



BIG ISLAND BEAUTY ACADEMY  
*Knowledge is Beautiful*

# STUDENT CATALOG

Big Island Beauty Academy  
74-5599 Luhia St., Suite F1  
Kailua-Kona, HI 96740

Phone: (808) 329-6447

Fax: (808) 329-6449

## **Hours of Operation**

Wednesday – Saturday 8:00am - 4:30pm

Effective: January 1, 2021

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## **DISCLOSURE STATEMENT**

Big Island Beauty Academy is located at 74-5599 Luhia Street, Suite F1, Kailua-Kona, Hawaii 96740 and was granted institutional approval from the Department of Commerce and Consumer Affairs (“DCCA”) and the Hawaii Department of Education (“HDOE”). DCCA and DOE approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendations by the State.

The following courses are approved:

- Cosmetology Course – 1800 Clocked Hours (Distance Education 25%)
- Hairdressing Course – 1250 Clocked Hours (Distance Education 25%)
- Esthetics Course – 600 Clocked Hours (Distance Education 25%)
- Nail Technician Course – 350 Clocked Hours (Distance Education 25%)
- Instructor Training Course – 600 Clocked Hours (No Distance Education Hours)

All courses are full-time with students earning 32 hours per week which includes the distance learning hours.

Should you wish to contact the DCCA or the HDOE their contact information is as follows:

DCCA-PVL  
PO Box 3469  
Honolulu, HI. 96804  
Phone: 808-586-3000

DOE - PTVT  
PO Box 2360  
Honolulu, HI. 96804

Big Island Beauty Academy is pursuing Accreditation by the National Accrediting Commission of Career Arts & Sciences (NACCAS) located at:

3015 Colvin Street  
Alexandria, Virginia 22314  
Phone: 703-600-7600

## **MISSION STATEMENT**

We at Big Island Beauty Academy are dedicated to providing an opportunity for our students to pursue a high quality, post-secondary education in the Art and Sciences of Cosmetology, Hairdressing, Esthetics, Nail Technician and Beauty School Instruction. It is our desire to lay down a strong foundation in both theory and practical training that will prepare our students for employment in their chosen field of study. We strive to exceed not only what is expected from us, but also what we expect of ourselves.

## **EDUCATIONAL OBJECTIVE**

The objective of Big Island Beauty Academy is to prepare, qualify and educate the student to enter the fields of Hairdressing, Cosmetology, Nail Technician, Esthetics or Beauty School Instruction. Big Island Beauty Academy aspires to successfully prepare each student for job security in a rewarding profession, as well as train each student to successfully pass the State Board Examination for his or her license. The Big Island Beauty Academy maintains programs that are constantly updated to ensure our students are prepared to successfully enter the professional beauty industry.

## **POSSIBLE CAREER PATHS**

Hair Dressing, Salon/Spa Manager, Beauty College Owner, Beauty Supply Representative, Specialty Stylist, Competitive Stylist, State Board Participant, Salon/Spa Director, Beauty College Manager, Beauty College Administration, Cruise Line/Resort Personnel, Nail Technician, Esthetician, Salon/Spa Owner, Film/Movie Set Stylist, Product Development, Fashion Shows, Makeup Artist, Theater Production, Platform Artist, Industry Blogger, Educator/Trainer, Product Representative, Department Store Product Buyer/Seller, State Salon/College Inspector, Stylist/Technician for Industry Publications, Guest Artist, Writer for Industry Publications, Television Stylist ...and many more.

## **CAREER REQUIREMENTS**

Practitioners in the area of Cosmetology often stand for long hours during the day. They must possess good finger dexterity, good eye-hand coordination, adequate mobility to work around a client in the salon or spa setting and maintain the physical strength to utilize proper tools and techniques employed within the industry. A practitioner's tasks may vary greatly depending on his or her specialty. Being flexible and a good listener are essential to succeeding in these fields of practice and it is important to be able to work with different personalities, whether it is in a salon or with private clients.

Practitioners in these fields not only complete the services on clients but also do consultations on what they think is best for a client's skin, hair, nails, bodies, etc. It is important for practitioners to keep up with current trends within the industry so as to better serve their clients.

- Practitioners are in constant contact with various products and sometimes use harsh chemicals. It is important for a professional in these fields to maintain safe working practice including the utilization of protective clothing and proper knowledge of product/chemical handling.

## **HAWAII COSMETOLOGY PROFESSIONAL LICENSURE REQUIREMENTS**

The Hawaii Board of Barbering and Cosmetology defines the scope of services that a practitioner can perform, based on the fields of practice for which they are certified. Hawaii issues a "segmented license," or in other words, a separate certificate for Hair Dressing, Nail Technician, Esthetics, Cosmetology, and Beauty Instructor. Big Island Beauty Academy's curriculum is approved by the DCCA and is designed to prepare students to pass exams and work in their chosen occupation. The program of study for cosmetology licenses require the successful completion of technical education using a state approved curriculum that includes training in Hair Dressing, Esthetics, Nail Technician, Cosmetology and Beauty Instructor Training. Hawaii law allows students to study one or more of the fields of practice as prescribed in the Hawaii cosmetology license requirements. In addition to the specific discipline requirements, students must complete the Theory and Shop Management programs, including a section covering Hawaii Cosmetology laws and rules. Upon completion of the desired training, a graduate will be eligible to apply to take the licensing examinations for the respective areas of practice. A professional license, in the relevant discipline, will be issued once a graduate has successfully passed the state exam(s).

## **IMPORTANT SCHOOL INFORMATION**

### **Training Location**

- Primary training takes place at Big Island Beauty Academy located at 74-5599 Luhia Street, Suite F1, Kailua-Kona, Hawaii 96740. In addition, distance learning has been instituted since June 2020 allowing students to do a limited number of hours off campus (within the parameters set by the State of Hawaii and NACCAS).

## Facility & Equipment

- Big Island Beauty Academy occupies 4,076 square feet of space in the heart of Kailua-Kona that houses dedicated areas for each program of study which include: 9 Hairstyling stations, 9 Esthetic stations, and 7 Nail Technician stations. All consumables and necessary equipment are provided by the school.

## Student Parking

- All students are required to park on Luhia street as the parking in front of the school is reserved for clients.

## Hours of Operation

- The school administrative offices are open for business Wednesday through Saturday, 8:30 a.m. to 5:00 p.m. and can be reached at 808-329-6447 or at [bigislandbeautyacademy.com](http://bigislandbeautyacademy.com).

## Holiday Closures

Big Island Beauty Academy shall be closed for the following dates:

- January 1
- June 1 – 15 (Summer Break)
- October 14 (IRONMAN World Championship)
- Thanksgiving Week
- Last two weeks of December

## Student Kits

- Students must bring required books and materials daily to ensure that they are prepared with the appropriate tools for class each day. The Student Kit is disbursed at the beginning of the program, and each student responsible for monitoring their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify a Big Island Beauty Academy representative immediately about any malfunctioning item. Big Island Beauty Academy is not responsible and provides no warranty for kit items after receipt, review and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. Kit contents are subject to change. All other supplies and products are provided by the school and are considered School property unless a specific agreement has been made to the contrary. Removal of any School supply or product without the Director's approval is prohibited. Big Island Beauty Academy is not responsible for stolen property.

## Staff

- Our instructors are certified and licensed in their field of practice by the State of Hawaii. Our instructors are required to meet the minimum of 12 hours of continuing education every year, making them very qualified to assist our students in classroom as well as clinic supervision.

Director / Owner	David Gramlich
Financial Aid & Director of Administration	Marcy Pulotu
Director of Education	Monica May Gramlich
Instructors of: Cosmetology Course Esthetics Course Nail Technician Course Hairdressing Course Instructor Training Course	Monica May Gramlich Lindsay Lecker-Olsen Gloria E Talamantes

# ADMISSIONS POLICIES

To enroll, a student must be at least 16 years of age. If an applicant is less than 18 years old, the applicant will need parental/guardian consent. Applicants must have a government issued photo identification. If the student is an eligible non-citizen: a copy of the alien registration card. In addition, all students must provide proof of a high school diploma or its equivalent. Accepted documents include: High School Diploma, High School Equivalency Test (HiSET), GED or official High School Transcripts.

