



## **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, spa, and fitness 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 is 100% owned by Boca Beauty Academy, LLC. The Academy's governing body is Boca Beauty Academy, LLC located at 7840 Glades Road, Boca Raton, Florida 33434. Jack Bragin, CEO.

## **ADMINISTRATION**

Jack Bragin.....Chairman & CEO

## **LOCATIONS**

The Boca Raton Campus is located at 7840 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: 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 7840 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 conducive learning environment. The Clinic Area is equipped with stations with dry sterilizer, chairs and mirrors. The Clinic Area includes a minimum of approximately 25 Hair/Nail stations as well as 12 Skin/Massage Tables stations and mirrors. Other facilities include fitness areas, 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 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 Massage Therapist, Electrolysis, Paramedical Esthetician, Cosmetology, Barbering, Skin Care, Makeup & Skin Care, Nail technician, Full Specialist and Master Fitness Coach. 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, or a G.E.D. 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 social Security Card and Driver's License (or other form of government issued id) and complete all necessary paperwork. Applicants are strongly encouraged to visit our Admissions Office.

## COURSE NUMBERING SYSTEM

The course numbering system uses a digit alpha numeric 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 breaks.

## PROGRAMS – OBJECTIVES/PURPOSE

### **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 have the opportunity to own their own salon.

### **Barbering\*                              1200 clock hours/ State License required**

The Barber program will aid the students obtain 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 be able to work in beauty salons, resort hotels or have the opportunity to own their own salon.

### **Skin Care                                300 clock hours / License by registration**

The objective of this program is to provide complete training in the field of skin care. To gain information to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and 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, or owning their own salon, 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 Make Up, Skin Care, Cosmetic, Bridal, Salon, Spa, and Fashion Industries. Students acquire the skills required to work in a professional studio or on location with photographers, models, and designers, as well as in a Salon & 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 in owning their own salon.

### **Full Specialist                         600 clock hours / License by registration**

The primary objective of this program is to provide comprehensive training in the field 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 professionals' placement opportunities include: Medi-Spa's, resort hotels, Dermatologist offices and salons.

### **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.

### **Paramedical Esthetician\*\*        650 clock hours / State License required**

The paramedical esthetician program includes comprehensive training in Permanent hair removal, Skin Care and Electrolysis. Upon completion of the program students will gain the confidence and knowledge required to be successful in the paramedical esthetician field. Upon completion the 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 and be qualified to sit for laser certification exams (CCE, CME).

### **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.

### **Master Fitness Coach\*              900 clock hours**

The Master Fitness Coach Program objectives are to: provide an intensive to occupational development needs in the fitness and wellness industry; provide comprehensive, lifelong learning skills; graduate educated and effective personal trainers that make an impact by improving the fitness of any client, using safe, effective and proven techniques. Upon successful completion of the program students will receive a Diploma.

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

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

## PROGRAM DESCRIPTIONS

### **Cosmetology:**

The course instructs the student in Hair, Skin, and Nail practice 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 beauty.

### **Skin Care:**

The training that is offered to the student instructs in sanitation and hygiene procedures as they relate to the skin care and facial procedures. Also, to train students to use the facial machine apparatus, safely and effectively.

### **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, advance, and fashion makeup. Students receive practical, hands-on experience and learn professional business skills needed to succeed in a growing and competitive industry. Upon completion of the program student will receive a diploma and be registered for skin care licensure.

### **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 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 the skin care, facial and nail procedures.

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

Demonstration on short-wave blend and multiple galvanic methods along with sanitation and sterilization procedures. Skin assessment, general treatment procedures utilizing three modalities known as Electrolysis, Thermolysis, and Blend.

### **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 the permanent hair removal, 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, as well as perform spa business management functions.

### **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.

### **Master Fitness Coach:\***

This integrated post-secondary program culminates in a nationally recognized, NCCA-accredited certification from NASM. The program is designed to ensure that entry-level personal fitness trainers are both qualified and certified and it provides students with the foundational skills they need to succeed as personal fitness trainers for a lifelong career in the health and fitness industry. Students will benefit from this program because the curriculum presents the knowledge, skills, and abilities that have been identified as most relevant to the profession of personal fitness training. Faculty will enjoy the support of the expert-created curriculum as well as the continued support and facilitation training from NASM. Finally, this curriculum contributes to the overall health and wellness of its communities by ensuring the promotion of scientific-based exercise programming by professionals who are both qualified and certified.

