

# **COLLEGE OF INTERNATIONAL ESTHETICS, INC.**

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National Accrediting Commission of Career Arts & Sciences  
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**Course Catalog  
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**Dear Prospective Student:**

Thank you for your anticipated attendance at the College of International Esthetics, Inc. This catalog provides information about our school, staff, and most important, beyond the basics Esthetic classes and continuing advanced education of your choosing. It also identifies the time required and the commitment necessary to begin your career in your chosen field.

Our entire staff of educator's welcome you to our school and we are prepared to discuss your goals and how our curriculum will best suit your needs. There are many paths that open up for a licensed Esthetician, for instance, Spa manager/director, product representative, Educator (after 2 years or 4000 hours of work experience), School owner/director, professional makeup artist, permanent makeup artist, professional waxing, Medical Esthetician, Laser technician, Botox injector or Spa Owner.

The College of International Esthetics, Inc. is a school dedicated to providing each student with the education necessary for a successful career. We will train you to be competent in your chosen field and prepare each student to pass the Colorado State Board Examination.

The instructional staff is comprised of highly qualified and motivated instructors with many years of spa/salon and teaching experience.

Our commitment is to offer you a quality education beyond what is normally taught in Skin Care Colleges. We want you to be proud of being a student at our College and to graduate with the knowledge necessary to truly succeed as a licensed professional.

Thank you for inquiring about our school, and we sincerely hope you will consider joining us for a truly rewarding future at the College of International Esthetics, Inc.

**Arlene R. Malay,  
Owner**

## MISSION STATEMENT

The Mission of the College of International Esthetics, Inc. is to provide quality, competent education in Medical Esthetics and related courses that go beyond basics, whether required for the course or advanced learning. We provide students the tools they will need to be successful in their business ventures and goals. The College of International Esthetics, Inc. puts emphasis on achieving success, working on positive attitudes, and developing excellent customer communication skills through great knowledge.

We prepare the students to take and pass the Colorado State Board Esthetician practical and written examinations, and to be successfully employed in the field of Esthetics.

## ADMISSION REQUIREMENTS

The following information will provide you with the minimum requirements for beginning your career in Esthetics (Skin Care). We would be delighted to discuss your particular goals and how our curriculum will best suit your needs. Requirements for admission are as follows:

Pre-Registration:

You will be required to pre-register prior to your start date and will be asked to pay a non-refundable admission fee of \$50.00 plus a registration fee that will be credited towards your tuition. You must provide a photocopy of the following:

1. Drivers License or Legal State ID card
2. Social Security Card or proof of social security number. Admission shall not be permitted without the required documents.
3. Applicant must be at least 18 years of age, provide a High school diploma, or GED
4. The College does not recruit students already attending or admitted to another school offering a similar program of study.
5. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

**NOTE:** An interview with the Colorado Licensing Board prior to being accepted for examination may be required if you have been convicted of a Felony.

Enrollment is available for students wishing to **transfer** to the School after they have withdrawn from other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed cosmetology training program may be granted. The acceptance of transfer hours/credits is at the discretion of the school. The student must meet all regular entrance and registration requirements. A transferring esthetics student must enroll for a minimum of 450 clock hours. Before a transferring student can be enrolled, they may be evaluated academically by the School Director. Any student accepted for admission will be required to purchase the school's current kit. The college does not guarantee the transferability of its hours to any other institution unless there is a written agreement with another institution.

Students who have been terminated or withdrew from school may **re-enroll** (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a

negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and will re-enter in the same progress status as when they left.

### CONSUMER INFORMATION

Graduation Rate: 89.36%

Placement Rate: 71.43%

Licensure Rate: 100.00%

(edited May 30, 2018)

### ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in Medical Esthetics should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the Medical Esthetics industry can be arduous and physically demanding. Medical Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There may be exposure to various chemicals, bright flashing lights from lasers, and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

### JOB DEMAND IN ESTHETICS/RELATED FIELDS

The U.S. Department of Labor provides current (2017) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Wage	Median	Hourly/Yearly	State Median Hourly/Yearly Wage
Estheticians (Skin Care Specialist) / 39-5094	\$30,270	\$30,270	\$14.55	\$20.33 / \$42,400

### ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at [www.onetonline.org](http://www.onetonline.org).

<b>AWARD YEAR: July 1, 2016 – June 30, 2017</b>	<b>Esthetics</b>
On Time graduation rate for students completing during this award year (perfect attendance as scheduled).	100.00
Percentage of students completing during this award year within Satisfactory Progress standards.	92.86
Total number of students completing in the award year.	124
Job placement rate for students completing in the award year.	71.43%
Median Title IV loan debt for students completing in the award year.	5,000
Median private or alternative loan debt for students completing in the award year.	n/a
Median Institutional Finance Plan debt for students completing in the award year.	n/a

**Tuition information for the programs listed above is located on page 22 of this catalog.**

## **POLICY ON EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation or lack thereof, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state's list of recognized schools. Lack of accreditation does not necessarily make a high school ineligible.

The school maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not necessarily be 100% accurate and may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

## **NON DISCRIMINATION POLICY**

The College of International Esthetics, Inc. including admission and employment, does not discriminate on the basis of age, race, religion, political beliefs, financial status, sex, marital status, handicap, color, ethnic origin, or country of origin and is prohibited by such discrimination by Law.

## **FACILITIES**

The College of International Esthetics, Inc. has approximately 8000 square feet of space. Included are:

1. Reception area, Retail area with several skin care lines and Mineral makeup
2. Ladies and Gentlemen's Restrooms. Shower with handicap seating.
3. 2 Instructor offices, 5 administrative offices
4. Classroom with tables, chairs, screens, projectors, facial beds, trolleys, steamers, lamps
5. Esthetician clinic with beds, Magnifying lamps, steamers, trolleys, towel cabbies  
Non-crystal and crystal microdermabrasion machines
6. Advanced training – for medical esthetic procedures
7. Lunchroom with a refrigerator, microwave's, toaster oven, dishwasher, pure filtered water, tables, chairs, toaster oven, coffee maker's
8. A 600 sq. ft. warehouse for storage and supplies.
9. Laundry room, Janitor closet, 2 large storage areas.
10. 2 Laser clinics for medical esthetics. Radio Frequency, IPL, Yag, Alexandrite, etc. (7 lasers), PICO Tattoo removal laser, Lamprobe machine.