To be enrolled in the Instructor Training Course you must have been licensed in, and working in the field in which you wish to teach for a minimum of one year.

Students who have acquired hours at another school and wish to transfer those hours to Big Island Beauty Academy will also need to provide certification of transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school (See Credit for prior training - pg. 8)

If an applicant is not from a high school where English was the primary language, an interview with Big Island Beauty Academy will need to be conducted to determine language proficiency. Admission to the school will depend on adequate comprehension and understanding of English. If the school has reservations regarding the applicant's ability to complete a program taught in English, the school may request the applicant pass an internal English language assessment administered on line - <http://www.esl-languages.com/en/study-abroad/adults/online-tests/index.htm>.

If the student does not pass the test, the applicant may complete ESL (English as a Second Language) classes before applicant is accepted for admission.

The school does not recruit students already attending or admitted to another school offering similar programs of study.

## Enrollment Process

The enrollment process consists of the following steps:

Step 1 - The student must meet with an admissions representative

- Complete application & pay non-refundable application fee of \$100
- Receive information with the institute's outcomes

Step 2 - Complete and return admissions requirements as stated below

- Photo identification (government issued)
- Provide a copy of a high school diploma or its equivalent

Step 3 - Upon acceptance

- Complete a financial plan if not paying in full
- Sign contract

Step 4 - Orientation takes place on the first day of the program and is mandatory

Documents must be official and have a date of completion for the student it is regarding. If documents do not show proper integrity, the Director of the school must approve them. Foreign transcripts and diplomas must be translated and validated by an outside agency to reflect the academic equivalence of a U.S. high school diploma.

It is advisable to apply for enrollment and pay the application fee as soon as possible to ensure a place in class. Student payment schedules must be arranged with the financial office prior to beginning classes. In the event of a payment default, the school will, without notice, suspend the student until the account is brought to the proper status.

If a student is unable to start on their contracted start date they may submit a written request to postpone their starting date to a future class. Placement is not guaranteed in the next class as the class may already be filled. The \$100 application fee is good for 90 calendar days.

**Ability to Benefit** - The school does not accept ability to benefit students.

### **Re-entry Students**

- If a student has been terminated or withdrawals from a program and wishes to re-enter the school, they must submit a written request to re-enroll. Big Island Beauty Academy requires a personal interview with school administration. Once the petition is reviewed, the Director has 30 days to notify the student about the decision on allowing the student to re-enroll and any stipulations to be followed. The re-entering student will be placed on a 30-day monitoring period. During the 30-day monitoring period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements.

The student will then be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day monitoring period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. Other requirements are:

- Outstanding tuition, fees, and overtime expenses must be paid in advance.
- Previous tuition payments will be credited to the student's balance
- Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
- Pay a \$150 re-entry fee

Re-admission is reserved to the sole discretion of Big Island Beauty Academy and may require special conditions.

### **Credit for Prior Training**

- Students with prior training who would like to transfer enrollment credits must first comply with all of the regular admission requirements.
- Students with credits from an out-of-state or another Hawaii based school must submit a written request to their former school for an official transcript. It is to be mailed or faxed directly to Big Island Beauty Academy from the previous school. Transcripts from previous schools must be free of all financial obligations. Upon receipt and evaluation of official transcripts from the school previously attended, the student may be awarded hours as detailed in the transcript. Big Island Beauty Academy will evaluate and determine how many hours will be eligible for transfer. Transfer hours accepted will reduce the amount of time and hours required to complete the course of enrollment, and will reduce the amount of tuition. The remaining hours to complete the course of enrollment will be pro-rated according to the tuition cost of the program. Books and kit charges, if applicable, are additional expenses. The transfer student will be assessed on both academic and



technical to determine placement. Students with transfer hours from another institution will have those hours counted as both attempted and completed hours toward the student's education.

- Former students of Big Island Beauty Academy who did not complete their training may re-enter provided they have paid any outstanding debt owed and come to an agreement with the School for the cost of the remaining training. A competency test will be given to assess the appropriate level the student may enter. The test will be a practical exam and will include safety and sanitation protocols. The results of the testing will allow the school to create a program of study to complete only areas that are not up to the standards of the school and the State of Hawaii.

### **Tuition Fee for Transfer Students**

- The hourly tuition charges for transfer or re-enrolled students who have prior hours are charged the current hourly rate per course.

### **Tuition Fee for Additional Training**

- If the student must attend additional training hours beyond their Maximum Time to Graduation date due to attendance challenges or to complete academic graduation requirements, the student will be charged an additional \$250 per week, or any part thereof, payable in advance.

**Miscellaneous Fees** - the following fees shall apply and be payable by personal check, money order or cash.

○ Accounts 30 days past due	Interest of 24% Annually
○ Accounts 60 days past due	Will be sent to collections*
○ Payments returned for NSF (for any reason)	\$50.00
○ Student ID replacement	\$20.00
○ Exceed Max Time to Graduate (per week or a portion thereof)	\$250.00
○ Termination Fee	\$150.00
○ Re-Entry fee	\$150.00

\*If a student's account is required to be turned over to a collection agency for collections due to delinquent payments such student shall be responsible for any fees or expenses charged by the collection agency in addition to the base tuition and fees.

## FINANCIAL OPTIONS

Payments may be made by check, account transfer, money order, cashier's check or credit card (a 3% charge added to all credit card payments)

### **Internal Financing Option**

- If a program is paid in full prior to the start of the program the student will receive a 5% discount.

### **No Interest Payment Plan**

- This is a great option for students who are able to pay for their tuition without applying for a loan. This is an in-house plan in which Big Island Beauty Academy carries the cost over the course of instruction. Students make an initial payment for the first month (application fee, registration fee, kits, books and a portion of the tuition) and then maintain a monthly tuition payment. The balance due must be paid by the students expected graduation date.

### **Interest Bearing Payment Plan**

- 10% interest for up to 2 years depending on the course

### **Scholarship**

- Big Island Beauty Academy does not offer scholarships and is currently not able to accept any federal funding.

# PRIVACY POLICIES

## Compliance Statement:

- The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students identifies, to process the awarding of funds, the collection of funds and the tracing of individuals who have borrowed funds from federal, state or private programs.

## School Records and Transcripts

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of a student's education records.

- The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Parents or eligible students must send a written request to the school and identify the records requested. The school will notify the parents or eligible students about the date and time the records will be available. This will be done within 45 days of the receipt of the request. Original records cannot leave the office and the school is not required to provide copies of materials in education records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records; the school has release forms available should a parent or eligible student wish to release information to a third party. The law allows schools to disclose records without consent to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Parents when a student over 18 is still dependent
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974
- Students may request to review their files at any time during enrollment. An appointment must be made with the admissions office to review the files in their presence. Files cannot leave the office.
- Copies of transcripts may be requested from the administration of Big Island Beauty Academy in writing. Big Island Beauty Academy can, at its discretion, withhold transcripts until any outstanding tuition or fees (tuition, fees or penalties) are brought current. Note: There may be a minimum of a 10-business day processing period before Big Island Beauty Academy is able to forward the transcript. Students shall be entitled to one free transcript, however, there will be a \$15 processing fee for any subsequent requests.