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

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

## CURRICULUM OUTLINE - COSMETOLOGY

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

<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 hair cutting 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. Advance 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, Make-Up</b> Analysis of skin. Facial massage, equipment, treatments, aromatherapy. Make-up 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 either 16 years of age and have a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

<b>Barbering</b>	<b>Course #</b>	<b>Services</b>	<b>Clock Hours</b>
<b>Life &amp; Study Skills</b> Discuss methods that can enhance their understanding of new learning style.	<b>B-101</b>		<b>15</b>
<b>The History of Barbering</b> Identify and discuss some organizations responsible for upgrading the barbering profession, describe the barber-surgeons and their practices.	<b>B-102</b>		<b>30</b>
<b>Professional Image</b> Discuss the ways in which life skills, values, and beliefs influence one's professional image, list the guidelines to maintaining personal and professional health.	<b>B-103</b>		<b>30</b>
<b>Microbiology</b> Understand the differences between bacterial and viral infections, understand immunity.	<b>B-104</b>		<b>30</b>
<b>Infection Control &amp; Safe Work Practices</b> Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation.	<b>B-105</b>	<b>30</b>	<b>60</b>
<b>Implements, Tools, and Equipment</b> Demonstrate the correct techniques for holding combs, shears, clippers, and razors.	<b>B-106</b>	<b>60</b>	<b>60</b>
<b>Anatomy &amp; Physiology</b> Identify important muscles of the head, face, and neck that relate to barbering services.	<b>B-107</b>		<b>50</b>
<b>Chemistry</b> 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>B-108</b>		<b>50</b>
<b>Electricity &amp; Light Therapy</b> Discuss and recognize electrical safety, different electrical modalities and their uses.	<b>B-109</b>		<b>35</b>
<b>Properties &amp; Disorders of The Skin</b> Describe the structure and division of the skin, identify recognizable skin disorders	<b>B-110</b>		<b>50</b>
<b>Properties and Disorders of The Hair &amp; Scalp</b> Hair analysis, identify different types of hair loss and treatments.	<b>B-111</b>		<b>40</b>
<b>Treatments of The Hair &amp; Scalp</b> Treatments of the hair and scalp, demonstrate scalp massage techniques.	<b>B-112</b>	<b>50</b>	<b>50</b>
<b>Shaving &amp; Facial Hair Design</b> Discuss sanitation and safety precautions associated with straight razor shaving, identify 14 shaving areas of the face.	<b>B-113</b>	<b>60</b>	<b>60</b>
<b>Men's Haircutting &amp; Styling</b> Different cutting techniques; fingers-and shear, shear-over comb, freehand shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting.	<b>B-114</b>	<b>95</b>	<b>95</b>
<b>Men's Hair Replacement</b> Hair replacement system, recognize supplies needed to service hair replacement systems.	<b>B-115</b>	<b>50</b>	<b>50</b>
<b>Women's Haircutting &amp; Styling</b> Perform 4 basic women's haircuts, texturizing and basic wet styling styles, blow dry.	<b>B-116</b>	<b>60</b>	<b>60</b>
<b>Chemical Texture Services</b> Explain the effects chemical texture services on the hair, identify similarities and differences between chemical texture services.	<b>B-117</b>	<b>120</b>	<b>120</b>
<b>Hair Coloring &amp; Lightening</b> Discuss the principles of color theory and explain the action of lighteners on the hair.	<b>B-118</b>	<b>120</b>	<b>120</b>
<b>Nails &amp; Manicuring</b> Manicuring implements, equipment, and products, demonstrate hand massage procedures.	<b>B-119</b>	<b>50</b>	<b>53</b>
<b>State Board Preparation &amp; Licensing Laws</b> Prepare for state board examinations, discuss barber board rules and regulations in Florida.	<b>B-120</b>		<b>60</b>
<b>The Job Search</b> Explain industry positions available for barbering students, discuss employment classifications and wage structures.	<b>B-121</b>		<b>35</b>
<b>Barbershop Management</b> Discuss self-employment and barbershop ownership, different employment classifications.	<b>B-122</b>	<b>5</b>	<b>45</b>
<b>HIV/AIDS</b>	<b>B-123</b>		<b>2</b>
<b>Total Services/Hours</b>		<b>700</b>	<b>1200</b>

