$100.00
Course Materials	<u>\$1,498.00</u>
Total Course Cost	\$9,898.00

Dermacademy SPA LAB (Full time)

Esthetics Program

Program Cost (Tuition)	\$5,850.00
Fee (registration, non-refundable)	\$100.00
Course Materials	<u>\$1,498.00</u>
Total	\$7,448.00

Dermacademy SPA LAB (Part time)

Esthetics Program

Program Cost (Tuition)	\$6,500.00
Fee (registration, non-refundable)	\$100.00
Course Materials	<u>\$1,498.00</u>
Total	\$8,098.00

Dermacademy, LLC

Esthetics Program (600 Hours)

Program Cost (Tuition)	\$5,250.00
Fee (registration, non-refundable)	\$100.00
Course Materials	<u>\$1,494.50</u>
Total	\$6,844.50

All Course Materials required for training will be provided by the school and are covered in the cost of course materials except for the optional add-on of a Chromebook. The price of the computer will be quoted at enrollment. Once an initial kit is paid for, educational supply monies are non-refundable. These kits exceed the minimums required by North Carolina State Board of Cosmetic Arts.

Payments and Schedule of Payments

PROGRAMS

Aisling Institute

Full-Time Cosmetology/Men's Grooming Program

Course Materials, including tax (Due two (2) months before first day of class) \$1,498.00

Full Time Down Payment (Due on First Day of Class) \$399.88

weekly payments for 36 weeks due each Friday \$266.67

Full-Time Cosmetology/Men's Grooming Apprentice Program

Course Materials, including tax (Due two (2) months before first day of class) \$1,498.00

Full Time Down Payment (Due on First Day of Class) \$276.67

weekly payments for 28 weeks due each Friday \$276.67

Last payment, week 30, due on Friday \$276.57

Dermacademy SPA LAB (Kernersville)

Full-Time Esthetics Program

Course Materials, including tax (Due two (2) months before first day of class) \$1,498.00

Full Time Down Payment (Due on First Day of Class) \$390.00

weekly payments for 14 weeks due each Friday \$390.00

Part-Time Esthetics Program

Course Materials, including tax (Due two (2) months before first day of class) \$1,498.00

Full Time Down Payment (Due on First Day of Class) \$260.00

weekly payments for 26 weeks due each Friday \$240.00

Dermacademy, LLC (Full time) (Mocksville)

Course Materials, including tax (Due two (2) months before first day of class) \$1,494.50

Full Time Down Payment (Due on First Day of Class) \$350.00

weekly payments for 14 weeks due each Friday \$350.00

Tuition and Missed Tuition Payment Policy

TUITION PAYMENTS METHODS

Tuition payments will be made payable to Dermacademy, LLC via personal check, major credit card, debit card or cash. Checks returned for any reason are payable on demand and are subject to a \$25 return check fee. Students who have submitted returned checks must make future payments by another method.

TUITION PAYMENTS DUE DATE

Payments are due weekly according to the Installment Promissory Note contract.

TUITION PAYMENT SCHEDULE

The tuition payments amount is due per the installment promissory note contract due date until the full principal amount of this note is fully paid.

MISSED TUITION PAYMENT POLICY

If the student fails to submit a tuition payment as scheduled and accrues another tuition invoice the following week, then the total due for the upcoming Friday payment will be the total of the combined payment. Partial payments are applied toward the most recent tuition invoice and the student is still considered delinquent in tuition payments.

TUITION PAYMENT LATE FEES

If a tuition installment payment is not received by the end of business on the seventh day after the due date, then there will be a \$25 late fee assessed to the tuition payment. Alternatively, the School (the Lender) may, at its option, declare all outstanding sums owed on this Note to be immediately due and payable. Students who are two weeks delinquent or more than \$500 delinquent, whichever is lesser, on tuition payments may not attend classes until all tuition is current.

Any student owing more than \$500 with fewer than 100 hours to graduation will not be allowed to attend classes until all sums payables are current. After 30 days of nonattendance, the student will be withdrawn and the above provisions regarding re- enrollment apply. The student acknowledges that he/she understands that reasonable attorney's fees and costs shall be awarded in any action taken on this contract or any part of it.

SCHEDULE HOURS, HOLIDAY, AND BREAK

Scheduled Hours/ Week

Kernersville Programs	School Code	Contract Hours	Scheduled Hours
Cosmetology / Men's Grooming (FT)	444	42.5	40
Cosmetology / Men's Grooming Apprentice (FT)	444	42.5	40
Esthetics (FT)	476	42.5	40
Esthetics (PT)	476	24.0	22

Mocksville Program	School Code	Contract Hours	Scheduled Hours
Esthetics (FT)	463	42.5	40

Holiday & Break Schedule

2024 Holiday, School Closure:

Holiday, Break	Start Date, Time	End Date, Time
New Year's Day Break	January 1, 2024, 12:01 am	January 1, 2024, 11:59 pm
Memorial Day Break	May 24, 2024, 12:01 am	May 27, 2024, 11:59 pm
Summer Break	July 1, 2024, 12:01 am	July 5, 2024, 11:59 pm
Labor Day Break	August 30, 2024, 12:01 am	September 2, 2024, 11:59 pm
Thanksgiving Break	November 28, 2024, 12:01 am	November 29, 2024, 11:59 pm
Winter Break	December 25, 2024, 12:01 am	December 31, 2024, 11:59 pm

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology/Men’s Grooming	Cosmetology Apprentice/ Men’s Grooming	Esthetics Full Time
450 scheduled hours / 11.25 weeks	450 scheduled hours / 11.25 weeks	300 scheduled hours/ 7.5 weeks
900 scheduled hours / 22.5 weeks	900 scheduled hours / 22.5 weeks	Esthetics Part Time
1200 scheduled hours /30 weeks		300 scheduled hours/ 13.6 weeks

*Transfer Students - Evaluation periods will be based on scheduled contracted hours at this institution. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Attendance Progress Evaluations

Attendance progress evaluations are conducted at the end of an evaluation period to determine if the student has met the minimum attendance requirements.

The attendance percentage is determined by dividing the total hours attended (aka actual hours) by the total number of hours scheduled (aka scheduled hours). At the end of each evaluation period, the school will determine if the student has maintained the minimum cumulative attendance, for each program, since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

The student is required to attend school and maintain an attendance percentage of **90% or greater** to be considered maintaining satisfactory attendance progress.

In the event that a student’s absenteeism creates an attendance issue whereby the student cannot graduate according to the terms of the contract, the student will be dismissed from the program (all other terms of the contract remain). If the student wishes to continue his or her program to completion, a new contract with new terms will be explained and executed at that time.

Maximum Time Frame

The maximum time authorized for students (which does not exceed 110% of the course's length) to complete each program

at satisfactory academic progress is stated below:

MAXIMUM TIME ALLOWED

PROGRAM	WEEKS	SCHEDULED HOURS
Cosmetology/Men's Grooming	41.25	1650

The maximum time for Cosmetology Apprentice (which does not exceed 110% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	WEEKS	SCHEDULED HOURS
Cosmetology Apprentice/ Men's Grooming Apprentice	33	1320

The maximum time (which does not exceed 110% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	WEEKS	SCHEDULED HOURS
Esthetics FT, (40 hrs./wk.)	16.5	660
Esthetics PT, (22 hrs./wk.)	30	660

The maximum time (which does not exceed 110% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 10% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission's policy.