The School makes use of acceptable training aids, including textbooks, individualized curriculum for each course, workbooks, dvd library, reference books, white boards, high grade standard equipment, cosmetics and supplies.

11. The college has added 2 additional classrooms at over 5,000 additional square feet only 9 blocks away from the main campus. It consists of 2 classrooms, 4 restrooms, a lounge/lunch room, reception area/dispensary, wax room, Instructor office and lounge, and 3 offices.

## GRADING SYSTEM

The Schools grading system is as follows:

<u>THEORY AND PRACTICAL</u>	
92% - 100% -	- A-4
83% - 91% -	- B-3
75% - 82% -	- C-2
70% - 74% -	- D-1
69% & below -	- F -0

## SATISFACTORY ACADEMIC PROGRESS POLICY

The granting of hours will ONLY be awarded to students following the successful completion of the school's defined stages of advancement. See full policy Pages 25-27.

## POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must state whether the postponement is for the convenience of the school or the student, and a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## REFUND POLICY

1. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his /her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all tuition and fees collected by the school shall be refunded. The cancellation date will be determined by the postmark upon written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after the three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less a admission fee of \$50.00. If either party postpones the start date, the contract will be extended to the new scheduled date of completion.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

### Students Entitlement Upon Withdrawal

### Amount of Refund

<b>Within first 10% of the program</b>	<b>90% less \$150.00</b>
<b>After 10% but within 25% of the Program</b>	<b>75% less \$150.00</b>
<b>After 25% but within 50% of the Program</b>	<b>50% less \$150.00</b>
<b>After 50% but within 75% of the Program</b>	<b>25% less \$150.00</b>
<b>After 75% of the program. If paid in full, no cancellation Charge is applicable.</b>	<b>No Refund</b>

The charge for going beyond the contract end date or additional hourly charge will be the 2 times the hourly rate. The hourly rate is \$18.86. If a student goes "beyond" that contracted maximum time frame the cost is \$37.72 per hour.

5. "Enrollment Time" is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in school. Refunds must be calculated based on the clock hours completed as of the last date of recorded attendance. Any monies due the student shall be refunded within thirty (30) days after cancellation or termination, or in the case of a leave of absence, the documented date of return. The student will be granted credit for previous training hours that



are approved by the State of Colorado. The policy for the granting of credit for previous training shall not impact the refund policy.

6. When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy.
7. The cost of the kit and supplies are not included in tuition adjustment computations. These items become the property of the student and are non-refundable.
8. Students who terminate prior to course completion will be charged a \$150.00 termination charge.
9. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
10. If a course is discontinued after the student has enrolled, the student shall be entitled to a full refund EXCEPT if the school ceases operation. The school reserves the right to reschedule, postpone, or cancel classes.
11. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
12. For duplication of previously transferred transcript paperwork, a fee of \$25.00 will be charged and paid each time prior to duplication of transcripts. "The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution." All requests for duplicate transcripts must be in writing.
13. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both parties on the basis of the refund table.
14. Students are encouraged to attempt to resolve any issue with the College first but the student may file a complaint anytime with the Colorado Department of Higher Education, Private Occupational School board, 1600 Broadway, Suite 2200, Denver, CO 80202, (303) 862-3001. Or online at ([www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)). There is a 2 year limitation (from the student's last date of attendance) on student filing complaints.

#### **RETURN OF TITLE IV FUNDS - (NOT THE REFUND POLICY)**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate

student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

#### **1. DETERMINATION DATE/WITHDRAWAL DATE (OFFICIAL/UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. The Financial Aid Office uses the withdrawal date from the student's official withdrawal Change of Status form as the student's withdrawal date when calculating unearned federal aid for the course. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. When available, the Financial Aid Office uses instructor-supplied last date of course attendance as the withdrawal date for students who have been administratively withdrawn from the college (unofficial withdrawals) to calculate unearned federal aid for the semester.

#### **2. TIME FRAME FOR RETURN OF TITLE IV PROGRAM FUNDS**

A Return of Title IV calculation will be done no more than 30 days from the date of determination that a student has withdrawn from school. The date of determination will be no more than 14 days after the student's last physical date of attendance unless the student was on an approved Leave of Absence. In this event, the date of determination of withdrawal will be the date that the student was supposed to return from the approved Leave of Absence and did not. All refunds of Title IV program funds due will be made within 45 days from the date of determination that the student withdrew. The order funds are returned to the DOE is as follows: 1<sup>st</sup>-unsubsidized Loans, 2<sup>nd</sup>-subsidized Loans, 3<sup>rd</sup>-Parent Plus Loans, 4<sup>th</sup>-Pell Grant.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **FEDERAL ASSISTANCE PROGRAMS**

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

#### **Federal Grants:**

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

**Federal Direct Loan Program:** These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

**Federal Direct Subsidized Loan:** This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

#### **Entrance and Exit Counseling:**

Students receiving Federal Direct Loans must complete a Student Loan Entrance Counseling prior to disbursement of funds and a Student Loan Exit Counseling within 30 days of graduating or withdrawing from school.

#### **Title IV Credit Balances:**

Tuition and fees are charged by academic year. Federal student aid is received by payment periods. Generally, there are two payment periods in a full academic year. When Title IV funds received for the academic year are greater than the charges for the academic year, a credit balance is created on the student's account. This credit balance will be refunded to the student (or parent in the case of a Parent PLUS loan), within 14 calendar days of the credit balance being created on the student's account.

## **VERIFICATION**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

## **CONFLICTING INFORMATION**

The school understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

## **EMPLOYMENT ASSISTANCE**

Although the College of International Esthetics, Inc. will not make any guarantees of employment upon graduation, The School will provide students with placement assistance, which will consist of identifying employment opportunities and advising them on appropriate means of attempting to realize these opportunities as well as assisting with establishing a resume and cover letter.

