Key West Beauty Academy

918 A Kennedy Drive Key West, Florida 33040
(305)396-7796
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Licensure

STAFF

DIRECTOR AND INSTRUCTOR Licensed Cosmetologist Florida License # CL0159354 Skelly Beauty Academy Cleveland, Ohio	Tina Adkins
INSTRUCTOR Licensed Cosmetologist Florida License #: CL1232269 Aveda Institute St. Petersburg, Florida	Candice Palomino

FACULTY AND ADMINISTRATION

Spoil Me Rotten of KW Inc., dba , Key West Beauty Academy, is an independently owned and operated Florida profit corporation with Tina Adkins as director.

Administration Team

Tina Adkins		Cosmetology Diploma: Skelly Beauty Academy
	Director of education	
	Placement director	
	Financial director	
	Admission Director	
	Theory Instructor	
Candice Palomino		Cosmetology Diploma: The Aveda Institute
	Assistant Director of Education	
	Clinical Instructor	

Our Purpose and Mission

Objective
The purpose and mission of the Key West Beauty Academy is to provide students with the knowledge and skills to obtain a Florida License in Cosmetology by successfully passing the state board examination.A student completing the Cosmetology program is prepared for employment upon successfully obtaining a Cosmetology license.

Physical Facilities

Key West Beauty Academy is located at 918 A Kennedy Dr. Key West, Florida 33040.

Key West Beauty Academy is located in a 1200 square foot air conditioned space used as a classroom for lectures and demonstration. Fully equipped with a front desk and computer which simulates a salon atmosphere. Shampoo area, chemical dispensary, nail table to practice manicures and Pedicure spa to practice pedicures on a clinical floor for senior clinical practice. In addition there is a facial chair for the practice of facials as well as Make up application. Area is provided for study and practice on mannequins, additionally there is a common area for breaks and a bathroom and kitchen.The business is in compliance with relevant local safety and health standards and is fully equipped to meet the demands of a cosmetology school.

Program and Curriculum

PROGRAM DESCRIPTION:
This program is designed to introduce students to Cosmetology through theoretical training and practical application designed to instill good work habits, ethics, good grooming, and professionalism. Skills related to the field of Cosmetology are taught and practiced so that upon program completion, and passing the State Board Exam for licensure, the student is able to function proficiently in entry level positions in the field of Cosmetology. The cosmetology curriculum involves 1200 hours, which meets the State of Florida Cosmetology requirements.

The program includes extensive instruction and practical experience in hair cutting , styling, chemical services, facial, hair removal, make-up, manicure and pedicures, as well as business ethics, sanitation, state laws and regulations. The program also includes 4 hours of HIV/AIDS education. Passing the state licensure test and a license must be earned in order to practice.

COURSE FORMAT:
Classes are taught on a five-day a week schedule. Theory classes are conducted every day, along with practical application every day. Classes are taught by interactive lectures, demonstrations, discussions, audio visual aids, guest speakers, and live "hands on' participation. Teaching methods used also include Q&A, lecturing, note taking, role-play, and discussion and project assignments

Description of course numbering system is as follows:
“COS” means a cosmetology course and the course numbering is in the order the courses are taught.
“COS 101-117”

Cosmetology : 1200 Clock Hours	
Courses	Hours
Cos 101 Florida Law	5
Cos 102 HIV and AIDS	4
Cos 103 Sanitation and Sterilization	10
Cos 104 Ethics	2
Cos 105 Basics of Electricity	8
Cos 106 Facials	66
Cos 107 Chemistry	8
Cos 108 Hair removal	2.5
Cos 109 Make-up	2
Cos 110 Skin Theory	85
Cos 111 Manicuring and Pedicuring	32.5
Cos 112 Scalp Treatments and hair care rinses	33
Cos 113 Shampoos and Rinses	67
Cos 114 Hair Shaping	200
Cos 115 Hair Styling	375

Cos 116 Hair Coloring	160
Cos 117 Chemical Waving and Relaxing	140

COURSE GOALS: Upon completion of the course requirements, the graduate will have knowledge in:

COS 101: FLORIDA LAW

Hours required 5

Description:

- To present an overview of Cosmetology law and rules and regulations in relation to consumer protection.