Academic Progress Evaluations

The academic progress of students is assessed through a grading system based on assigned academic learning and practical experiences. Academic learning is reviewed after each study unit, while practical performances are counted toward course completion if rated as satisfactory or better. If a practical performance falls below satisfactory standards, it must be repeated. Two practical skills evaluations are scheduled during the course, following specific criteria set by the school. The student also has the opportunity to retake up to two failed theory test assessments to improve their overall grade point average.

Numerical grades are considered according to the following scale:

A 100 - 90 **B** 89-80 **C** 79-70 **F** \leq 69

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

Re-Establishment Of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

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

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

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

LEAVE OF ABSENCE (LOA) POLICY

Definition of a LOA

A Leave of Absence (LOA) is an authorized temporary interruption in the student's program of study. A LOA is an option for the students to utilize to manage situations that may possibly impede or endanger a student's progress while attending School. LOAs are permissible at the discretion of the CEO or ED. An LOA refers to a specific time during a program in which the student is **not** in attendance. When a student is on a LOA, the student is not considered a withdrawal so there is no refund calculation during this time. The student will not be penalized for the missed time and Satisfactory Academic Progress measurement is suspended. Additionally, the student's contracted date of completion and maximum time frame will be extended by the same number of calendar days taken for the LOA. Upon returning to school, an addendum to the enrollment agreement shall be initialed recognizing the adjustment in Contract Graduation Date and Maximum Time Frame Date.

Granting a LOA

An LOA may be granted for medical, hospitalization, or other extreme circumstances. LOAs are permissible at the discretion of the CEO or ED

Procedure for Requesting a LOA

To submit an LOA, the following procedures must be followed; 1) contact the Business Office Manager (BOM) via [email](#) requesting an LOA form; 2) complete the LOA form in its entirety, focusing on why the student is requesting an LOA and sign & date the form; 3) return the form to the BOM. *Note, planned LOA's have to be submitted five (5) working days prior to the requested start date.*

An Unforeseen Incident a LOA

A student may sign and date an LOA later due to an unforeseen incident, i.e., an auto accident requiring surgery and, or hospitalization. The date the student could not attend because of the incident will be the begin date of the LOA.

Time Parameters of a LOA

If approved, a LOA will be granted for a minimum of 30 days and a maximum of 180 days. The student is expected to return to school at the agreed end time of the LOA agreement.

Returning from a LOA

On the agreed upon end date of the LOA, the student will return to the administrative office and update their enrollment agreement. No additional monies will be charged because of the Leave of Absence

Unapproved LOA or failure to return from a LOA.

If a student starts an unapproved LOA or does not return at the end of an approved LOA; the student will be immediately withdrawn from school. The withdrawal date will be the last date of attendance and a refund calculation will be calculated using the last date of attendance.

Denial of an LOA

A student will be denied an LOA if the if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

TUITION REFUND & CANCELLATION POLICIES

This refund policy applies to termination of enrollment or withdrawals from any program for any reason, initiated by either the student or the Institution, including course or program cancellation or Institution closure.

For applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable settlement will apply.

- Applicants not accepted by the Institution shall be refunded the registration fee (\$100, if applicable) in the amount paid to the Institution.
- If the student (or in the case of a student under legal age, his/her parent, or guardians) cancels the enrollment in writing within three (3) business days of signing the Registration Contract, all monies collected by the Institution will be refunded prior to the student beginning classes.
- The official “cancellation or withdrawal date,” for withdrawal or termination of enrollment will be one of the following, whichever applies: (1) the postmark on a mailed written notification; (2) the date written notification is delivered to the school in person, or (3) the date enrollment is terminated by the Institution.
- For a student on an approved leave of absence, the date of determination is the earlier of the date the student notifies the Institution of the intent to drop, or the scheduled return date should the student fail to return on that date. Attendance is monitored weekly to ensure that unofficial determinations of withdrawal and refunds are made timely.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the Institution less the non-refundable application fee in the amount of \$100 will be made.
- No refunds are available for Course Materials as a result of cancellation, withdrawal, termination, or any other change to enrollment status.
- For students who enroll and begin classes and withdraw after three business days have passed since signing the Contract, but prior to course or program completion, the following refund schedule applies.
- All refunds are calculated from the last date of attendance and are based on scheduled hours¹:

percentage of scheduled time	amount of tuition owed to the school.
0.01% - 4.9%	20%
0.05% - 9.9%	30%
10.0% -14.9%	40%
15.0% - 24.99%	45%
25.0% - 49.9%	70%
50.0% - and over	100%

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- Any monies due the applicant or student shall be refunded within 45 days of the official cancellation or withdrawal.
- This refund policy applies to tuition and fees charged in the application contract. No refunds are made for Course Materials, including kits. Other miscellaneous charges the student may have incurred at the Institution (e.g., extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment contract. Upon withdrawal and or termination from school, any balance owed including, but not limited to, those resulting from this policy are due in full immediately.
- In the event of termination of a program, students currently enrolled and for whom instruction has not begun, will either receive a full refund of their tuition or be provided the opportunity to complete their training at a later time.
- In the event that the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school, at its option, and in its sole discretion, will either: make a pro rata refund of tuition or participate in a teach-out agreement.
- In the event the school cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option and in its sole discretion will either: provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the program; or participate in a teach-out agreement; or provide a full refund of all monies paid.

See [Appendix Refund Grid](#) for your program's refund grid with scheduled hours and tuition amounts owed.

STUDENT POLICIES

Attendance Policy

FULL-TIME COSMETOLOGY ATTENDANCE SUMMARY

Students in a full-time cosmetology program are scheduled to attend five (5) days a week, eight- and one-half hours (8.5) per day with brief breaks as applicable, and a half an hour (½) lunch break per day for a total of 40 hours per week.

PART-TIME COSMETOLOGY ATTENDANCE SUMMARY

Students in the part-time cosmetology programs are scheduled to attend five (5) days a week, five hours (5) per day with brief breaks as applicable for a total of 25 hours per week.⁹

FULL-TIME ESTHETICS ATTENDANCE SUMMARY

Students in a full-time esthetics program are scheduled to attend five (5) days a week, eight – and one-half (8.5) hours per day with brief breaks as applicable and a half an hour (½) lunch break per day for a total of 40 hours per week.¹⁰

PART-TIME ESTHETICS ATTENDANCE SUMMARY

Students in part-time esthetics programs are scheduled to attend five (5) days a week, four (5.5 hours per day with brief breaks as applicable for a total of 22 hours per week.

NO “EXCUSED ABSENCE” POLICY

The school has a no “excused absence” policy (except for Armed Services commitments). Missing any scheduled time will extend the students’ graduation date by the amount of time missed. This missed time will also have a direct impact on the student’s attendance percentage. All students are required to make up missed assignments on their own time.

