



# BOCA BEAUTY ACADEMY

NATIONALLY ACCREDITED BEAUTY AND WELLNESS INSTITUTE

MASTER HAIR DESIGN  
COSMETOLOGY  
BARBERING  
MAKEUP AND SKIN CARE  
PARAMEDICAL ESTHETICIAN  
MASTER AESTHETICIAN  
ELECTROLYSIS  
SKIN CARE  
FULL SPECIALIST  
NAIL TECHNICIAN  
MASSAGE THERAPIST





## **OUR MISSION**

Our heartfelt mission is to welcome and embrace our esteemed student body into the creative and inspirational world of beauty and wellness. We endeavor to locate the latent artist resident within each unique student and foster an immensely stimulating learning environment. We are relentless in our commitment to self-assessment and continuous improvement for our employees, students, and our valued salon and spa partners. Our passionate mandate is to develop graduates who will represent Boca Beauty Academy with grace, dignity, and the highest level of ethical conduct in our global community.

## **STATEMENT OF PURPOSE**

The objective of the Boca Beauty Academy, LLC. is to provide a stimulating educational environment for our students to develop into competent specialists in each of our program offerings in a fun, creative, and supporting learning environment. Our programs are designed to ensure that our students are prepared to meet all necessary requirements to become licensed professionals in their chosen field of study. Our maximum student teacher ratio of 25:1 enables all of our students to receive the required attention to facilitate their learning process and maximize their potential. Our intention is such that our students will graduate as capable, courteous, and motivated professionals and will have obtained all the necessary training and experience in their areas of specialty. Our methods are designed to guide the student from their first day of school to success as a talented, caring, and artistic professional.

## **LEGAL**

Boca Beauty Academy, LLC, a Florida limited liability company, owns and operates Boca Beauty Academy. Boca Beauty Academy, LLC is a wholly owned subsidiary of Academy Learning Holdings, LLC, which is located at 7820 Glades Road, Boca Raton, Florida 33434.

## **ADMINISTRATION**

John B. Richards.....Chairman & CEO

## **LOCATIONS**

The Boca Raton Campus is located at 7820 Glades Road, Boca Raton, Florida, 33434.  
The Parkland Campus is located at 7271 North State Road 7, Parkland, Florida, 33073.

## **CONTACT INFORMATION**

Boca Raton (Main Campus): 561-487-1191  
Parkland (Extension Campus): 954-866-1011  
You may also visit our website at: [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu)



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## **FACILITIES & EQUIPMENT**

The Boca Raton Campus is located at 7820 Glades Road, Boca Raton, Florida 33434. The school occupies approximately 10,500 square feet of space.

The Parkland Campus is located at 7271 North State Road 7, Parkland, Florida, 33073. The school occupies approximately 7,800 square feet of space.

Our facilities are fully air-conditioned, well-lit and modern. Our campuses have individual learning areas and audio-visual equipment meant to provide a comfortable and encouraging learning environment. The Clinic Areas are equipped with stations with dry sterilizers, chairs and mirrors. The Clinic Areas include approximately 25 Hair/Nail stations as well as 12 Skin/Massage Tables stations and mirrors. Other facilities include faculty room, media center/library, reception area, restrooms, student lounge and a dispensary. While some student parking is provided, Boca Beauty Academy cannot guarantee any student a parking space. We strongly encourage carpooling and other ridesharing arrangements.

## **ADMISSION REQUIREMENTS**

Please note that certain programs are offered at different locations and refer to each of the individual program offerings. Training is offered to all applicants on an equal basis, regardless of race, color, gender, sexual orientation, age, religion, national and ethnic origin. The school also complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities and mandates the provision of reasonable accommodations to ensure access to programs and services to qualified handicapped persons.

Students are required to complete a criminal background disclosure for Master Hair Design, Master Aesthetician, Massage Therapist, Electrolysis, Paramedical Esthetician, Cosmetology, Barbering, Skin Care, Makeup & Skin Care, Nail Technician and Full Specialist. Felony convictions and pleas of No Lo Contendere may disqualify certain individuals from obtaining licensure.

The programs offered at Boca Beauty Academy are designed to prepare an individual for employment in their field of study. These programs are open for regular enrollment to men and women who possess a high school diploma or the equivalent. Prospective students are invited to visit the school and discuss their needs, goals and objectives with an Admissions representative. A student interested in applying may begin the process by completing the Application for Admissions. This may be obtained by calling the school Admissions office at (561) 487-1191 and/or (954) 866-1011, or printing an application from [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu). Applicants must meet the following requirements to be admitted to Boca Beauty Academy:

- Complete the application and submit it to the Admissions Office at the address on the form with a \$100 non-refundable application fee.
- Submit transcript or diploma, or recognized equivalency confirming High School Graduation, a G.E.D., an Associate, Bachelor degree or equivalent. Students who have graduated from a foreign high school must sign a statement indicating they are a foreign high school graduate. Foreign transcripts and diplomas must be translated into English and evaluated by a recognized third-party translation/evaluation provider. A signed affidavit statement may suffice, except for those programs which are Title IV eligible at our institution. Check with your state and accrediting agency.
- Submit proof that you are a U.S. Citizen, Permanent Resident or on a legal status allowing you to study in the United States.
- Ability to Benefit Students may not be accepted if they have never been in attendance at a post-secondary school previously. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may be able to establish eligibility at the same Title IV institution or a different Title IV institution under the guidelines provided by the Federal Student Aid office.

Upon acceptance, a student must complete an Enrollment Agreement, provide a copy of their Driver's License (or other form of government issued ID) and complete all necessary paperwork. Applicants are strongly encouraged to visit the Admissions Office.

## **COURSE NUMBERING SYSTEM**

The course numbering system uses an alphanumeric digit identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

## **CLOCK HOUR DEFINITION**

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break.

## PROGRAMS – OBJECTIVES/PURPOSE

### **Master Hair Design\*\***

**1200 clock hours / State License required**

The objective of this program is to provide comprehensive training in hair styling and design and prepare students for the State licensing examination to become licensed Cosmetologists, Hair Wrappers, and Hair Braiders. Upon successful testing and completion of their program, students will receive a diploma. Master Hair Design graduates' placement opportunities include: beauty salons, resort hotels, or self-owned businesses.

### **Cosmetology**

**1200 clock hours / State License required**

The primary objective of the Cosmetology curriculum is to prepare students for the state licensing examination to become licensed Cosmetologists. Students completing the Cosmetology program will receive a diploma and upon passing the State Board Examination be able to work in beauty salons, resort hotels, or self-owned businesses.

### **Barbering\***

**900 clock hours/ State License required**

The Barbering program will aid the students in obtaining the knowledge and expertise necessary to work in a high-end traditional or modern barbershop salon. This comprehensive program will provide the students with the proper training in a variety of areas such as clipper and sheer cutting, coloring, hair texturing, hair styling, shaving, and modern fades. Students completing the Barbering program will receive a diploma, and upon passing the State Board Examination, will be able to work in barbershops, resort hotels, or self-owned businesses.

### **Skin Care**

**300 clock hours / License by registration**

The objective of this program is to provide complete training in the field of skin care. Students gain information to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage. They will also be able to describe chemicals, implements and techniques used in hair removal. Upon successful testing and completion of their program, students will receive a Diploma and be registered for licensure. Skin care professional opportunities include: Skin Care Operator or Manager, Skin Care Consultant or Technician, self-employment, or employment in a spa, dermatologist office or medi-spa.

### **Makeup & Skin Care\*\***

**600 clock hours / License by registration**

This program prepares students for entry-level employment in the makeup, skin care, retail, bridal, salon, spa, and fashion industries. Students acquire the skills required to work in professional studios or on location with photographers, models, and designers or in a salon or spa setting.

### **Nail Technician**

**240 clock hours / License by registration**

The objective of this program is to provide complete training in the field of Nail Technology and prepare for final testing. Upon successful testing and completion of their program, students will receive a diploma and be registered for licensure. This program provides training in the field of manicures and pedicures. Advanced methods of artificial nail application are included. A registered Nail Technician will find work in beauty and nail salons, resort hotels, or self-owned businesses.

### **Full Specialist**

**600 clock hours / License by registration**

The primary objective of this program is to provide comprehensive training in the fields of skin care and nail technology. Upon successful testing and completion of their program, students will receive a Diploma and be registered for licensure. Full specialist graduates' placement opportunities include: medi-spas, resort hotels, dermatologist offices and salons.

**\*Programs offered at the Parkland location only**

**\*\*Programs offered at the Boca Raton location only**

## **Electrolysis**

**320 clock hours / State License Required**

The primary objective of this program is to provide comprehensive training in permanent hair removal using professional equipment, thereby giving the student confidence and knowledge. Upon completion, the student will receive a diploma and be eligible to apply to the Electrolysis Council for licensing examination and will be qualified to sit for laser hair removal certification exams (CCE, CME).

## **Paramedical Esthetician**

**600 clock hours / State License required**

The Paramedical Esthetician program includes comprehensive training in permanent hair removal, skin care, body wrapping, electrolysis and makeup. Upon completion of the program students will gain the confidence and knowledge required to be successful in the paramedical esthetician field. Graduates will receive a diploma and be qualified to sit for the State Licensure Examination in Electrolysis and be registered for licensure in skin care, be qualified to sit for laser hair removal certification exams (CCE, CME) and be able to perform Makeup applications as a makeup artist.

## **Master Aesthetician\*\***

**725 clock hours / License by registration**

The objective of this program is to provide comprehensive training in skin care, advanced aesthetics & body wrapping. Upon successful testing and completion of their program, students will receive a diploma and be registered for skin care and body wrapping licenses. Master aestheticians' placement opportunities include: medi-spas, resorts, advanced aesthetics offices, and dermatology & plastic surgery practices.

## **Massage Therapist\***

**605 clock hours / State License required**

The primary objective of the Massage Therapist program is to prepare the student for the Massage Therapist National Board Examination. Upon successful testing and completion of their program, students will receive a diploma and be qualified to sit for the State Licensure Examination. A licensed Massage Therapist will find work in health spas, massage studios, physicians' offices, resorts, and private practice.

## **PROGRAM DESCRIPTIONS**

### **Master Hair Design\*\*:**

The Master Hair Design Program prepares students for employment as licensed professionals in the growing and competitive hair styling and design industry. Students in this program will learn and develop proficiencies in skin and nail practices, hair design theory and concepts, hair cleaning and shampooing, hair coloring, chemical applications and permanent reconstructions, hair anatomy and physiology, scalp diseases and treatments, wig and hairpiece fitting, hair braiding, hair extensions, hair straightening, cutting and coloring, customer service, salon management, equipment operation, health and safety, and applicable laws and regulations.

### **Cosmetology:**

The course instructs the student in hair, skin, and nail practices and state law related to the profession. In addition to classroom theory, the student performs the various clinical services of cosmetology.

### **Barbering:\***

The course will instruct the students in hair cutting, barbering techniques related to the profession, state laws, rules, and regulations related to the profession. In addition, the student performs the various services in the field of barbering.

### **Skin Care:**

The training that is offered to the student instructs in sanitation and hygiene procedures as they relate to skin care and facial procedures. Students are also trained to use the facial machine apparatus safely and effectively.

**\*Programs offered at the Parkland location only**

**\*\*Programs offered at the Boca Raton location only**

### **Makeup & Skin Care:\*\***

The Makeup Artist and Skin Care program is designed to teach the skills and knowledge required of makeup technicians in spas, salons, film, special effects, fashion makeup, runway, and print and as representatives of major makeup companies. Students learn to perform complete facials and skin treatments, as well as the basics of traditional, advanced, and fashion makeup. Students receive practical, hands-on experience and learn professional business skills needed to succeed in a growing and competitive industry.

### **Nail Technician:**

The training that is offered to the students instructs them in sanitation and hygiene procedures as they relate to the performance of manicuring, pedicuring, and applying nail extensions.

### **Full Specialist:**

The Full Specialist program integrates both skin care and nail technology to provide students with the knowledge and skills required to work in a wide range of capacities throughout the beauty and health industry. Students develop proficiencies in skin care, makeup, nail technology, and client consultation. In addition, the training that is offered to the student instructs in sanitation and hygiene procedures as they relate to skin care, facial and nail procedures.