## CURRICULUM OUTLINE – SKIN CARE

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

<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	S101		5
<b>HIV AND AIDS</b> Safety and precautions	S102		4
<b>Sanitation</b> Learning proper decontamination, significantly reducing disease-producing organisms on a surface	S103		10
<b>Ethics</b> The responsibilities of practitioners within professional guidelines in the workplace	S104		5
<b>Basics of Electricity</b> The safety precautions regarding the usage of electrical apparatus	S105		8
<b>Facial Techniques and Contraindications</b> Professional facial techniques and respect to adverse reactions	S106		6
<b>Product Chemistry</b> Science that deals with composition structures and properties of matter concerning products	S107		12
<b>Hair Removal</b> Proper steps along with sanitation in removal of hair	S108		5
<b>Make-Up</b> Customized enhancement of facial features	S109		5
<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.	S110		150
<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	S111	40	50
<b>b.) Set up, use and maintenance of electrical devices</b> Proper usage of electrical appliances, with regard to the UL guidelines	S112	5	5
<b>c.) Hair removal, including tweezing, waxing,</b> Proper steps/sanitation pertaining to tweezing, body waxing	S113	20	10
<b>d.) Make-Up application for both daytime and night</b> Placement of make-up color distinction for either day or night	S114	10	5
<b>e.) Lash and brow tinting</b> Proper distribution of color tint to enhance eyelashes and eyebrows	S115	10	5
<b>f.) Eyelash application, including strip lashes, individual lashes, and semi-permanent lashes</b> Learning the art of lash placement to enhance the client's eyes	S116	10	10
<b>g.) Manual Extractions</b> Basic training of manual dexterity	S117	5	5
<b>Total Services/Hours:</b>		<b>100</b>	<b>300</b>



## CURRICULUM OUTLINE – MAKEUP & SKIN CARE

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

Makeup & Skin Care	Course #	Services	Clock Hours
<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>Advance Makeup</b> Learn the use of different tools, airbrush machines, individual 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</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 either 16 years of age and have a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

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

<b>Full Specialist</b>	<b>Course #</b>	<b>Services</b>	<b>Clock Hours</b>
<b>Life &amp; Study Skills</b> Skin theory, 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>Advance Facial Techniques</b> Understand the latest techniques and how they work, the benefits of peels, and light therapy.	FS-103		10
<b>Advance 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 of a vacuum machine benefits	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</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, eyelashes, and eyelash and brow tinting	FS-115	30	30
<b>Nail Theory, Practice Nail Disorders &amp; Diseases</b> Understanding the difference between a nail disorder/diseases, when to refer to a doctor	FS-116		85
<b>Manicures</b> Perform the different 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 three D 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 a 12th grade level of education or its equivalent. Please refer to page 3 for additional admission requirements.