TARDY POLICY

Students are afforded one ‘tardy pass’ per 200 hours of scheduled time. Once all ‘*tardy passes*’ are used for the student’s program; the student will not be permitted to stay if they arrive after 8:30 am. The chart below displays the number of tardy passes per program

600 hour program	1200 hour program	1500 hour program
3	6	7

The only exception to the tardy policy is if a student is returning from a medical or dental appointment, court proceeding, etc. The student must present to the instructor, upon arrival, a valid form of documentation; a pass or appointment slip from the medical or dental office, with a contact telephone number, or court documentation verifying an appointment date and time.

Excessive tardiness may result in suspension or termination from the program until a satisfactory schedule can be realistically obtained.

ABSENT OR ‘NO SHOW’

If a student anticipates being absent, the student should notify his or her instructor of the situation. If the student cannot contact the instructor, the Business Office Manager may be contacted as an alternative.

If a student does not attend school for three (3) scheduled days without notifying the school or is unresponsive to attempted communication from The School, the School will consider this as a request for withdrawal.

When a student misses over 120 hours in the Cosmetology Apprentice Program, 150 hours in the Cosmetology Program, or 60 hours in the Esthetics Program, that student is subject to termination from the program.

TIME CLOCK POLICY

It is the student’s responsibility to clock in and out while attending school. Failure to clock in at time of arrival or when returning from a break or lunch break will result in a loss of time. Failure to clock out for a break or lunch break or at the end of the day will result in lost time.

Any discrepancy relating to time clock punches must be brought to the attention of the Business Office Manager within **seven (7) days** of the discrepancy. If the discrepancy is discovered after this notification period, then the time will stand as recorded.

The key to a successful school experience is to be in attendance daily and minimize the time away from school.

The school can only permit credit for hours attended. Each student is responsible for clocking in and out at all times. Students will clock out whenever leaving the facility. These are a few examples as to why a student will have to clock out;

Dermacademy, LLC and Spa Lab

Exiting the school for any reason

going to your vehicle to smoke or vape

leaving for lunch

Aisling Institute

going to your vehicle to smoke or vape

going to the ground floor

leaving for lunch

Leaving the building for any reason, including short breaks, without clocking out is considered ‘theft of time’ and is grounds for immediate expulsion.

DESIGNATED PARKING AREAS

AISLING INSTITUTE

The school has arranged for students to park in three (2) designated parking areas; The Kernersville Town Hall and Musten & Crutchfield Food Market. These areas are accessible by obtaining a parking permit from the administration office. During your time attending School, the student will start in the Kernersville Town Hall, then progress to the Musten & Crutchfield Food Market.

- Kernersville Town Hall, 134 E. Mountain St., Kernersville, NC
- Musten & Crutchfield Food Market, 245 N. Main St., Kernersville, NC
- Designation Parking Area, Mocksville, NC
- Students will utilize the public parking lot located in front of the school, to the left of Walmart. The school is not responsible for any towing that is a result of parking in an unauthorized area.

FACILITIES AND EQUIPMENT

KERNERSVILLE, AISLING INSTITUTE

Aisling Institute's facilities are located at 210 N. Main St, Suite 264, Kernersville, NC aka "The Factory" which includes a cosmetology clinic, dispensary, one theory & practical classrooms, one theory classroom, a student lounge, lavatories, and an office. The classrooms and clinic are equipped with Wi-Fi connectivity, an interactive projector, audio, visual aids, and televisions.

KERNERSVILLE, DERMACADEMY SPA LAB

Dermacademy SPA LAB is located at 810 N. Main St, Suite B, Kernersville, NC. The school has a reception area, two theory & practice classrooms, a student clinic classroom, three lavatories, dispensary, meeting room, student breakroom, & laundry section. Instructional aids include an interactive projector, audio, visual aids including videos, CDs, televisions.

MOCKSVILLE, DERMACADEMY, LLC

The school is in a single suite with an open educational design. There is a theory, practical section, a reception and dispensary area, a clinical section, student lounge, lavatory, and office. Also available are audio, visual aids including videos, televisions, and projectors.

DISTANCE EDUCATION AND HOMEWORK POLICIES

Our full-time programs are unique in that they combine online work with on campus education. Distance Education (DE) events will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

Distance education is only accepted under the following conditions:

Asynchronous Distance Education

- WIFI connectivity is required to participate in distance education. It is the student's responsibility to provide their own access to wifi connectivity as a condition of enrollment in a full time cosmetology or esthetics program.
- Distance education events are scheduled for full time classes on Mondays of each month, except when there is a designated holiday, see holiday schedule in this catalog;
- On the day prior to a scheduled distance education event, the instructor will provide information and respond to any questions concerning the content of distance education coursework and/or assignments;
- Upon the students' return on their first regularly scheduled school day, following a scheduled distance education day, the student will turn in any assigned projects or materials due.

The students will track their distance education time a.k.a "seat time" via the PivotPoint LAB online 'time tracker' application. The online time logged via the time tracker application will be the time recorded as actual "seat time." It is the student's responsibility to ensure that time is being tracked in Pivot Point. The school cannot award time that is not properly recorded. Time spent on topics or subjects other than the assigned topic or subject will **not** be record as seat time.

Upon completion of all curriculum requirements, the student must pass a comprehensive academic and practical final exam at the institution.

Disclaimer: academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Homework

Students should expect using some of their personal time, outside of the classroom, in performing additional assignments corresponding to theoretical lessons presented in class.

MODULE AND PROGRAM ASSESSMENTS

Lesson Challenges and Self-Assessment

From lesson challenges found within PivotPoint LAB modules to multiple choice self-assessment quizzes known as SAQs. They are strictly designed for the student to use as a comprehension tool.

Lesson challenges and SAQ assessments **are not** recorded as a grade.

Program Assessments

The Cosmetology/MG and Cosmetology/MG Apprentice program quiz assessments are comprehensive quizzes scheduled in three-week increments throughout the program. The program test assessments are comprehensive test based upon material presented prior to the assessment date.

The Esthetics program assessment quizzes are scheduled after the completion of each module. The program test assessments are comprehensive test of the modules.

Quizzes and test assessments listed above **are** recorded as a grade.

Low-Achieving Test Grade Makeup Policy

Policy Overview

This policy outlines the regulations for makeup of low-achieving test grades within the Cosmetic Arts Program. Students are permitted a maximum of two makeup test assessments for low-achieving test grades during their entire enrollment in the program.

Purpose

The purpose of this policy is to provide students with an opportunity to improve their understanding and performance in the program while maintaining academic standards and consistency.

Criteria for Low-Achieving Test Grades:

A grade of less than 75% on an assessment designated as a 'Test' qualifies as a low-achieving grade eligible for a makeup assessment.

This policy applies to theoretical Test assessments only within the program.

Procedure for Requesting a Makeup Assessment

Notification:

The student must notify their instructor of their intent to retake the assessment prior to the assigned makeup period.