### **Electrolysis\*\*:**

This program will provide the students with instruction needed to perform several different permanent hair removal techniques with demonstration and training on short-wave blend and multiple galvanic methods, thermolysis, laser and light-based, along with sanitation and sterilization procedures.

### **Paramedical Esthetician\*\*:**

The Paramedical Esthetician program prepares students for employment as licensed professionals in the growing and competitive spa industry. Students in this program gain proficiency in permanent hair removal and the use of lasers, physiology, therapeutic applications, diagnosis, and modalities. A focus on skin care ensures students are able to diagnose and treat skin conditions and rejuvenate according to client expectations, perform makeup applications as well as execute spa business management functions.

### **Master Aesthetician:\*\***

The Master Aesthetician program prepares students for employment as licensed professionals in the growing and competitive skin care industry. Students in this program will learn and develop proficiencies in basic skin care, advanced esthetics, pre and post-operative skin care, spa body treatments, sanitation and infection control, applicable rules and regulations, and business practices.

### **Massage Therapist\*:**

The students will learn human anatomy, physiology, therapeutic massage, theory and practice of hydrotherapy, introduction to modalities including Shiatsu, Soma, Neuro-Muscular, Integrated Cranial Sacral Balancing, Body Anatomy and developing the Home Care program.

**\*Programs offered at the Parkland location only**

**\*\*Programs offered at the Boca Raton location only**



## CURRICULUM OUTLINE – MASTER HAIR DESIGN

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Master Hair Design program includes 540 clock hours of classroom training (academic instruction) and 660 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida administrative Code Chapter 61G5-22. A detailed breakdown is provided below:

	<b>Course #</b>	<b>Services/Lab</b>	<b>Clock Hours/Lecture</b>
<b>Manicuring and Pedicuring</b>	<b>MHD24101</b>	<b>25</b>	<b>120</b>
Station set-up, basic manicure/pedicure along with spa treatments, aromatherapy, paraffin wax treatments, massage techniques, gel polish			
<b>Florida Law</b>	<b>MHD24102</b>		<b>40</b>
Knowledge of Chapter 477 Florida Statutes			
<b>Chemical Waving &amp; Relaxing</b>	<b>MHD24103</b>	<b>65</b>	<b>100</b>
Integrity of the hair, porosity and elasticity tests, PH scale and chemical effect on the hair. The art of chemically changing the hair by perming and relaxing			
<b>Hair Shaping</b>	<b>MHD24104</b>	<b>100</b>	<b>200</b>
Basic haircutting zero, 90, 180 & 45 degree and assessment techniques. The importance of head shape and bone structure, hair texture, density, and wave pattern, techniques of line, graduation, and layering, elevation and over direction.			
<b>Hair &amp; Scalp Treatment</b>	<b>MHD24105</b>	<b>60</b>	<b>60</b>
Hair brushing, understanding shampoo & conditioner, draping, cleaning and disinfecting tools			
<b>Hair Coloring</b>	<b>MHD24106</b>	<b>80</b>	<b>200</b>
Chemical replacement of hair color. Color wheel, primary, secondary, and tertiary colors, complementary colors. Identifying natural level and underlying pigment, along with percentage of gray. Color formulation. Advanced techniques such as color placement, and special effects with hair color.			
<b>Shampoo &amp; Rinse</b>	<b>MHD24107</b>	<b>70</b>	<b>80</b>
Chemistry of shampoo ingredients, proper process, types of shampoos, and clients with special needs, conditioning agents, color enhancing. Conditioning treatments. Shampoo for wigs, hair extensions & hairpieces.			
<b>Hair Setting</b>	<b>MHD24108</b>	<b>180</b>	<b>200</b>
Hair and scalp analysis and consultation. Proper sectioning choosing the right products and tools. Understanding how to recreate a look by the use of finger waves, pin curls, roller sets, and the hot tools.			
<b>Facials, Makeup</b>	<b>MHD24109</b>	<b>20</b>	<b>50</b>
Analysis of skin. Facial massage, equipment, treatments, aromatherapy. Makeup applications, color theory, corrective makeup, artificial eyelashes.			
<b>Sanitation &amp; Sterilization HIV/AIDS</b>	<b>MHD24110</b>		<b>40</b>
Safety procedures and pathogens, principles of prevention, universal precautions.			
<b>Hair Removal</b>	<b>MHD24111</b>		<b>10</b>
Proper steps / sanitation pertaining to waxing / tweezing, contraindications, body waxing, and eyebrow design.			
<b>Salon Management/Career Placement</b>	<b>MHD24112</b>	<b>10</b>	<b>40</b>
Types of ownership, business record-keeping, selecting your job environment, resume preparation, interviewing techniques.			
<b>Hair Extensions</b>	<b>MHD2411</b>	<b>18</b>	<b>20</b>
Learn and perform different hair extensions techniques including microbead, tape-in, fusion, flat-tip and clip in.			
<b>Hair Straightening</b>	<b>MHD24114</b>	<b>12</b>	<b>18</b>
Learn and perform different types of hair straightening procedures such as chemical straightening (relaxers), keratin treatments, hair re-bonding and flat iron.			
<b>Braiding &amp; Hair Wrapping</b>	<b>MHD24115</b>	<b>20</b>	<b>22</b>
Learn and perform different types of hair braiding including French, fishtail, Dutch, rope twisted, pull through, 3 and 4 strand. Learn hair wrapping, spritz and seal.			
<b>Total Services/Hours:</b>		<b>660</b>	<b>1200</b>

## CURRICULUM OUTLINE - COSMETOLOGY

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Cosmetology program includes 540 clock hours of classroom training (academic instruction) and 660 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida administrative Code Chapter 61G5-22. A detailed breakdown is provided below:

<u>Cosmetology</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Manicuring and Pedicuring</b> Station set-up, basic manicure/pedicure along with spa treatments, aromatherapy, paraffin wax treatments, massage techniques, gel polish	<b>C101</b>	<b>25</b>	<b>120</b>
<b>Florida Law</b> Knowledge of Chapter 477 Florida Statutes	<b>C102</b>		<b>40</b>
<b>Chemical Waving &amp; Relaxing</b> Integrity of the hair, porosity and elasticity tests, PH scale and chemical effect on the hair. The art of chemically changing the hair by perming and relaxing	<b>C103</b>	<b>65</b>	<b>100</b>
<b>Hair Shaping</b> Basic haircutting zero, 90, 180 & 45 degree and assessment techniques. The importance of head shape and bone structure, hair texture, density, and wave pattern, techniques of line, graduation, and layering, elevation and over direction.	<b>C104</b>	<b>75</b>	<b>200</b>
<b>Hair &amp; Scalp Treatment</b> Hair brushing, understanding shampoo & conditioner, draping, cleaning and disinfecting tools	<b>C105</b>	<b>60</b>	<b>60</b>
<b>Hair Coloring</b> Chemical replacement of hair color. Color wheel, primary, secondary, and tertiary colors, complementary colors. Identifying natural level and underlying pigment, along with percentage of gray. Color formulation. Advanced techniques such as color placement, and special effects with hair color.	<b>C106</b>	<b>45</b>	<b>150</b>
<b>Shampoo &amp; Rinse</b> Chemistry of shampoo ingredients, proper process, types of shampoos, and clients with special needs, conditioning agents, color enhancing. Conditioning treatments. Shampoo for wigs, hair extensions & hairpieces.	<b>C107</b>	<b>50</b>	<b>80</b>
<b>Hair Setting</b> Hair and scalp analysis and consultation. Proper sectioning; choosing the right products and tools. Understanding how to recreate a look by the use of finger waves, pin curls, roller sets, and the hot tools.	<b>C108</b>	<b>300</b>	<b>250</b>
<b>Facials, Makeup</b> Analysis of skin. Facial massage, equipment, treatments, aromatherapy. Makeup applications, color theory, corrective makeup, artificial eyelashes.	<b>C109</b>	<b>20</b>	<b>50</b>
<b>Sanitation &amp; Sterilization; HIV/AIDS</b> Safety procedures and pathogens, principles of prevention, universal precautions.	<b>C110</b>		<b>40</b>
<b>Hair Removal</b> Proper steps / sanitation pertaining to waxing / tweezing, contraindications, body waxing, and eyebrow design.	<b>C111</b>		<b>10</b>
<b>Salon Management/Career Placement</b> Types of ownership, business record-keeping, selecting your job environment, resume preparation, interviewing techniques.	<b>C112</b>	<b>20</b>	<b>100</b>
<b>Total Services/Hours:</b>		<b>660</b>	<b>1200</b>

## CURRICULUM OUTLINE – BARBERING

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements. Boca Beauty Academy's Barbering program includes 400 clock hours of classroom training (academic instruction) and 500 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations Barber's Board and Florida administrative Code Chapter 61G3-16. A detailed breakdown of the program is provided below:

<u>Barbering</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Florida Laws and Rules</b>			
Discuss barber board rules and regulations in Florida. Life and Study Skills. Discuss methods that can enhance their understanding of new learning styles. History of Barbering. Professional Image.	<b>B-24101</b>	<b>95</b>	<b>225</b>
<b>Safety, Sanitation and Sterilization</b>	<b>B-24102</b>	<b>130</b>	<b>270</b>
Infection Control & Safe Work Practices. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation. Discuss and recognize electrical safety, different electrical modalities and their uses. Discuss sanitation and safety precautions associated with straight razor shaving, identify 14 shaving areas of the face.			
<b>Hair Structure and Chemistry</b>	<b>B-24103</b>	<b>60</b>	<b>90</b>
Microbiology. Understand the differences between bacterial and viral infections, understand immunity. Understand how the PH levels of hair products affect the hair and scalp, discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses and tonics.			
<b>Hair Cutting. Taper Cuts, Freehand, Shear over Comb, Clipper over comb. Style Cuts – including blow drying</b>	<b>B-24104</b>	<b>95</b>	<b>135</b>
Different cutting techniques; fingers-and-shear, shear-over-comb, freehand shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting. Implements, Tools and Equipment. Demonstrate the correct techniques for holding combs, shears, clippers, and razors.			
<b>Shampooing</b>	<b>B-24105</b>	<b>30</b>	<b>45</b>
Treatments of the hair and scalp, demonstrate scalp massage techniques. Hair analysis, identify different types of hair loss and treatments.			
<b>Chemical Services including permanent waving; coloring and bleaching; and hair relaxing and curling.</b>	<b>B-24106</b>	<b>60</b>	<b>90</b>
Explain the effects of chemical texture services on the hair, identify similarities and differences between chemical texture services. Discuss the principles of color theory and explain the action of lighteners on the hair.			
<b>Shaving, Beard and Mustache Trimming.</b>	<b>B-24107</b>	<b>30</b>	<b>45</b>
Shaving & Facial Hair Design			
<b>Total Services/Hours</b>		<b>500</b>	<b>900</b>

## CURRICULUM OUTLINE – SKIN CARE

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Skin Care program includes 200 clock hours of classroom training (academic instruction) and 100 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida administrative Code Chapter 61G5-22. Upon completion of the program, students can register to obtain a facial specialist license with the Florida Board of Cosmetology. A detailed breakdown of the program is provided below:

<u>Skin Care</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Florida Laws and Rules</b> Study of Florida Statutes Chapter 477	<b>S101</b>		<b>5</b>
<b>HIV AND AIDS</b> Safety and precautions	<b>S102</b>		<b>4</b>
<b>Sanitation</b> Learning proper decontamination, significantly reducing disease-producing organisms on a surface	<b>S103</b>		<b>10</b>
<b>Ethics</b> The responsibilities of practitioners within professional guidelines in the workplace	<b>S104</b>		<b>5</b>
<b>Basics of Electricity</b> The safety precautions regarding the usage of electrical apparatus	<b>S105</b>		<b>8</b>
<b>Facial Techniques and Contraindications</b> Professional facial techniques and respect to adverse reactions	<b>S106</b>		<b>6</b>
<b>Product Chemistry</b> Science that deals with composition structures and properties of matter concerning products	<b>S107</b>		<b>12</b>
<b>Hair Removal</b> Proper steps along with sanitation in removal of hair	<b>S108</b>		<b>5</b>
<b>Makeup</b> Customized enhancement of facial features	<b>S109</b>		<b>5</b>
<b>Skin Theory, Disease and Disorders of the Skin</b> Understanding the role of the autoimmune system in relation to diseases and disorders. Microdermabrasion and chemical peels.	<b>S110</b>		<b>150</b>
<b>a.) Facials, manual or mechanical, including masks, packs or treatments which must be performed on a variety of skin types including normal, oily, dry, combination and mature</b> Learning the fundamentals of skin types and conditions for the purpose of customizing facials	<b>S111</b>	<b>40</b>	<b>50</b>
<b>b.) Set up, use and maintenance of electrical devices</b> Proper usage of electrical appliances, with regard to the UL guidelines	<b>S112</b>	<b>5</b>	<b>5</b>
<b>c.) Hair removal, including tweezing, waxing,</b> Proper steps/sanitation pertaining to tweezing, body waxing	<b>S113</b>	<b>20</b>	<b>10</b>
<b>d.) Makeup application for both daytime and night</b> Placement of make-up color distinction for either day or night	<b>S114</b>	<b>10</b>	<b>5</b>
<b>e.) Lash and brow tinting</b> Proper distribution of color tint to enhance eyelashes and eyebrows	<b>S115</b>	<b>10</b>	<b>5</b>
<b>f.) Eyelash application, including strip lashes and semi-permanent lashes</b> Learning the art of lash placement to enhance the client's eyes	<b>S116</b>	<b>10</b>	<b>10</b>
<b>g.) Manual Extractions</b> Basic training of manual dexterity	<b>S117</b>	<b>5</b>	<b>5</b>
<b>Total Services/Hours:</b>		<b>100</b>	<b>300</b>

## CURRICULUM OUTLINE – MAKEUP & SKIN CARE

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements. Boca Beauty Academy's Makeup & Skin Care program includes 320 clock hours of classroom training (academic instruction) and 280 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida administrative Code Chapter 61G5-22. Upon completion of the program, students can register to obtain a facial specialist license with the Florida Board of Cosmetology in order to work as a makeup artist and perform makeup applications for a rendering. A detailed breakdown of the program is provided below:

<u>Makeup &amp; Skin Care</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Makeup Fundamentals</b> Discuss and describe the evolution of makeup and understand the types of makeup throughout the different eras	MKS-101	50	80
<b>Makeup Foundation</b> Creating a canvas, utilizing the types of makeup, concealers, Powders, blush and their use	MKS-102	35	45
<b>Specialty Makeup</b> Learn the different application techniques and tips to be use for photography, high fashion, high definition, fantasy makeup	MKS-103	40	84
<b>Advanced Makeup</b> Learn the use of different tools, airbrush machine, strips eyelash extensions, perming, eyelash and eyebrow tinting, Mehndi makeup, special body effects.	MKS-104	30	60
<b>Business Skills</b> Understand the broad definition of professionalism, career options, business opportunities, financial implications.	MKS-105	10	20
<b>Sanitation</b> Understand the different methods of sterilization and sanitation	MKS-106	30	45
<b>Ethics</b> Professional guidelines in the workplace.	MKS-107		2
<b>Basics of Electricity</b> The safety precautions regarding usage of electrical apparatus	MKS-108		10
<b>Facial Techniques and Contraindications</b> Learn the fundamental of skin types and conditions for the Purpose of customizing facials, and respect adverse reactions	MKS-109		40
<b>Product Chemistry</b> Science that deals with composition structures and properties of matter concerning products	MKS-110		20
<b>Hair Removal</b> Understand and perform the proper steps along with sanitation in the different methods of hair removal	MKS-111	30	30
<b>Skin Theory Disease and Disorders of the Skin</b> Understand the role of the autoimmune system in relation to diseases and disorders.	MKS-112		100
<b>Facials</b> Learn the fundamental of skin types and conditions for the Purpose of customizing facials, and respect adverse reactions	MKS-113	40	40
<b>Manual Extractions</b> Learn different techniques when treating problem and acne skin	MKS-114	5	5
<b>Set up, use and maintenance of electrical devices</b> Practice proper usage of electrical appliances and with regards to the UL guidelines	MKS-115	10	10
<b>Florida Law and Rules</b> Study of Florida Statues & chapter 477	MKS-116		5
<b>HIV/AIDS</b> Study of blood borne pathogens and universal precautions	MKS-117		4
<b>Total Services/Hours</b>		<b>280</b>	<b>600</b>

## CURRICULUM OUTLINE – NAIL TECHNICIAN

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Nail Technician program includes 125 clock hours of classroom training (academic instruction) and 115 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code Chapter 61G5-22. A detailed breakdown of the program is provided below:

<u>Nail Technician</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Florida Law</b> Study of Florida Statutes Chapter 477	<b>N101</b>		<b>5</b>
<b>Sanitation, HIV / AIDS</b> Safety procedures, understanding the difference between pathogenic bacteria and non-pathogenic bacteria; universal precautions	<b>N102</b>		<b>8</b>
<b>Ethics</b> Personal behavior and professional behavior in your profession, code of conduct	<b>N103</b>		<b>2</b>
<b>Nail Theory, Practice &amp; Related Subjects Including Nail Disorders and Diseases</b> Understanding the difference between a nail disorder/disease, when to refer to a doctor	<b>N104</b>	<b>20</b>	<b>85</b>
<b>Manicures</b> General procedures and techniques, aromatherapy, spa manicures and gel polish manicures	<b>N105</b>	<b>20</b>	<b>20</b>
<b>Pedicures</b> Foot massage, pedicure tools, spa treatments with paraffin and aromatherapy mask treatments	<b>N106</b>	<b>10</b>	<b>10</b>
<b>Tips with Overlay</b> Sizing of tips, pre-service, application of gel, acrylic	<b>N107</b>	<b>15</b>	<b>35</b>
<b>Sculpting Using a Form</b> Extensions of natural nails with acrylic or gels	<b>N108</b>	<b>15</b>	<b>40</b>
<b>Nail Wraps and/or Repairs</b> Placement of silk, fiberglass on natural nails, proper repairs to broken nails	<b>N109</b>	<b>10</b>	<b>15</b>
<b>Nail Capping</b> Overlay of acrylic, gels on natural nails	<b>N110</b>	<b>10</b>	<b>10</b>
<b>Artificial Nail Removal</b> Safe removal of artificial enhancement	<b>N111</b>	<b>5</b>	<b>5</b>
<b>Polishing &amp; Nail Art</b> Freehand painting, airbrush techniques, color wheel theory	<b>N112</b>	<b>10</b>	<b>5</b>
<b>Total Services/Hours:</b>		<b>115</b>	<b>240</b>

## CURRICULUM OUTLINE – FULL SPECIALIST

All applicants must be 16 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Full Specialist program includes 400 clock hours of classroom training (academic instruction) and 200 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida Administrative Code Chapter 61G5-22. Upon completion of the program, students can register to obtain a full specialist license with the Florida Board of Cosmetology A detailed breakdown of the program is provided below:

<b>Full Specialist</b>	<b>Course #</b>	<b>Services</b>	<b>Clock Hours</b>
<b>Skin Theory, Diseases, and Disorders of the Skin</b> Discuss skin theory, learn and understand diseases and disorders of the skin	FS-101		125
<b>Facial Techniques &amp; Contraindications</b> Learn fundamental skin types and conditions for the purpose of customizing facials	FS-102	40	66
<b>Advanced Facial Techniques</b> Understand the latest techniques and how they work, the benefits of peels, and light therapy.	FS-103		10
<b>Advanced Facial Devices</b> Understand the use of light therapy, discuss lasers and their benefits, use of the galvanic and high frequency	FS-104		10
<b>Alternative Therapies</b> Understand the use and benefits of a vacuum machine	FS-105		15
<b>Ayurveda Theory and Treatments</b> Learn to customize and incorporate freshly blended herbs to thoroughly cleanse, exfoliate, and renew.	FS-106		10
<b>Aromatherapy</b> Learn the benefits of incorporating the different essential oils during a facial	FS-107		5
<b>Manual Extractions</b> Learn the different techniques when treating problem and acne skin	FS-108		20
<b>Basics of Electricity</b> The safety precautions regarding the usage of electrical apparatus	FS-109		20
<b>Product Chemistry</b> Science that deals with composition structures and properties of matter concerning products	FS-110		10
<b>Hair Removal</b> Understand and perform the proper steps along with sanitation in the different methods of hair removal	FS-111	20	20
<b>Set up, use and maintenance of electrical devices</b> Practice proper usage of electrical appliances and with regards to the UL guidelines	FS-112	5	5
<b>Microdermabrasion</b> Machine training & maintenance, use and purpose of machines, proper placement and direction, correct treatment of skin types	FS-113	5	6
<b>Chemical Peels</b> Understand the process of removing excess accumulations of dead cells from the layers of the skin	FS-114	5	6
<b>Makeup, Eyelash Application, Lash and Brow Tinting</b> Learn and practice application of makeup, eyelash strips, eyelash and brow tinting	FS-115	30	30
<b>Nail Theory, Practice Nail Disorders &amp; Diseases</b> Understanding the difference between a nail disorder/disease, when to refer to a doctor	FS-116		85
<b>Manicures</b> Perform various techniques, spa manicures and gel polish manicures, and the use of aromatherapy	FS-117	20	20
<b>Pedicures</b> Learn foot massage, pedicure tools, spa treatments with paraffin, and aromatherapy mask treatments	FS-118	10	10
<b>Tip with Overlay</b> Sizing of tips, pre-service, application of gel, acrylic, and 3D application.	FS-119	15	35
<b>Sculpting</b> Extensions of natural nails with acrylic or gels	FS-120	15	35
<b>Nail Wraps / Repairs</b> Placement of silk, fiberglass on natural nails, proper repairs to broken nails	FS-121	10	15
<b>Nail Caps</b> Overlay of acrylic, gels on natural nails	FS-122	10	10
<b>Artificial Removal</b> Safe removal of artificial enhancement	FS-123	5	5
<b>Polishing &amp; Nail Art</b> Learn the freehand painting, airbrush techniques, and color wheel theory.	FS-124	10	10
<b>Sanitation</b> Understanding the difference between pathogenic bacteria and non-pathogenic bacteria Universal precautions	FS-125		8
<b>Florida Law</b> Study of Florida Status Chapter # 477	FS-126		5
<b>HIV/AIDS</b> Study of blood borne pathogens and universal precautions	FS-127		4
<b>Total Services/Hours</b>		<b>200</b>	<b>600</b>

## CURRICULUM OUTLINE – ELECTROLYSIS

All applicants must be 18 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Electrolysis program includes 120 clock hours of classroom training (academic instruction) and 200 services (practical application) which meets the educational requirements of the Florida Department of Health, Florida Administrative code Chapter 64B8-53, and Board of Electrolysis. Graduates are prepared for the state board examination in order to obtain a license from the Florida Department of Health to become an Electrologist. A detailed breakdown is provided below:

<u>Electrolysis</u>	<u>Course #</u>	<u>Lab Hours</u>	<u>Clock Hours</u>
<b>Introduction to Electrolysis Techniques</b> Introduction to techniques through Galvanic, Thermolysis, Blend and laser and light-based modalities. History of permanent hair removal and general treatment procedures	EL-101		15
<b>Hair Structure and Growth</b> The biology of hair growth. Characteristics and differences in hair growth	EL-102		10
<b>Structure and Dynamics of Hair and Skin</b> Skin assessment, including skin typing, effects of all modalities, effects of temporary removal.	EL-103		20
<b>Understanding Human Anatomy &amp; Physiology of the Integumentary System</b> Skin structure, functions, layers, dynamics of hair growth	EL-104		6
<b>Neurology and Angiology</b> Circulatory and nervous system; understanding systems that control blood flow	EL-105		6
<b>The Endocrine System</b> Glands and their function, changes, and stimulation	EL-106		6
<b>Principles of Electricity</b> Principles of electricity, epilator functions, and adjustments.	EL-107		5
<b>Bacteriology and Disinfection</b> Microbiology of the skin (flora and fauna), sanitation and safety procedures including demonstrations in accordance with Rule 64B8-56.001, F.A.C.	EL-108		7
<b>HIV/AIDS</b> Study of blood-borne pathogens with emphasis on hepatitis (all types), and HIV/AIDS.	EL-109		5
<b>Florida Law</b> Description Study of Florida Statutes 478 and 456 along with chapter 64B8, F.A.C Statutes of electrolysis	EL-110		5
<b>Clinical and Office Management</b> Clinic and office management, ethics, communications, bookkeeping. Client medical history and patient management	EL-111		5
<b>Client Consultations</b> Medical history, contraindications, complications of treatments	EL-112		20
<b>Laser &amp; Light Removal Physics</b>	EL-113		5
<b>Laser Safety and Precautions</b>	EL-114		5
<b>General treatment procedures</b>	CL-101	80	
<b>Client Consultation</b>	CL-102	15	
<b>Hands on equipment instruction: Electrolysis, Thermolysis and Blend</b>	CL-103	10	
<b>Insertions</b>	CL-104	15	
<b>Client assessment</b>	CL-105	15	
<b>Sanitation / sterilization procedures</b>	CL-106	10	
<b>Coordination skills with probe holder and forceps</b>	CL-107	5	
<b>Library and Visuals</b>	CL-108	5	
<b>Review examination and preparations</b>	CL-109	10	
<b>Client Pre/Post Treatments</b>	CL-110	10	
<b>Hands on equipment instruction Laser Light Based</b>	CL-111	15	
<b>Hands on equipment instruction Blend and Galvanic</b>	CL-112	10	
<b>Total Services/Hours</b>		<b>200</b>	<b>120</b>