Learning Objectives:

- Define the rule-making authority of the Board of Cosmetology
- Define the limitations of the authority of the Board of Cosmetology
- Understand the qualifications for licensure
- Understand the procedures and context of examinations
- Comprehend the requirements for Cosmetology Salons and Inspections
- Be aware of the disciplinary procedures and penalties for violations
- Florida Statutes
- Understand the complaint procedures for violations
- Understand the requirements through rules and regulations for license renewal
- Know the fees and their disposition

Performance Objective:

- To know and understand the various rules and regulations that directly impact a license holder or Cosmetology Salon in the state of Florida.

COS 102: HIV and AIDS

Hours required 4

Description:

- To meet the current regulations for health and safety and follow precautions to protect you and your client and prevent the spread of the disease.

Learning objectives:

- Demonstrate an understanding of the modes of transmission, infection control, clinical management and prevention of HIV and AIDS.

Performance Objective:

- The student will properly implement all necessary procedures and safety precautions in order to render services in the salon

COS 103 Sanitation and Sterilization

Hours required 10

Description:

- Proper use of chemical agents to sanitize , sterilize and disinfect implements and equipment in the salon and promote and protect good health in the community.

Learning Objectives:

- Understand and practice proper control within federal,state and local laws/rules
- Describe five (4) methods of sanitation
- Describe the various agents used to prevent the spread of disease
- Describe measures used to sanitize service areas

Performance Objectives:

- Effectively sanitize the cosmetologist's implements promoting good health
- Sanitize necessary equipment in the salon to prevent the spread of disease.

COS 104 Ethics

Hours required 2

Description:

- Life skills of practicing positive characteristics of a healthy professional.

Learning Objective:

- Demonstrate time management
- Demonstrate positive attitudes
- Explain short and long term goals

Performance Objective:

- Identify and demonstrate positive work behaviors needed to be employable.

COS 105 Basics of Electricity

Hours required 8

Description:

- A basic understanding of electricity and its use as it pertains to the salon environment

Learning Objective:

- Identify the nature of electricity and understand the principles of electrical equipment safety
- Describe the benefits and nature of light therapy

Performance Objectives:

- How to properly use and care for tools and equipment
- Control and maintain a professional environment as it pertains to and impacts the services offered to clients.

COS 106 FACIALS

Hours required 66 (services 10)

Description:

- Gain information and knowledge to give a facial massage treatment using cosmetics properly in protecting the client from significant damage.

Learning Objectives:

- Explain the structure and function of skin
- Describe diseases of the glands
- Recognize lesions
- Describe basic facial massage movements
- Recognize and define the various types of corrective facial
- Understand the purpose and effects of muscle toning

Performance Objectives

- Use the materials and equipment required in giving facials
- Perfect procedures and manipulations
- Use the proper steps and safety precautions in giving facial treatments for varied types of skin

COS 107 Chemistry

Hours Required 8

Description:

Students will obtain a working knowledge of chemistry in order to provide the safest and most effective services to the client.

Learning Objectives:

- List the differences between organic and inorganic chemistry.
- Categorize different substances of each state of matter: solid, liquid, and gas.
- Define the difference between pure substance and physical mixtures.
- Explain what pH is and how the pH scale works.

Performance Objectives:

- Students will be able to troubleshoot common problems that may be encountered with chemical services.