<u>Electrolysis</u>	<u>Course #</u>	<u>Clock Hours</u>
<b>History of Electrolysis</b> General procedures and techniques using galvanic thermolysis and blend	E 101	15
<b>Hair Structure and Growth</b> Characteristics and differences in hair growth	E 102	10
<b>Structure and Dynamics of Hair and Skin</b> Skin types, assessments, specific current effects, methods and contraindications	E 103	15
<b>Understanding Human Anatomy &amp; Physiology</b> Skin structure, functions, layers, dynamics of hair growth	E 104	10
<b>Neurology and Angiology</b> Circulatory and nervous systems, understanding systems that control blood flow	E 105	10
<b>The Endocrine System</b> Glands and their function, changes and stimulation	E 106	10
<b>Principles of Electricity</b> Defining electric currents, polarity, conductors, insulators, uses	E 107	5
<b>Bacteriology and Disinfection</b> Microbiology of the skin, sanitation, and safety procedures in accordance with the Rule 6488-56001 F.A.C.	E 108	10
<b>HIV/AIDS</b> Sanitation, safety procedures, pathogens	E 109	10
<b>Florida Law</b> Description and study of Florida Statutes 478 and 450 along with Chapter G4B8, C.A.C. Statutes of Electrolysis	E 110	10
<b>Business Management</b> Clinic and office management ethics, communications, bookkeeping and patient management	E 111	15
<b>General Treatment Procedures</b>	CL 101	105
<b>Client Consultation</b>	CL 102	15
<b>Hands-on Equipment Instruction</b>	CL 103	15
<b>Insertions</b>	CL 104	10
<b>Client Assessment</b>	CL 105	15
<b>Sanitation/Sterilization Procedures</b>	CL 106	5
<b>Coordination Skills with Probe Holder and Forceps</b>	CL 107	5
<b>Library and Visuals</b>	CL 108	10
<b>Review examination and preparations</b>	CL 109	10
<b>Client Pre/Post Treatments</b>	CL 110	10
<b>Total Services/Hours</b>		<b>320</b>

## CURRICULUM OUTLINE – PARAMEDICAL ESTHETICIAN

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

<b>Paramedical Esthetician</b>	<b>Course #</b>	<b>Services</b>	<b>Clock Hours</b>
<b>History of Electrolysis</b> General procedures and techniques using galvanic, thermolysis, and blend	PE-101		15
<b>Hair Structure and Growth</b> Characteristics and differences in hair growth, in relation with permanent hair removal	PE-102		10
<b>Structure and Dynamics of the Hair and Skin</b> Skin types, assessments, specific current effects, methods and contraindications	PE-103		15
<b>Understanding Human Anatomy</b> Skin structure functions, layers, dynamics of hair growth	PE-104		10
<b>Neurology and Angiology</b> Circulatory and nervous systems, understanding systems that control blood flow	PE-105		10
<b>The Endocrine System</b> Glands and their function, changes and stimulation	PE-106		10
<b>Bacteriology and Disinfection</b> Microbiology of the skin, sanitation, and safety procedures in accordance with the Rule 6488-56001 F.A.C.	PE-107		10
<b>Business Management</b> Clinic and management ethics, communications, bookkeeping and patient management	PE-108		20
<b>Medical Errors</b> Discuss precautions and prevention methods for medical error. Understand responsibilities and liabilities	PE-109		4
<b>Laser</b> Understand and discuss the laws of physics, the use of laser light, and radiofrequency	PE-110	4	30
<b>Sanitation</b> Understand the different methods of sterilization and sanitation	PE-111	30	30
<b>Ethics</b> Understand the responsibility of practitioners within professional guidelines in the workplace	PE-112		4
<b>Basics of Electricity</b> Defining electric currents, polarity, conductors insulators, uses	PE-113		20
<b>Facial Techniques and Contraindications</b> Learn the fundamental of skin types and conditions for the purpose of customizing facials, and respect adverse reactions	PE-114		66
<b>Product Chemistry</b> Composition structures and properties of matter concerning products	PE-115	10	10
<b>Hair Removal</b> Understand and perform the proper steps along with sanitation in the different methods of hair removal	PE-116	20	20
<b>Skin Theory Disease and Disorders of the Skin</b> The role of the autoimmune system in relation to disease and disorders.	PE-117		125
<b>Facials Manual &amp; Mechanical</b> Learn the fundamental of skin types and conditions for the Purpose of customizing facials, and respect adverse reactions	PE-118	40	40
<b>Manual Extractions</b> Learn the different techniques when treating problem and acne skin	PE-119	5	5
<b>Set Up</b> Practice proper usage of electrical appliances and with regards to the UL guidelines	PE-120	15	15
<b>Microdermabrasion</b> Machine training & maintenance, use and purpose of machines, proper placement and direction, correct treatment of skin types	PE-121	4	4
<b>Body Wrapping</b> Treatments are designed to tighten your skin, eliminate toxins, help with temporary inch loss and/or soothe tired muscles. Discuss different wraps: slimming, detoxifying, relaxing and revitalizing, or specific inch loss wrap.	PE-122	7	12
<b>Florida Law</b> Description and study of Florida Statutes 478 and 45 along with Chapter G4B8, C.A.C. Statutes of Electrolysis	PE-123		15
<b>HIV/AIDS</b> Study of blood borne pathogens and universal precautions	PE-124		4
<b>General Treatments</b> Insertions, use of different modalities	PE-125	95	95
<b>Client Consultation</b> Understand the importance of medical history and previous treatments	PE-126	20	21
<b>Coordination skills with probe holder and forceps</b> Understand the proper use of the different tools	PE-127	10	10
<b>Client Pre/Post Treatments</b> Understand the importance of the clients pre/post treatments	PE-128	20	20
<b>Total Services/Hours</b>		<b>280</b>	<b>650</b>