## **GRADUATION REQUIREMENTS**

In order to graduate from a program, and to receive a diploma, students must successfully complete the required number of clock hours as specified in the catalog and on the contract, pass all written and practical examinations with a minimum 75% average and satisfy all financial obligations to the school. UPON GRADUATION, A RECORD OF COMPLETION WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

## **LICENSING REQUIREMENTS**

In order to become licensed, students must successfully complete the 750 hour Medical Esthetician course and successfully complete the state licensing examination.

## **STUDENT DATA RELEASE INFORMATION**

It is the policy of the College of International Esthetics, Inc. to maintain confidentiality of student files. The school only releases information to those sources with an authorized need to acquire such knowledge, & with consent from the student. (Or by his/her parent or legal guardian if the student is under eighteen years of age). The school provides access to student and other school records to its accrediting agency (NACCAS) as well.

## **HOLIDAYS AND SCHOOL CLOSURE**

Students will have the following Holidays off: New Year's Day, January 1, July 4<sup>th</sup>, Thanksgiving Thurs. Fri. and Sat., Memorial and Labor Day and the week between Christmas and New Years, All other days will be announced. Unexpected closures will be announced by email, local television stations or announced at the discretion of the school's administration.

### OFFICIAL DATE OF TERMINATION

Official date of termination shall be determined in the following manner:

1. The date on which the school receives notice of the student's intention to discontinue the training program (the school requests this information be put in writing), or
2. The date on which the student violates published school policy which mandates termination, or
3. Fourteen (14) days of continuous unexcused absenteeism.

### TUITION COLLECTION POLICY

All monthly tuition payments are due on the same day a student started and that date thereafter each month (unless other arrangements have been made). Should a student find it necessary to withdraw or should termination occur, all owed tuition is due and payable within thirty (30) days. Beyond the thirty (30) day period outlined previously, the school administration will consult a Collection Agency (unless other arrangements have been made). In the event legal action is necessary to collect the monies due, the student shall be responsible to pay all cost of collection, including reasonable attorney's fees. No hours, grades, or other information concerning a student will be transferred to any other school or institution until all monies owed the school are paid in full.

### METHOD AND TERMS OF PAYMENT

All students are asked to make a minimum \$50.00 payment each month towards their education in addition to any Title IV Funds they may be eligible for; students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received. A student must complete the program by their contract date or they will be required to pay double the hourly rate for any hours remaining after this contract date. The methods of payment of monies owed to the college can be paid by: Cash, credit card, money order, check, VA, Colorado Workforce, Title IV funding, loans, scholarships.

### COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets for the year.

#### Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$630.00	\$241.00	\$469.00	Case by Case	\$1,340.00

#### Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$940.00	\$360.00	\$700.00	Case by Case	\$2,001.00

#### Student Grievance Procedure:

### **Student Grievance Procedure:**

If a student has a grievance, or has a complaint of deceptive trade or sales practices, students are encouraged to resolve complaints with the College first as follows: The complaint must be put into writing and given to either their instructor or the college director. The grievance will be discussed and a determination will be made within 2 weeks. If there is an immediate determination requested, the grievance will be expedited as soon as possible not to exceed 3 working days. If the student wishes to appeal the decision, they must do so in writing within 2 weeks of the determination by the staff member.

If the student wants to file a grievance directly with the DPOS, they may go **online** to [higher.colorado.gov/dpos](http://higher.colorado.gov/dpos); or 303-862-3001, and file a written complaint against the school or agent anytime. There is a 2 year limitation (from student's last date of attendance) on student filing complaints.

### **CODE OF CONDUCT**

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

### **STUDENT SERVICES, HOUSING AND COUNSELING**

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

## **POLICY FOR SAFEGUARDING STUDENT INFORMATION**

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 6 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information. The college provides access to student and other school record to its accrediting agency (NACCAS).

## **VOTER REGISTRATION**

The school encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in Colorado, an online process available at [www.registerincolorado.org](http://www.registerincolorado.org). This information is provided to each student during the enrollment process.

## **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director. It is also available on our website at [www.cieskinicarecollege.com](http://www.cieskinicarecollege.com)

## **DRUG ABUSE PREVENTION**

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also maintained in the administrative office of the school and is available to any student requesting assistance.

## **OSHA REQUIREMENTS**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in esthetic training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

## FACULTY

The Owner/President is Arlene R. Malay, Dennis Truitt, Financial Aid Director/Bookkeeper, Josephine Coomes, Assistant Financial Aid Director, Cindy Stahl, Financial Aid Assistant, Michelle Haro, Director of Sales/Admissions, Barbara Minnick Assistant Sales/Admissions, Gianna Barry, College Administrator. Please see attachment for entire faculty of Instructors and staff. The College of International Esthetics, Inc. employees are knowledgeable and experienced Instructors approved by the State of Colorado. The Colorado Department of Higher Education, Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, CO 80202; (303) 862-3001 approves and regulates The College of International Esthetics, Inc. Members of the faculty attend seminars and workshops, keeping current in industry trends and training methods. Students may be assured of being offered all available up-to-date techniques and methods. Speakers and demonstrators from the industry are invited to visit the school. The school only uses products whereby representatives come in and keep the staff and students up to date on the usage and additions to the product lines.

## COURSES

**COLLEGE OF INTERNATIONAL ESTHETICS, INC. offers the following courses:**

.)  
**MEDICAL ESTHETICIAN.....750 hours F/T = 119 days, 25 weeks, P/T = 184 days, 44 weeks**

### ADVANCED CLASSES (See entire list on Pages 20-21)

<b>MICRODERMABRASION (advanced)..</b>	<b>14</b>	<b>HOURS</b>	<b>2 days</b>
<b>CHEMICAL PEELS (advanced).....</b>	<b>24</b>	<b>HOURS</b>	<b>3 days</b>
<b>EYELASH EXTENSIONS.....</b>	<b>16</b>	<b>HOURS</b>	<b>2 day</b>
<b>LASER TRAINING.....</b>	<b>50</b>	<b>HOURS</b>	<b>8 days</b>
<b>INJECTABLES – Botox/Juvederm.....</b>	<b>16</b>	<b>HOURS</b>	<b>2 days</b>
<b>DERMAPLANING.....</b>	<b>6</b>	<b>HOURS</b>	<b>1 day</b>
<b>MICRO-NEEDLING.....</b>	<b>6</b>	<b>HOURS</b>	<b>1 day</b>

Completion of all hours required for the course and full payment of all fees, tuition and, student charges are required before receiving a Diploma or Transcript of Hours is issued,. (Unless prior arrangements are made with the administration.) Class Training schedule: Please see “Advanced training schedule” for complete information on each stand alone class.