COS 108 Hair Removal

Hours required 2.5

Description:

- Describe cosmetic chemicals, implements and techniques used to
- correct specific problems according to the client's

Learning objectives:

- Analyze and correct improper brow shaping
- Describe the proper steps in removing hair through tweezing or waxing

Performance Objectives:

- Analyze and correct improper brow shaping. Remove superfluous hair on the head, face or neck through epilation and/or depilation, excluding electrolysis

COS 109 Make-up

Hours required 2

Description:

- Students will know all techniques used for face shapes and features to create the best possible image for the client.

Learning objectives:

- Describe the various types of cosmetics and their uses for facial makeup
- Explain how to use color theory when choosing cosmetics
- Identify different facial types and basic techniques to alter them.
- Name and describe the different types of lashes.

Performance objectives:

- Student will be able to artistically and scientifically apply makeup in the most attractive manner to color, shade and highlight their client

COS 110 Skin Theory

Hours required 85

Description:

- A thorough knowledge of the underlying structures of the skin in the role of a professional cosmetologist

Learning objectives:

- Describe the structure and composition of the skin.
- List the six functions of the skin.
- List and describe common disorders.
- Identify and describe the causes and treatment of skin symptoms.

Performance objectives:

- Student will be able to make appropriate recommendations for basic clinical symptoms of various skin

COS 111 MANICURING & PEDICURING

Hours required 32.5 (services 20)

Description:

- Use professional manicuring implements, supplies, procedures, in shaping and polishing nails

Learning Objectives:

- Describe the four (4) basic shapes and the anatomy of the fingernail and toenail, its surrounding structures, and nail growth
- Describe nail irregularities
- Identify nail diseases
- Identify the three basic types of artificial nails and their uses
- Use safety precautions and sanitation methods in manicuring & pedicuring the nails

Performance Objective:

- Give a plain manicure
- Give an oil manicure
- Give a pedicure
- Create an extension through the use of artificial nails

COS 112 SCALP TREATMENTS & HAIR CARE RINSES

Hours required 33 (services 45)

Description:

- Provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair following proper safety precautions in the application procedure.

Learning Objectives:

- Describe the benefits of scalp manipulations
- Explain when scalp manipulations can and cannot be given
- Become aware of the physical and chemical actions that damage hair
- Describe the use of proteins in treating the hair
- Clarify and describe the different types of conditioners
- Define temporary hair coloring

- Describe the advantages and disadvantages of temporary colors

Performance Objectives:

- Give a Scalp treatment using physical manipulations if stimulation
- Assess hair damage and choose the appropriate conditioners
- Select and apply temporary color rinses according to the client's desire and need.

COS 113 SHAMPOOING AND RINSES

Hours required 67 (services 50)

Description:

- Use shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services

Learning objectives:

- Describe the physical and chemical actions of shampooing
- To describe the effects of various types of shampoos and rinses and their purpose
- Describe the contents and characteristics of specific kinds of shampoos
- Identify appropriate products for conditioning the client's hair and scalp
- Recognize Scalp and hair disorders and diseases and review corrective measures

Performance Objectives:

- Cleanse the scalp and hair using various methods
- Perform scalp manipulations in shampooing
- Analyze scalp and hair to determine proper shampoo
- Identify types of rinses and the purpose of each
- Use proper rinsing techniques

COS 114 HAIR SHAPING

Hours required 200 (services 150)

Description:

- Use hair shaping implements and supplies in cutting the clients hair in a requested style in specific times between 15 to 30 minutes.

Learning Objectives:

- Describe hair shaping implements, their uses and cutting movements
- Explain the differences between razor and scissor shaping
- Understand how to take growth patterns, facial features, various hair textures,
- finished style and other factors into account before cutting

Performance Objectives:

- Give blended basic, low, medium and high elevation wet razor cuts and scissor shaping
- To give a tailored neckline on dry hair;
- To perform a tapered cutting:
- To perform slither (affiliating) cutting:
- To blunt cut wet hair (razor and scissors)
- To section hair and analyze head form in preparation of a finished style.