## CURRICULUM OUTLINE – MASSAGE THERAPIST

All applicants must be 18 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Massage Therapist program includes 450 clock hours of classroom training (academic instruction) and 155 services (practical application) which meets the educational requirements of Florida Department of Health, Board of Massage Therapy, Rule 64B7-32.003; F.A.C. A detailed breakdown is provided below:

<u>Massage Therapist</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Anatomy, Physiology, Pathology &amp; Kinesiology</b> Structure and functions of body systems, with focus on muscular attachments/actions. Anatomy planes, regions, cavities, parts of the body, tissues, cartilage, Skeletal system, circulatory system, nervous system, endocrine system, respiratory system, digestive system, excretory system, reproductive system.	M101		165
<b>Massage Theory &amp; Clinical Practice</b> Explain the physiological effects and benefits of massage strokes, techniques, endangerment sites, clinical practice on students and public. Trigger points, muscle energy technique, post-isometric relaxation, cranial sacral system, fascia and deep fascia, positioning.	M102	125	290
<b>Hydrotherapy</b> Practice of hot/cold treatments, spa methods, and bath/shower applications. Cryotherapy, thermotherapy, Asian spa roots, stone massage, aromatherapy, exfoliation, body wraps.	M103	15	15
<b>AIDS/HIV Education</b> Study of blood borne pathogens and universal precautions	M104		4
<b>Allied Modalities</b> Overview & practical applications of Shiatsu, clinical massage, chair massage, eastern technique. Lymph massage, therapeutic massage, soft tissue barriers, acute and chronic conditions. Soft tissue dysfunction. Athletic/Sports massage, Special populations, prenatal massage, elderly massage, people with cancer, hospital setting.	M105	15	100
<b>State of Florida Rules &amp; History</b> Laws & rules regarding practice of massage, licensing, regulations in Florida	M106		10
<b>Business, Ethics, &amp; Medical Errors</b> How to run a massage business, professionalism, ethical guidelines, medical contraindications.	M107		21
<b>Total Services/Hours</b>		<b>155</b>	<b>605</b>

## CURRICULUM OUTLINE – PARAMEDICAL ESTHETICIAN

Applicants must be 18 years of age and have either a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements. Boca Beauty Academy's Paramedical Esthetician program includes 350 clock hours of classroom training (academic instruction) and 300 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations, Florida administrative Code Chapter 61G5-22, Florida Department of Health, Florida Administrative code Chapter 64B8-53 and Board of Electrolysis. Graduates are prepared for the state board examination in order to obtain a license from the Florida Department of Health to become an Electrologist, register to obtain a facial specialist license with the Florida Board of Cosmetology and be able to perform Makeup applications as a Makeup Artist.

<u>Paramedical Esthetician</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities, history of permanent hair removal, general treatment procedures.	PE-24101		15
Principles of electricity, epilator functions, and adjustments.	PE-24102		5
Laser and light-based hair removal physics.	PE-24103		5
Laser safety and precautions.	PE-24104		5
Integumentary System (skin and appendages).	PE-24105		6
Circulatory (blood and lymph) and nervous system.	PE-24106		6
Endocrine system, including related diseases.	PE-24107		6
Biology of hair growth.	PE-24108		10
Skin assessment, including skin typing, effects of all modalities, effects of temporary removal.	PE-24109		20
Study of blood-borne pathogens with emphasis on hepatitis (all types), and HIV/AIDS.	PE-24110		5
Microbiology of the skin (flora and fauna), sanitation and safety procedures including demonstrations in accordance with Rule 64B8-56.001, F.A.C.	PE-24111		7
Clinic and office management, communications, professional ethics, bookkeeping, and patient management.	PE-24112		5
Study of Title 64B8, F.A.C., as it relates to electrolysis, Chapter 478, F.S., and Chapter 456, Part II, F.S.	PE-24113		5
Consultations including medical history, contraindications, complications.	PE-24114		20
Coordination skills with probe holder and forceps.	PE-24115	5	
Insertions.	PE-24116	15	
Sanitation/Sterilization Procedures.	PE-24117	10	
Hands on Equipment Instruction (Laser and Light-Based).	PE-24118	15	
Hands on Equipment Instruction (Thermolysis).	PE-24119	10	
Hands on Equipment Instruction (Blend and Galvanic).	PE-24120	10	
Client Pre/Post Treatment.	PE-24121	10	
Client Assessment.	PE-24122	15	
General Treatment Procedures for all modalities.	PE-24123	80	
Consultations.	PE-24124	15	
Visuals/Library.	PE-24125	5	
Review/Exam Preparation.	PE-24126	10	
Florida Law and Rules	PE-24127		4
Sanitation	PE-24128		10
Ethics	PE-24129		2
Basics of Electricity	PE-24130		2
Facial Techniques and Contraindications	PE-24131		50
Product Chemistry	PE-24132		8
Hair Removal	PE-24133		5
Makeup	PE-24134		1
Skin Theory, Disease included but not limited to HIV/AIDS, and Disorders of the Skin	PE-24135		67
Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature	PE-24136	30	
Set up, use, and maintenance of electrical devices	PE-24137	1	
Hair Removal including tweezing, waxing, threading and sugaring	PE-24138	10	
Makeup application for both daytime and nighttime looks	PE-24139	10	
Lash and brow tinting	PE-24140	2	
Eyelash applications, individual lashes, and semi-permanent lashes	PE-24141	12	
Manual Extractions	PE-24142	6	
Makeup Fundamentals. Evolution of Makeup and types of Makeup throughout the different eras	PE-24143	10	5
Makeup Foundation. Creating a canvas and utilizing concealers, powders, blush	PE-24144	14	6
Specialty Makeup. Learn different application techniques, high fashion, high definition and fantasy makeup	PE-24145	15	10
<b>Total Services/Hours</b>		<b>310</b>	<b>600</b>

## CURRICULUM OUTLINE – MASTER AESTHETICIAN

All applicants must be either 18 years of age and have a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

Boca Beauty Academy's Master Aesthetician program includes 455 clock hours of classroom training (academic instruction) and 270 services (practical application) which meets the educational requirements of the Department of Business and Professional Regulations and Florida administrative Code Chapter 61G5-22. Upon completion of the program, students can register to obtain a facial specialist and a Body Wrapping license with the Florida Board of Cosmetology as well as a tattoo artist license with Florida Department of Health. A detailed breakdown of the program is provided below:

	<b>Course #</b>	<b>Services/Lab</b>	<b>Clock Hours/Lecture</b>
<b>Ethics &amp; Professional Conduct</b>	<b>MA101</b>		<b>6</b>
The responsibilities of practitioners within professional guidelines in the workplace			
<b>Sanitation</b>	<b>MA102</b>		<b>10</b>
Learning proper decontamination, significantly reducing disease-producing organisms on a surface			
<b>Facial Anatomy &amp; Skin Types</b>	<b>MA103</b>	<b>40</b>	<b>45</b>
Learn the fundamental of skin types and conditions for the purpose of customizing facials, and respective adverse reactions. Understand lymphatic & immune systems			
<b>Facial Techniques &amp; Contraindications</b>	<b>MA104</b>		<b>40</b>
Recognize different facial treatment philosophies and methods. Explore medical terminology as related to the esthetics industry. Consultation, assessment and contraindications			
<b>Product Chemistry</b>	<b>MA105</b>		<b>20</b>
Science that deals with composition structures and properties of matter concerning products. Basic understanding of pharmacology			
<b>Basics of Electricity</b>	<b>MA106</b>		<b>8</b>
The safety precautions regarding the usage of electrical apparatus			
<b>Hair Removal</b>	<b>MA107</b>	<b>25</b>	<b>30</b>
Understand and perform the proper steps along with sanitation in the different methods of hair removal			
<b>Threading</b>	<b>MA108</b>	<b>5</b>	<b>10</b>
Learn how to remove facial hair, particularly the eyebrows, utilizing the threading technique			
<b>Sugaring</b>	<b>MA109</b>	<b>5</b>	<b>10</b>
Learn the process and benefits of hair removal by sugaring method			
<b>Eyebrow Shaping</b>	<b>MA110</b>	<b>5</b>	<b>12</b>
Learn how to groom the eyebrows by plucking, tweezing or waxing to suit the facial features			
<b>Makeup</b>	<b>MA111</b>	<b>20</b>	<b>30</b>
Customized enhancement of facial features. Placement of makeup color distinct for either day or night.			
<b>Skin Theory, Disease, and Disorders of the Skin</b>	<b>MA112</b>		<b>100</b>
Understand the role of the autoimmune system in relation to diseases and disorders.			
<b>Manual Extractions</b>	<b>MA113</b>	<b>10</b>	<b>15</b>
Learn different techniques when treating problem and acne skin			
<b>Microdermabrasion</b>	<b>MA114</b>	<b>10</b>	<b>15</b>
Machine training & maintenance, use and purpose of machines, proper placement and direction, correct treatment of skin types. Procedure and after care.			
<b>Peels</b>	<b>MA115</b>	<b>10</b>	<b>20</b>
Understand the process of removing excess accumulations of dead cells from the layers of the skin, different types of peels and their benefits. Learn and perform chemical peels, enzyme, acid, alpha hydroxy & herbal.			

**CURRICULUM OUTLINE – MASTER AESTHETICIAN - continued**

	<b>Course #</b>	<b>Services/Lab</b>	<b>Clock Hours/Lecture</b>
<b>Alternative Therapies</b>	<b>MA116</b>		<b>15</b>
Understand the use of a vacuum machine benefits, mesotherapy, microcurrent.			
<b>Ayurveda Theory and Treatments</b>	<b>MA117</b>		<b>10</b>
Learn to customize and incorporate freshly blended herbs to thoroughly cleanse, exfoliate, and renew.			
<b>Hydrofacial treatments, benefits and contraindications</b>	<b>MA119</b>	<b>60</b>	<b>90</b>
Learn and perform various facials such as oxygen infusion, hydrodermabrasion, radio frequency, ultrasonic and skin scrubbing			
<b>Microcurrent Facials</b>	<b>MA123</b>	<b>15</b>	<b>20</b>
Learn to perform a natural facelift through microcurrent, repair damaged skin and stimulate collagen and elastin production.			
<b>Dermaplaning</b>	<b>MA124</b>	<b>10</b>	<b>20</b>
Learn and perform the dermaplaning method for physical skin exfoliation and vellus hair removal			
<b>Microneedling</b>	<b>MA125</b>	<b>15</b>	<b>25</b>
Learn and perform the microneedling treatment to improve acne scarring, fine lines and wrinkles, skin texture and pore size. Discuss benefits of Vitamin C and hyaluronic serums.			
<b>Advanced Facial Techniques &amp; Devices</b>	<b>MA126</b>		<b>20</b>
Understand the latest techniques and how they work, the benefits of light therapy. Discuss lasers and their benefits, use of the galvanic and high frequency, ultrasound, infrared light and bi-polar radio frequency (RF).			
<b>Advanced Facial Treatments</b>	<b>MA127</b>	<b>5</b>	<b>45</b>
Facial rejuvenation, resurfacing and facial wrinkles			
<b>Body Wrapping</b>	<b>MA131</b>	<b>5</b>	<b>10</b>
Understand different types of wraps and their benefits. Perform consultations and treatments based on client needs such as: hydration, cleansing, healing, relaxing, or soothing of the body.			
<b>Body Sculpting &amp; Cellulite Reduction</b>	<b>MA132</b>	<b>5</b>	<b>45</b>
Perform treatment and learn about three body sculpting modalities - Infrared Light (IR), bi-polar radio frequency (RF) and vacuum technology. Understand cellular metabolism, circulation, lymphatic drainage and collagen depositing.			
<b>Set up, use, and maintenance of electrical devices</b>	<b>MA133</b>	<b>5</b>	<b>10</b>
Practice proper usage of electrical appliances and with regards to the UL guidelines			
<b>Business Skills</b>	<b>MA134</b>	<b>20</b>	<b>30</b>
Understand the broad definition of professionalism, career options, business opportunities, financial implications.			
<b>Florida Law and Rules</b>	<b>MA135</b>		<b>10</b>
Study of Florida Statutes & chapter 477			
<b>HIV/AIDS</b>	<b>MA136</b>		<b>4</b>
Study of blood borne pathogens and universal precautions			
<b>Total services/clock hours</b>		<b>270</b>	<b>725</b>