### Medical Esthetician Course

Class and Subject	/HOURS
<b>FACIALS &amp; SKIN CARE (TO INCLUDE CHEMICAL PEELS AND MICRODERMABRASION</b>	<b>210</b>
<b>FACIAL MAKEUP</b>	<b>30</b>
<b>HAIR REMOVAL</b>	<b>90</b>
<b>LAW, RULES &amp; REGULATIONS</b>	<b>30</b>
<b>MANAGEMENT, ETHICS, INTERPERSONAL SKILLS &amp; SALESMANSHIP</b>	<b>30</b>
<b>DISINFECTION, SANITATION &amp; SAFE WORK PRACTICES</b>	<b>210</b>
<b>MICRODERMABRASION</b>	<b>14</b>
<b>CHEMICAL PEELS</b>	<b>24</b>
<b>COMPREHENSIVE LASER</b>	<b>112</b>
<b>TOTAL</b>	<b>750 Hours</b>

### 750 Hours - 119 Days full Time/184 Days Part Time:

**DESCRIPTION:** The primary purpose of the Medical Esthetician Course is to train the student in the basic manipulative skill, safety judgments, proper work habits and desirable attitude necessary to pass the State Board examination and for competency in job entry level positions as a Medical Esthetician or related career avenue. Therefore we have added a complete Laser Training Course which adds 150 hours to include clinic hours after successful completion of the Laser course (112) hours plus 24 hours of Chemical Peels and 14 hours of Microdermabrasion. A Complete Course Outline will be provided upon request prior to enrollment. The outline will be issued otherwise on the first day of class.



**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Medical Esthetics and related career positions.

**GRADING PROCEDURES:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the College. Students must maintain a theory grade average of 75% and pass a FINAL written and Practical examination prior to graduation. Students must make up failed or missed tests and incomplete assignments, If a student does not complete their written or practical testing, they will receive a zero (0).

Numerical grades are considered according to the following scale.

Theory and Practical

92 -100	A-4
83-91	B-3
75-82	C-2
70-74	D-1
69 less	F-0

**INSTRUCTIONAL METHODS:** The course is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/dvd's/videos are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## **GUIDELINES, RULES AND REGULATIONS (MAY BE SUBJECT TO CHANGE)**

### **APPEARANCE**

Students are required to wear clean, neat clothing and maintain a professional, well-groomed appearance. (A complete dress code will be provided upon enrollment.)

Penalty: Any student failing to adhere to the appearance and uniform code will be notified and afforded an opportunity to modify his/her appearance. Failure to then comply with the dress code will result in dismissal from classes until in compliance.

### **CONDUCT**

The College of International Esthetics, Inc. students are responsible for regulating their own conduct and for respecting the rights and privileges of others. Students are expected to conduct themselves in a manner compatible with the function of the school as an educational institution and respect and obey all civil and criminal laws. As such, students are expected to conduct themselves in a responsible manner that reflects credit on themselves and the school in terms of morality, honor and good citizenship, and abide by the school rules and regulations. It is the responsibility of the students to maintain academic honesty and integrity, and manifest their commitment to the goals of the school through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students may require the school to impose such penalties as deemed appropriate, ranging from warning to withdrawal.

**REASONS FOR PROBATION, SUSPENSION OR DISMISSAL:** Following the procedures consistent with due process, a student may be placed on probation, suspended or dismissed, or given a lesser sanction for any of the following:

1. Theft or non-accidental damage to college property.
2. Forgery, alteration or misuse of records or documents.
3. Cheating, plagiarism or other academic dishonesty.
4. Physical or verbal abuse of others or any threat of force.
5. The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at any college sponsored event.
6. Unauthorized entry into, unauthorized use of, or misuse of College property.
7. Disorderly, loud, indecent, obscene or offensive conduct on campus.
8. Possession or use of explosives or weapons.
9. Failure to comply with directions of college officials acting in performance of their duties.
10. Obstruction or disruption of the educational process.
11. Soliciting or assisting another to do any act which would subject another to student discipline.

### **ATTENDANCE**

School experience and credit is not calculated, nor granted on the basis of units, months, weeks or days; it is calculated by the hour. Therefore, the College of International Esthetics, Inc. has drafted the following guidelines related to the granting of hours for applied effort, which must be adhered to:

1. Hours: Regular school hours are 8:30 a.m. to 4:30 p.m. Tuesday through Friday as a freshman, then 8:30 a.m. to 3:00 p.m. Tuesday through Saturday for the remaining time. Students are scheduled to attend school 30 hours per week.
2. Night classes are 5:30-9:30 p.m. Monday, Tuesday, Wednesday and Thursday evenings. Module 2,3 students will need to attend school one Saturday a month after their freshman training. The Saturday attendance must be assigned during signing the contract upon enrollment.

## **RECORDS**

1. Each student is required to clock in using finger identification or password, which when used properly, records the period of attendance.
2. Students are required to clock in and out upon arrival, at lunch time, and departure time utilizing the designated time clock.
3. If a time "Card" has to be used, it is the property of the school and must remain on campus.
4. Clocking in and out for another student is considered the equivalent of academic dishonesty in a clock hour based program, and could result in dismissal from school.
5. The correct procedure for clocking in and out will be taught during orientation.
6. If you forget to clock in or out, any staff member cannot fix the error. The time will be lost.

## **LUNCH**

Students are allotted a half (1/2) hour period to be taken between 11:30 a.m. and 1:30 p.m. Failure to clock out or back in from lunch will result in loss of attendance for that period and may result in 1 hour or more loss of time. Students attending six hours or less per day do not have to take a lunch but do have to take a fifteen minute break. If a lunch is taken in addition to the fifteen-minute break, the student must clock out and in.