COS 115 Hair Styling

Hours required 375 (services 300)

Description:

- Arrange a client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

Learning Objectives:

- Describe the parts of a finger wave and identify waves, shaping and styling
- Identify the setting and combing implements used to style hair
- Identify hairstyling terms and define parts of sculpture (pin) curls, their shapes,variations and strengths
- Describe the basic principles used to decide correct roller diameter in relationship to hair length
- Explain the purpose of steam roller placement
- Understand and identify the facial and head features in creating an illusion of oval shape
- Characterize the common profiles in relation to styling a client's hair
- Understand other distinctive physical characteristics in determining the hair style
- Describe the history of and kinds of thermal implements and supplies used today
- Understand the variety of hairpieces and their uses.

Performance objectives

- Part off styling sections of the head
- Set and comb alternating rows of horizontal and vertical finger waves
- Set and comb sculpture (pin) curls in varied movements in various sections of the head
- Set and comb roller curls in patterns of various sections of the head
- Curly hair with thermal irons using varied techniques
- Clean, condition, shape, color and style various types of wigs and hairpieces.

COS 116 HAIR COLORING

Hours required 160 (services 45

Description:

- Change clients hair color through the use of semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the desired service.

Learning Objectives:

- Discriminate between primary, secondary, tertiary, complementary colors
- Understand the nature of light in relation to color services
- Define the hair coloring terms and chemicals to be used
- Describe the chemical effects on the hair
- Identify the seven stages of hair lightening
- Identify the toning colors
- Describe the special techniques and procedures used in achieving the color or lightening service for the client following acceptable safety precautions
- Understand the mixing of chemicals, their advantages and disadvantages
- Evenly apply a semi-permanent color using proper safety precautions
- Follow label directions using proper safety precautions in applying a
- Permanent hair color to the client's hair
- Use safety precautions and follow label directions in applying virgin
- Bleach and a bleach retouch
- Describe the steps in achieving special lightening effects

Performance Objectives:

- Test hair for metallic salts
- Select, prepare, and apply a virgin tint to lighten or darken hair Select, prepare, and apply a tint retouch
- Select, prepare, and apply a virgin bleach
- Select, prepare and apply a bleach retouch
- Streak, frame, frost, and paint the hair using lightening techniques
- Properly select, prepare and apply hair for a tint back to its original color
- Select, prepare, and apply semi-permanent colors: either lighter or darker

Cos 117 Chemical Waxing and Relaxing

Hour required 140 (services 65)

- Use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one style to another.

Learning Objectives:

- Use safety precautions and follow manufacturer's directions in curling the hair with chemicals
- Describe the effects of chemical waxing, the basic chemicals used, to contrast the comparison of pH, the cost factors, the methods of giving acid exothermic and endothermic waves:
- Properly analyze hair prior to giving a chemical service
- Understand the physical and chemical effects on the hair
- Describe the difference between a base and no-base relaxer
- Identify safety precautions and chemicals used in chemical relaxing and straightening services

Performance Objectives:

- Analyze the hair and properly select, prepare, and apply lotion and rods
- Section (block) and subsection the hair and wrap it on wave rods Properly process (timing) and neutralize waves
- Subsection, wrap, process, and neutralize for both long and short hair styles.
- Properly select, prepare, and apply a base and no-based chemical relaxer to virgin hair
- Properly select, prepare, and apply a base and no-based chemical relaxer for a retouch
- Properly select, prepare, and apply a semi-relaxer for a chemical blowout service.

Student Services

Library, Learning Resources, and Information Services

Nature of extent of the academic, financial aid, personal, and employment services.

Key West Beauty Academy will provide academic advisement, financial aid advisement, personal advisement, and placement services without additional charge as necessary throughout the time of student's enrollment.

Book Store
While we do not have a bookstore, we can and are willing to order in supplemental learning materials at a students request. A Dictionary and Thesaurus will be provided

Grading Requirements

93%-100% excellent
92%-85% Good
84%-75% passing
74% and under FAILING
In order to pass any exams at Key West Beauty Academy you must score a 75% or higher.