Limitations and Conditions

Maximum Allowance:

- Students are allowed a maximum of two makeup assessments for low-achieving grades during the entirety of their enrollment in the program. No exceptions will be made beyond this limit.

Timing and Scheduling:

- Makeup assessments must be taken within the timeframe specified.
- The assigned makeup period will be scheduled from two to four weeks prior to the end of the students' regularly scheduled program.

Content and Format:

- The makeup assessment will cover the same content as the original assessment but may differ in format or specific questions to ensure academic integrity.

Grading of Makeup Assessments:

- The grade achieved on the makeup assessment will replace the original low-achieving grade.
- If the makeup assessment results in a lower grade than the original, the original grade will stand.

Consequences for Missing a Makeup Assessment

- Failure to attend a scheduled makeup assessment without a valid reason and prior notification will forfeit the opportunity for that makeup assessment.
- The student will be recorded as having used one of their two allowable makeup assessments.

Review and Amendments

- This policy will be reviewed annually and may be amended to reflect changes in program requirements or institutional policies.

By adhering to this policy, students in the Cosmetic Arts Program can ensure they are making the most of their educational opportunities while maintaining the integrity and rigor of the program.

Grade Weighted Scale

A student's final GPA is weighted as follows;

- Practical Rubrics 13%
- Quizzes 37%
- Test 50%

Technology Essentials

The school uses a cloud-based learning portal for today's 21st century students. To participate in this learning atmosphere, it is essential for a student to have an electronic device (laptop, Chromebook, or tablet) to access the portal. If an applicant does not have an electronic device available, they may request for The School to purchase a device at current market price. (Above prices do not include the cost of an electronic device and calculations will be adjusted).

Applications to have installed on your computer or tablet that will be utilized during your program.

- Google Chrome
- Adobe Acrobat
- Instagram
- Facebook
- Pivot Point

Optional Materials

If a student desires a hard copy textbook, study guide, and or exam prep book, these can be purchased at current market price. (Above prices do not include hard copies and calculations will be adjusted)

Physical Demands of the Profession

Cosmetologists and Estheticians expose their bodies to potential damage every day. By having to sit, stand, or maintain unnatural body positions for a long period of time, they are prone to hand, wrist, shoulder, neck, back, foot and leg problems. Good work habits, proper posture, footwear, and ergonomics may alleviate some of these problems.

Safety Requirements

Students will be exposed to a variety of chemicals while in training. The school maintains Safety Data Sheets as required by OSHA in case of any adverse reaction to a product. Students use sharp implements and thermal tools during training and learn safety precautions with equipment. Hair and water left on the floor are both a danger to students and clients. Students learn infection control as related to safety. For safety reasons, persons not receiving a service are not allowed on the clinic floor.

STUDENT UNIFORMS & SCHOOL LOCKERS POLICY

Uniform Policy

All enrolled students are required to be in the proper uniform as described below. Any student out of uniform will be asked to leave the school and return in the proper uniform, if they have tardy passes remaining, or return on the next scheduled school day. If a student is missing his or her name tag, one may be purchased from the school at a replacement cost of \$20 + tax.

Proper Uniform, Cosmetology & Esthetic Uniforms

The Cosmetology and Esthetic students' uniform is defined as a name tag (**identifying the student, cosmetic art discipline, and academic status**) a solid color scrub top and solid color scrub pants (**any solid color**) that cover the skin from waist to ankle. (**Patterns or design-print** scrubs are not permitted). No outerwear and no hoodies are permitted on any occasion. **ESS Award recipients may wear a school issued t-shirt with their scrub bottoms.**

Students are required to wear shoes with a closed toe and closed heel. Crocs and any other attire are strictly forbidden.

School Lockers

School lockers are provided for the students to store their valuables (purses, phones, books, etc...) while attending regularly scheduled classes. These lockers are to be vacated at the end of the day. The school takes no responsibility for items left in a locker. Upon completion or withdrawal date from a program; the student will have five (5) business days to retrieve their property. If a student fails to retrieve their property, the school shall consider the property abandoned and dispose of it accordingly.

STUDENT CONDUCT STANDARDS POLICY

Students are expected to follow all The School 's Rules and Regulations. At the discretion of the school Owners these rules may be changed and will then be updated in the catalog located in the Pivot Point LAB portal, under the Campus Resources module.

Anti-Bullying

This policy governs all property and space that are owned, leased, or occupied by The School. This policy also governs the grounds and walkways of such properties.

This policy is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors, and patients. It is the responsibility of every member of The School to conduct himself or herself in compliance with this regulation.

The school encourages the promotion of positive interpersonal relations between members of the school's communities. Harassment and/or aggressive behavior (including bullying or cyber bullying) toward a student or client whether by other students, faculty, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse and any speech or action that creates a hostile, intimidating, or offensive learning environment. The schools will not tolerate gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be immediately suspended/expelled from school.

Bullying can take many forms, including:

- Cyber: use of a phone or computer to slander, harass, denigrate, impersonate, and or stalk.
- Emotional: spreading rumors, social exclusion, intimidation, etc.
- Physical: hitting, damaging property, etc.
- Verbal: name calling, teasing, etc.

It is of the highest importance to provide a safe environment for all students to be educated academically and for all students to also know and engage in appropriate social and behavioral ways. We also seek to develop strong, educated graduates ready to achieve success in all areas of their lives.

If you are bullied or witness bullying at any of our campuses, submit a Bullying, Harassment, and Intimidation Report Form (available from ownership, Admissions, Student Services, or the Lead Instructor and located in your electronic LAB). All forms are submitted to the Executive Director who shall follow up within 24 hours or during the next scheduled school day following receipt of the form.

Drug Free Policy

This is a Drug Free institution. The prohibitions for use, possession, and or distribution of illegal drugs and or alcohol apply to all persons on school property or as part of any school activity.

The Drug-Free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions. If the school suspects usage while engaged in school activities or during enrollment, any student and/or employee may be subject to drug testing at their own expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

Drug Usage Policy

If the school suspects drug or alcohol usage, all students and or employees involved will be subject to drug testing at their own expense. Failure to comply will result in termination. The prohibitions for use, possession, and or distribution of illegal drugs and or alcohol apply to all persons on school property or as part of any school activity.

Institution Sanctions:

If the student/employee is found to have violated the institution's Drug-free Policy, then immediate termination may take place. The school may make a referral to local and state authorities for prosecution.

These measures will be imposed for use, distribution, or possession of illegal drugs and alcohol.

The institution will notify the student or employee in writing, via email, if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing, via email, within three

(3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The student/employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be

final. The institution's administration will then notify the student/employee of the board's decision.

Food

The consumption of food or beverages in hallways, stairwell, clinic, classroom, or restrooms is strictly prohibited. Food and beverage consumption is restricted to the student break room only. Beverages may be permitted in the theory classroom at the sole discretion of the Instructor. If beverages are permitted the Instructor can rescind this option at any time.