## **BREAKS**

Students are allowed up to one half (1/2) hour of break time per 8 hour day. Morning break is scheduled after theory class for all students. Afternoon breaks are unscheduled and are to be taken between 1:00p.m. and 2:30p.m. Breaks are not to exceed 15 minutes. If a student needs longer than 15 minutes or needs to leave the campus grounds during the break (or any other time) they must ask permission and "clock out". Failure to clock out and in under these circumstances will result in a loss of attendance hours for that period of time. No one may leave except by the front door unless there is an emergency.

## **ABSENTEEISM**

### **EXCUSED ABSENCES**

Students may be excused from school for illness, family illness, death, accident or wedding in the immediate family. Documented proof is required upon return to school at the discretion of the school administrator.

### **UNEXCUSED ABSENCES**

Excessive unexcused absences and or tardiness constitute reasons for disciplinary action. Students should notify the administrative office IN WRITING of expected absences 3 (three) days in advance. In the event of an unexpected absence (i.e. illness, emergency car trouble, etc.) students should call the school and speak to the Director or the administrative office. Any student absent in excess of 14 calendar days, who is not on an approved leave of absence, will be withdrawn. A student is allowed up to 180 days Leave of Absence (LOA) in a 12 month period. It may be taken consecutively or all at one time but not more than twice during a Program. A LOA must be requested in writing and the form may be obtained in the Main Office. No federal student loan monies can be disbursed during a leave of absence. An addendum of the LOA policy is attached. It is a requirement for ALL STUDENTS TO MAINTAIN 100% ATTENDANCE in MODULE 1 and LASER. If a student does not maintain 100% attendance for Module 1 they will be required to take the section/time missed over at a later date as they will NOT be fully prepared to test out.

### **TARDINESS**

In order to prevent disruption of on-going weekday classes, students must arrive and clock in no later than 8:37a.m. No student is permitted to clock in and enter class between 8:38 a.m. and the end of the theory class. Late arriving students who have called in before 8:30 a.m. are permitted to clock in at 10:00a.m. and attend the remainder of the day. Failure to notify the school officials before the school day begins will be considered as unexcused and the student will not be permitted to clock in. Students who are tardy more than 3 times in any scheduled evaluation period will be placed on probation and not allowed any further late arrivals. If any further unexcused late arrivals do occur, the student will be suspended for three days (1<sup>st</sup> time offender), one week (2<sup>nd</sup> time offender), 3<sup>rd</sup> time will result in two (2) weeks suspension. If the student continues to further violate probationary periods, the student shall be withdrawn from school. Saturday late arrivals cannot clock in after 8:37am and will not be able to attend school for that day.

## **MAKEUP WORK POLICY**

The “make up work policy” affords a student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test upon their return prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student’s Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). A student will lose 5 percentage points for each non excused school day a test is not taken as scheduled. Remaining rules will be given to the student during orientation.

## **COUNSELING SERVICES**

Academic counseling occurs at periodic, scheduled hour increments throughout the course. The college also takes a personal interest in each individual student. Every student is extended the privilege of consulting with the appropriate staff when the desire or need arises. The school offers career, individual, placement and a referral for drug counseling. Students are referred to professional counseling agencies when necessary or requested to do so. The Owner of the College has an “Open Door” policy for staff and students.

## **LIBRARY**

Students wishing to check out resource materials must leave their driver license as collateral for materials checked-out. Library materials may not leave the school grounds. If the material is not returned, the student will be charged for the replacement cost of the unreturned material(s).

## **MONITOR, SANITATION AND SAFETY**

As part of the curriculum, each student is required to spend the last fifteen (15) minutes of each day performing sanitation and clean up of their individual and group area in the school. The monitor and sanitation are graded as part of the student’s overall evaluation. All work areas and materials must be cleaned, sanitized, and put away as appropriate at the end of each day. In addition, the following must be adhered to throughout the day:

1. Wear your name tag and be in dress code at all times
2. Wash hands with soap and water prior to performing each service.
3. Necessary implements must be cleaned and disinfected according to rules set forth prior to use and maintained in sanitary condition throughout the service.
4. Necessary implements and supplies must be set-up neatly and properly arranged for the service. All products used must be properly labeled.
5. Articles dropped must be picked up with a clean tissue and washed with soap and water, rinsed, disinfected again or, if time does not permit, placed in a proper, labeled container for soiled implements.
6. If a student accidentally spills water or a liquid on the floor, immediately stop the service and clean it up.
7. Do not leave towels laying on top of your station or hanging on chairs. Soiled towels should be placed in the towel bin immediately after use.
8. After completing a service, all supplies must be returned to the lab and all materials must be put away. Disposable items must be discarded immediately.
9. The workstation area must be wiped clean and surrounding floor area cleaned.
10. Implements to be re-used must be properly cleansed with soap and warm water, thoroughly rinsed, and disinfected prior to storage for re-use.
11. The last 15 minutes of each day you will be required to do your daily clean up assignment and your station clean up. When your daily assignment and stations clean ups are completed you may request to be checked off and graded by your instructor. Then you will be given permission to clock out.

**START DATES FOR MEDICAL ESTHETICIAN COURSE 2017-2018-2019**

<u>Start Date for Days</u>	<u>Freshman End</u>	<u>Estimated Graduation Day</u>	<u>Contracted Date</u>
May 15, 2018	June 22, 2018	November 6, 2018	January 12, 2019
July 10, 2018	August 17, 2018	January 11, 2019	March 12, 2019
August 21, 2018	September 28, 2018	February 22, 2019	April 23, 2019
October 2, 2018	November 9, 2018	March 29, 2019	June 4, 2019
November 13, 2018	January 3, 2019	May 29, 2019	July 27, 2019
January 8, 2019	February 15, 2019	June 29, 2019	August 29, 2019
February 19, 2019	March 29, 2019	August 13, 2019	October 10, 2019
April 2, 2019	May 10, 2019	September 24, 2019	November 21, 2019
May 14, 2019	June 21, 2019	November 5, 2019	January 16, 2020
July 9, 2019	August 16, 2019	January 15, 2020	March 13, 2020
August 20, 2019	September 27, 2019	February 22, 2020	April 22, 2020
October 1, 2019	November 8, 2019	April 4, 2020	June 4, 2020
November 12, 2019	January 3, 2020	May 15, 2020	July 14, 2020