Transfer credits from another school shall only be accepted if the student can produce a sealed, certified transcript from a school located in the United States which is licensed or approved by the State. This applies to schools both in and out of Florida. Courses for which credit is granted must parallel in content and intensity with the courses presently offered by the school. Regardless of transfer credits accepted, the student will be required to complete at least 25% of the hours required for completion of the program through instruction taken at Boca Beauty Academy. Credit will depend on the student's ability to perform practical work and his/her theoretical knowledge. Transfer credit will only be accepted from schools outside of the United States if approved by the School Director. For students wishing to transfer between programs, determination is made through an evaluation of their attendance and academic progress. Students transferring from one campus to another and/or from one program to another must meet with the Registrar's Office and submit a transfer request form. Transfer credits will be accepted based on course outcomes and content as described in the programs outline. The students will be notified of the decision within 14 days of submitting the request. It is the student's responsibility to meet with financial aid to ensure that all charges that might occur due to the transfer are covered. There is no guarantee that credit earned at Boca Beauty Academy will be accepted by other institutions. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Transfer appeal process (from one program to another and/or one campus to another): Any appeals of the transfer evaluation must use this process:

1. Meet with the registrar to provide clarification of the transfer evaluation. If the student is not satisfied with the result of this meeting, she or he may proceed to the next step.
2. Submit a written appeal to the Registrar and Director of Education. The Registrar and Director of Education will examine what courses have been completed and make a final determination on the transfer evaluation.

**VA PENDING PAYMENT POLICY: Student Rights & Responsibilities**

In accordance with Title 38 US Code 3679 subsection (e), Boca Beauty Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits. In the event the Federal Government is delayed with tuition and fee payments to the institution, for those students using Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation & Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all school resources. These include but are not limited to the library, access to the Student Services department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments or be required to obtain additional funding to cover the cost of attendance.

To qualify for this provision, students may be required to provide a copy of their Certificate of Eligibility (COE) to the institution prior to the first day of class; provide a written request to be certified or any additional information needed to certify the enrollment as described in the institutional policies.

Should the VA not provide a complete payment on the students' behalf, the student will be responsible for all remaining costs incurred while attending school. This could occur if the student has already received all of their approved benefits, as there would be no remaining entitlement.

**TUITION AND FEES:**

The fees in the below table include uniforms, student ID badges, and graduation fees.

Programs	Tuition	Kit/Books/Supplies	Reg Fee	Graduation Fee	Uniform/ID Fee	Credential	Total
<b>Master Hair Design**</b>	\$18,000	\$1,875	\$150	\$100	\$100	Diploma	\$20,225
<b>Cosmetology</b>	\$16,800	\$1,875	\$150	\$100	\$100	Diploma	\$19,025
<b>Barbering*</b>	\$13,500	\$1,875	\$150	\$100	\$100	Diploma	\$15,725
<b>Massage Therapist*</b>	\$9,680	\$875	\$150	\$100	\$100	Diploma	\$10,905
<b>Electrolysis</b>	\$6,400	\$1,375	\$150	\$100	\$100	Diploma	\$8,125
<b>Master Aesthetician**</b>	\$10,875	\$2,875	\$150	\$100	\$100	Diploma	\$14,100
<b>Paramedical Esthetician</b>	\$10,800	\$2,375	\$150	\$100	\$100	Diploma	\$13,525
<b>Skin Care</b>	\$4,800	\$1,375	\$150	\$100	\$100	Diploma	\$6,525
<b>Makeup &amp; Skin Care**</b>	\$8,400	\$2,875	\$150	\$100	\$100	Diploma	\$11,625
<b>Nail Technician</b>	\$2,160	\$875	\$150	\$100	\$100	Diploma	\$3,385
<b>Full Specialist</b>	\$8,400	\$1,875	\$150	\$100	\$100	Diploma	\$10,625

## REQUIREMENTS AND FEES FOR THE STATE OF FLORIDA LICENSE

<b>Program of Study</b>	<b>State Exam/ License</b>	<b>State Licensing/Certificate/ Exam/Application fees</b>
<b>Cosmetology</b>	Exam/State License Required	\$25 license fee; \$15.75 theory exam fee & \$15.75 clinical exam fee
<b>Barbering</b>	Exam/State License Required	\$155.50 license fee if applying between April 1st of even years through July 31st of odd years; or \$130.50 if applying between August 1st of odd years through March 31st of even years. Exam fee \$31.50
<b>Skin Care</b>	License by Registration	Facial Specialist license fee \$55
<b>Makeup &amp; Skin Care</b>	License by Registration	Facial Specialist license fee \$55
<b>Nail Technician</b>	License by Registration	Nail Specialist license fee \$55
<b>Full Specialist</b>	License by Registration	Full Specialist license fee \$55
<b>Electrolysis</b>	Exam/State License Required	\$205 for license application; \$180 for Prometric testing; CCE certification: \$175 (member SCMHR) or \$275 (non-member) for exam, \$85 proctoring fee. CME certification: \$225 (member SCMHR) or \$325 (non-member) for exam, \$85 proctoring fee
<b>Paramedical Esthetician</b>	Exam/State License Required for Electrolysis. Licensed by Registration for Skin Care	\$55 for facial specialist license, \$205 for Electrolysis license application; \$180 for Prometric testing; CCE certification: \$175 (member SCMHR) or \$275 (non-member) for exam, \$85 proctoring fee. CME certification: \$225 (member SCMHR) or \$325 (non-member) for exam, \$85 proctoring fee
<b>Massage Therapist</b>	Exam/State License Required	\$155 license fee, \$265 MBLEX exam fee. Background check/fingerprint screening is required, and the cost is variable based on the provider chosen by student
<b>Master Hair Design</b>	Exam/State License Required for Cosmetology license	\$25 license fee; \$15.75 theory exam fee, \$15.75 clinical exam fee for Cosmetology licensing;
<b>Master Aesthetician</b>	License by Registration	Facial Specialist license fee \$55

## PAYMENT PLANS

Generally, all tuition is required along with the cost of the kit, books, uniforms, and applicable taxes on the day of enrollment. However, if the student can demonstrate that he/she is unable to pay the entire amount on the date of enrollment, payment plans may also be arranged to the satisfaction of the school and the student. Private student loans may also be available for qualified applicants through lenders such as TFC and Sallie Mae. A loan processing fee and/or loan discount may apply.

When a payment plan is agreed upon by the student and the school, there will be a finance charge. In addition, for each tuition payment that is late, the school will charge a \$35.00 late fee for each ten (10) days past due. If tuition is not made within 10 days of the due date, the student can be suspended until the account is paid in full to date. All tuition is due on the first (1st) day of each month, unless otherwise stipulated in their enrollment contract.

Applicants to the Master Hair Design, Cosmetology, Barbering, Full Specialist, Makeup & Skin Care, Massage Therapist, Electrolysis and Paramedical Esthetician Programs may qualify for federal financial aid. Applicants are encouraged to complete a Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>. Boca Beauty Academy participates in the following federal financial aid programs:

## PELL GRANT:

A Pell Grant is considered to be the first source of aid to the student and packaging begins with Pell eligibility. A student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has earned a Baccalaureate degree is not considered an undergraduate and cannot receive a Pell grant.

The amount of a Pell grant is determined by the student's SAI on the ISIR, and the Cost of Attendance at an institution. The maximum Federal Pell Grant award for the 2024-2025 Award Year is \$7,395. A Pell grant must be prorated if the student attends less than 900 hours in a year.

## DIRECT STAFFORD STUDENT LOANS:

These loans may be obtained through the Federal Government, called Direct Student Loans. An Entrance Interview **MUST** be conducted with each student who receives a Direct Loan at Boca Beauty Academy and participate in Exit Counseling when the student leaves school. The Direct Loans are as follows:

1. Direct Subsidized Stafford Loan is a need based loan. The subsidized loan disbursed on or after July 1st, 2024 and before July 1st, 2025 has a fixed interest rate of 6.53% and a current 1.057% origination fee. The U.S. Department of Education pays the interest that accrues on the Federal Direct Subsidized Loan while the student is enrolled in school at least part time. The maximum amount that can be awarded in subsidized loan for a freshman is \$3,500. Repayment begins six months after the last day of attendance.
2. Direct Unsubsidized Stafford Loan is a non-need based loan awarded to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. The unsubsidized loan made on or after July 1st, 2024 and before July 1st, 2025 has a fixed interest rate of 6.53% and a current 1.057% origination fee. The amount an independent student can borrow during an academic year is \$6,000. A dependent student can borrow \$2,000 in unsubsidized loan unless the student's parent is denied for the Parent PLUS Loan in which case the student may receive an additional \$4,000. Students have the option to either pay the interest while in school, or have the interest capitalized up to six months after the last day of attendance.
3. Federal Direct PLUS Loan program provides non-need based loans to parents of dependent students. The Plus loan eligibility is based on the cost of attendance less any other financial aid a student receives. The applicant must pass a credit check and is responsible for repaying the Plus loan. The fixed interest rate for a PLUS loan made on or after July 1st, 2024 and before July 1st, 2025 has an interest rate of 9.08% and the current origination fee is 4.228%. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA).

There are several repayment plans that are designed to meet the different needs of individual borrowers. The student will receive more detailed information on their repayment options from their loan servicer once they consolidate their loan. Payment plan options might not be available to certain borrowers if their loans are currently in default status.

Repayment of a Direct Consolidation Loan can begin 60 days after the loan is disbursed, or sooner. Their loan servicer will let students know when the first payment is due. The repayment term ranges from 10 to 30 years, depending on the amount of the consolidation loan, the status of the loan, other education loan debt, and the repayment plan they select.

Deferrals: If a student has previous FFEL and/or DL Loans, the financial aid office at Boca Beauty Academy can assist the student in placing those loans in Deferment Status. The student must fill out an In-School Deferment request and the financial aid officer will certify the bottom of the form once the student is enrolled in school. The form will be sent by the financial aid office to the loan holder.

## LICENSING

Boca Beauty Academy is licensed by the Commission for Independent Education, Florida Dept. of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684. Our license number for the Boca Raton Campus is 3003. Our license number for the Parkland Campus 5458.

## ACCREDITATION

Boca Beauty Academy is accredited by the Commission of the Council on Occupational Education.

## GRIEVANCES

Student grievances should initially be brought to the attention of their applicable faculty member. If the matter is not rectified it should be discussed with the Director of Education at each individual location. If the matter is still not rectified, a meeting may be scheduled with the Chief Operating Officer/COO. In the unlikely event that the issue remains unresolved, an appeal may be filed to the attention of the Executive Director at the following address:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA. 30350  
Phone. 770.396.3898 Fax 770.396.3790  
www.council.org

In the event that the student is still not satisfied with the outcome of the grievance, a final appeal may be filled with the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.