## **Privacy and File Access Policy**

- The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a dependent minor) for each third-party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student. Please note that a completed written release form is required for each occurrence of release of information. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parent(s). Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

## **Policy for Safeguarding Customer Information:**

- Your name, address, social security number
  - Name of your financial institution and account number
  - Information provided on your application to enroll at Big Island Beauty Academy
  - Information provided on your application for a grant or loan
  - Information provided on a consumer report, or
  - Information obtained from a website
- 
- Big Island Beauty Academy is committed to implementing and monitoring a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic)
  - The School Director shall be responsible to coordinate the school's information security program. At least once every few years, assess foreseeable internal and external risks to the security, confidentiality and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or otherwise compromise information. The Director shall work with professionals in the design and implementation of safeguards in order to identify risks and monitor the effectiveness of the system, recommending changes when warranted.
  - Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months, then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state laws and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment.
  - Big Island Beauty Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

# SCHOOL POLICIES

## Job Placement

- There are several ways in which the school can assist with job placement. First, there are courses designed to prepare candidates with searching techniques, resume drafting and interviewing techniques. In addition, the school assists with a list of contacts as well as a job posting board. Finally, students should try to schedule an appointment with the Director of Education in order to assess which salons may best suit that student's character.
- Our Job Shadow Program allows senior students to spend a day in an actual salon watching and observing the various duties of the salon and also allows prospective employers to look at potential job applicants. Contacts established here will put students ahead of other new licensed graduates when it comes to securing that first job opportunity.
- Please keep in mind that the school will do all that it can to place a student, however, there is no school that can guarantee employment.
- Should students have questions or needs of non-academic nature, the school provides a listing of professional resources in the community. A posting of this information can be located in the student lounge.

## Statement of Non-Discrimination

- The school will not discriminate or deny admissions to any person on the basis of race, color, ethnic origin, national origin, marital status, sex, religion, age or disability, nor is it a part of any policy, procedure and/or practice in accordance with Title VI and VII of the Civil Rights Act of 1964 (including Title IX of the education amendments of 1972). The non-discrimination policy covers not only admissions and school access it extends to employment, student financial aid and educational services at Big Island Beauty Academy. Any student or employee found to be in violation of this policy will have disciplinary action taken against him or her, up to and including expulsion or termination. Big Island Beauty Academy's policies governing employees will be enforced in situations where instructional staff or other personnel have been found as having engaged in discriminating behavior. Any person who feels that they have been subject to discrimination may file a complaint with the Hawaii Department of Education.

## School Policy for the Handicapped

- Big Island Beauty Academy complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of the disability. Big Island Beauty Academy admits those impeded individuals whose disabilities would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

## Drug and Alcohol Policy

- No drugs, controlled substances or alcoholic beverages are permitted on school grounds or any related school activities by students and school staff. Any student or employee found in violation will be sent home and subject to immediate suspension or expulsion, depending on the severity.
- Possession or use of any unlawful substance and/or possession of any containers of alcohol is strictly prohibited on our campus. Students are considered to be in possession of prohibited substances if the substances are found in the student's personal belongings, work areas, assigned storage areas, as well as on their person. Any illegal drugs or related substance found in or on the

school's property may be released to a law enforcement agency. Students found in violation of this policy will be subject to immediate action which may include but not be limited to suspension or expulsion and reported to appropriate law enforcement officials.

- The use, sale, possession, transfer, or purchase of illegal drugs on the school's property or while engaging in school activities (on or off property) is strictly prohibited and will lead to immediate expulsion.
- There is no smoking inside the school, only in designated areas outside, away from patrons.
- The school makes available a list of professional services about drug and alcohol counseling, treatment or rehabilitation and re-entry programs (leave of absence) to students and employees.

### **Campus Security Policy**

All students and employees must report any criminal actions or other emergencies occurring on campus or at any off-campus school activities to the school Director immediately.

- The Director will report to the local police agencies any criminal activity on campus or at off-campus student activities.
- All faculty and students are encouraged to speak directly with the Director for direction and guidance pertaining to any of the information disseminated in this disclosure. The following agencies will provide information for students and faculty seeking counseling in this area:

## **COUNTY OF HAWAII**

The following agencies will provide information and help to students and faculty seeking counseling in the following areas:

### **Victim-Witness Assistance Division**

West Hawaii: 808-934-3306

### **Sexual Assault Center**

Victim Assistance Program

West Hawaii: 808-322-2552

### **YMCA Sexual Assault Support Services**

24 Hour Crisis Line: 808-935-0677

### **Hawaii Island Recovery**

Substance Abuse Rehabilitation Facility

Phone: 1-877-721-3556

### **Domestic Violence Resources**

Adult Abuse Reporting: 808-832-5115

Child Abuse Reporting: 808-832-5300

### **Hawaii County Police Department**

Emergency 911 (Police & Fire)

Non-Emergency: 808-935-3311

Crime Stoppers: 808-691-8300

Kona Police Station:

74-611 Hale Makai Place, Kailua-Kona, HI. 96740

### **Suicide Prevention**

**988** is the Suicide and Crisis Lifeline

Hours: Available 24 hours. Languages: English, Spanish.

### NAMI Hawaii

(808)-591-1297 or Big Island (808) 935-0615

National Helpline: 800-950-NAMI

Email: [info@anmihawaii.org](mailto:info@anmihawaii.org)

Mental Health America of Hawaii (808) 521-1846

Crisis Line of Hawaii: 808-832-3100

AFSP (American Foundation for Suicide Prevention)

Hawaii Chapter (808) 521-6110

Crisis Line: 800-273-8255 or text TALK to 741741

# STUDENT POLICIES

## Conduct

- Students are required to be courteous and respectful to fellow students, staff and clients of the school. Big Island Beauty Academy prepares our students for a professional salon and spa environment. Late arrivals and absences have a significant effect on how you move through our program and how you will behave in your work place.
- Big Island Beauty Academy will not tolerate any type of disrespect in the institution. All students must conduct themselves in a professional manner and treat fellow students and staff in a courteous and respectful manner, refrain from offensive language and discriminatory behavior. Students should never criticize the work of another student. Bullying is not acceptable. If there is an issue between students, students should try to resolve the issue in a respectful manner between themselves. If further intervention is necessary, please take the issue to your instructor.
- The failure of any student to reasonably respond to a request intended to move the student through the program, by an instructor or administrative staff, shall result in a written warning or dismissal for the day.
- Students have minimum requirements assigned, but it doesn't mean that Big Island Beauty Academy students will be exempted from extra services once all the requirements are completed. Big Island Beauty Academy has high standards for our students, and we expect them to use all of their time at school to learn and refine their skills to succeed in their professional life.
- Students must attend all classes and report for school on time; punctuality is critical to your future. Employers ask for grades and attendance records to evaluate a prospective employee.
- Students are required to be present and working toward graduation during all time spent at the school. In order to do so students must bring all appropriate learning materials and remain on task throughout the course of the day.
- Students are not allowed to remain clocked in when there is more than a 15-minute absence from the campus.
- Students are not allowed to have visitors in the classroom areas without prior approval from the administration
- Any student who has not called to notify the school prior to 8:00am (must speak to a teacher or leave a message) will be verbally warned for 1<sup>st</sup> offence, written up for 2<sup>nd</sup> offense and sent home for any subsequent offenses. In addition the student cannot receive personal services for 3-school days.
- Any student guilty of willful destruction of school property will be dismissed immediately. If a student damages or breaks school property, he or she will be required to replace or pay for the damaged property.

## Dress Code

All students are expected to dress professionally at all times. Those students who do not comply with the dress code mentioned herein shall be asked to clock out and return to the school when appropriately attired. All students must wear black scrubs (pants & shirt) when attending school. Saturdays are the exception as students may wear blue jeans and a Big Island Beauty Academy shirt in place of scrubs if they would like.



Students attire must comply with the following:

- Clothing is expected to be free from holes, wrinkles or prints
- Skin shall not be exposed on the back, belly, midriff, upper thighs, cleavage or underarm.
- Sheer garments or any manner of dress that exposes the student's undergarments are not permitted.
- Sweats, leggings, yoga pants, cutoff shirts, tank tops (worn alone) and shorts are not permitted.
- Non-slip and closed toe shoes are required at all times.