Harassment

Dermacademy, LLC is committed to providing a school environment free from all forms of harassment, intimidation, or insults based on age, ethnic origin, color, religion, or gender, and to taking positive action to eliminate such practices or remedy their effects. Harassment is any discriminatory conduct by an individual that intimidates, insults, or annoys another individual. Harassment on campus in any form is prohibited. Any instances of harassment on school premises should be reported to the Executive Director.

All students are to be treated equally, respectfully and without any form of harassment, intimidation, or offensive treatment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature that would create an intimidating, hostile, or offensive environment are forbidden. Any individual enrolled at Dermacademy, LLC who engages in such practices will be subject to disenrollment. Please refer to the school's Grievance Policy in this catalog.

SMOKING OR VAPING POLICY

Tobacco & Vaping Use Restrictions

Tobacco use shall be understood to include vaping or vaporizing. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

"Tobacco is defined as the use of any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, and any component, part or accessory of a tobacco and vaping product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; perique's; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco and vaping; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah, and other kinds and forms of tobacco.

Tobacco use is prohibited on school property or leased buildings. The word "buildings" includes, but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways, or any other structure adjoining the building.

Tobacco use is prohibited within 50 linear feet of the front door and the rear stairwell entrance, exit.

“Zero Tolerance”

The school maintains a “**Zero Tolerance**” policy concerning smoking or vaping on campus. If a student is discovered smoking or vaping on campus in violation of this policy; that student will be immediately expelled and withdrawn from the school.

Designated Smoking Vaping Area Policy

Smoking, vaping is prohibited in the school or on school grounds. Staff, faculty, students, and guest must be off school grounds for smoking and/or vaping. Take necessary measures to ensure that smoke smell does not linger on clothing, hair, hands, or breath.

STUDENT SALON/SPA

Performance Assignment/Scope of Practice

Students cannot perform any services outside their program's scope of practice as defined in Chapter 88B known as *The North Carolina Cosmetic Art Act*.

Upon successfully passing the required service performance evaluations; the student is permitted to perform the service on a live model. A student cannot perform any service on a live model if the student has not successfully passed the same service requested performance evaluation.

Plan to achieve the required minimum practice and performances

An essential part of a student's education is the experience gained from performing services on live clients. To assist the student in performing live model services, the institution promotes the service clinics via social media marketing, *Facebook & Instagram*, and on the customer coupon website, *www.groupon.com*. Students are strongly encouraged to promote themselves with social media marketing and pre-booking practices while attending the institution to practice the skills of client recruitment. Additionally, students **MUST** recruit live models who present to the required class for all NCCAE mandated Performance Evaluations.

Price Structure

Students are not authorized to suggest any adjustments, alterations, amendments, discounts, or 'comp' student salon/spa service price listings. If a student is discovered adjusting, altering, amending, discounting, or 'comping' clinic salon/spa prices that student will immediately be withdrawn from the institute. Refer to the Tuition Refund & Cancellation Policy.

DISCIPLINARY POLICY

Termination or Suspension

Student enrollment will be terminated or suspended under the following circumstances:

- failure to attend class(es) for three (3) consecutive calendar days without notifying the school;
- failure to meet Satisfactory Academic Progress;
- failure to meet the minimum conduct standards of the Institution,
- failure to fulfill their financial obligations in accordance with the student's Registration Contract and, if applicable, the accompanying Promissory Note.

The Institution reserves the right to suspend and ultimately dismiss students for violations of the Institution's policy or procedure, as outlined in the Catalog. Students are responsible for their own education equipment and personal belongings that may have been left at the school. These items must be removed by the student from the school's premises within 30 days of the date of the dismissal or suspension or they will be removed by the school and disposed of accordingly.

If a student is expelled or suspended, all other terms of the contract remain.

STUDENT SERVICES

The school will provide a student counseling service on an individual basis to help students with financial, personal, academic, or other areas of concern. Counseling is obtained by faculty referral or by request of the student. All counseling reports along with progress reports are on permanent file and are available for inspection with the permission of the Executive Director or appropriate staff member. Information about students is released only with written consent of the student, or parent or guardian if the student is a dependent minor.

JOB PLACEMENT

Dermacademy does not guarantee employment for its graduates. However, Dermacademy is committed to assisting all graduates in seeking employment in their field of preparation by providing career services. We view this commitment as a joint effort between the school and the student, but the students must be prepared to work independently to obtain employment.

STUDENT GRIEVANCE POLICY

Internal Grievance Policy

A grievance is where a student believes, based on established policies and procedures, that he or she has been treated in an arbitrary or capricious manner or been subjected to inappropriate behavior by a representative of the school (faculty or staff).

Informal Grievance Resolution

Prior to bringing a formal grievance forward against an instructor or staff representative acting within their role or duty; students are encouraged to attempt a good-faith resolution of the grievance.

The informal grievance resolution shall be conducted with the party directly involved in the disputed matter along with the presence of a neutral 3rd party instructor or staff member, acting in the capacity as an observer.

Informal Grievance Procedure

Contact your instructor requesting an informal grievance resolution concerning the situation. This may be done in person or via email. (The instructor shall notify the Lead Instructor of the informal grievance.)

The instructor will then schedule a time for all parties to meet after the student's regularly scheduled day.

After the meeting, the instructor will forward a summary of the resolution to the incident.

Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at information resolution should be initiated within 3 days of the incident in dispute.

Formal Grievance Resolution

Step 1

A formal grievance is presented in writing to the Chief Executive Officer via email and CC to the Executive Director and the Lead Instructor. This written grievance must include the following:

- Name, address, and telephone number of the person making the grievance.
- Identification of the instructor or staff member against whom the grievance is being brought.
- A description of the specific action to be taken and, or the individual behavior resulting from the incident in this grievance.
- The date or period in which the behavior occurred and the location of the incident; and A listing of all individuals who witnessed any part of the incident being grieved.

Step 2

Upon receipt of the formal grievance, a designee is appointed by the Chief Executive Officer to investigate the dispute. Depending upon the grievance, pertinent data (i.e., interview statements, documents) will be gathered by the investigator involved in the grievance. This data is then presented to the Chief Executive Officer for resolution. If the grievance is based on personal misconduct by a faculty or staff member, the investigator gathers pertinent information and presents it to Chief Executive Officer

SCHOLARSHIP PROGRAM

Exemplary Student Scholarship (“ESS”)

The school provides a scholarship program that rewards eligible students for their academic achievement and exemplary attendance known as the Exemplary Student Scholarship (“ESS”). The ESS program may be modified or discontinued at any time, at the school’s sole discretion. Any scholarship awards granted from the ESS program are attributed directly as a credit towards the student’s account balance with the school. Neither the ESS program or awards create an employment or independent contractor relationship of any kind between the student and the school.

Initial Application and Eligibility Criteria

ESS Scholarship Details

Students must be enrolled in one of the following programs to apply for ESS: Esthetics, Cosmetology.

To apply for ESS, a student must have completed their freshman period, as defined below, and achieved or maintained the following initial criteria at the time they submit the ESS application essay:

- Cumulative GPA \geq 85% in the preceding month.
- Attendance rate \geq 95% in the preceding month.
- Be in good financial standing with the school in the preceding month. Timeframe for Initial Applications

Students are eligible to submit an initial application for ESS after they have completed the freshmen period of training in their program, which is the initial period of training in the program as determined by the school. The freshman period differs by program and differs based on part-time or full-time enrollment status. Both part-time and full-time students are eligible for ESS.