Exam Retake Policy

You may retake exams as many times as needed until this minimum score is reached. You are allowed a maximum of one complimentary retake. There will be a required $18/ hour fee when retaking all exams at the Key West Beauty Academy after the first retake. You must reschedule any retake exams outside of scheduled school hours.

Program Evaluation/Satisfactory Academic Progress

Students will be evaluated by means of written theory and practical testing.These tests will be scored and graded and grades will be handed out to each student as soon after testing as possible. An overall progress report will be completed and evaluated at 25%, 50%, and 75%. Academic Counseling will be combined to also include how the school will help the student to be remediated if necessary.
If at that time students have failed to meet SAP they will be counseled, and/or tutored, and allowed to retake chapter tests in order to help students achieve SAP.
At the 50% progress report and evaluation if the student has not met their SAP , there will be a fee of $18 per hour for after school hours one on one teaching to achieve passing grades.
If a student does not wish to comply by the 75% progress report and evaluation date they shall be dismissed.
Termination will only be a course of action due to SAP if the student does not comply by the 75%progress report.

Academic counseling/ Probation

Students who are not maintaining satisfactory academic progress will be placed on an academic probationary period. Students will be given the opportunity to make up hours and /or seek one on one teaching to achieve the passing grades needed to continue on in the program. During academic counseling each student will be evaluated and given an individual academic probation timeline. If the student does not meet the requirements for their timeline, the student will then be reevaluated and face termination from the program. If the student is terminated from the program the refund policy will be applied.

Transfer Students / Transfer Credits

Transfer hours are accepted by the school and are applied to a total of 1200 hours at Key West Beauty Academy to obtain the Key West Beauty Academy Diploma. At least 25 percent of the hours required for completion of the program must be earned through instruction at Key West Beauty Academy. There will be a fee of $18.00 per hour. Key West Beauty Academy will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and presentation of a transcript. A decision will be made based on a comparison of the catalog and course description completed at the previous school. The total number of transfer hours will be applied and will be considered completed hours .The projected cost of attendance includes only the program hours taken at this academy. Satisfactory Academic Progress (SAP) evaluation will then be done based on actual contracted hours at the academy.
Credits earned at this institution may not be accepted for transfer to another institution. It is the student's responsibility to find out if credits are accepted.
1. Validated and confirmed by Key West Beauty Academy .
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.

Financial Aid Policy

The Key West Beauty Academy does not offer financial aid.

Attendance /Student Conduct

1. Lateness – Attendance is taken promptly at the start of class, absences are calculated on the quarter hour. After the first thirty minutes the student will not be permitted in class.
2. Unsatisfactory Attendance – Any student who is absent for more than 15% of the scheduled portion of the program/course or failing to maintain satisfactory academic progress, may be dismissed.
3. Permission to Leave – Students who need to leave their scheduled class for any reason must notify the instructor and/or Director. Students must notify the instructor if they are leaving early.
4. Suspension – A student may be suspended from class for violations of school rules or policy. Duration of suspension will depend on the severity of the infraction. Generally from 1 to 3 days. However, the student's graduation date will be extended by the amount of time they are suspended.
5. . Make-up Work – Makeup will be scheduled as soon as it is practicable for both the student and the school. Make-up work does not cancel absences. Absent Hours must be made up prior to the scheduled graduation date. Beyond your scheduled graduation date and an additional 5% of grace period, an overtime charge of $18.00, per hour will be assessed payable at the time make-up is scheduled.
6. Leave of Absence (LOA) – A student may for extenuating circumstances and at the discretion of the Director, receive a leave of absence in any "12 month period", for not less than two weeks and not to exceed 180 days. A "12 month period" begins on the first day of the student's initial leave of absence. Students requesting a leave of absence must provide a written, signed and dated request prior to the leave. A student will not receive credit for attendance or achievement for the leave of absence nor will they be charged with the absence. A student's graduation date and maximum time frame will be extended and adjusted by the amount of hours of the leave of absence when they return. Upon returning the student will be evaluated for retention for proper placement in the program. Any student not returning from a leave of absence will be dropped from the program, as of their last date of attendance, and the refund policy will be applied for the portion of the courses not yet taken.
7. Any student not complying with the school's policy and procedures may be expelled from the program. Any behavior deemed to be misconduct by the School Director, including but not limited to excessive absenteeism, rudeness, interruption of class or other behavior not deemed acceptable, may result in immediate termination.
8. Appearance – A student will not be permitted in class without a clean uniform. They must be dressed and appear in a manner that is acceptable to Key West Beauty Academy. Blue Jeans, Sweat pants and Hats are not permitted.
9. Equipment – Any student who appears in class without proper equipment will be marked absent for that class and will be sent home.