### **Front Desk**

- Students should not be at the front desk area unless they have been scheduled there for the day or to break the student assigned there for the day.

### **Cellular Telephone Policy**

- Cell phones are prohibited from the classroom and clinic areas and must be turned off during the course of the day. If a student needs to make or accept a call during school hours they may do so during break times and only in designated areas. Students must step outside to return calls and send text messages.
- Emergency phone calls will be accepted through the school's phone at the front desk.
- The use of any personal electronic device will not be allowed during testing and shall be considered cheating. Any student suspected of cheating will be disqualified from that day's test and will be required to re-take the test at a later date under the supervision of an instructor or staff member.

### **Clinic Requirements**

- Students should have their stations set up and be ready to take clients at the time of the scheduled appointment. Workstations are to be kept clean at all times. All implements shall be sanitized immediately after use. Students who fail to clean stations and sanitize implements may be denied clients the following day.
- In order to prepare you to succeed in this career, our clients expect and deserve your best service. Greet every client in a timely manner and deliver outstanding service until you have assisted them with check-out.
- At the completion of each client service, an instructor should sign off before you walk the client and ticket to the front desk.
- Students are not allowed to refuse a service with a client when reasonably asked. Refusing service to a client or trading tickets with another student will result in corrective action.
- All student's work must be checked by an instructor prior to, during, and after services are rendered.
- Food and beverages are not permitted on the clinic floor, only in designated areas.
- When not working on a client, students have the responsibility to be working on skill sheet items.



- Due to Federal and State regulations, products not sold by the school and thus not having a Material Safety Data Sheet (MSDS) on file will not be allowed on premises or to be used on clients or students.
- Students must supply their own pens, pencils, paper, notebooks and all other personal supplies.
- Students are required to inform the school of any changes to personal details, including but not limited to, address, telephone number, name, etc. Any failed communication directed to a student, based on information in the school's records, shall be the fault of the student.
- Students must be in good financial and academic standing in order to qualify for services. Students will be charged a fee to cover product cost. The exact cost will be determined by an instructor prior to services being rendered.
- Anyone caught stealing shall be expelled immediately. An act of "stealing" shall include but not be limited to the removal of any school property from the school facility, the unauthorized use of school property and the unauthorized possession of any property belonging to the school or another person. It will be left up to the administration to determine whether the student will be allowed to petition for re-enrollment. No exceptions to the rule will be allowed. Big Island Beauty Academy reserves the right to conduct searches of all personal items that are carried onto or removed from our property. Searches may be conducted when we determine, in our discretion, that there is reasonable cause to believe that there has been a violation of this policy. This includes the right to search lockers, drawers, equipment, packages, bags, lunch boxes and other items.
- Big Island Beauty Academy reserves the right to change any policies. In the event of a policy change, any new information is conveyed to students at general meetings or posted in memo form on the student bulletin board. It is the responsibility of each student to read posted messages on the bulletin board.
- Big Island Beauty Academy will not be liable for any injuries that occur while inside the school during part of any class or working with customers or on any field trips that occurs outside the school. By signing the enrollment agreement, you hereby release Big Island Beauty Academy of any and all liability.

Failure to comply with the above-mentioned rules shall result in the issuance of a written warning.

### **Grading**

- 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, at a minimum, a written grade average of 75% and pass FINAL written and practical exams 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

75-79% - Satisfactory

74% and Below – Unsatisfactory/Fail

- Students will be taking tests at the end of each week. If a student should miss a test or didn't reach the 75% passing grade, a make-up test will be required. To make up a test missed, the student must schedule with the instructor within a week of the missing test. Students take tests as they move through the program, but shouldn't expect to be removed from client bookings at the end of the program due to failure to make up work on the requested schedule.
- Big Island Beauty Academy will provide a Certificate of Completion and an 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.

### **Attendance and Discipline Policy**

- Attendance is very important in any higher learning setting because it determines how quickly a student may proceed through their education. Course lengths are calculated on perfect attendance. Timely attendance is critical as staff, students and clients depend on it. Students must maintain satisfactory attendance in order to proceed through their program(s). The school expects attendance to be at a rate of no less than 70% on a monthly basis. This is the minimum percentage of time students must attend in order to remain in satisfactory progress. Keep in mind that to graduate on time, students must have 100% of attendance.
- Attendance requirements are determined by the program enrolled in. For a list of required hours broken out by program, see the section titled "Course Outlines" of this catalog. Students are required to be present during all regularly scheduled hours.
- Students are scheduled for Eight (8) hours with a 30-minute lunch break. Anytime the student remains on the clock, they may be called to take appointments if needed.
- Students receive two, fifteen-minute breaks (morning & afternoon) which they sign out/in for at the front desk. Students are not to leave campus for these breaks and are not allowed to combine their two breaks into one 30-minute break.

### **Tardy Policy**

- Students are required to arrive and clock-in prior to the schools 8:00am start time. Once the 8am morning meeting starts the front door is locked and students who are tardy must wait outside until the morning meeting starts.
- Students are not permitted to clock in or out for other students.

## **Absence Policy**

- Students are required to notify the school in the event of an absence. Please refer to the Satisfactory Academic Progress section concerning absences.
- If the student knows of an anticipated absence from school, the student is asked to notify the school as soon as possible. Please note that there is no difference whether the absence is excused or unexcused for purposes of calculating a student's graduation date. However, if the student fills out a request, they will not receive a written warning as disciplinary action for missing the day
- A student is deemed to have dropped the program(s) after an absence of 14 consecutive calendar days without having made prior arrangements for a leave of absence with the school. Students are permitted to petition for re-enrollment based on the procedure outlined in this Student Catalog.
- Absences leading to necessary makeup time past the contracted "Max Time to Graduate" shall result in an extra charge of \$250 per week or prorated portion thereof.

## **Leave of Absence Policy**

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

If a student is on a monthly payment plan, the payments do not stop while you are on a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A LOA is available to all students for any reason and may only be granted if there is a reasonable expectation that the student will return from the LOA.

In order for a LOA to be approved the student must:

1. Request the LOA in advance
2. The request must be in writing
3. The request must include the student's reason for the LOA
4. The dates of the LOA must be stated (both start and return date)
5. The request must include the student's signature

Big Island Beauty Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The reason will be documented and the request form will be signed and dated as soon as possible or upon the students return to school. In this instance, Big Island Beauty Academy will establish the start date of the approved LOA as the first date the student was unable to attend school.

Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

The following will hold true for an approved Leave of Absence:

- Student will not be assessed any additional charges as a result of a LOA
- The LOA together with any additional leave of absences must not exceed a total of 90 calendar days in any 12- month period
- Student granted a LOA in accordance with the school's policy is not considered to have withdrawn and no refund calculation is required

- The student’s contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must be accompanied by an addendum to the enrollment agreement and signed by all parties
- The Student will be withdrawn from school if an unauthorized LOA is taken or the student does not return from their approved LOA

If the student decides to withdrawal while on an approved Leave of Absence, the student’s withdrawal date, for the purpose of calculating a refund, shall be the date the student began the LOA.

### **Make Up Work Policy**

- The “make up work policy” affords student the opportunity to make up work and tests that they have missed. All make-up tests must be scheduled with an instructor within two weeks of its original date. It is the responsibility of the student to schedule the make-up test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student’s Grade Point Average (GPA) and SAP.

## **VIOLATION of POLICY & PROCEDURES**

### **Written Warning**

- A written warning shall be issued by the school and confirmed by the student in writing, in instances where a staff member determines that the student has violated a school policy or procedure. A staff member shall explain the basis, terms and duration of the warning and the student shall confirm the same by signing off on the notification of warning. The written warning shall be recorded in a student’s progress report. Written warnings are intended to clarify with the student how their conduct has deviated from the school’s policies and procedures.

### **Suspension**

- Suspension is a temporary exclusion assigned to a student and depending on the severity of the violation, it can last anywhere from one to three days not allowing the student to attend class. A staff member shall explain the basis, terms and duration for the suspension and the student shall confirm the same by signing off on the notification of suspension. Failure to correct action could result on an extension of the suspension or possible expulsion.

