



September 1, 2017

Message from the Academic Director

I am pleased to present to you our Institutional Catalog. This catalog will give you ample information about our Institution. Beyond these pages is the dynamic learning environment we have inside our classrooms, throughout our campus and Puerto Rico's southern region with our community clinics.

I invite you to visit our campus and see for yourself how dreams become goals.



Iris Cotto Dones
Academic Director

HISTORY OF EMMA'S BEAUTY ACADEMY

Emma's Beauty Academy is a private institution that provides vocational education in the arts of beauty.

On April 8, 1998 the Academy was acquired by the Corporation Mar Caribe Training Center, whose president is Jose H. Cuevas. On July 1, 1999 the National Accrediting Commission of Career Arts and Sciences (NACCAS) awarded accreditation to the Academy.

You will find at Emma's Beauty Academy professional outstanding teachers dedicated to teaching and the modern equipment necessary for a complete education.

You will notice a great amount of trophies, plaques, diplomas and medals obtained by teachers from the institution and plaques of recognition to the work done by our students in competitions. All this for the pride of Emma's Beauty Academy and yours.

A large percentage of our graduates enjoy positions in the field of beauty in Puerto Rico and abroad. Among the graduates from our school we have: owners of educational institutions, teachers, beauty salon owners, and managers, directors of academies, stylists, and platform artists.

Study at Emma's Beauty Academy and graduate proudly!

TABLE OF CONTENTS

Message from the Academic Director	2
History of Emma's Beauty Academy	4
Administration and Academic Personnel	5
Licenses and Accreditations	6
Mission and Objectives	7
Guidance on the Demands of the Profession	8
Academic Calendar	9
Physical Facilities and Equipment	10
Admissions Department	12
Student Right to Know Policy	12
Non-Discrimination Policy	13
Policy of Institution Free of Drugs and Alcohol	13
Self-Medication Policy for Patients with Asthma	13
Anti-Hazing Policy	13
Vaccination Policy	13
Uniforms Policy	14
Registrars Department	15
Policy for the use of the Social Security Number	15
Satisfactory Academic Progress Policy	18
Leave of Absence Policy	20
Graduation Requirements	20
Probation Policy	21
Termination Policy	24
Information for Students Receiving Educational Benefits from the Veterans Administration	26
Financial Aid Department	27
Bursars Department	28
Termination Policy	28
Refunds Policy	31
Credit Balances	32
Tuition and Fees	33
Student Services	34
Educational Policy	35
Complaints Procedure	36
Requirements of the State and Examining Boards	37
Copyright Act of U.S.A.	37
School Bullying Protocol	38
Policy on Campus Security Act	38
Sexual Harassment Policy	39
Other Publications Listing	40
Cosmetology	46
Master Coiffure	52
Barbering	57
Master Barber Stylist	62
Nail Technician	68
Make-Up Specialist	73
Facial, Corporal Esthetics & Make-Up	79
Right to Amend Catalog	79
Catalog Approval	79