10. File Review – The student is permitted to review the contents of their file in the Administrative Office of the academy. Review must be in the presence of a School Administrator during school office hours.

11. Advising –.Academic advising will be provided to all students.Advising will take place by appointment and during designated hours. Reinstatement

Any student requesting reinstatement must meet directly with the Director stating why they should be allowed to return to school. The student must also pay a new application fee of $150.00.

12.

Student Records

The student is permitted to review the contents of their file only in the Administrative Office of the school. Review must be in the presence of a School Administrator at a time compatible with both the student and the school. The school requires written consent signed by the student each time, before releasing individual student information. Parents or guardians of a dependent Minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor student. All requirements must have been met to receive a transcript. All student records will be housed on campus in locked file cabinets.No paperwork may be removed from a students file however photo copies may be made by the school official.

Employment Assistance

Key West Beauty Academy has not made and will not make any guarantees of employment or salary upon graduation. The School will provide students with placement assistance, at no additional charge, which will consist of identifying employment opportunities and advising student on appropriate means of attempting to realize these opportunities. A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

Academic Calendar

Classes will be held on a 5 day a week class schedule. Classes will be offered full time with enrollments every 2 months. Part time new enrollments every four months. Classes will be a combination of day and night hours and will end after the 1200 hours are completed and the student has graduated. School runs on a continuous basis.

School is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Easter Day, Thanksgiving Day, and Christmas day, and a week for spring and summer break.

Note :winter holiday break includes Christmas and New Year's day. These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of the school administration.

Admissions

ADMISSIONS AND ENROLLMENT REQUIREMENTS

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology program must:

Complete an application for enrollment.

Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Regular students are those who are high school graduates or holders of high school graduation equivalency certificates (Geds). Key West Beauty Academy does not accept the ability to benefit (ATB) students at this time.

Complete an Application Form:

Complete and submit the application form to the school prior to registration. All forms may be obtained from the school.

Submit an Application Fee:

In connection with your application Key West Beauty Academy will obtain a “criminal background report” about you for enrollment purposes. A “criminal background report” may contain the following types of information about you: criminal history including, felony filings and misdemeanor filings. You have the right to request disclosure of the nature and scope of the criminal background report. The Admission Director shall be responsible for obtaining this information. If the background check reveals a felony conviction, this may prevent you from being able to sit for the State test or become employed. Action will not be taken on admission until students' application fee, which includes background check, of $150 .00 is received. This fee is non-refundable. Please send the application fee in the form of a check or money order payable to Key West Beauty Academy.

Personal Interview:

Applicants must complete a personal interview with Admissions prior to registration.

CRIMINAL BACKGROUND CHECK DISCLOSURE STATEMENT

In connection with your application Key West Beauty Academy will obtain a “criminal background report” about you for enrollment purposes. A “criminal background report” may contain the following types of information about you: criminal history including, felony filings and misdemeanor filings. You have the right to request disclosure of the nature and scope of the criminal background report. The Admission Director shall be responsible for obtaining this information. If the background check reveals a felony conviction, this may prevent you from being able to sit for the State test or become employed.