- The ESS application is the essay described herein. Essays must meet the criteria and parameters specified at the time of application.
- Application essays are due during the first two weeks of any month after the initial application and eligibility criteria have been achieved. The essay must be submitted in hard copy directly to Julie Barnham, Executive Director, or her designee, as further outlined below.
- Students are encouraged to apply as soon as they meet the criteria.
- ESS awards are not granted retroactively.
- Initial application essays are evaluated in conjunction with the applicant having met the initial eligibility criteria in the month immediately preceding the month the application is submitted.
- For example, for a submission in May, the initial criteria would be evaluated based on the immediately preceding month of April.
- Initial applications that are approved will be eligible for an initial award to be granted in the month following the month the application is submitted.
- For example, if an applicant is approved for ESS and their application essay was submitted in May, the initial award would be made the following month, in June.
- The following is an example of the application and award timeline:

Program	Enrollment Status	Freshman Period Ends	Application period	First award available
Esthetics	Full-time or Part-time	After the completion of 168 scheduled hours completed	Starts at hour 169 and ends at 207 of scheduled hours completed	Starting the fifth week on the clinic, lab floor
Cosmetology	Full-time	After the completion of 408 scheduled hours completed	Starts at hour 409 and ends at 449 of scheduled hours completed	Starting the fifth week on the clinic, lab floor

Approval of ESS Application Essay

The school strives to review and approve ESS application essays within 3 - 4 business days from the date a complete application is submitted. The application essays are reviewed and determined to meet the criteria in the sole discretion of the school administration. The school's decisions when awarding or denying ESS, are final and not subject to appeal.

To receive an ESS award, or ESS recovery award, the student's application essay must be approved, and the student must meet the ESS eligibility criteria, initial and, or ongoing, as applicable.

Maintaining ESS - Ongoing Criteria

Once a student qualifies for and is awarded their first ESS grant, they must maintain compliance with the initial application criteria monthly and comply with the following ongoing criteria:

- Participate in social media development.
- The scholarship student will create and submit no less than one "usable reel" to the executive Director, Julie Barham, between Monday and Friday of each week of the month the scholarship was awarded for. The student agrees not to publish the reel on any social media platform before the school uses it or 30 days from its submission, whichever comes first.
- To be considered "useable," the reel must follow the format of the inspiration reels that are delivered daily via each student's instructor and meet the following parameters:
 - the reel made in good lighting, with minimal to no shadows,
 - filmed without filters and
 - turned in without added captions.
 - submitted without sound.
 - provides a clear indication of which inspiration was used.
 - It should be timed to last within three (3) seconds of the length the inspiration reel provided.
- Students are advised that they should be the subject of the reels themselves, or they may use clients they personally worked on in the school clinic. Other students or staff are not appropriate subjects.
- Appropriate content is content pertaining to the program of instruction and services being engaged in, or another topic as proposed by the Executive Director.
- Students understand and agree that all reels submitted as part of ESS become the property of the school and may be used by the school for marketing and advertising purposes in the sole discretion of the school.
- Exhibit good citizenship and act as good ambassadors of the school.

- Because the School is training future professionals who will be expected to behave as adults in a professional work environment where they will be expected to advocate on their own behalf, students who waive their own advocacy through expecting another person to communicate with the School regarding attendance, academics or behavior are ineligible for any ESS benefits and awards already made on the students behalf will be due and payable immediately as regular tuition upon demand.
- Students shall always abide by the code of conduct and act appropriately, on and off campus, when representing the school.
- This criterion is determined in the sole discretion of the school administration.
- Remain continually enrolled.
- Students who withdraw or are terminated will lose ESS funding. They will not be awarded ESS funding past any award already issued.
- Students who go on LOA will lose ESS funding. They will not be awarded ESS funding past any award already issued once their LOA begins. However, a student on an approved LOA may re-enter their program and reapply for ESS after they are able to show compliance with both the ESS initial and ongoing criteria after one month.
- Attended all mock state board exams that the student was scheduled to sit for the preceding month.
- The student will have performed school clinic services, no less than the average of one service per day the student is scheduled to be in the school clinic the preceding month, on live human clients the student has brought to the school clinic or walked into the school clinic. Services on mannikins via any simulated training on classmates do not count toward meeting this criterion.

If a student fails to meet all ongoing criteria in any given month, they will no longer be eligible for the ESS.

The school's decisions when awarding or denying ESS, or decisions related to the loss of ESS for any reason, are final and not subject to appeal.

Losing the ESS

A student who has lost ESS due to failure to meet any portion of the criteria may reapply for ESS after they reestablish eligibility by demonstrating four (4) consecutive weeks of meeting all the initial and ongoing criteria.

- Students reapplying must apply for ESS Recovery within 40 hours of meeting the initial and ongoing criteria. after they have reestablished eligibility to be processed in time for eligible applicants to receive an award the following month.

ESS Award Funding Details:

ESS is awarded monthly.

The first week of every month the school will run applicable reports to determine compliance with the ESS criteria, i.e., attendance %, GPA %, and school clinic appointments, for the month prior. When a student continues to meet the scholarship criteria, they are awarded a scholarship for the following month.

Students are awarded a dollar of scholarship for each dollar of school clinic services charges for services performed on a "live client". A live client is a person who physically comes into the school clinic and the student performs a service on during their scheduled school clinic hours.

For example, a student meets all scholarship criteria in January, and they performed \$250.00 worth of school clinic services on live clients, the tuition balance they owe in February is then reduced by \$250.00.

ESS funds may only be applied towards payment of upcoming tuition for the student who was awarded ESS and towards the program of study they are enrolled in when ESS is awarded.

Awarding ESS may not result in a credit balance to the student, or any other payment directly to or for any student. Final Semester ESS Benefit

Students who graduate from their program while maintaining eligibility with ESS criteria during their last term of

enrollment are eligible for a Licensure Exam Voucher if they (1) maintained and were awarded ESS during the last month of enrollment immediately preceding graduation and (2) apply for the testing at the school within fourteen (14) business days of their graduation date.

Initial ESS Application Essay

Criteria

The applicant must submit a 500–750-word essay responding to the following questions.

- Why should you be awarded this scholarship,
- What educational benefits you will receive from this scholarship,
- What steps are you going to implement to recruit clients to the school salon.

Parameters

- Name and program must be listed in the header,
- Double spaced, font size: 12 pt., font type: Times New Roman
- Punctuation and grammar etiquettes to be followed.

Submission Requirements:

Kernersville, NC Campus

ESS application essays meeting the specified criteria and parameters must be submitted in hard copy. Essays must be turned into the administrative office, to Julie Barham, Executive Director, or her designee, Lisa Foster, Business Manager, between the hours of 9:00 am to 4:30 pm, Tuesday through Friday, during the first two weeks of the month.