## CANCELLATION AND REFUND POLICY

### Institutional Cancellation and Refund Policy:

In the event that a student is terminated by our institution, or withdraws for any reason, all cost calculations and refunds shall be made in accordance with the following guidelines:

1. Cancellation must be made in person, by email, or by Certified Mail return receipt requested, for official withdrawals. The cancellation date will be deemed to be either the postmark on the written notification, or the date the cancellation is delivered to the school in person.
2. All monies, including the registration fee, will be refunded if: (a) the school does not accept the applicant, or (b) the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation beyond the 3rd business day after signing enrollment agreement, but before attending the 1st class, will result in a refund of all monies paid, except for \$100 application fee.
4. Kits, books, supplies, equipment and uniforms are charged on a pro-rated basis over the course of the program, by payment period. Returnable kit items, kits, books, supplies, equipment and uniforms must be returned in good condition within 20 days of your Last Date of Attendance. The documented cost of certain kit items and supplies are unreturnable due health, safety and hygiene issues. The documented cost of a book is unreturnable if the book has any ink, pencil or highlighter markings. The documented cost of a uniform is unreturnable if the uniform has been worn.
5. Cancellation after the 1st day of classes, through 50% school presentation of the program, will result in a pro-rated tuition charge based upon the number of classroom hours provided/instructed by the school since the start date, compared with the total cost of tuition.
6. Cancellation after more than school presentation of 50% of the required number of hours for graduation will result in the student being responsible for the full amount of tuition stated on their Enrollment Agreement. The number of hours the school has presented/instructed may differ from the number of hours a student completes/earns due to student absences and other missed time.
7. Termination date: The date used for refund calculation purposes is the last date of actual attendance (LDA) by the student, unless earlier written confirmation is received. Date of determination (DOD) will be 14 days after the LDA.
8. Refunds will be processed within 30 days of either the date of determination (DOD), or within 30 days of our written receipt of cancellation notice.
9. The students' rights and obligations under this agreement may not be assigned.
10. In the event of cancellation or postponement of a program /class offering due to low enrollment or another unforeseen circumstance, the school may either: (a) elect to refund all tuition and fees paid by the student or (b) provide the opportunity to enroll in the program at a future date.
11. A student not in compliance with the rules and regulations of the school is subject to immediate dismissal. Such dismissal does not absolve the student of their financial obligation.
12. If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a complete refund of tuition paid for their unused hours.
13. Should a student require extra hours beyond the anticipated completion date listed on the enrollment agreement, it will result in an hourly fee of ten (10) dollars. Any documented absence will excuse such absence. However, it remains the student's responsibility to arrange make-up hours as it will not extend the contract completion date, nor extend the payment terms.



## TREATMENT OF TITLE IV FUNDS WHEN STUDENT WITHDRAWS FROM A CLOCK HOUR SCHOOL

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence, the Date of Withdrawal is the last day the student attended class before the Leave began. Recalculation is based on percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew. NOTE: When Title IV funds are returned, the student may still owe a balance to Boca Beauty Academy. If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

## STUDENT LOAN CODE OF CONDUCT:

Boca Beauty Academy understands that ensuring the integrity of the student financial aid process is essential to providing students fair and affordable access to higher education. The Code of Conduct prohibits activities which may create conflicts of interest in the student financial aid process between the institution and its students. This Code is in accordance with the requirements of the federal Higher Education Opportunity Act of 2008 ("HEOA") and incorporates all terms set forth in the HEOA. Accordingly, Boca Beauty Academy shall take reasonable steps to comply at minimum with the following principles in day-to-day financial aid operations:

- The institution's officers and employees may not receive directly or indirectly, points, premiums, payments, stock or other securities, prizes, travel, entertainment expenses, tuition payment or reimbursement, the provision of information technology equipment at below market value, additional financial aid funds or any other inducement from a guaranty agency or eligible lender in payment for securing applicants for Direct Loan programs.
- The institution or its employees may not provide names and addresses and/or e-mail addresses of students or prospective students or parents to eligible lenders or guaranty agencies for the purpose of conducting unsolicited mailings, by either postal or electronic means, of Direct Loan student loan applications.
- The institution will not allow any employee of the guaranty agency or eligible lender to perform any school-required function for a school participating in the Direct Loan programs, except exit counseling. The institution will not permit guaranty agencies to conduct fraudulent or misleading advertising concerning loan availability, terms or conditions.
- Boca Beauty Academy will not permit an employee to enter into a consulting arrangement or another contract with an eligible lender.
- The institution will not permit an employee working in the student financial aid office to serve on an advisory board for an eligible lender.

## **WITHDRAWAL FROM THE SCHOOL**

### **Official Withdrawals**

An official withdrawal is defined as a student initiated withdrawal. A student may officially withdraw from his or her training. A student electing to withdraw from the program must schedule a meeting with the School director or their designee to discuss the reasons for withdrawal. This withdrawal must be in writing addressed to the Director explaining his or her reasons and the date the termination is to be effective. Termination will not be accepted prior to receipt of said notification.

### **Un-Official Withdrawals**

An un-official withdrawal is defined as an institution initiated withdrawal. If a student is absent for 14 consecutive calendar days without an approved LOA, fails to meet SAP standards for two (2) consecutive evaluation periods, or violates any of the rules or regulations resulting in termination will be considered an un-official withdrawal.

Federal financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage completed of the enrollment period in which he/she was enrolled. Students are strongly encouraged to contact the Financial Aid Office prior to withdrawing to determine the financial impact of their withdrawal from Boca Beauty Academy.

## **ATTENDANCE**

Attendance is one of the most important factors in student success (course completion and graduation). Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy. Any student missing fourteen (14) consecutive days of scheduled classes will be dismissed from school (Administrative Termination), unless the student is on an approved Leave of Absence or if extenuating circumstances exist which are approved by the School Director. The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

### **Veteran's Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence. Students eligible for VA benefits must comply with the attendance requirements mandated by the State Approving Agency (SAA) in addition to the school's attendance policy.

### **TARDINESS**

Failure to report for class when the class begins is classified as tardy. A tardy is defined as arriving more than 15 minutes after the class start time. In such instances, time will be deducted in 15 minute increments.

Late students must receive a pass from the Registrar Department before being admitted into class. If after initial reprimand the tardiness continues, the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Dean.

### **Department of Veterans (DVA)**

While it is preferable that all students report to the institution for exit interviews upon withdrawal from courses, it is mandatory that students receiving Department of Veterans (DVA) benefits must report to the institution immediately upon withdrawal or dropping. In addition, recipients of veterans' educational benefits must comply with the attendance requirements mandated by the State Approving Agency (SAA).

### **Make-Up Work Theory/Clinics**

Make-up hours are Monday through Friday 9:00 AM to 3:00 PM, Monday through Thursday evenings 6:00 PM to 10:00 PM and Saturday from 10:00 AM to 4:00 PM.

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments. Regardless of whether students are allowed "make-up work," students are responsible for comprehending all course material taught.

### **Clinics**

Students refusing to participate in required clinical services will be sent home for the day and be charged absent hours accordingly.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### Process Overview & Responsibilities

Federal Regulations require that schools monitor the academic progress of each student. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of SAP.

Satisfactory Academic Progress is measured by Qualitative and Quantitative Standards.

### Qualitative Standards

1. The student's Cumulative Grade Point Average (CGPA) OF 75% or above

### Quantitative Standards

1. Pace/ Rate of Completion above 67%. Pace is the rate at which a student completes the requirement for their educational goal and is calculated by dividing the total number of clock hours attempted by the total number of clock hours scheduled.
2. The Maximum Time Frame (MTF) allowed to complete the academic program is 150%. All students must satisfactorily complete their program within 150% of the normal timeframe.

### Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case, it cannot be longer than half the program or one academic year, whichever is less.

For example, in a 22 credit program, an increment must not exceed 11 credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

Having too many absences and not making up hours could result in the student not meeting their required rate of Completion of 67% and above, which is one of the components of Satisfactory Academic Progress (SAP).

## PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS

### Quantitative Measure

The school's satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe. This maximum timeframe is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

<u>Title IV Eligible Programs:</u>	<u>Normal FT Time Frame</u>	<u>Maximum FT Time Frame</u>
Cosmetology	40 weeks	60 weeks
Barbering*	30 weeks	45 weeks
Master Hair Design**	40 weeks	60 weeks
Electrolysis	11 weeks	16.5 weeks
Paramedical Esthetician	20 weeks	30 weeks
Makeup & Skin Care**	20 weeks	30 weeks
Massage Therapist*	20 weeks	30 weeks
Full Specialist	20 weeks	30 weeks

\*Programs offered at the Parkland location only

\*\*Programs offered at the Boca Raton location only

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's credit hour requirements. For example: The maximum timeframe for the Cosmetology program is 60 weeks. The total clock hours needed for completion of this program is 1200 hours. By the time the student has been in the program for 30 weeks (1/2 of the maximum time frame), they must have earned at least 600 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

To calculate pace, take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take a clock hour school with a 1200-hour program, at the end of each payment period the student is expected to have attempted 600 hours and completed 600 hours to complete the program within the allotted normal time frame of 40 weeks. As an example, if the student only completed successfully 400 hours we would divide 400 by 600 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 60 weeks. The student has 40 weeks remaining and could complete the remaining 800 hours within the time frame, therefore the student is making satisfactory pace progress.

### **Qualitative Measure**

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, the school follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. Boca Beauty Academy realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. The financial aid office receives information about Title IV recipients from the Education Office. The SAP is reviewed manually, and a copy of the latest transcript is kept on student file. The office of financial aid notifies students of their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

### **Grading System**

The grading scale for the Programs is as follows:

<u>Numerical Scale</u>	<u>Points</u>
90 - 100	Excellent
80 - 89	Good
75 - 79	Passing
Below 75	Unsatisfactory

Pass - Satisfactory completion  
Fail - Unsatisfactory completion

The student must maintain a 75% overall average at the end of each payment period to maintain Qualitative academic progress. The students who have failed to meet the Qualitative standards are first placed on Financial Aid Warning; if no improvement over the next evaluation period, they may appeal the decision and be placed on Financial Aid Probation. The Director of Financial Aid in coordination with the Registrar/Dean Department monitors qualitative progress.

### **Transfer Students**

The School will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

### **Absences**

If a student is unable to attend class, it is recommended that they attempt to contact the school in advance. Absent students are required to make up all hours missed, except for excused absences as detailed below. The student will need to contact the Registrar to schedule make up hours.

### **Student Appeal Procedures**

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the School Director. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Director will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Directors decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Director, must submit a typed letter to the Campus President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The Campus President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The Campus President's decision shall be final.

### **Reinstatement**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supporting documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of School Director. If the student is to be reinstated, they will return under the same status as when they left the school.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The school developed policies determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards.

If the student has made acceptable pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP. SAP standards are established and monitored by the Registrar. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

## **SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID**

### **Same As or Stricter Than**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Director of Financial Aid reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education notifies the Financial Aid Dept. if the school changes its academic policies.

The students who have failed to meet the pacing standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on Financial Aid Probation. The Director of Financial Aid in coordination with the Office of Registrar monitors Pace progress.

### **Financial Aid Warning**

If the student has not maintained a CGPA of 75% or above and has not completed 67% of scheduled clock hours, the school will certify that the student is not making Satisfactory Academic Progress (SAP) and the student will be placed on Financial Aid Warning status. These students may continue to receive financial assistance and will be counseled on potential loss of eligibility.