**FRESHMAN HOURS AND DAYS;**

6 weeks/24 days is: 8:30 am to 4:30 pm, Tuesday – Friday. Hours per week = 30 including ½ hour lunch. Total = 180 hours

**JUNIOR AND SENIOR HOURS AND DAYS:**

Remaining 19 weeks/ 95 days is: 8:30 am to 3:00 pm, Tuesday – Saturday. Hours per week = 30 including ½ hour lunch. 95 days total of 570 hours 119 total days for the full time 6 month program = 750 hours

<u>Start Dates for Nights</u>	<u>Freshman End</u>	<u>Estimated Graduation Day</u>	<u>Contracted Date</u>
May 29, 2018	August 7, 2018	April 17, 2019	July 31, 2019
August 13, 2018	October 20, 2018	July 3, 2019	October 14, 2019
October 22, 2018	January 3, 2019	September 4, 2019	December 18, 2019
January 7, 2019	March 14, 2019	November 14, 2019	March 11, 2020
March 18, 2019	May 23, 2019	February 6, 2020	May 19, 2020
May 28, 2019	August 7, 2019	April 20, 2020	July 30, 2020
August 12, 2019	October 17, 2019	June 30, 2020	October 12, 2020
October 21, 2019	January 13, 2020	September 9, 2020	December 23, 2020

**FRESHMAN HOURS AND NIGHTS:**

The first 10 weeks/40 days: Monday through Thursday, 5:30pm- 9:30 pm. Hours per week = 16. Total 160 hour

**JUNIOR AND SENIOR HOURS AND NIGHTS:**

Remaining 34 weeks/144 days is:  
Monday through Thursday, 5:30 pm - 9:30 pm and one Saturday a month: 8:30 am – 3:00 pm. 16 Hours per week, plus 6 extra hours every 4 weeks. Total hours = 570. 184 days total for the part time night program; 11 month program. Total of 750 hours \*Dates are subject to change

**START DATES FOR STAND ALONE COURSE**

Stand Alone Classes are approved to be taught by DPOS as advanced training. A certificate of completion will be issued upon proof of licensing

**2018**

<b>DATE</b>	<b>CLASS</b>	<b>TIME</b>	<b>COST</b>
November 27-29	Chemical Peels	8:00-4:30	\$ 600.00
November 5	Microneedling	9:00-3:30	\$ 600.00
November 11-12	Eyelash Extensions (includes kit)	8:00-4:30	\$ 850.00
November 12	Dermaplaning (includes kit)	9:00-3:30	\$ 399.00

**January, 2019**

January 6-7	Microdermabrasion	8:30-4:00	\$ 475.00
January 12-13	Permanent Makeup (New)	9:30-6:00 (sat,sun)	
January 14	cont.	9:00-4:30 (Monday)	
(Class meets for 12 weekend days (weekend 1 of 4)			\$4,650.00
January 14	Microneedling	9:00-3:30	\$ 600.00
January 19-21	Permanent Makeup (cont.)		
January 19-20	(weekend 2 of 4)	9:30-6:00 (sat.sun)	
January 21		9:00-4:30 (Monday)	
January 26-27	Permanent Makeup (cont.)	9:30-6:00 (sat.sun)	

January 28	(weekend 3 of 4)	9:00-4:30 (Monday)	
<b>February 4</b>	Sugaring (incl. kit (99.00))	8:00-12:00	\$ 249.00
February 4	Brazilian Sugaring	12:30-4:30	\$ 100.00
February 10-11	Microdermabrasion	8:30-4:00	\$ 475.00
February 10-11	Injectables	8:30-5:00	\$2,450.00
February 18	Dermaplaning (includes kit)	9:00-3:30	\$ 399.00
February 23-25	Permanent Makeup (cont.)		
February 23-24	(weekend 4 of 4)	9:30-6:00 (sat,sun)	
February 25	Class meets for 12 days	9:00-4:30 (Monday)	
<b>March 2-4</b>	Chemical Peels	8:00-4:30	\$ 600.00
March 3-4	Injectables	8:30-5:00	\$2,450.00
March 25	Micro Needling	9:00-3:30	\$ 600.00
<b>April 6-7</b>	Permanent Makeup (New)	9:30-6:00	\$4,650.00
April 8	cont.	9:00-4:30	
(Class meets for 12 days. Weekend 1 of 4)			
April 7-8	Injectables	8:30-5:00	\$2,450.00
April 7-8	Microdermabrasion	8:30-4:00	\$ 475.00
April 13-15	Permanent Makeup (cont.)		
April 13,14		9:30-6:00	
April 15		9:00-4:30	
(Class meets for 12 days. Weekend 2 of 4)			
April 14	Beauty +Paramedical Airbrush Makeup	9:00-5:30	\$ 650.00
April 15	Dermaplaning (includes kit)	9:00-3:30	\$ 399.00
April 27-29	Permanent Makeup (cont.)		
April 27-28	(weekend 3 of 4)	9:30-6:00	
April 29	Class meets for 12 days	9:00-4:30	
April 28-29	Eyelash Extensions (includes kit)	8:00-4:30	\$ 850.00
<b>May 13</b>	Microneedling	9:00-3:30	\$ 600.00
May 18-20	Permanent Makeup (cont.)		
May 18,19	(weekend 4 of 4)	9:30-6:00	
May 20	Class meets for 12 days	9:00-4:30	
May 18-20	Chemical Peels	8:00-4:30	\$ 600.00
<b>June</b>	Eyelash Extensions (includes kit)	8:00-4:30	\$ 850.00
June 9-10	Injectables	8:30-5:00	\$2,450.00
June 17	Dermaplaning	9:00-3:30	\$ 399.00
June 23-24	Microdermabrasion	8:30-4:00	\$ 475.00