### **Termination**

- May terminate a student's enrollment for noncompliance of General Policies, their contract, or 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.
  - A staff member shall explain the basis for the Termination and the student shall confirm the same by signing off on the notification of termination. This document shall notify the student of the student’s right to appeal the termination. Thereafter a student’s calculations for institutional earnings/refund shall be conducted. A termination fee of \$150 will be charged to the student upon exit.

### **Appeal Process**

- Students shall be permitted to appeal any decision made by the school by providing a written appeal submitted no later than 15 calendar days from the date of the decision. Appeal documents shall be reviewed and the school shall render its decision within 30 calendar days from the receipt of the appeal by the school.

## **RULES & REGULATIONS**

- Smoking and beverages are allowed only in designated areas
- Chewing gum is not permitted unless on break
- Students are not permitted to clock more than eight hours per day
- Students are permitted to have personal services at instructor's discretion
- If a student is going to be absent, they must call by 8:00am so arrangements can be made to handle patrons
- Students are not allowed to borrow another students equipment
- Students must park on Luhia Street, not in front of the school
- Students must wear designated uniform and footwear
- No student may interfere with another student while he/she is working on patrons
- Anyone caught stealing will be expelled
- All work performed by the student must be checked by an instructor
- All work completed must be documented with the instructor
- All duties are to be completed before leaving for the day
- No student is allowed in the office unless on official business
- Students are to restrict themselves from talking about sex, religion or politics
- Phone calls are to be limited to break times unless in case of emergency; cell phones must be kept in the student breakroom while at school
- No outside products may be brought into the school to use on each other or patrons
- Students are not permitted to use the business phone for personal use, unless in case of an emergency
- No student may do beauty work off the school premises; to do so is against the law
- Students must complete all assigned work/client issued by the instructor, unless in case of emergency
- A student must complete all projects and attend the required number of clinic days in order to graduate
- Students are permitted to make-up assignments as long as absences have been excused
- Students are expected to notify the instructor in the event a client is unhappy; the student should never try to diffuse the situation themselves
- Each student must complete their contract hours and successfully complete the Big Island Beauty Academy's Final Written and Practical Exams as this allows eligibility for the Hawaii State Licensing exam
- Cheating will not be tolerated
- Fifteen-minute breaks are to be taken on campus only and student must sign out/in at front desk
- In addition to the above, students are required to adhere to the rules and regulations of the Hawaii Cosmetology Board

## **SCHOOL RULES & REGULATIONS**

**FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY LEAD TO SUSPENSION OR EXPULSION FROM Big Island Beauty Academy.**

# SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United State Department of Education.

## Attendance

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Academic

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 rated 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 during 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 75% 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
75% - 79%	Satisfactory
74% and Below	Unsatisfactory

**STUDENT EVALUATION PERIODS:** Evaluations shall be based on actual hours

### **Nail Technician (350 Clocked Hours)**

1<sup>st</sup> Evaluation Period Ends: 175 Hours / 5.5 Weeks

### **Esthetics & Instructor Training (600 Clocked Hours)**

1<sup>st</sup> Evaluation Period Ends: 300 Hours / 9.5 Weeks

### **Hairdressing (1250 Clocked Hours)**

1<sup>st</sup> Evaluation Period Ends: 450 Hours / 14 Weeks

2<sup>nd</sup> Evaluation Period Ends: 900 Hours / 28 Weeks

### **Cosmetology (1800 Clocked Hours)**

1<sup>st</sup> Evaluation Period Ends: 450 Hours / 14 Weeks

2<sup>nd</sup> Evaluation Period Ends: 900 Hours / 28 Weeks

3<sup>rd</sup> Evaluation Period Ends: 1350 Hours / 42 Weeks

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



### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted (Big Island Beauty Academy currently is ineligible to receive Title IV funding), unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The School will evaluate the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period, he/she may be placed on probation and, if applicable, student may be deemed ineligible to receive Title IV funds (Big Island Beauty Academy currently is unable to receive Title IV funding).

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The School will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds (Big Island Beauty Academy currently is ineligible to receive Title IV funding).

### **Re-Establishment of Satisfactory Academic Policy**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. (Big Island Beauty Academy currently is ineligible to receive Title IV funding).

### **Interruptions, Course Incompletes and Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special

or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Non-Credit, Remedial Courses and Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Evaluations will take place at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. Evaluations determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

**Maximum Time Frame**

The maximum time for Big Island Beauty Academy while working toward Federal Accreditation status is an additional 33% of time and is stated below. Big Island Beauty Academy has only full-time courses.

Course	Normal Time	Maximum Time
Hairdressing Course	1250 Hours / 39 Weeks	1662.5 Hours / 52 Weeks
Esthetics Course	600 Hours / 18.75 Weeks	798 Hours / 25 Weeks
Nail Technician Course	350 Hours / 11 Weeks	465.5 Hours / 14.5 Weeks
Instructor Training Course	600 Hours / 18.75 Weeks	798 Hours / 25 Weeks
Cosmetology Course	1800 Hours / 56.25 Weeks	2394 Hours / 74.8 Weeks

Students who have not completed the course within the maximum time frame will be terminated but may re-enroll on a cash pay basis.

**Transfer Hours**

With regard to SAP, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are basis on actual contracted hours of the institution.



## 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 cancellation, or school closure.

Refund calculations and any monies due the applicant or students shall be completed within 45 calendar 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, except a non-refundable application fee of \$100.

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 except a non-refundable application fee of \$100, regardless of whether or not 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 except a non-refundable application fee of \$100 and the registration fee in the amount of \$100.

4 \_\_\_\_\_ The student must notify 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 30 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.

8 \_\_\_\_\_ 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:

9 \_\_\_\_\_ Once a student is in receipt of his/her course kit and books they take full ownership and no refund is given should they withdrawal for any reason.

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL 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%

- All refunds will be calculated based on the student's last date of attendance. Refund Any monies due a student who withdraws shall be refunded within 45 calendar 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 the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option provide:
  - a full refund of all monies paid OR
  - completion of the course
- If the school cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option 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
- If permanently closed and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participate in a Teach Out Agreement
- Students who withdraw or terminate prior to course completion are charged a termination 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 (i.e. extra kit materials, shirts, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

\*Big Island Beauty Academy is not currently eligible to participate in federal Title IV Financial Aid Programs

# GRIEVANCE AND APPEALS POLICY

Any student who feels that they have not been treated fairly shall submit a written complaint to the school director. The school will make every attempt to resolve any student complaint that is not frivolous or without merit. 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 outlines the specific steps of the complaint process:

1. The Student should register the complaint in writing on the designated form provided by the school 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 the management cannot resolve it, 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 is not involved 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 owner(s). 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.

Students aggrieved by actions of the school should attempt to resolve these problems with the appropriate school officials. Should this procedure fail, students may contact the Department of Commerce & Consumer Affairs at:

DCCA-PVL  
Attn: BAR/COS  
PO Box 3469  
Honolulu, Hawaii 96804  
Telephone: 808-586-3000

A student who has been expelled may file a written appeal to the school director. Re-admittance is at the discretion of the school owner and/or director.

# GRADUATION REQUIREMENTS

In order for a student to be eligible for graduation the following requirements must be met:

1. Big Island Beauty Academy and The State of Hawaii require the completion of the following hours per course:
  - Nail Technician Course - 350 Hours
  - Esthetics Course - 600 Hours
  - Instructor Training Course - 600 Hours
  - Hairdressing Course - 1250 Hours
  - Cosmetology Course - 1800 Hours
2. Students must maintain a GPA of 75% or greater
3. Students must pass a final written exam with a score of 75% or greater
4. Students must pass a final practical exam with a score of 75% or greater
5. Prior to graduation all workbooks, skill sheets and assignments must be completed and reviewed by an instructor

Big Island Beauty Academy will not release any official graduation paperwork to students prior to payment of all sums owed to the school (unless previously agreed upon). Upon completion of the above requirements, graduates will participate in an exit interview where they will receive their Certificate of Achievement and an Official Transcript. At this time staff will assist the student with completing the packet necessary to apply with the DCCA for scheduling of the State exam.