If the student does not make SAP at the end of the next warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

### **Financial Aid Probation**

If the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and what has change that enables them to do better during the next payment period. A student may file an appeal due to a death in the family, illness, or other extenuating circumstances. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over. The student will receive a written decision as to the status of their appeal.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

## TIME FRAME FOR PROGRAM COMPLETION

### Cosmetology

Full Time - 1200 hours/ 40 weeks/ 30 hours per week  
Part Time - 1200 hours/ 55 weeks/ 22 hours per week

### Barbering

Full Time - 900 hours/ 30 weeks/ 30 hours per week  
Part Time - 900 hours/ 41 weeks/ 22 hours per week

### Electrolysis

Full Time - 320 hours/ 11 weeks/ 30 hours per week  
Part Time - 320 hours/ 15 weeks/ 22 hours per week

### Paramedical Esthetician

Full Time - 600 hours/ 20 weeks/ 30 hours per week  
Part Time - 600 hours/ 28 weeks/ 22 hours per week

### Makeup & Skin Care

Full Time - 600 hours/ 20 weeks/ 30 hours per week  
Part Time - 600 hours/ 28 weeks/ 22 hours per week

### Master Hair Design

Full Time - 1200 hours/ 40 weeks/ 30 hours per week  
Part Time - 1200 hours/ 55 weeks/ 22 hours per week

### Full Specialist

Full Time - 600 hours/ 20 weeks/ 30 hours per week  
Part Time - 600 hours/ 28 weeks/ 22 hours per week

### Nail Technician

Full Time - 240 hours/ 8 weeks/ 30 hours per week  
Part Time - 240 hours /11 weeks/ 22 hours per week

### Massage Therapist

Full Time - 605 hours/ 20 weeks/ 30 hours per week  
Part Time - 605 hours/ 28 weeks/ 22 hours per week

### Skin Care

Full Time - 300 hours/ 10 weeks/ 30 hours per week  
Part Time - 300 hours/ 14 weeks/ 22 hours per week

### Master Aesthetician

Full Time - 725 hours/ 24 weeks/ 30 hours per week  
Part Time - 725 hours/ 33 weeks/ 22 hours per week

## ACADEMIC PROGRESS EVALUATION

A seventy-five (75) percent overall average is the minimal acceptable level of satisfactory progress. Any student failing to maintain a seventy-five (75) percent overall average will be required to receive extra help from the instructors when deemed necessary.

All areas evaluated consist of theory and practical training, clinic activity, attendance, personality traits, appearance, work habits and conduct. For example: evaluation periods for academic progress will be done at 450, 900, 1050 and 1200 clock hours for the Cosmetology and Master Hair Design programs; Massage Therapist at 302.5 and 605 hours, Makeup & Skin Care at 300 and 600, Paramedical Esthetician and Full Specialist at 300 and 600 and so on.

## LEAVES OF ABSENCES

A student requesting a leave of absence must adhere to the following: All payment obligations must be kept current during the leave period. A request for leave should be in writing and submitted to the school Dean for approval. A leave of absence should not exceed sixty (60) days, unless for medical reasons, or due to an extenuating circumstance approved by the Dean. Medical leaves of absence must be documented by a physician note and must not exceed six (6) months.

In addition to the rules mentioned above, for VA students, the Department of Veteran's Affairs will be notified of veteran's absence during leave.

## DETERMINATION OF STATUS

Students must maintain a seventy-five (75) percent overall average in all areas in order to maintain satisfactory progress. Students who meet the minimum requirements for attendance and academic progress shall be considered making satisfactory progress until the next evaluation period.

Students must meet both the attendance and academic progress requirements of at least one (1) evaluation period to be considered making satisfactory progress as of the midpoint of the program. Students who do not meet such requirements shall be determined to be making unsatisfactory progress and will be placed on warning and/or probation.

## REQUIREMENTS FOR PROGRAM COMPLETION

- A. Complete practice and theory hours as prescribed.
- B. Achieve a cumulative grade of seventy-five (75) percent or higher.
- C. Pass the final examination.
- D. Satisfy all financial obligations to the school.
- E. Upon completion of all of the above, the student will receive their applicable diploma or certificate.

## CLASS SCHEDULE

**Classes at Boca Beauty Academy start on a monthly basis.**

Daytime: 9:00 A.M. to 3:00 P.M., Monday through Friday

Evening: 6:00 P.M. to 10:00 P.M. Monday through Thursday

Weekend: 10:00 A.M. to 4:00 P.M. Saturday.

We understand that occasionally, extenuating circumstances may arise which may prohibit a student from adhering to their class schedule. In such limited instances, a temporary schedule adjustment may be granted upon written request and accompanying supporting documentation from the student to the Dean.

## SCHOOL CALENDAR

Boca Beauty Academy operates on a continuous basis throughout the year. New classes begin monthly. Schedules may vary according to the student's Enrollment Agreement. The following holidays are observed:

New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and Christmas Day.

Boca Beauty Academy's calendar varies from the published calendar only in extenuating circumstances i.e. hurricanes. Under emergency weather conditions, we encourage all students to call their instructor before leaving home to ensure the school is open.

## PLACEMENT SERVICES

The school cannot and does not guarantee employment upon graduation from the school. Upon successful completion of the student's course of study, Boca Beauty Academy makes every effort to assist graduates in obtaining employment. Our Career Placement hours are during regularly scheduled school hours for employer / graduate referral.

## STUDENT SERVICES

Students are encouraged to request counseling with the staff as often as needed.

Students are encouraged to participate in shows, contests, and charitable events while in school.

Student housing is not offered by the school, but the staff will assist any student when necessary to find appropriate housing while attending school. There are many apartments in the local area.

## RULES AND REGULATIONS

1. Attendance / Tardiness. Disciplinary action will begin if a student is absent more than twenty-five (25) percent of the contracted time frame per week. The school expects a student to be in attendance during all regularly scheduled hours. Tardiness shows a lack of self-discipline and self-motivation. Students will be allowed three (3) tardies per month before disciplinary action is taken.
2. Use of Illegal Drugs (including marijuana), controlled substances, or alcohol is strictly prohibited. This may result in automatic termination from school and the student may be turned over to legal authorities for an investigation. All students and employees are furnished with a copy of the schools Drug Abuse Policy Handbook & Drug Prevention Program and a signed acknowledgment is maintained on file.
3. Improper conduct. Should a student's conduct be improper, discourteous, or offensive toward a customer patronizing the school, another student, or a staff member, at the Director's discretion, he/she may be suspended or terminated depending on the seriousness of the offense.
4. Theft. Boca Beauty Academy is not responsible for the student's belongings. Valuables should not be brought on premises and such possessions should be locked in your car if necessary. Any student responsible for the theft or vandalizing of student or school property may be subject to immediate termination from the school and the student may be turned over to legal authorities for investigation. A limited number of student lockers are available which may be periodically inspected at any time by the school administration.
5. Cell phones. All cell phones must remain off or on "vibrate mode" while inside school facilities. Text messaging is prohibited during school hours.
6. Dress code. Students at the Boca Beauty Academy are expected to look and behave as beauty and spa professionals. Attention should be paid to personal hygiene, proper attire, and good grooming. Boca Beauty Academy reserves the right to send home any student not meeting designated standards of grooming or attire and/or violating the dress code outlined below:
  - I. All students must wear school uniforms or an acceptable substitute uniform and must be dressed in black or white attire. Rubber soled shoes must be worn at all times. Cosmetology and Master Hair Design students are expected to wear stylist aprons. Nail students are expected to wear technician aprons. Skin Care, Electrolysis, Paramedical Esthetician and Master Aesthetician students are expected to wear lab coats. Massage Therapist students are expected to wear scrubs. Barbering students will wear barber jackets.
  - II. The following apparel is not permitted on premises:
    - a. Head wraps or bandanas
    - b. Torn or ripped jeans
    - c. Sweatpants
    - d. Open toe shoes, sandals, flip flops
    - e. Shorts
    - f. Other attire deemed unprofessional by the facility

Students who fail to comply with this dress code will be reprimanded, written up for a disciplinary action, and will be asked to leave school and return with appropriate attire.

7. Attendance Policy: Our training programs are similar to actual employment whereby any unexcused absence, leaving early, excessive lunch breaks, or lateness, will interfere with the learning process and may impair your ability to maintain satisfactory progress. We endeavor to provide a superior education, but you must be in school and on time each and every day. You must call your instructor at least 30 minutes prior to class if you will be late or tardy. Repeat absences will result in overtime charges unless you ensure that you make up your hours.
8. Clinic Services. We are a learning institute and it is our philosophy that we enhance our learning through hands-on experience. All students must perform all services assigned to them. Refusal will result in disciplinary action.
9. Insurance. It is the responsibility of each student to obtain medical and property insurance. We advise checking with your homeowner's insurance company and healthcare insurance company to ensure adequate coverage.
10. Clean up. All students must participate in clean up immediately after work is finished without exceptions to maintain a safe, clean learning environment. Any student refusing to clean up will be reprimanded.
11. Smoking/Vaping. Students may only smoke/vape in the designated smoking lounge outside of the student cafeteria. Smoking or vaping in the front of the building or in corridors is strictly prohibited.
12. Parking. Parking is strictly prohibited by our landlord in front of any of the retail stores. Such vehicles may be towed, after a second violation.



Enrollment in the school on the part of the student indicates that he/she intends to conform to both the letter as well as the spirit of the rules and regulations published by the school during his/her attendance. Failure to so conform could result in the student being suspended from the school for disciplinary reasons by the school director.

Unless noted otherwise, the normal discipline plan provides that, a) on a first offense, the student will be counseled in an attempt to solve the problem and work out a solution that puts the student's behavior in line with the school's guidelines, b.) on the second offense, the student will be suspended from school for one to two weeks depending on the severity of the infraction and may return after this period, and c.) on the third offense, the student will be terminated from enrollment.

## **CAMPUS SECURITY - COORDINATION WITH STATE AND LOCAL ENFORCEMENT AGENCIES**

Security issues on campus are handled by our Director of Education. In addition, our shopping plaza maintains security guard presence. The Director of Education is empowered to enforce Boca Beauty Academy school regulations, to investigate incidents, and to apprehend those who violate school regulations or commit crimes on campus.

Criminal violators who are apprehended at the Boca Raton Campus will be turned over for arrest processing to the Palm Beach Sheriff's Office, District #7 located at 17901 State Road 7, Boca Raton, FL 33498 Phone: (561) 558-2700.

Criminal violators who are apprehended at the Parkland Campus will be turned over for arrest processing to the Broward County Sheriff's Office, District #17 located at 6650 University Drive, Parkland, Florida, 33067. Phone (954)764-4357. Boca Beauty Academy reserves the right to press charges against the criminal violators when deemed appropriate by senior management. Boca Beauty Academy will post the crime report on the company's website. The report can be accessed by visiting [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu).

An individual notice is given to students and employees via email each year notifying them of the availability of the Crime Report. A hard copy of the Crime Report can be obtained by contacting the Director of Education at 561-487-1191 for the Boca Raton Campus. For the Parkland Campus please contact the Director of Education at (954) 866-1011.

We encourage students and employees to be responsible for their own security and the security of others.

If you have concerns about walking from the building to your car after dark, either walk in groups or contact one of the school officials and we will provide escort service to walk you to your car.

## **EMERGENCY AND EVACUATION PROCESS**

Boca Beauty Academy utilizes the School Messenger system to notify its students, staff and faculty members of pertinent information such as emergency situations, inclement weather or any other reason the school may be closed during regular class hours etc. This system can directly connect through, voicemail, text-messages and emails.

The decision to evacuate the Boca Raton and Parkland campus will be made by the Director of Education or their Designee. When the decision is made to evacuate the Boca Raton and Parkland campus, the Director/ Designee will make the announcement in the most expeditious way possible that all persons are to evacuate to their classrooms and/or offices and await further instructions and/or activate the campus fire alarm. The Director/ Designee will notify appropriate personnel. Boca Raton and Parkland Education Department will assist the students and staff with the evacuation and then proceed to account for all staff and students in attendance for the day.

Note: Under no circumstances is staff to stop for any of their own or students' personal belongings.

The Designated School Official will notify appropriate authorities; i.e., Fire Department, Boca Raton and Parkland Police Department, Security, of the results and report any missing students, staff or visitors, providing information as to possible locations.

## **CONSUMER INFORMATION AND DISCLOSURES**

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. Students will be notified of any changes made at the institution. The following information is disclosed to you as a student at Boca Beauty Academy in compliance with federal law. Information regarding the following may be obtained directly from our Dean of Education, or alternatively from our Director of Financial Aid during our normal business hours by calling (561) 487-1191 for the Boca Raton Campus and (954)866-1011 for the Parkland Campus.

## **GENERAL INSTITUTIONAL INFORMATION**

### **Institutional and Program Accreditation, Approval, or Licensure**

Boca Beauty Academy is accredited by the Commission of the Council on Occupational Education (COE). The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. The Council's accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue careers in a variety of technical fields. For more information, please visit <http://www.council.org/>

Boca Beauty Academy is licensed by The Commission for Independent Education. The Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary, educational institutions. In keeping with the Florida Department of Education's goal of producing a seamless educational system, some of these functions include consumer protection, program improvement, institutional policies and administration, data management, and the licensure of independent schools, colleges and universities. For more information, please visit <http://www.fldoe.org/cie/>

Students at the Boca Raton Campus may obtain copies of the aforementioned licenses and/or accreditations by contacting our Dean of Education at (561) 487-1191. Students at the Parkland Campus may obtain copies of the aforementioned licenses and/or accreditations by contacting our Dean of Education at (954)866-1011.