## COURSE PRICES

### 1. MEDICAL ESTHETICIAN: 750 Clock Hours (State Board Certified)

Admission Fee:	\$ 50.00 (non refundable)
Registration Fee	\$ 150.00
Tuition	\$ 14145.00
Books, kit, supplies:	\$ 725.00
<b>Total</b>	<b>\$ 15070.00</b>

#### Course includes:

Textbook, Workbook, Cosmetic Ingredient Dictionary, Product Knowledge Manual, Chemical Peel Manual, Microdermabrasion Manual, Esthetician Kit, Freshman Manual, Sanitas Skin Care Samples, and Image Skin Care Samples. Microdermabrasion and Chemical Peel certification and Laser Certification are included in the basic course

**NOTE: A WRITTEN AND PRACTICAL TEST IS REQUIRED FOR LICENSING. THE FEE FOR LICENSING IS \$71.00 FOR THE Practical skills examination. The fee for the Written Examination is \$56.00. These fees will be the student's responsibility. PSI is the testing agency and can be reached at <http://candidate.psiexams.com>**

### 3. CHEMICAL PEELS: 24 Clock Hours

Admission Fee:	\$ 50.00 (non refundable)
Registration Fee:	\$100.00
Tuition	\$400.00
Books/Supplies	\$ 50.00
<b>Total</b>	<b>\$600.00</b>

Skin Analysis, Conditions, Contraindication & After Care	8 hours
Product Ingredients of Chemical Resurfacing substances	8 hours
Treatment Procedures and Treatment Reactions	<u>8 hours</u>
<b>Total Course Hours</b>	<b>24 hours</b>

We incorporate Lactic, Glycolic, Salicylic, Jessner, TCA, Enzyme, combination peels.

**4. MICRODERMABRASION:** 14 Clock Hours.

Admission Fee:	\$ 50.00 (non-refundable)
Registration Fee:	\$100.00
Tuition	\$275.00
Books/Supplies	\$ 50.00
<b>Total</b>	<b>\$475.00</b>

Skin	1 hour	Salesmanship	1 hour
Skin type and condition	1 hour	Occupational Safety and Health	1 hour
Micro exfoliation	3 hours	Laws, Rules & Regulations	1 hour
Treatment Procedures	<u>5 hours</u>	Sanitation/Sterilization/Safety	<u>1 hour</u>
<b>Total</b>	<b>10 hours +</b>		<b>4 hours = 14 hours</b>

**5. EYELASH EXTENSIONS:** 16 Hours - 2 DAY CLASS

Admission Fee:	\$ 50.00 (non-refundable)
Registration Fee	\$ 50.00
Tuition	<u>\$750.00</u> (includes kit-\$300.00)
<b>Total</b>	<b>\$850.00</b>

**6. LASER TRAINING:** 50 hour CLASS

Admission Fee:	\$ 150.00 (non-refundable)
Registration Fee	\$ 300.00
Book	\$ 100.00
Tuition	<u>\$4950.00</u>
<b>Total</b>	<b>\$5500.00</b>

**7. INJECTABLES (BOTOX/JUVEDERM) 16 Hours - 2 DAY CLASS**

Admission Fee:	\$ 50.00 (non-refundable)
Registration Fee	\$ 100.00
Tuition	<u>\$2300.00</u> Includes all supplies
<b>Total</b>	<b>\$2450.00</b>

**8. BEAUTY/PARA MEDICAL AIRBRUSH MAKEUP (16 hours)**

Admission Fee	50.00
Registration Fee	100.00
Kit	250.00
Tuition	250.00
<b>Total</b>	<b>650.00</b>

**9. SUGARING 4 Hours      BRAZILIAN SUGARING 4 Hours**

Admission Fee	25.00	Admission Fee	25.00	
Registration Fee	10.00	Registration Fee	10.00	
Kit	99.00	Kit		(99.00 (If taken alone. Included if taking both together))
Tuition	<u>115.00</u>	Tuition	<u>65.00</u>	
<b>Total</b>	<b>249.00</b>	<b>Total</b>	<b>100.00</b>	

**10. DERMAPLANING 5.5 Hours.**

Admission Fee	50.00
Registration Fee	100.00
Tuition	194.00
Kit	55.00
<b>Total</b>	<b>399.00</b>

**11. MICRO NEEDLING 6 Hours**

Admission Fee	50.00
Registration Fee	100.00
Tuition	<u>450.00</u>
<b>Total</b>	<b>600.00</b>

**12.. PERMANENT MAKEUP**

Admission Fee	50.00
Registration Fee	200.00
Tuition	4100.00
Books, supplies	300.00
<b>Total</b>	<b>4650.00</b>

Sanitation/Sterilization, and safety	4 hours lab/8 hours Theory
Skin Analysis	5 hours lab/3 hours Theory
Equipment and supplies	5 hours lab/3 hours Theory
Color Theory and Effects	27 hours lab/5 hours Theory
Client Consultation	5 hours lab/3 hours Theory
Application of Pigment	58 hours lab/6 hours Theory

Total= 28 hours Theory/104 hours lab=132 hours

**13. MOOR THAN MUD**

Administration Fee	10.00
Registration Fee	10.00
Tuition	<u>40.00</u>
<b>Total</b>	<b>60.00</b>

## TERMS OF PAYMENT:

Payment for a course will require a down payment of a non-refundable admission fee as stated above plus a registration fee that will be credited toward the tuition. The students may, at the School's option, pay the school per month, in monthly installments. The first installment is due and payable on the first day of class and all subsequent installments are due and payable on the same day of each subsequent month until paid in full. A diploma or certificate will not be issued until all money due is paid in full. Other payment plans may be arranged. Furthermore, the school may, at its option and without notice, prevent me from attending class until the unpaid balance is satisfied. The cost of credit is included in the price quoted for the goods and services. If a credit card is used for payment a fee may be charged

A student must complete the program by their contracted graduation date or they will be required to **pay double their hourly rate per program hour** for any hours remaining after their completion date. The hourly rate is **\$18.86** and the double rate is **\$37.72**. The additional hourly charge may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver. The cost of credit is included in the price quoted for the goods and services.