# LICENSING

Hawaii does not reciprocate with any jurisdiction; therefore, a person shall apply, qualify, be tested and pay the necessary fees to become licensed by the Board of Barbering and Cosmetology (“Board”).

All applicants upon filing of a complete application and documents are required to take and pass the written examination to become licensed as a Beauty Operator in the appropriate licensure category. The applicant for license will need to comply with the requirements of the following agencies during the licensing process:

Board of Barbering and Cosmetology (“Board”) is responsible for approval of applications for examination and temporary permits; and issues licenses.

The testing agency, Prometric, administers the examination to applicants after the application has been approved. All inquiries regarding the exam should be directed to Prometric at (808) 261-8182.

Generally, the requirements and steps to obtain and maintain a beauty operator’s license in Hawaii are:

1. Satisfy the qualification requirements for the appropriate beauty operator category.
2. Complete the beauty operator application form (required) and temporary permit application form.
3. Upon approval and receipt of exam information, register directly with Prometric to take the examination.
4. Take and pass the examination.
5. Apply for a license with the Board.
6. Renew license every two years.

## COURSE INFORMATION

Big Island Beauty Academy offers a full range of courses in Cosmetology, Hairdressing, Nail Technician, Esthetics and Beauty Instruction. We are licensed by the Cosmetology & Barbering Board of Hawaii. Our primary goal is to establish a solid base of education and experience to equip students with the essential tools to launch a successful career in their chosen career path.

Big Island Beauty Academy is responsible for the achievement of expected outcomes, at both institutional and programmatic levels, regardless of the mode of educational delivery.

It is our commitment that each of our graduates have the skills and confidence to immediately join the workforce in their chosen craft. At Big Island Beauty Academy, we utilize the Milady curriculum. Milady 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 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 providing these courses for our teaching team semi-annually to keep them inspired and current.

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, a quality lifestyle & employment in their chosen field. We strive to exceed not only what is expected from us, but also what we expect of ourselves.

Big Island Beauty Academy periodically will offer 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.

### TEACHING AND LEARNING METHODS

- The clock hour education is provided through a sequential set of learning steps which address specific asks necessary for state board preparation, graduation, and job entry levels 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.
- Each 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 as well.

Day-1 Orientation will include, among other things, instructional methods (including distance education), required technologies and grading procedures.

## 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 75% 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
75% - 79%	Satisfactory
74% and Below	Unsatisfactory/Fail

# COURSE OUTLINES

## **COSMETOLOGY COURSE OUTLINE:**

1800 HOURS/57 WEEKS

The purpose of Big Island Beauty Academy's Cosmetology Course is to properly train students in all aspects of the Cosmetology industry. This will result in passing the Hawaii state board examination and enjoying a rewarding career in Cosmetology. Our strong hands-on approach with dedicated expert faculty makes our program stand out! After course completion, students will be skilled in the art of Hairdressing, Nail Technology and Esthetics due to our rigorous class schedule and hands-on training.

A Cosmetology license qualifies you to seek employment in beauty salons, resorts, spas and so much more! Cosmetologists can also have the unique luxury of setting their own hours and being self-employed. This growing industry has endless opportunities that Big Island Beauty Academy will help you achieve!

Students earn 32 hours per week with 25% of those hours through distance education (DE). The State of Hawaii requires 1800 clocked hours. The students distance education hours are tied into each weeks Theory subject.

**Our Cosmetology Course includes, but is not limited to, the following:**

### **THEORY – 200 Hours (46 Hours DE)**

Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails). Physiology. Skeletal and Muscular Systems. Disorders of the Skin. Scalp and Hair. Product Knowledge, Chemistry, Bacteriology. Sanitation and Sterilization

### **SHOP MANAGEMENT – 100 Hours (25 Hours DE)**

Hygiene and Good Grooming. Visual Poise. Personality Development, Professional Ethics, Bacteriology. Sterilization. Sanitation and State Laws (including Labor and Sanitation). First Aid. Inventory. Record Keeping.

### **UNASSIGNED – 250 Hours (63 Hours DE)**

Professionalism. Interview Prep. Resume Building. Job Search Skills. Study and Review. Front Desk Duties. Areas of Special Interest.

### **HAIRCUTTING - 150 Hours (38 Hours DE)**

Draping, Shampooing & Rinsing. Hair -Shaping. Sterilization and Sanitation.

- Patron Preparation, Sectioning, Haircutting and Thinning with Shears, Razor and Clippers.

### **SCALP & HAIR TREATMENTS - 50 Hours (13 Hours DE)**

Sanitation/Sterilization. Draping, Shampooing/ Rinsing. Scalp & Hair Care. Theory of Massage. Skin Disorders. Anatomy. Electricity and Light Therapy. Chemistry.

- Patron Protection and Preparation. Brushing. Application of Products and Manipulations. Electrical Equipment.



### **HAIRDRESSING & SHAMPOOING - 350 Hours (88 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Finger Waving. Hairstyling. Care & Styling of Wigs. Thermal Styling. Curling and Blow Dry Styling. Chemistry.

- Thermal Styling and Blow Drying. Shaping, Finger Waving. Skip Waves, Rollers and Roller Techniques. Back-Combing and Back-Brushing. Braiding and the Care, Setting and Styling of Wigs.

### **PERMANENT WAVING (Alkaline-Acid) - 175 Hours (44 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Permanent Waving. Chemistry.

- Patron Protection and Preparation. Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record Cards and Release Statements.

### **HAIRCOLORING & BLEACHING - 150 Hours (38 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Haircoloring. Law of Color. Color Selection. Chemistry.

- Patron Protection and Preparation. Patch Test. Safety Precautions, Procedures for Mixtures and Application of Temporary Rinses. Semi-Permanent and Permanent Tints and Lighteners. Application of Virgin Tints (Lighter & Darker). Retouch, H2O2, Virgin Lighteners, Retouch Lighter, Toners. Frosting. Tipping. Streaking (Cap & Weave). Color Removal and Tint Backs.

### **HAIR STRAIGHTENING - 50 Hours (13 Hours DE)**

Sanitation/Sterilization. Draping, Shampooing/ Rinsing. Chemical Hair Relaxing. Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (Thio Relaxer). Relaxer/Straightener (Sodium Hydroxide).

- Patron Preparation & Protection. Application of Sodium Hydroxide. Retouch. Thio Relaxer and Retouch. Safety Precautions.

### **FACIALS & MAKEUP - 175 Hours (44 Hours DE)**

Sanitation/Sterilization. Draping. Theory of Massage, Facials, Makeup, False Lashes, Hair Removal, Anatomy, Cells, Skin Disorders, Electricity. Chemistry. Eyelash Application (Individual & Strip). Lash and Eyebrow Tinting. Eyebrow Lamination.

- Patron Preparation & Protection. Massage Techniques, Arch, Tweeze and Wax. Application of Products. Basic & Spa Facial. Packs and Masks. Makeup for Facial Types.

### **MANICURING & PEDICURING - 150 Hours (38 Hours DE)**

Sanitation/Sterilization. Manicuring. The Nail and Disorders of the Nail. Theory of Massage. The Skin & Disorders. Anatomy. Chemistry.

- Patron Protection and Precautions. Manicures. Massage. Nail Repair. Artificial Nails and Press-on. Polish Application. Tips and Wraps. Pedicuring.