### **ACADEMIC PROGRAMS**

The current programs are described in detail in this catalog on page 7 through page 18.

### **NET PRICE CALCULATOR**

Boca Beauty Academy provides a Net Price Calculator. The Net Price Calculator is accessible on our website [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu) and is designed to give our students an indication of how much and what types of financial aid they might qualify for while attending school full-time in the academic year indicated. The calculator measures the financial strength of the student's family and uses other facts the student provides to estimate the amount of grants, scholarships and other financial aid that might be available to them. The "net price" is the difference between that amount and the cost of attendance. The estimates generated by the template do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on price of attendance and financial aid provided to students in a given year. Actual attendance cost may be different based on a variety of factors and circumstances not incorporated within the Net Price Calculator. Results calculated are simply non-binding estimates of attendance costs.

The financial aid office will establish the student's eligibility based on the information they reported on the Free Application for Federal Student Aid.

### **PRICE OF ATTENDANCE**

Boca Beauty Academy must disclose the tuition and fees the institution charges a student for completing the program within the normal time frame. The Tuition and Fee Disclosure is posted on the school's website [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu) and is also given to each and every student upon enrollment. The Tuition and Fee Acknowledgement form is maintained in the student's file.

### **PRIVACY OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) of 1974 establishes the rights of students with regard to educational records. FERPA applies to all persons formerly and currently enrolled at an educational institution. Access to educational records does not give permission to make changes to the student's record. This authorization is valid until canceled. The student may cancel this release at any time by submitting another FERPA form to the Boca Beauty Academy Registrar's Office. The FERPA form is given to each and every student upon enrollment and the acknowledgement form is kept in the student's file. This Act also ensures that the records cannot be released, other than in emergency situations, without the written consent of the student, or the parent/guardian if the student is a minor, except under the following situations:

1. To other school's officials, including faculty within the educational institution or local educational agencies who have legitimate educational interest.
2. To officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record desired and have an opportunity for a hearing to challenge the contents of the record.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education, and the administrative head of an educational agency, or state educational authorities.
4. To authorized legal professionals by order of a subpoena.
5. All pertinent records, grades, services, and hours earned by each student are recorded and kept permanently on file at the school office or school storage facility. Students may inspect their records upon advance request to the school office.

## TEXTBOOK INFORMATION

The information regarding the textbooks at Boca Beauty Academy is posted on the website and can be accessed at any time by visiting [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu)

## VOTER REGISTRATION INFORMATION

Boca Beauty Academy encourages its students to register to vote. The National Mail Voter Registration Form is available at the school's Media Center and the Financial Aid Office and can be obtained from the U.S Election assistance commission (EAC) website.

U.S Citizens who are students of voting age can find information specific to their states of residence from the following website: [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources) or Call the Election Assistance office at: (866) 747-1471.

Students may register to vote by completing and submitting the National Mail Voter Registration form. This form may also be used to report a name or address change to the voter registration office or to register with a political party.

Students can obtain this form in person from the following public facilities:

- State or local election offices
- The department of motor vehicles
- Public assistance agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designated as a voter registration agency (such as a public library, public school, and city or clerk's office). You may also register to vote by using your state's registration form.

A person must be 18 years of age and a U.S citizen to be eligible to vote.

States may also have their own requirements, which are outlined in the "State instructions" section of the National Mail Voter Registration Form. State and local election offices can also provide information on eligibility.

The Federal Voting Assistance Program provides voting resources for uniformed service members and overseas citizens, including the Federal Post Care Application, a voter registration form for citizens living abroad. Tel.: (800) 438-8683 or the Web site: [www.fvap.gov](http://www.fvap.gov)

## STUDENT FINANCIAL AID INFORMATION

Students who are interested in applying for Federal Title IV aid programs at Boca Beauty Academy should begin by creating a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). Once a PIN has been obtained, you may proceed with completing the [Free Application for Federal Student Aid](#). If you would like assistance with completing the FAFSA or have any questions, please contact the financial aid office. **Our school code is 04217800**

### Gathering the Documents Needed to Apply

The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, when you filed taxes or what tax form you used), you will need the following information or documents as you fill out the FAFSA:

1. Your Social Security number (it's important that you enter it correctly on the FAFSA!)
2. Your parents' Social Security numbers if you are a dependent student
3. Your driver's license number if you have one
4. Your Alien Registration Number if you are not a U.S. citizen
5. Federal tax information or tax return transcripts including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student.
6. Records of your untaxed income, such as child support received, interest income, and veterans' non-education benefits, for you, and for your parents if you are a dependent student
7. Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which you live; and business and farm assets for you, and for your parents if you are a dependent student

To be considered for federal financial aid programs, a student must meet all of the following criteria:

1. Demonstrate financial need. Financial need is the difference between the Estimated Cost of Attendance and the Expected Family Contribution (EFC). The calculated amount the student and family can be expected to provide based on the information provided on the FAFSA;
2. Be working towards a degree or certificate in an eligible program
3. Have earned a High School Diploma, General Equivalency Diploma (GED) or equivalent
4. Be enrolled on at least a halftime basis;
5. Maintain satisfactory academic progress;
6. Be a U.S. citizen or eligible noncitizen;
7. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Federal PLUS Loan or Federal Supplemental Loan for Independent Students (SLS);
8. Have a valid social security number;
9. Be registered with the Selective Service, if applicable;
10. Have not been convicted of an illegal drug offense while receiving Title IV funds.
11. Provide all documents required by either the Financial Aid Office and/or the Department of Education;

Once the FAFSA is processed by the federal government, you should receive a Student Aid Report (SAR). Students who intend to utilize federal financial aid programs to assist with their education expenses at Boca Beauty Academy should complete all financial arrangements prior to registering for classes. Additional forms and documents might be required by the Boca Beauty Financial Services Department. Students must reapply each academic year for federal financial aid programs. We recommend that Renewal FAFSAs be submitted no later than April 15th to ensure all deadlines have been met. Boca Beauty Academy Financial Services staff is available to assist borrowers of all education loan programs while they attend Boca Beauty Academy. Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and default issues.

### **Packaging Policy**

The Financial Aid Office at Boca Beauty Academy attempts to meet your financial needs with a combination of all aid funds for which you are eligible, providing you with a financial aid package. It is the policy of Boca Beauty Academy to award student financial aid based on criteria established by the federal government. Procedures are established to ensure compliance.

### **Packaging Procedure**

A review of the following information is made prior to awarding federal financial aid. Most of this review is conducted internally. Discrepancies are resolved by the Financial Aid Office:

- Citizenship status or permanent resident status
- High school diploma or GED or Associate or Bachelor Degree
- Admitted into a Title IV eligible diploma or certificate program
- Satisfactory Academic Progress
- Not in default or in repayment on any Title IV financial aid program
- Transfer monitoring status update
- Selective Service Registration status (if applicable)
- Aggregate loan award amounts
- Determine the appropriate student budget to be used: Residency (living off campus or with parents)
- Establish financial need as determined according to the packaging formula.
- Verification Review (where applicable).

Students that have not submitted all requested information (where applicable) will be sent a "Request for Verification Information Letter" advising him/her that the financial aid process will be delayed and/or cancelled until all requested information has been received.

## **Verification Policy and Procedure**

A student may be selected for verification either by the U.S Department's of Education or by the Office of Financial Aid at the school. If the student is selected for verification, the Office of Financial Aid at Boca Beauty Academy will notify the student in writing, via email to the email account they provided to the school upon enrolment, via phone or in person. If the student is notified by the Office of Financial Aid that they have been selected for verification the student has 30 days from the date they received notification or up until the first day of class (for new students) whichever comes first, to submit the required documentation.

Documentation required to complete verification may include a copy of the most recent tax return transcripts for the student and parents (if applicable), a verification worksheet and any additional documents and forms required depending upon the information the student and/or parent provided on the FAFSA. Students should submit the requested information in a timely manner and by the stated deadline to prevent any delays in the processing of their awards. Failure to submit the requested documents will result in cancellation of all federal financial aid awards. Students are advised to retain copies of any document submitted to the Financial Aid Office. Students will be given a "Request for Verification Information" letter which will inform them of the missing documents, the deadline for submission and consequences of not submitting the documentation within the requested time frame. A student's financial aid is the sole the responsibility of the student. Each student is responsible for accurately completing all applications and processing paperwork in a timely manner. If student aid is not received by the Boca Beauty Academy while the student is in school, the student is responsible for all tuition and fees due to the school.

## **Loan Counseling**

Boca Beauty Academy participates in entrance and exit counseling. If you are applying for federal student loans you must complete an entrance counseling session by visiting [www.studentloans.gov](http://www.studentloans.gov). The entrance counseling session is meant to help you understand your obligations as a borrower and provide you with valuable information regarding the loan process.

The exit counseling interview is a mandatory online session and must be completed by all federal loan borrowers at Boca Beauty Academy prior to graduating, withdrawing or dropping below half time attendance. The exit counseling can be completed by visiting [www.studentloans.gov](http://www.studentloans.gov)

The Higher Education Act requires that Title IV funds are to be used to pay for authorized educational charges as assessed by Boca Beauty Academy. Title IV funds include: Federal Pell Grants, Federal Direct Stafford Loans and Federal Direct PLUS Loans. As required by the Higher Education Act, any Title IV funds awarded to a student in excess of qualified educational charges must be refunded to the student. A Title IV credit balance will be automatically refunded to the student no later than fourteen (14) days of the crediting of such funds to the student's account. Credit balances as a result of Federal Direct PLUS Loans will be disbursed to the parent, if the parent is the borrower.

The Student Loan Code of Conduct, the cancellation and refund policy as well and Withdrawal and Return to Title IV policy and disclosures are described in detail on page 22 and page 23 of the catalog.

## **Excused Absences**

For purposes of disbursing Title IV funds, a student can have up to 10% of clock hours in each payment period considered as excused absences. Such excused absences do not need to be made up.

## **GRADUATION, RETENTION AND PLACEMENT**

Graduation, retention, and placement rates for Title IV eligible programs are provided for your review at the company's website. Please feel free to visit [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu) and read the information provided under the Gainful Employment Page. The information will be updated yearly as required.

## **HEALTH AND SAFETY INFORMATION**

The Drug-Free Schools and Communities Act (Public Law 101-226) requires a school that participates in any FSA program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Boca Beauty Academy provides students and employees with a Drug Abuse and Prevention Handbook. The receipt of the handbook is acknowledged by completing the Drug Abuse Handbook & Drug Prevention Program Form. The form is provided to each and every student and is also kept in the student's file. The information is also available on the company's website and can be accessed by visiting [www.bocabeautyacademy.edu](http://www.bocabeautyacademy.edu)

**Legislative Awareness – Sexual Predators/Sexual Offender Registry**

Section 3. Section 1005.10, Florida Statutes requires us to inform our students and employees at orientation and on our website of the existence of the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll-free number pursuant to section 943.043. This information can be accessed as follows:

Phone 1-888-357-7332, Website <http://offender.fdle.state.fl.us/offender/homepage.do>

**Title IX of the Education Amendments of 1972**

Protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Boca Beauty Academy does not discriminate on the basis of sex in the employment, education programs or activities it operates.

Boca Beauty Academy is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on a victim's academic, social, working, and personal life, and negatively affects victims' friends and families, other students, co-workers, and members of the Boca Beauty Academy community.

Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to seek support and report the incident. Boca Beauty Academy has appointed a Title IX Coordinator to oversee the response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

**To File a Title IX Complaint please contact:**

Stefanie Sundberg – Organization's Title IX Coordinator can be reached at the main campus in Boca Raton. 7820 Glades Road, Suite 215, Boca Raton, Florida, 33434. Phone 561-487-1191, extension 201. Fax 561-218-5618.

**To File a Criminal Complaint please contact:**

For Boca Raton Campus please contact - Palm Beach County Sheriff's Office. 17901 U.S. Hwy 441, Boca Raton, Florida, 33498. Emergency 911. Non-emergency 561-995-2800.

For Parkland Campus please contact – Broward County Sheriff's Office 6650 University Drive, Parkland, Florida, 33067. Emergency 911. Non-Emergency 954-764-4357.





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