## CURRICULUM OUTLINE – MASSAGE THERAPIST

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

<u>Massage Therapist</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<p><b>Anatomy, Physiology, Pathology &amp; Kinesiology</b></p> <p>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.</p>	<b>M101</b>		<b>165</b>
<p><b>Massage Theory &amp; Clinical Practice</b></p> <p>Explain the physiologic 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.</p>	<b>M102</b>	<b>70</b>	<b>290</b>
<p><b>Hydrotherapy</b></p> <p>Practice of heat/cold treatments, spa methods, and bath/shower applications. Cryotherapy, Thermotherapy. Asian Spa roots, Stone massage, Aromatherapy, exfoliation, body wraps.</p>	<b>M103</b>	<b>15</b>	<b>15</b>
<p><b>AIDS/HIV Education</b></p> <p>Study of blood borne pathogens and universal precautions</p>	<b>M104</b>		<b>3</b>
<p><b>Allied Modalities</b></p> <p>Overview &amp; 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.</p>	<b>M105</b>	<b>15</b>	<b>100</b>
<p><b>State of Florida Rules &amp; History</b></p> <p>Laws &amp; rules regarding practice of massage, licensing, regulations in Florida</p>	<b>M106</b>		<b>10</b>
<p><b>Business, Ethics, &amp; Medical Errors</b></p> <p>How to run a massage business, professionalism, ethical guidelines, medical contraindications.</p>	<b>M107</b>		<b>22</b>
<b>Total Services/Hours</b>		<b>100</b>	<b>605</b>