## **COSMETOLOGY COURSE TUITION BREAKDOWN**

Application Fee (non-refundable)	\$100.00
Registration Fee	\$100.00
CIMA Seat	\$475.00
Kit Fee	\$3,075.00
Tuition	<u>\$17,910.00</u>
<b>Subtotal</b>	\$21,660.00
Tax (4.712%)	<u>\$1,020.62</u>
<b>Total Course Cost</b>	<b>\$22,680.62</b>

There is a 3% processing fee for all credit card transactions  
Big Island Beauty Academy offers in-house payment plan

## **HAIRDRESSING COURSE OUTLINE:**

1250 HOURS/39 WEEKS

The purpose of Big Island Beauty Academy's Hairdressing course is to properly train students in all aspects of the Hairdresser industry, which will result in passing the Hawaii State Board Examination and enjoying a rewarding career. Our strong hands-on approach with a dedicated expert faculty makes our program stand out! After course completion, students become proficient in Hairdressing, due to our rigorous class schedule and hands-on training.

Hairdressers have the advantage of endless job opportunities. By becoming a Hairdresser, you can work for beauty salons, resorts, spas and even yourself. Hairdressers also have the unique luxury of setting their own hours and being self-employed. This growing industry has endless opportunities that Big Island Beauty Academy will help you achieve!

Students earn 32 hours per week with 25% of those hours through distance education (DE). The State of Hawaii requires 1250 clocked hours. The students distance education hours are tied into each weeks Theory subject.

### **Our Hairdressing Course includes, but is not limited to, the following:**

#### **THEORY – 100 Hours (25 Hours DE)**

Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails). Physiology. Skeletal and Muscular Systems. Disorders of the Skin. Scalp and Hair. Product Knowledge, Chemistry, Bacteriology. Sanitation and Sterilization

#### **SHOP MANAGEMENT – 50 Hours (13 Hours DE)**

Hygiene and Good Grooming. Visual Poise. Personality Development, Professional Ethics, Bacteriology. Sterilization. Sanitation and State Laws (including Labor and Sanitation). First Aid. Inventory. Record Keeping.

#### **UNASSIGNED – 175 Hours (44 Hours DE)**

Professionalism. Interview Prep. Resume Building. Job Search Skills. Study and Review. Front Desk Duties. Areas of Special Interest.

#### **HAIRCUTTING - 150 Hours (38 Hours DE)**

Draping, Shampooing & Rinsing. Hair -Shaping. Sterilization and Sanitation.

- Patron Preparation, Sectioning, Haircutting and Thinning with Shears, Razor and Clippers.

#### **SCALP & HAIR TREATMENTS - 50 Hours (13 Hours DE)**

Sanitation/Sterilization. Draping, Shampooing/ Rinsing. Scalp & Hair Care. Theory of Massage. Skin Disorders. Anatomy. Electricity and Light Therapy. Chemistry.

- Patron Protection and Preparation. Brushing. Application of Products and Manipulations. Electrical Equipment.

## **HAIRDRESSING & SHAMPOOING - 350 Hours (87 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Finger Waving. Hairstyling. Care & Styling of Wigs. Thermal Styling. Curling and Blow Dry Styling. Chemistry.

- Thermal Styling and Blow Drying. Shaping, Finger Waving. Skip Waves, Rollers and Roller Techniques. Back-Combing and Back-Brushing. Braiding and the Care, Setting and Styling of Wigs.

## **PERMANENT WAVING (Alkaline-Acid) - 175 Hours (44 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Permanent Waving. Chemistry.

- Patron Protection and Preparation. Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record Cards and Release Statements.

## **HAIRCOLORING & BLEACHING - 150 Hours (38 Hours DE)**

Sanitation/Sterilization. Draping. Shampooing/Rinsing. Haircoloring. Law of Color. Color Selection. Chemistry.

- Patron Protection and Preparation. Patch Test. Safety Precautions, Procedures for Mixtures and Application of Temporary Rinses. Semi-Permanent and Permanent Tints and Lighteners. Application of Virgin Tints (Lighter & Darker). Retouch, H2O2, Virgin Lighteners, Retouch Lighter, Toners. Frosting. Tipping. Streaking (Cap & Weave). Color Removal and Tint Backs.

## **HAIR STRAIGHTENING - 50 Hours (13 Hours DE)**

Sanitation/Sterilization. Draping, Shampooing/ Rinsing. Chemical Hair Relaxing. Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (Thio Relaxer). Relaxer/Straightener (Sodium Hydroxide).

- Patron Preparation & Protection. Application of Sodium Hydroxide. Retouch. Thio Relaxer and Retouch. Safety Precautions.

## **HAIRDRESSING COURSE TUITION BREAKDOWN**

Application Fee (non-refundable)	\$100.00
Registration Fee	\$100.00
CIMA Seat	\$475.00
Kit Fee	\$2,500.00
Tuition	<u>\$13,625.00</u>
<b>Subtotal</b>	\$16,800.00
Tax (4.712%)	<u>\$791.62</u>
<b>Total Course Cost</b>	<b>\$17,591.62</b>

There is a 3% processing fee for all credit card transactions  
Big Island Beauty Academy offers in-house payment plans

# ESTHETICS COURSE OUTLINE

600 HOURS/19 WEEKS

The objective of our Esthetics Course is 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 Course aspires to prepare each student in the basics of esthetics. 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.

Students earn 32 hours per week with 25% of those hours through distance education (DE). The State of Hawaii requires 600 clocked hours. The students distance education hours are tied into each weeks Theory subject.

## **Our Esthetics Course includes, but is not limited to, the following:**

### **THEORY – 150 Hours (37.5 DE Hours)**

Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails). Physiology & Histology of Skin. Skeletal and Muscular Systems. Disorders of the Skin, Scalp and Hair. Product Knowledge, Chemistry, Bacteriology. Nutrition. Sanitation and Sterilization.

### **SHOP MANAGEMENT – 50 Hours (12.5 DE Hours)**

Hygiene and Good Grooming. Visual Poise. Personality Development, Professional Ethics, Bacteriology. Sterilization. Sanitation and State Laws (including Labor and Sanitation). First Aid. Inventory. Record Keeping.

### **UNASSIGNED – 50 Hours (12.5 DE Hours)**

Professionalism. Interview Prep. Job Search Skills. Resume Building. Study and Review. Front Desk Duties. Areas of Special Interest.

### **FACIALS & MAKEUP - 350 Hours (87.5 DE)**

Sanitation/Sterilization. Draping. Client Consultation, Skin Analysis, Theory of Massage, Facials, Exfoliation, Makeup Products & Tools & Application, Color Theory, False Lashes, Hair Removal, Anatomy, Cells, Skin Disorders, Machines & Equipment (Including Electrical Modalities and Excluding Laser Procedures) Chemistry, Eyelash Application (Individual & Strip), Lash and Eyebrow Tinting. Eyebrow Lamination, Aromatherapy.

- Patron Preparation & Protection. Massage Techniques, Tweezing, Eyebrow Shaping and Waxing. Application of Products. Basic & Spa Facial. Packs and Masks. Makeup for Facial Types. Electrical Machines and Equipment as Available.

## **ESTHETICS COURSE TUITION BREAKDOWN**

Application Fee (non-refundable)	\$100.00
Registration Fee	\$100.00
CIMA Seat	\$475.00
Kit Fee	\$1,725.00
Tuition	<u>\$7,075.00</u>
<b>Subtotal</b>	\$9,475.00
Tax (4.712%)	\$446.46
<b>Total Course Cost</b>	<b>\$9,921.46</b>

There is a 3% processing fee for all credit card transactions  
Big Island Beauty Academy offers in-house payment plans

# NAIL TECHNICIAN COURSE OUTLINE

350 HOURS/11 WEEKS

Big Island Beauty Academy holds the highest standards for our Nail Technician Course. Our objective is to develop professional knowledge of the nail and its disorders as well as techniques in manicure, pedicure and artificial nail application services. The purpose of the Nail Technician Course is to develop the knowledge and skills in the practice of manicuring and pedicuring necessary for success on the Hawaii state board exam, and to gain entry and continual employment in the beauty industry as a manicurist.