Only applications submitted timely will be considered. If the application deadline is missed, the application will not be processed. Students may resubmit their application for consideration the following month. Application essays must be submitted in a clear front report cover.

Mocksville, NC Campus

ESS recovery application essays meeting the specified criteria and parameters must be submitted in hard copy. Essays must be turned into the administrative office, Lyndsay Cheek, Director of Admissions, or Amanda Richardson, Instructor, between the hours of 9:00 am to 4:30 pm, Tuesday through Friday, during the first two weeks of the month.

Only applications submitted timely will be considered. If the application deadline is missed, the application will not be processed. Students may resubmit their application for consideration the following month. Applications essays must be submitted in a clear front report cover.

ESS Recovery Application Essay

- The applicant must submit a 500–750-word essay responding to the following questions.
- What will you do differently if awarded a second ESS opportunity that you did not do with the first award?
- What have you learned about the importance of the ESS?

Parameters

- Name and program must be listed in the header.
- Double spaced, font size: 12 pt., font type: Times New Roman
- Punctuation and grammar etiquettes to be followed.

Submission Parameters

Kernersville, NC Campus

ESS recovery application essays meeting the specified criteria and parameters must be submitted in hard copy. Essays must be turned into the administrative office, to Julie Barham, Executive Director, or her designee, Lisa Foster, Business Manager, between the hours of 9:00 am to 4:30 pm, Tuesday through Friday, during the first two weeks of the month.

Only applications submitted timely will be considered. If the application deadline is missed, the application will not be processed. Students may resubmit their application for consideration the following month. Applications essays must be submitted in a clear front report cover.

Mocksville, NC Campus

ESS recovery application essays meeting the specified criteria and parameters must be submitted in hard copy. Essays must be turned into the administrative office, Lyndsay Cheek, Director of Admissions, or Amanda Richardson, Instructor, between the hours of 9:00 am to 4:30 pm, Tuesday through Friday, during the first two weeks of the month.

Only applications submitted timely will be considered. If the application deadline is missed, the application will not be processed. Students may resubmit their application for consideration the following month. Applications essays must be submitted in a clear front report cover.

APPENDIX

ANNUAL REPORT

AISLING INSTITUTE

2022 Cosmetology Cohort

Graduation rate:	67 %
Licensure rate:	88 %
Employment rate:	100 %

2022 Esthetic Cohort

Graduation rate:	89 %
Licensure rate:	98 %
Employment rate:	68 %

2022 Cosmetology Apprentice Cohort

Graduation rate:	100 %
Licensure rate:	0 %
Employment rate:	0 %

2022 Cohort Summary

Graduation rate:	83 %
Licensure rate:	71 %
Employment rate:	97 %

INTERPRETING THE RATES

- Graduation Rate:** the percentage of students scheduled to graduate each year who graduate and are not excluded based on NACCAS guidance. Based on internal data.
- Licensure Rate:** the percentage of graduates who passed both the theoretical and practical assessments of their state licensure examination. Based on licensure outcome data from ProvExam.com.
- Employment Rate:** the percentage of graduates that verified their employment, based on NACCAS guidance, is employed in a field related to their program of study. Based upon returned responses from alumni surveys.

NC LICENSURE REQUIREMENTS

Successful completion of

- 1500 clock hours for Cosmetology,
- 1200 clock hours for Cosmetology Apprentice,
- 600 clock hours for Esthetics,
- Applying for the practical and theory assessment through ProvExams, a 3rd Party Testing facility for NC Cosmetic Arts Examiners
- Applying for a Temporary license
- Obtain a passing score on both practical and theory assessments.

SCHEDULE OF FEES

Initial transcript fee	Complimentary
Second transcript copy fee	\$25.00
To mail a transcript fee	\$25.00
Notarize a transcript fee	\$30.00
Returned check fee (NSF)	\$25.00
Re-enrollment fee	\$250.00
Transfer assessment fee	\$250.00

REFUND GRIDS

COSMETOLOGY /MG

PERCENTAGE COMPLETED OF TOTAL LENGTH OF COURSE CONTRACT	PERCENTAGE / AMOUNT OF TOTAL TUITION OWED TO THE INSTITUTION
0.01% - 4.99% (within the first 59.88 scheduled hours)	20% (\$2,000.00)
0.5% - 9.99% (within 60 to 119.88 scheduled hours)	30% (\$3,000.00)
10% - 14.99% (within 120 to 179.88 scheduled hours)	40% (\$4,000.00)
15% - 24.99% (within 180 to 299.88 scheduled hours)	45% (\$4,500.00)
25% - 49.99% (within 300 to 599.88 scheduled hours)	70% (\$7,000.00)
50% and over (750 hours or more scheduled hours)	100% (\$10,000.00)

COSMETOLOGY APPRENTICE/MG APPRENTICE

PERCENTAGE COMPLETED OF TOTAL LENGTH OF COURSE CONTRACT	PERCENTAGE / AMOUNT OF TOTAL TUITION OWED TO THE INSTITUTION
0.01% - 4.99% (within the first 59.88 scheduled hours)	20% (\$1,660.00)
0.5% - 9.99% (within 60 to 119.88 scheduled hours)	30% (\$2,490.00)
10% - 14.99% (within 120 to 179.88 scheduled hours)	40% (\$3,320.00)
15% - 24.99% (within 180 to 299.88 scheduled hours)	45% (\$3,735.00)
25% - 49.99% (within 300 to 599.88 scheduled hours)	70% (\$5,810.00)
50% and over (750 hours or more scheduled hours)	100% (\$8,300.00)

ESTHETICS

DERMACADEMY SPA LAB FULL TIME SCHEDULE

KERNERSVILLE

PERCENTAGE COMPLETED OF TOTAL LENGTH OF COURSE CONTRACT	PERCENTAGE / AMOUNT OF TOTAL TUITION OWED TO THE INSTITUTION
0.01% - 4.99%. (within the first 29.94 scheduled hours)	20% (\$1,170.00)
0.5% - 9.99% (within 30 to 59.94 hours)	30% (\$1,755.00)
10% - 14.99% (within 60 to 89.94 hours)	40% (\$2,340.00)
15% - 24.99% (within 90 to 149.94 hours)	45% (\$2,632.50)
25% - 49.99% (within 150 to 299.94 hours)	70% (\$4,095.00)
50% and over (300 hours or more)	100% (\$5,850.00)

DERMACADEMY SPA LAB PART TIME SCHEDULE

KERNERSVILLE

PERCENTAGE COMPLETED OF TOTAL LENGTH OF COURSE CONTRACT	PERCENTAGE / AMOUNT OF TOTAL TUITION OWED TO THE INSTITUTION
0.01% - 4.99%. (within the first 29.94 scheduled hours)	20% (\$1,300.00)
0.5% - 9.99% (within 30 to 59.94 hours)	30% (\$1,950.00)
10% - 14.99% (within 60 to 89.94 hours)	40% (\$2,600.00)
15% - 24.99% (within 90 to 149.94 hours)	45% (\$2,925.00)
25% - 49.99% (within 150 to 299.94 hours)	70% (\$4,550.00)
50% and over (300 hours or more)	100% (\$6,500.00)

DERMACADEMY, LLC FULL TIME SCHEDULE

MOCKSVILLE

PERCENTAGE COMPLETED OF TOTAL LENGTH OF COURSE CONTRACT	PERCENTAGE / AMOUNT OF TOTAL TUITION OWED TO THE INSTITUTION
0.01% - 4.99%. (within the first 29.94 scheduled hours)	20% (\$1,050.00)
0.5% - 9.99% (within 30 to 59.94 hours)	30% (\$1,575.00)
10% - 14.99% (within 60 to 89.94 hours)	40% (\$2,100.00)
15% - 24.99% (within 90 to 149.94 hours)	45% (\$2,362.50)
25% - 49.99% (within 150 to 299.94 hours)	70% (\$3,675.00)
50% and over (300 hours or more)	100% (\$5,250.00)

ESTHETICS EDUCATION MATERIALS COST SUMMARY

The following equipment² will be utilized for your esthetics training at The School.