## STUDENTS RIGHT TO ACCESS RECORDS

1. Each student (or parent or guardian if the student is a dependent minor) shall have access to that student's records. The student will be given a form to request in writing each time they wish access to their record. The form will be returned to the student with the time available to access their information. The request will then be placed in the student's academic file.
2. The College will require a written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law.
3. The student or guardian will have a right to deny authority to publish one or more of the following items:
  - Name
  - Address
  - Phone number of student
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Degrees and awards rec Date of graduation
  - Previous school attended
  - Date of graduation from previous school
4. The college will provide and permit access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. This statement will be required to be approved by the student or guardian.



## SATISFACTORY ACADEMIC PROGRESS POLICY

### *Provided to Students Prior to Enrollment as it is in the Catalog*

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled in a NACCAS approved program in the College of International Esthetics, Inc.

#### **ATTENDANCE PROGRESS:**

Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Students must successfully complete a minimum of 75% of the cumulative scheduled clock hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.33 times the published length of the course. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. A leave of absence or temporary interruption will not change the status the student is at upon leaving. If a student is unsatisfactory when taking a leave, they will return to unsatisfactory when they return. (See LOA Policy) The School's policy on course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

When a student has been attending classes regardless of receiving or not receiving Title IV program funds, all hours will be counted towards their maximum time frame.

All course hours that a student is scheduled to complete within the payment period that the student withdraws from will be considered as clock hours attempted towards the maximum time frame.

A withdrawal and re-enrollment will have no effect on a student's Satisfactory Progress status. The student who chooses to re-enroll will return in the same satisfactory progress status as they were in when they withdrew.

#### **ACADEMIC PROGRESS:**

The following factors will be measured to determine academic progress: Theory work (tests grades, workbook, business plan) Practical applications, Laboratory applications. Students must maintain a cumulative GPA of 75% to be considered making satisfactory progress. The students will have access to their SAP's upon their evaluation or at their request. The student will also be **warned** if they are in between evaluations and not making SAP. If a student is not making satisfactory progress at a scheduled 375 hour evaluation but can make SAP by the time they reach 500 scheduled hours then the student would be given a **warning** and can then avoid "Probation".

**THEORY AND PRACTICAL** Qualitative factors will determine academic performance. The students will be graded according to the following scale:

A = 92-100%	4
B = 83- 91%	3
C = 75- 82%	2
D = 70- 74%	1
F = 69- less	0

#### **DETERMINATION OF PROGRESS**

Students meeting requirements at the end of each evaluation period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course/Program	
Medical Esthetician 750 Clock Hours	

Evaluation periods for SAP are at 375, 750 (Scheduled) clock hours

Maximum Time Frame: Students who have not completed the course within the maximum timeframe may continue as a student at the College of International Esthetics, Inc. on a cash basis which is double the hourly rate.

The College participates in Title IV, HEA programs, therefore, a student's successful course completion percentage is based on the number of successfully completed clock hours divided by the cumulative number of clock hours attempted by the student at that time.

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

or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **APPEAL PROCEDURE**

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration **within 5 days** of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. **The student must submit documentation regarding why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow the achievement of Satisfactory Academic Progress at the next evaluation.** A decision on the appeal will be made within three (3) business days after this hearing and will be communicated in writing. Mitigating circumstances will be considered such as: family death, severe illness, accident with proof of hospitalization, child situations that can be verified, or circumstances beyond the control of the student. Etc. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. ***All documents will become part of the students file.***

### **RE-ESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests/assignments/credit hours and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%.

### **REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

### **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

**TRANSFER HOURS:** Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours/credits at the College.

### **Evaluation Periods:**

**\*Transfer students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.**

### **RE-ENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and will re-enter in the same progress status as when they left.

***Certified to be true and correct in content and policy.  
College of International Esthetics, Inc.  
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1-888-440-0333 Toll Free  
Fax: (720) 540-0555  
[www.cieskinicarecollege.com](http://www.cieskinicarecollege.com)***

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***Arlene Malay, Owner***

## **LEAVE OF ABSENCE POLICY**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

1. All requests for LOA's must be submitted in advance in writing, to include the reason for the student's request, and include the student's signature. There are circumstances that could prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
2. The college may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the college documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
3. The student must follow the college's policy in requesting the LOA.
4. There must be a reasonable expectation that the student will return from the LOA.
5. Approval of the student's request for a LOA is in accordance with the institution's policy.
6. The college may not assess the student any additional institutional charges as a result of the LOA.
7. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12 month period. It is possible to take a LOA for any amount of days (even 1-2 days if a student's absence would result in dismissal)
8. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
9. The college will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
10. Authorized LOA's will not be considered in the maximum time frame evaluation; If a student is unsatisfactory when taking a leave, they will return to unsatisfactory when they return. The School's policy on course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.
11. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
12. The LOA will begin the day after the request is received to ensure that funds are not disbursed in the morning for a student who is granted a LOA in the afternoon of the same day.

I have read this policy and have been issued a copy for my personal use if needed.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ADDENDUM

## ***FACULTY:***

President/Owner: .....	Arlene R. Malay
College Administrator/Director.....	Gianna Barry
Director of Financial Aid/Bookkeeper.....	Dennis Truitt
Assistant Director Financial Aid .....	Josephine Coomes
Assistant Financial Aid/Admin.....	Cindy Stahl
Student Services/Admin.....	Jeanette Drew
Director of Admissions.....	Michelle Haro
Assistant Director of Admissions.....	Barbara Minnick
Marketing/Admissions.....	Makayla Allison Spletzer
Purchasing/IT.....	Casey Coomes

## **INSTRUCTORS:**

Lisa Reed  
Gianna Barry  
Christina Stiger  
Cassie Anderson  
Chantel Dagenais  
Jeanette Drew  
Karissa Bonafed  
McKenzie Harrison  
Judy Essay Sale

### **Dispensary:**

Linda Bogner  
Cathy Drew

### **Receptionist**

Tiffany Flageolle  
Christa Manchego  
Lorene Davies

### **Substitute Instructors:**

Bonnie Wayman  
Arlene Malay  
Alyssa Fosler