## CURRICULUM OUTLINE – MASTER FITNESS COACH

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

<u>Master Fitness Coach</u>	<u>Course #</u>	<u>Services</u>	<u>Clock Hours</u>
<b>Anatomy and Physiology</b> Recognize anatomical landmarks of the human body and associate them with their respective system(s)	MFC-101		60
<b>Professional and Career Development</b> Develop and organize a career portfolio including resumes, references, work samples, letters of recommendation, relevant education and training, relevant occupational skills, and earned awards	MFC-102		60
<b>Certification Exam Preparation</b> Describe NASM's Standards of Professional Practice including ethical business practices, confidentiality, adherence to legal requirements, and professionalism as they relate to the personal fitness trainer	MFC-103	30	60
<b>Essentials and Fitness Assessments</b> Describe, demonstrate, and record objective assessments including body weight, body fat composition, cardiorespiratory fitness, cardiorespiratory training zones, and blood pressure.	MFC-104	50	60
<b>Exercise and Nutrition</b> Develop an individualized, goal-specific nutritional plan based on the Dietary Guidelines for Americans taking into considerations those with specialized dietary needs (e.g. vegan, lactose intolerance, chronic disease, seniors, youth)	MFC-105	30	60
<b>Exercise Physiology</b> Describe and differentiate models of resistance training including single-set, multiple-set, superset, pyramid-set, compound training, and complex training.	MFC-106	30	60
<b>Exercise Psychology &amp; Lifestyle Coaching</b> Describe and implement strategies and procedures to manage internal and external stressors including time management, social settings, work settings, family, media, environment, and culture.	MFC-107		60
<b>Utilization of Machines &amp; Equipment</b> Describe NASM's Standards of Professional Practice including ethical business practices, confidentiality, adherence to legal requirements, and professionalism as they relate to the personal fitness trainer.	MFC-108	120	120
<b>Leadership, Business, Sales</b> Describe NASM's Standards of Professional Practice including ethical business practices, confidentiality, adherence to legal requirements, and professionalism as they relate to the personal fitness trainer.	MFC-109		60
<b>Kinesiology of the Human Movement System</b> Discuss the neurophysiologic principles of reciprocal inhibition, force-couple relationships, length-tension relationships, synergistic dominance, relative flexibility, and pattern overload and their impact on human movement.	MFC-110	30	60
<b>OPT for Sports Specific Training</b> Identify, describe, demonstrate, implement, and teach exercises categorized to develop the physiologic adaptation of maximal strength including flexibility, core, balance, reactive, and resistance training.	MFC-111	50	60
<b>Program Design and Advance Techniques</b> Identify, describe, demonstrate, implement, and teach exercises categorized to develop the physiologic adaptation of stabilization endurance including flexibility, core, balance, reactive, and resistance training	MFC-112	50	60
<b>Special Population Fitness Prescription</b> Describe the special considerations (e.g., diseases, disorders, developmental concerns, co-morbidities), the effects of exercise and physical activity, and protocols for effective exercise program design for cancer populations	MFC-113	30	60
<b>Corrective Exercise Specialist</b> Muscle imbalances and movement assessments. Use and components of goniometer. Activation and integration techniques. Neuromuscular stretching. Types and benefits of corrective exercises.	MFC -114	30	60
<b>Total Services/Hours</b>		450	900

## TRANSFER POLICY

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, academic progress, and payment status and acceptance of transfer is left to the sole discretion of the School Director. 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 or not credits will be accepted by another institution of the student's choice.

## TUITION AND FEES:

### Cosmetology

Tuition.....	\$16,800
Kit, Books & Supplies.....	1500
Registration.....	150
Fees (see below).....	160
Total.....	\$18,610

### Paramedical Esthetician

Tuition.....	\$9,750
Kit, Books & Supplies.....	1,500
Registration.....	150
Fees (see below).....	160
Total.....	\$11,560

### Massage Therapist

Tuition.....	\$9,075
Kit, Books & Supplies.....	500
Registration.....	150
Fees (see below).....	160
Total.....	\$9,885

### Barbering

Tuition.....	\$12,000
Kit, Books & Supplies.....	1500
Registration.....	150
Fees (see below).....	160
Total.....	\$13,810

### Skin Care

Tuition.....	\$4,200
Kit, Books & Supplies.....	1000
Registration.....	150
Fees (see below).....	160
Total.....	\$5,510

### Electrolysis

Tuition.....	\$4,800
Kit, Books & Supplies.....	500
Registration.....	150
Fees (see below).....	160
Total.....	\$5,610

### Nail Technician

Tuition.....	\$1,680
Kit, Books & Supplies.....	350
Registration.....	150
Fees (see below).....	160
Total.....	\$2,340

### Makeup & Skin Care

Tuition.....	\$9,000
Kit, Books & Supplies.....	1800
Registration.....	150
Fees (see below).....	160
Total.....	\$11,110

### Full Specialist

Tuition.....	\$6,000
Kit, Books & Supplies.....	1350
Registration.....	150
Fees (see below).....	160
Total.....	\$7,660

### Master Fitness Coach

Tuition.....	\$12,600
Kit, Books & Supplies.....	1000
Registration.....	150
Fees (see below).....	160
Total.....	\$13,910



## FEES

The fees above include uniforms, student ID badges, and graduation fees.

