



BIG ISLAND BEAUTY ACADEMY

*Knowledge is Beautiful*

**Esthetics Course**

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## Note from the Owner

*Hello, my name is Monica; I truly appreciate your interest in Big Island Beauty Academy!*

*I arrived In Hawaii 5 years ago, and since my arrival I just could not believe the Big Island did not have a Beauty school! Hairdressing has been very rewarding and lucrative career for me for over 25 years, and I have been inspired for years in every aspect of this exciting industry! I was saddened that the opportunity was lacking here, for the people of our community.*

*Upon arriving to the Island, my first goal was to provide for myself, so I opened my own Salon called Monimay Salon. However, I told myself 5 years ago that I would one day open a school here, and I cannot believe the day is finally here!*

*Throughout my career, I have worked for some amazing salons which provided me the opportunity to travel, teach, and perform on stage. I have won national recognition for my work as a Color Specialist, as well as many local awards in Arizona. I am looking forward to being able to share my years of experience and my passion with you and I am looking forward to finding new inspiration from you my students as well!*

*Monica May*

## Our Mission

We at Big Island Beauty Academy are dedicated to providing an opportunity for our students to pursue a career in the Art and Science of Cosmetology, Nail Technology, Esthetics, and Beauty School Instruction. It is our desire to lay down a foundation in both theory and practical training that will prepare our students for an exciting journey, leading to high self-esteem and a quality lifestyle. We strive to exceed not only what is expected from us, but also what we expect of ourselves.

## Our Objective

The primary objective of Big Island Beauty Academy is to prepare all students for the Hawaii state board examination. Big Island Beauty Academy aspires to successfully prepare each student with a solid foundation allowing them opportunities for a rewarding profession. Big Island Beauty Academy maintains programs that are continually updated to ensure our students are learning the latest trends in beauty.

# Esthetics Course



The objectives of the esthetics program are to develop basic beauty knowledge of the skin and its disorders. Students will learn various treatments and techniques in facial treatments, waxing, eyebrow shaping, eyelash tinting, makeup, and related subjects. In addition, students will learn how to use the proper equipment related to each service. Big Island Beauty Academy's esthetician program aspires to prepare each student in the basics of esthetics.

## Esthetician Career

Are you interested in specializing in the study of skin care... then an Esthetics career is for you! Once you've received your esthetician license, your job at a salon or spa is to make the customer feel pampered and relaxed by providing facials, pore cleansing, exfoliation treatments, body wraps, waxing services, eye brow shaping, eye lash extensions, make-up, aromatherapy and more.

Big Island Beauty Academy also offers specialized training courses to keep you up to date with current beauty trends. However, these courses are not included in your standard tuition and pricing may vary depending on the course and the company's fees. These courses are your choice to participate in and are not mandatory.

**\*The approximate time for completion of the Esthetician program is seventeen (17) weeks for full time students.**

# Big Island Beauty Academy:

## Esthetic Course-600 Hours

The state of Hawaii requires 600 clocked hours for an Esthetic's license. At Big Island Beauty Academy; that equals 17 weeks in length, and the student is allotted 19 weeks for completion by Federal guidelines within tuition cost.

### Classroom Studies

#### **Sanitation, Safety, and First Aid:**

Bacteria, Virus, how pathogens enter the body, parasites, immunity, principals of prevention, and universal Precautions. Types of disinfectants and how they are used, how to safely sanitize and disinfect various esthetic tools and equipment, OSHA, MSDS. First Aid for bleeding and wounds, burns, choking, fainting and eye injury.

40 Hours

#### **Anatomy and Physiology:**

Cells, Tissue, Organs, Body Systems. Physiology and Histology of the Skin, Skin Disorders and Diseases.

90 Hours

#### **Chemistry:**

Branches of Chemistry, matter, Acidity and Alkalinity, Chemical Reactions, Chemistry as applied to Cosmetics. Cosmetic Ingredients, Natural Ingredients, Product Safety.

50 Hours

**Electricity, Machines, and Related Equipment:**

Electricity, Electrical Equipment Safety, Light Therapy, Machine Facials, Rotary Brush, Spray and Vacuum Machine, Magnifying Lamp, Wood's Lamp, Steamer, High Frequency, Galvanic Current, Electrical Mask, Paraffin Heating Units, Wax Heating Units, Hot Towel Cabinet, Microdermabrasion, Therapeutic Lamp, Contraindications, Safety and Sanitation.

75 Hours

**Care of Client/Analysis:**

Greeting, Consultation, Ask Questions to Discover Client Needs, Analyze Client's Skin and Assess, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Resolving Conflict, Handling Difficult Clients, Diplomacy.

50 Hours

**Facial Treatment, Cleansing, Masking Therapy:**

Equipment and Room Set-Up, Treatment Room Supplies, Products, Product Application, Cleansing Procedures, Removing Cleanser, Gominage, Enzymes, Steam, Extractions, Disincrustation. Incorporating Basic Manipulations During Facial Treatments, Lymphatic Drainage, Pressure Points. Classifications and Benefits of Masks. Chemical Peels - Glycolic, Lactic, Salicylic, Pumpkin Peel. Body Treatments Consultation, Contraindications, Safety and Sanitation.