All Course Materials will be provided by the school. A detailed list of items is provided below. This list exceeds the minimums required by North Carolina Board of Cosmetic Arts. The school has the authority to adjust or modify the contents of the kit according to the school's educational or mission requirements.

Kit 1	(Subscriptions & textbook)	
	Pivot Point Digital LAB Education Subscription	\$384.00
	The Summit Digital Planner	\$43.00
	The Summit Social Digital Script Guide	\$33.00
	(Cosmetics)	
	Acrylic Makeup Brushes	\$16.00
	Eyeshadow Palette	\$7.00
	Carrying Case	\$7.00
	Blush	\$6.00
	Pressed Powder	\$5.00
	Foundation	\$5.00
	Lipstick	\$3.00
	Mascara	\$3.00
	Eyeliners	\$2.00
Kit 2	(Equipment)	
	Ultrasonic Exfoliator	\$316.00
	Hands Free Magnifier	\$78.00
	Tool Belt	\$63.00
	Carrying Case	\$52.00
	LED Magnifier	\$52.00
	Ultrasonic Scrubber	\$50.00
Kit 3	(Dermalogica Supplies)	
	Skin Smoothing Cream	\$47.00
	Massage Gel-Cream	\$43.00
	Carrying Case	\$25.00
	Daily Microfoliant	\$18.00
	Precleanse	\$15.00
	Special Cleansing Gel	\$13.00
	Multi-Active Toner	\$15.00

Lab Fees

Classroom supplies for mannikin and clients including but not limited to network connectivity, laundry supplies, disposable supplies such as compressed sponges, disposable makeup applicators, gauze and cotton assortments, lash supply.

Summary

Kit 1	(Subscriptions, textbook, and cosmetics)	\$514.00
Kit 2	(Equipment)	\$611.00
Kit 3	(Dermalogica Supplies)	\$176.00
Lab Fees		\$400.00
Shipping and handling		<u>\$50.00</u>
Total		\$1,721.00
Student Discount		<u>(\$321.00)</u>
		\$1400.00
Total with sales tax		
Davie County Sales Tax (6.75%)		\$1,494.50
Forsyth County Sales Tax (7.00%)		\$1,498.00

COSMETOLOGY EDUCATION MATERIALS COST SUMMARY

The following equipment is required for cosmetology or men’s grooming training at Dermacademy LLC d/b/a Aisling Institute. All Course Materials will be provided by the school. A detailed list of items is provided below. This list exceeds the minimums required by North Carolina Board of Cosmetic Arts. The school has the authority to adjust or modify the contents of the kit according to the school’s educational or mission requirements.

Kit 1	(Subscriptions & textbook)	
	Pivot Point Digital LAB Education Subscription	\$384.00
	The Summit Digital Planner	\$43.00
	The Summit Social Digital Script Guide	\$33.00
Kit 2	(Equipment)	
	1” Flat Iron	\$60.00
	Cutting combs	\$10.00
	Chemical Cape	\$21.46
	Brush Sets	\$58.13
	Chi Carrying Case	\$90.00
	Chi Pro Dryer	\$85.00
	Clipper and Trimmer Set	\$85.00
	Cutting Cape	\$16.00
	Hair Clips	\$9.00
	Hard Rubber Comb	\$5.00
	Marcel Iron	\$55.00
	Shear and Razor Set	\$59.00
	Spray Bottle	\$12.00
	Manikin #1	\$95.00
	Manikin #2	\$95.00
	Manikin #3	\$95.00

Lab Fees

Classroom supplies for mannikin and clients including but not limited to network connectivity, laundry supplies, disposable supplies such as compressed sponges, disposable makeup applicators, gauze and cotton assortments, lash supplies (adhesive, lashes, remover), airbrush makeup, lash lifts, brow lamination, wax, and waxing supplies, mannikin, and professional skin care supplies.

Summary

Kit 1 (Subscriptions & textbook)	\$460.00
Kit 2 (Equipment)	\$850.59
Lab Fees	\$400.00
Shipping and handling	<u>\$50.00</u>
Total	\$1,760.59
Student Discount	<u>(\$360.59)</u>
	\$1400.00

Total with sales tax

Forsyth County Sales Tax (7.00%)	\$1,498.00
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BULLYING, HARASSMENT, INTIMIDATION INCIDENT

Report Form DIRECTIONS:

Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that has occurred on school property, or during a school-sponsored activity or event off school property. If you feel you are the target of bullying, harassment, or intimidation, or wish to report an incident of alleged bullying, harassment, or intimidation, please complete this form, and return it to the Executive Director. Contact any member of management or ownership at the school for additional information or assistance at any time.

* Bullying is a pattern of repeated, deliberate hostility and/or aggression by a group or individual toward another, designed to disturb, threaten, or upset the targeted person. Bullying can be physical, verbal, emotional, or cyber.

Today's Date: _____ Campus: _____

Person Reporting Incident: _____ Name: _____ Phone _____

Number: () _____ - _____. email address: _____

Target Witness/Bystander Parent/Guardian Other

School Staff (position) _____ Name of Target: _____

_____ Name of Alleged _____

Offender(s) if known: _____ Is she/he a student. _____

3. On what date(s) did the incident(s) happen?

_____/_____/_____ _____/_____/_____ _____/_____/_____
month day year month day year month day year

4. Place an X next to statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Damaging property
- Cyber (specify) _____ school owned? _____
- Other: _____

5. Where did the incident happen? (Choose all that apply).

On School Property ___ School sponsored event ___ Clinic ___ Breakroom ___ Hallway ___
Lavatories ___ Stairwell ___ Internet ___

Other:

6. What did the Alleged Offender do? _____

(Please attach a separate sheet if necessary)

7. Did anything lead up to the bullying harassment that may help to further explain the situation?

8. Has this been reported to the school before? No Yes

If yes, then when? _____ By whom? _____

Signature _____ Date: _____

~~~~RETURN COMPLETED FORM TO THE TARGET STUDENT'S SCHOOL~~~~

Received by: _____ Date: _____