Note: These fees do not include state license fees, or the costs required by the Board to sit for Licensing Exams

## 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 is able to 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. Career training loans may also be available through TFC and SLM, a division of Sallie Mae Corp. for those who qualify. 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, if the tuition 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 Cosmetology, Barbering, Full Specialist, Makeup & Skin Care, Massage Therapist, Electrolysis, Paramedical Esthetician and Master Fitness Coach 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 EFC on the ISIR, and the Cost of Attendance at an institution. The maximum Federal Pell Grant award for the 2016-2017 Award Year is \$5,815. 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 made on or after July 1st, 2016 and before July 1st, 2017 has a fixed interest rate of 3.76% and a current 1.069% 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, 2016 and before July 1st, 2017 has a fixed interest rate of 3.76% and a current 1.069% 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, 2016 and before July 1st, 2017 has an interest rate of 6.31% and the current origination fee is 4.276%. 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 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 not rectified, a meeting may be scheduled with the Chief Administrative Officer/CEO. In the unlikely event that the issue remains unresolved, a final appeal may be filed to the attention of the Executive Director at the following address: Council on Occupational Education  
7840 Roswell Road; Ste. 325  
Atlanta, GA. 30350  
Ph.770.396.3898

### CANCELLATION AND REFUND POLICY

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

A. An applicant rejected by the school shall be entitled to all monies paid.

B. Refunds will be processed within thirty (30) days of receipt of the cancellation notice or termination of students' enrollment. Cancellation can be made in person, by electronic mail, by certified mail or by termination. In calculating the refund due to a student, the last date of attendance is used in the calculation unless earlier written notice is received.

C. If a student (or in case of a student under the State's legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her monies back in writing by certified mail within three (3) business days of the signing of this contract, all monies collected shall be refunded.

D. If a student cancels his/her enrollment beyond three (3) working days after signing, but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school less a \$100.00 application fee. In addition, extra costs, such as books, student kit, equipment, supplies, finance charges, uniforms, seminars etc., which are not included in the tuition costs and are separately identified, are non-refundable.

E. Cancellation after attendance has begun, but prior to fifty percent (50%) completion of the program will result in a pro-rata refund computed as follows: 1) During the first 10% of the period of financial obligation, a refund of 90% of tuition 2) After 10% of the period of financial obligation and until the end of the 20% of the period of obligation, a refund of 80% of the tuition 3) After 20% of the period of financial obligation and until the end of the 30% of the period of obligation, a refund of 60% of the tuition 4) After the 30% of the period of financial obligation and until the end of the 40% of the period of obligation, a refund of 40% of the tuition 5) After the 40% of the period of financial obligation and until the end of the 50% of the period of obligation, a refund of 20% of the tuition 5) After 50% of the period of financial obligation, there will be no refunds. The registration fee as well as the kit, equipment, supplies, books, finance charges, uniforms and seminars are not refundable. Definition of enrollment time is the period between the date the student is accepted by the school until the date of cancellation or termination.

F. A student not in compliance with the rules and regulations of the school is subject to immediate dismissal.

G. If the Boca Beauty Academy, LLC. is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a complete refund of tuition paid for their unused hours.

H. If a course or program is cancelled subsequent to a student's enrollment, the school shall, at its option: (1) Provide a full refund of monies paid for their unused hours, or (2) Provide completion of the course.

I. Should a student require extra hours beyond the anticipated completion date listed on the enrollment agreement to complete the course, there is an hourly charge of ten (10) dollars. Any documented absence will excuse the absence however student must arrange make-up hours as it will not extend the contract completion date, or payment term.

J. This Agreement shall be governed by the laws of the State of Florida and disputes or claims shall be adjudicated in Palm Beach County, Florida.

## 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 FFEL loans.
- 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 FFEL 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 FFEL Program, 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. In case of a voluntary termination, any charges and/or payments received for Seminars will not be refunded.

### **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 terminated for violation of any of the rules or regulations 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. Excessive absenteeism of greater than 25% in any class or as a whole is not acceptable and is grounds for disciplinary action. 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 exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance records will be retained in the veteran's file for USDVA and SAA audit purposes.

### **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 Department of Veterans Affairs.

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

Makeup hours are Monday evenings for Classroom/Theory.

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

Makeup hours for clinic absences are on Saturdays. Excess absences from clinics must be made up. 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 completed.
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 divide 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.