150 Hours

**Superfluous Hair Removal:**

Hair Growth Cycle, Characteristics and Differences in Hair Growth, Methods of Hair Removal, Use of Hard and Soft Wax, Tweezing Brow Design, Client Consultation, Hair Removal Procedures, Contraindications, Safety and Sanitation.

25 Hours

**Aromatherapy:**

History of Aromatherapy, How Aromatherapy Works, Aromatherapy uses Within the Skin Care Center, Common Aromatherapy Essential Oils, Contraindication, Safety and Sanitation.

15 Hours

**Nutrition:**

Vitamins, Water, and the Skin. Basic Nutrition, Enzymes, Proteins, Carbohydrates, Lipids, Minerals, Antioxidants.

10 Hours

**Color Psychology:**

Color and Emotion, How Skin Gets Its Color, Determining Skin Color, Primary/Secondary/Tertiary Colors, Warm and Cool Colors, Selecting Make- Up Colors

10 Hours

**Make-Up:**

Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation, Safety and Sanitation.

50 Hours

**Management:**

Importance of Keeping Good Records, operating a Successful Skin Care Business, Public Relations, Know Your Products and Services, Marketing, Building a Clientele, Goal Setting, Networking, Cover Letter, Resume, Job Interviews, Compensation, Life Long Learning.

35 Hours

**600 Total Esthetics Hours, per Hawaii State Law**



# Curriculum

At Big Island Beauty Academy, we are proud to use the Milady's curriculum. Milady's is the leader in the industry and has been around since the 1920's. They update their curriculum regularly to stay abreast of the most current trends in the industry.

Milady's also provides interactive learning for students, as well as continued training courses and webinars for educators. At Big Island Beauty Academy, we are committed to provide these courses for our teaching team semi-annually to keep them inspired and current.

To ensure continued career success, graduates are encouraged to learn new and current information related to the skills, trends, and methods for career development in cosmetology and related fields.

It is our commitment that each graduate from Big Island Beauty Academy has the skills and confidence to immediately join the workplace in. As with any profession, it is more important than ever for individuals to take charge of their careers by investing time and energy into sharpening their professional skills with continuing education, to keep up with current products and trends.

## Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. All clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

# Grading Procedures

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted over the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**90 -100% EXCELLENT**

**80- 89% VERY GOOD**

**74- 79% SATISFACTORY**

**74% and BELOW UNSATISFACTORY**

# Tuition Schedule

<b>Course</b>	<b>Hours</b>	<b>App</b>	<b>Reg</b>	<b>Books</b>	<b>Kit</b>	<b>Tuition</b>	<b>Total</b>
<b>Esthetics</b>	600	\$75	\$125	\$500	\$1,725	\$5,910	\$8,335.00

*The unit price for each clock hour averages roughly \$9.85. All totals do not include Hawaii's General excise tax.*

*Total tax is \$389.24*

*There is a 3% processing fee for all credit cards.*

*Big Island Beauty Academy offers in house payment plans.*

# General Terms of Agreement

Big Island Beauty Academy:

Big Island Beauty Academy will provide programs of study that meets minimum curriculum requirements as prescribed by Hawaii state regulatory agency.

Big Island Beauty Academy reserves the right to change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at any time.

Big Island Beauty Academy will provide a diploma and official transcript of hours for the applicable course when the student has successfully completed all phases of study which include all required tests; practical assignments; and have passed a final comprehensive written and practical examination; completed the program of study per State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Big Island Beauty Academy will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed.

Big Island Beauty Academy may terminate a student's enrollment for noncompliance with general policies; contracts; state laws and regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Big Island Beauty Academy's policy for students not compliant with our "school rules" begins with a verbal warning, followed by a written warning, suspension and expulsion. More serious offenses such as stealing, bullying and fighting warrant immediate expulsion.

# General Terms of Agreement

The Student:

Student agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.

Student agrees to comply with all standards of conduct, general policies, state laws and regulations, and educational requirements including clinic assignments.

Student agrees not to refuse to perform client services or other program requirements.

Student agrees to provide all financial aid documents, if applicable, in the designated time frame.

Student agrees to comply with the school's dress code at all times and project a professional image representative of the industry.

Student agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.

Student agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

Student understands that if he/she is a Title IV financial aid recipient, \* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid per the policy found in the catalog.

Student understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses. Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

# Refund Policy-Notice of Cancellation

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 7 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL PROGRAM SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20 %
5% to 09.9%	30 %
10% to 14.9%	40 %
15% to 24.9%	45 %
25% to 49.9%	70 %
50% and over 100%	100 %

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified.

**The School is not currently eligible to participate in federal Title IV Financial Aid Programs. We are actively pursuing our accreditation.**

**By signing below, I am agreeing that I have read and understand Big Island Academy, Limited Liability Company's general terms of agreement and refund policies.**

X. \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

X. \_\_\_\_\_ Date: \_\_\_\_\_  
Guardian/Sponsor (if applicable) Signature

X. \_\_\_\_\_ Date: \_\_\_\_\_  
School Officials Signature

- Aid per the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.