Big Island Beauty Academy's Nail Technician Course aspires to prepare each student in the basics of manicures, pedicures, nail art, acrylics, gels, wraps, nail extensions and more.

Students earn 32 hours per week with 25% of those hours through distance education (DE). The State of Hawaii requires 350 clocked hours. The students distance education hours are tied into each weeks Theory subject.

**Our Nail Technician Course includes, but is not limited to, the following:**

## **THEORY – 100 Hours (25 Hours DE)**

Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails). Physiology. Skeletal and Muscular Systems. Disorders of the Skin. Product Knowledge. Chemistry. Bacteriology. Sanitation and Sterilization.

## **SHOP MANAGEMENT – 50 Hours (12.5 Hours DE)**

Hygiene and Good Grooming. Visual Poise. Personality Development, Professional Ethics, Bacteriology. Sterilization. Sanitation and State Laws (including Labor and Sanitation). First Aid. Inventory. Record Keeping.

## **UNASSIGNED – 50 Hours (12.5 Hours DE)**

Professionalism. Interview Prep. Resume Building. Job Search Skills. Study and Review. Areas of Special Interest.

## **MANICURING & PEDICURING - 150 Hours (37.5 Hours DE)**

Sanitation/Sterilization. Basic & Spa Manicures and Pedicures. The Nail and Disorders of the Nail. Theory of Massage. The Skin & Disorders. Anatomy. Chemistry.

- Patron Protection and Precautions. Manicures. Pedicures. Massage. Nail Repair. Artificial Nails and Press-on. Polish Application. Gel Application & Removal. Acrylic. Tips and Wraps.

## **NAIL TECHNICIAN COURSE TUITION BREAKDOWN**

Application Fee (non-refundable)	\$100.00
Registration Fee	\$100.00
CIMA Seat	\$475.00
Kit Fee	\$1,205.00
Tuition	<u>\$3,925.00</u>
<b>Subtotal</b>	\$5,805.00
Tax (4.712%)	<u>\$273.53</u>
<b>Total Course Cost</b>	<b>\$6,078.53</b>

There is a 3% processing fee for all credit card transactions  
Big Island Beauty Academy offers in-house payment plans

## **INSTRUCTOR TRAINING COURSE**

600 HOURS/18.75 WEEKS

Become an educator and begin sharing your passion and expertise in the beauty industry! If you're ready to shape the future of the beauty industry by teaching students, the Instructor Training Course offered at Big Island Beauty Academy is the answer to your search. Our course meets all state requirements in teaching experiences, theory, and hours to become a licensed Cosmetology Instructor. Our program will give you the classroom experience that you need to inspire your students, and will give you the confidence to begin teaching a new generation of beauty industry professionals.

Students earn 32 hours per week. The State of Hawaii requires 600 clocked hours for an Instructor Training Course.

**Our Instructor Trainee Course includes, but is not limited to, the following:**

### **ORIENTATION - 25 Hours**

- Regulations Dealing with the Practice of Cosmetology, Sanitation and Labor
- School Operations
- First Aid

### **THE PROFESSIONAL TEACHER - 50 Hours**

- Teacher Personality, Technical Knowledge and Characteristics
- Teacher as Professionals
- Preparation for Teaching (Planning the Course, Preparing Lesson Plans and Steps of Teaching).
- Recordkeeping, Time Sheets, Student Records, Appointments and School Operation Duties

### **STUDENT MOTIVATION & LEARNING - 50 Hours**

- Laws Governing Learning Processes
- Student Motivation, Participation and Personalities
- Individual Differences
- Counseling

### **METHODS, MANAGEMENT & MATERIALS - 50 Hours**

- Methods, Procedures & Techniques of Teaching (Lectures, Discussions, Demonstrations, Conducting Practice Activities, Questioning Techniques and Special Situations)
- Classroom Management (Physical Environment, Administrative Duties, Discipline, Class Supervision, Classroom Routine and Corrective Measures)
- Teaching Materials (Audio-Visual Aids, Values of Different Teaching Aids, Correct Usage, Textbooks, Workbooks, Reference Books & Creative Aids)

### **TESTING & EVALUATION - 50 Hours**

- Testing (Purpose of Testing, Performance Tests, Written Tests and Standardize Tests)
- Evaluation (Student Abilities and Achievement and Teacher Evaluations)

### **PRACTICE TEACHING - 300 Hours**

- Practical Application of Teaching Techniques in Clinic and Theory Classrooms

### **UNASSIGNED - 75 Hours**

- Professionalism. Interview Prep. Resume Building. Job Search Skills. Study and Review. Areas of Special Interest. Additional Training in Identified Deficient or Weak Subjects

## **INSTRUCTOR TRAINING COURSE TUITION BREAKDOWN**

Application Fee (non-refundable)	\$100.00
Registration Fee	\$100.00
CIMA Seat	\$475.00
Kit Fee	\$00.00
Tuition	<u>\$6,650.00</u>
<b>Subtotal</b>	\$7,325.00
Tax (4.712%)	<u>\$345.15</u>
<b>Total Course Cost</b>	<b>\$7,670.15</b>

There is a 3% processing fee for all credit card transactions  
Big Island Beauty Academy offers in-house payment plans



## 2022-23 SCHEDULED COURSE START DATES

We accept new students into our programs throughout the year! New students may enroll at any time and begin courses on the next start date (see schedule below). We offer full time classes for every course.

We encourage all prospects to enroll no later than three weeks before the start of each session. We recommend enrolling earlier if possible to make sure your kit can be ordered and available for your first day of class.

The session start-dates listed below are for our Cosmetology, Hairdressing, Esthetics and Nail Technician programs. Beauty Instructor program schedule is upon availability.

For more information on our course schedule, please give us a call at (808) 329-6447 or [schedule an Admissions Appointment online](#).

### 2023 Course Start Dates:

Month	Course Start Date	Enroll by date: This date <b>is not</b> the deadline to enroll. Enrolling by this date will ensure receipt of program kit by session start-date
January 2023	January 18, 2023	January 5, 2023
March 2023	March 1, 2023	February 10, 2023
April 2023	April 12, 2023	March 24, 2023
May 2023	May 24, 2023	May 5, 2023
July 2023	July 19, 2023	June 29, 2023
August 2023	August 30, 2023	August 10, 2023
October 2023	October 11, 2023	September 21, 2023
November 2023	November 29, 2023	November 9, 2023

## TUITION BREAKDOWN

The non-refundable Application Fee is required for a deposit in order to secure your position in an upcoming session. We recommend to submit this deposit as soon as you have chosen your desired session, in order to save your spot.

CIMA Seat, Kit Fee, and an agreed upon first Tuition payment (if signing a payment plan contract) are **due three weeks before the start of the session**. Enrolling early will ensure your kit can be ordered and ready for your first day of class.

Program	Total Hours for Course	Non-Refundable Application Fee	Registration Fee	CIMA Seat	Kit	Tuition	Subtotal	Tax @ 4.712%	Total Cost
<b>Cosmetology Course</b>	1800	\$100	\$100	\$475	\$3,075	\$17,910	\$21,660	\$1,020.62	\$22,680.62
<b>Hairdressing Course</b>	1250	\$100	\$100	\$475	\$2,500	\$13,625	\$16,800	\$791.62	\$17,591.62
<b>Esthetics Course</b>	600	\$100	\$100	\$475	\$1,725	\$7,075	\$9,475	\$446.46	\$9,921.46
<b>Nail Technician Course</b>	350	\$100	\$100	\$475	\$1,205	\$3,925	\$5,805	\$273.53	\$6,078.53
<b>Instructor Training Course</b>	600	\$100	\$100	\$475	\$0.00	\$6,650	\$7,325.00	\$345.15	\$7,670.15

*The above may be paid by check, account transfer, money order, cashier's check or credit card*

*There is a 3% processing fee for all credit card payments*

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