Failure of 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*	40 weeks	60 weeks
Full Specialist	20 weeks	30 weeks
Electrolysis**	11 weeks	16.5 weeks
Paramedical Esthetician**	22 weeks	33 weeks
Makeup & Skin Care**	20 weeks	30 weeks
Massage Therapist	21 weeks	31.5 weeks
Master Fitness Coach*	30 weeks	45 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. So 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.

### **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.

### **Student Appeal Procedures**

A student, who wished 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 CEO with supportive documentation explaining the reason why the student is wishing to appeal the decision. The CEO 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 CEO'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. Supportive 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 Pace 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**

When 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 - 1200 hours/ 40 weeks/ 30 hours per week

Part Time - 1200 hours/ 55 weeks/ 22 hours per week

### Electrolysis

Full Time - 320 hours/ 11 weeks/ 30 hours per week

Part Time - 320 hours/ 20 weeks/ 16 hours per week

### Paramedical Esthetician

Full Time - 650 hours/ 22 weeks/ 30 hours per week

Part Time - 650 hours/ 41 weeks/ 16 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

### 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 /15 weeks/ 16 hours per week

### Master Fitness Coach

Full Time - 900 hours/ 30 weeks/ 30 hours per week

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

### Skin Care

Full Time - 300 hours/ 10 weeks/ 30 hours per week

Part Time - 300 hours/ 19 weeks/ 16 hours per week

### Massage Therapist

Full Time - 605 hours/ 21 weeks/ 30 hours per week

Part Time - 605 hours/ 28 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 practice training, clinic activity, attendance, personality traits, appearance, work habits and conduct. Evaluation periods for academic progress will be done at 450, 900, 1050 and 1200 clock hours for the Cosmetology and Barbering programs; Master Fitness Coach at 450 and 900, Massage Therapist at 303 and 605 hours, Full Specialist at 300 and 600, Makeup & Skin Care at 300 and 600, Paramedical Esthetician at 325 and 650, Electrolysis at 160 hours and 320 hours and monthly for Skin Care and Nail Technician programs.

## 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 must 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. Each student must 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:

1. 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 students are expected to wear stylist aprons. Nail students are expected to wear technician vests. Skin Care and Permanent Make-Up students are expected to wear lab coats. Massage Therapist students are expected to wear scrubs.
2. The following apparel is not permitted on premises:
  - a. Head wraps or bandanas
  - b. Torn or ripped jeans
  - c. Sweat pants
  - d. Open toe shoes, sandals, flip flops
  - e. 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. Students may only smoke in the designated smoking lounge outside of the student cafeteria. Smoking 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 it's 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. 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 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 details in this catalog on page 5 through page 21.

## 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.

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). 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
- 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 Central Processing System (CPS) or by the Office of Financial Aid (OFA) at the school. If a student is selected for verification by CPS, there will be an asterisk next to their Expected Family Contribution (EFC) on the ISIR as well as on the Student's Aid Report (SAR). The student will also be informed of having been selected for verification in the SAR acknowledgement letter, which will be included with their SAR documents. 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.

Regulations governing how Title IV funds are processed (34 CFR 668.165(b)) allow for students or parents to voluntarily authorize Boca Beauty Academy to handle Title IV credit balances in different ways. Students can authorize Boca Beauty Academy to hold on behalf of the student, any Title IV credit balances and apply such Title IV credit balances to a future pay period. Parents who have borrowed under the Federal Direct PLUS Loan program on a student's behalf can authorize that any applicable Title IV credit balance be disbursed to the student. These authorizations are completely voluntarily and can be revoked at any time.

Every student taking out federal aid will be provided with a Credit Balance Authorization Form. Any such authorization or revocation of an authorization takes effect as of the date indicated on the form. The form will be given to each and every student and also be kept in the student's file. 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 details on page 25 and page 26 of the catalog.

### **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:**

April Thompson – Organization's Title IX Coordinator can be reached at the main campus in Boca Raton. 7820 Glades Road, Suite 175, Boca Raton, Florida, 33434. Phone 561-487-1191 ext 221. 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.