# School Policies and Requirements

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

## Admission Requirements

All prospective students must have a high school diploma or GED. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered per the test publisher's guidelines by an approved Independent Test Administrator. In lieu of passing an ability-to-benefit test, the applicant may enroll in a course at Big Island Beauty Academy, Limited Liability Company.

## Secondary Student's Standard Policies

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- Meet the state requirements for admission (complete 12th grade and be 16 years of age)
- Proof of completion of 12th grade can be shown through high school transcripts.
- Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled.

# Hours of Operation

Big Island Beauty Academy is open Tuesday through Saturday from 8am to 3:30 pm. This will provide a 35 hours clock week for students.

# School's Annual Calendar

Big Island Beauty Academy has added an additional 5 weeks to each course to allow for the national holidays and allow for a reasonable number of absences and maximum leaves. Big Island Beauty Academy also closes 2 weeks twice a year for 2 weeks for family vacations. We have allowed for that in our course schedule, so there will be no cost to students. The recognized holidays and vacation dates are as follows:

- Dec. 20th – Jan. 3rd- School Closed
- President's Day
- Memorial Day
- June 1st- June 15th School Closed
- July 4th
- Labor Day
- Thanksgiving - Thursday through Saturday
- Iron Man Day (October Sometime)

# Student Conduct

Any action by a student, which interferes with normal classroom activity or clinic operation, will result in dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. Any student dismissed for misconduct will be permitted to re-enroll provided that his/her termination was not due to moral or similar reasons. Re-entry after termination requires special permission from the school director.

# Progress Reports

Esthetics course are monitored by providing Progress Reports periodically to each student.

**Any student may request a copy of Progress reports from office administration at any given time.**

# School Rules

1. Smoking and beverages are allowed only in designated areas.
2. Students are not permitted to have more than eight hours per day.
3. Students are permitted to have personal services at instructor's discretion.
4. If a student is going to be absent, call by 8:00 a.m. so arrangements can be made to handle patrons.
5. Students are not allowed to borrow another students' equipment.
6. Students must park out on Luhia Street.
7. Students must wear designated uniforms and footwear.
8. No student may interfere with another student while he/she is working on patrons.
9. Anyone caught stealing will be expelled.
10. All work completed must be documented with instructor.
11. All work performed by the student must be checked by an instructor.
12. All duties are to be completed before leaving for the day. If a student leaves early, he/she must first check with the instructor about doing another job.
13. No student is allowed in the office unless on official business.
14. Students are to restrict themselves from talking about sex, religion or politics.
15. Phone calls are to be limited to break times unless in case of emergency; cell phones must be turned off while in class. On vibrate mode only with the permission of instructor. Students are not permitted to use cell phones during theory or clinic classes.
16. No outside products may be brought into the school.
17. If arriving late for classes, a student must first go to the office and check in.
18. Students are not permitted to use the business phone for personal use, unless in case of an emergency.
19. No student may do beauty work off the school premises; to do so is against the law.
20. Students must complete all assigned work/client issued by the instructor, unless in case of an emergency.

21. A student must complete all projects and attend the required number of Clinic days in order to graduate.
22. Students are permitted to make-up assignments as long as absences have been excused. Students should make arrangements with their instructor to make-up any missed assignments.
23. Students are expected to notify the instructor in the event a client is unhappy; the student should never try to diffuse the situation themselves.
24. Each student must complete their contact hours and successfully complete the BIBA's Final Written and Practical Exam, this allows eligibility for the Hawaii State Exam.
25. In addition to the above, students are required to adhere to the rules and regulations of the Hawaii Cosmetology Board.
26. Cheating will not be tolerated. First offense you will be counseled by the director. Second offence you will be issued a warning per the school regulations and per the discretion of the director.

FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY LEAD TO SUSPENSION OR EXPULSION FROM BIG ISLAND BEAUTY ACADEMY, LIMITED LIABILITY COMPANY.

**I have read and understand the school rules.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Dress Code Policy

## Esthetics

Students must wear all black attire. Long pants and long or short sleeved tops. No patterns or designs allowed. Shoes can be any color, but they must be closed toed. If sweaters are worn, they must be solid black or white. Jeans, sandals and clogs are prohibited, except on special occasions with permission. Shirts must cover stomach. Name tags must be worn at all times.

# Graduation Requirements

In order to graduate, students must successfully complete the designed work assignments for Esthetics and pass the final written and practical examination given by Big Island Beauty Academy, with a grade of 75% or above. Upon completion of the required 600 Esthetic hours, the student will receive a diploma and official Transcript from the school.

# Job Placement Policy

While Big Island Beauty Academy, cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring.

# Student Grievance Procedure

In accordance with the Big Island Beauty Academy's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

# Student Grievance Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student ID # \_\_\_\_\_ Telephone: \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

X \_\_\_\_\_ Date: \_\_\_\_\_

Big Island Beauty Academy, Acknowledgment of complaint.

X \_\_\_\_\_ Date: \_\_\_\_\_

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