Submit an Application Fee:
Action will not be taken on admission until students' application fee, which includes background check, of $150 .00 is received. This fee is non-refundable. Please send the application fee in the form of a check or money order payable to Key West Beauty Academy.

Provide Verification Documents:
A copy of the applicant’s high school diploma or GED, or equivalent document showing high school completion, Social Security card, driver’s license.or Photo ID. We are required to verify that your proof of education is from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school. After a prospect has completed the enrollment application process, the enrollment team and director reviews each applicant and his or her required admissions materials including personal interview to determine acceptance. Upon the decision of the enrollment team and director, the applicant receives notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

Graduation requirements

In order to graduate from the program and to receive a diploma, student must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical exams with a 75% average, and satisfy all financial obligations to the school.

Clock Hour Definition
A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.”

Academy Fees

Tuition

APPLICATION FEE

A nonrefundable fee of $ 150 is due and payable by the Student to The Academy when this enrollment agreement is signed.

METHODS OF PAYMENT

0ption 1) Student pays the entire costs of the program prior to starting date.

0ption 2) Student pays a down payment paid prior to starting and agrees to a cash payment plan for the remaining balance.

The Academy may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance or payment(s) is/are satisfied.

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition or applicable payment plan.

Tuition, books and kit fees are as follows:

Registration fee: $150

Tuition: $18,720

Books and Kit: $1,800

Program length 11 months (Full Time) or 20 months (Part Time)

Payment Plan $1,800 down 30 days before class starts.

10 payments $1,872 due the first of each month until paid in full.

18 payments $1,040 due the first of each month until paid in full.

Your payment schedule will be:

Number of payments	Amount of each payment	Payment Due Dates

All graduates are required to pass the Florida State Licensure Test in order to become employed. Additional cost for the state board licensure test is at the expense of the students after graduation. Methods of payment that are accepted are Cash, Credit Cards, Checks, or Money Order.

Class will start 10 days after payment of kit, supplies and equipment. The student agrees to pay all the sums herein required to Key West Beauty Academy and agrees that any performance required of the student under this contract shall be met and performed.
School clearly outlines the obligation of both the school and the student in the enrollment agreement. A copy of the enrollment agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

REFUND POLICY

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1.Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2.All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3.Cancellation after the third 3rd Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed 150.00).
4.Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5.Cancellation after completing more than 40% of the program will result in no refund
6.Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7.Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
8.If the school closes all monies must be refunded to all students including kits and supplies

Anti-Hazing Policy

In its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices. Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically

threatening, harmful, or humiliating . This type of conduct has the intent to harm, and is directed at a specific target, and typically involve repeated incidents. which create a hostile environment and will not be tolerated in Key West Beauty Academy.
Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by Key West Beauty Academy. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.
Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.
The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.
Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.
Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.
If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Tina Adkins, in person or by calling (305)-396-7796, or by mail at 918 A Kennedy Drive, Key West, Fl. 33040 immediately so appropriate action can be taken.

For a list of state anti-bullying laws and policies please go to:
www.stopbullying.gov

Grievance and Disciplinary Policy

A grievance procedure is available to any student who believes a decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with a School Director and complete a written statement.
All complaints and grievances will be addressed within 3 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no

further information is needed, the Director will determine a resolution and a notice of the outcome will be sent to the student in writing within 7 calendar days of the initial complaint.
If the grievance is not resolved, then the School Director will review it with all parties concerned. The Executive Director's decision is final. Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education Florida Department of Education, 325 West Gaines Street, Suite #1414, Tallahassee, FL 32399-0400, 850.245.3200 or toll free at 888.224.6684.

Licensure

The Key West Beauty Academy is licensed by the Florida Department of Education's Commission for Independent Education. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education,Fl.Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 , toll-free telephone number (888)224-6684 .