ADMINISTRATION AND ACADEMIC PERSONNEL

Jose H. Cuevas	President
Militsa I. Cuevas	Vice-President of Operations
Iris Cotto	Administrator/ Academic Director
Sandra Montalvo	Fiscal Officer/Human Resources
	Director/Accountant
Wanda Torres	Admissions Team Leader
Emicely Torres	Receptionist/Administrative Assistant
Sharon Saunders	Admissions Co-manager
Nilda Rodriguez	Admissions Co-manager
Matthew Melendez	Recruiter
Lisandra Maldonado	Recruiter
Fabiola Leyro	Recruiter
Myriam Velez	Registrar
Nitza Gonzalez	Registrar Officer
Meredyth Cuevas	Financial Aid Director
Ubaldo Martinez	Financial Aid Officer
Marangelie Quinones	Financial Aid Administrator
Alicia Pabon	Bursars Officer
Gloria Arroyo	Bursars Officer
Gladyra Archilla	Placement Officer
Lorna Meneses	Admin. Assistant for Saturday Programs
Baldwin Martinez	Facilities Director
Marilyn Morales	Dean of Students
Vicente Aponte	Assistant to Academic Director
Ramon Lugo	Office of Support Resources
Alexandra Santaigo	Cosmetology Professor
Ana L. Sanchez	Cosmetology Professor
Angel Santiago	Barbering Professor
Axel Rivera	Master Barber Stylist Professor
Christian Vazquez	Cosmetology Professor
Edda I. Lugo	Cosmetology Professor
Ericka Nieves	Cosmetology Professor
Gadiel Santiago	Barbering Professor
Glaribet Alicea	Cosmetology Professor
Jacqueline Torres	Nail Technician Professor
Joseph Ramirez	Barbering Professor
Leslie A. Soto	Master Coiffure Professor
Luis A. Rivera	Barbering Professor
Maria Caraballo	Cosmetology Professor
Maricely Colon	Nail Technician Professor
Michelle Vega	Nail Technician Professor
Natalie Ramos	Make-Up Specialist Professor
Nayda I. Alvarado	F/C Esthetics and Make-up Professor
Roberto Lugo	Barbering Professor
Saul Lebron	Barbering Professor
Victor M. Nunez	Barbering Professor
Wanda Pabon	F/C Esthetics and Make-up Professor
Yolanda Colon	Cosmetology Professor
Victor Casiano	Cosmetology Professor

LICENSES AND ACCREDITATIONS

Emma's Beauty Academy of Juana Diaz possesses:

- License to operate issued by the Council of Education of Puerto Rico
- Accreditation of the National Accrediting Commission of Career Arts & Sciences (**NACCAS**)

The addresses of our regulatory agencies are:

NACCAS

3015 Colvin Street
Alexandria, VA 22314
Fax: 703-379-2200

Council of Education of P.R.: P.O. Box 19900
San Juan, PR 00919-1900
Telephone: 787-641-7100

MISSION

Prepare graduates for careers in the art and science of beauty in related or unrelated fields. To provide the student with the knowledge and manual skills necessary in the field of beauty to enable them to meet the demands of the job market and thus facilitate them to obtain employment in the beauty industry from a basic level to a specialized level.

OBJECTIVES

Provide the students the knowledge and manual skills in the field of Cosmetology and Barbering, so they are competent to take their licensing exams from the Examining Board of Barbers and Barbershop Stylists or Beauty Specialists.

Maintain updated methods and techniques by constantly evaluating our curriculum.

Observe and comply with the regulations and policies established, to maintain an efficient operation of Emma's Beauty Academy.

Directing the students to the realization of their professional goals.

Provide them with additional resources related to beauty and motivate the students through seminars, lectures and demonstrations, to strengthen the practical aspect of the profession with their personal aptitudes.

Emma's Beauty Academy complies with the gainful employment disclosures required by the U.S. Department of Education. For further information please refer to www.ebapr.com

GUIDANCE ON THE DEMANDS OF THE PROFESSION

To be successful in the profession you have chosen, you must be aware of the following:

Have proper treatment when addressing the public

This work causes physical fatigue by working long hours standing with arms up and in constant movement and working overtime

You will expose yourself to strong chemicals

You must practice and comply with the laws and regulations of safety, sanitation, sterilization and current professional licenses

You will incur financial expenses during the student facet

Compensation methods (salaries) vary so that your salary can be in one of these ways:

- Fixed salary
- Commissions
- Basic salary plus commissions
- Chair rental

According to statistics from the U.S. Department of Labor (www.bls.gov), these professions earn annual income, including wages and commissions, ranging from \$17,590 to a maximum of \$40,490.

Keep up to date in continuing education in new trends in fashion and technology.

Maintain good ethics and professional image

You should see the following:

If you like to work with the public and follow directions

If you have artistic and manual skills

If you like to learn the latest trends in fashion and new techniques in beauty

If you do not mind working standing up

If you do not mind working overtime

If you can set goals for completing your studies

If you do not mind learning marketing and sales techniques

If none of this frightens you.... Success will be assured.
And if it were contrary, please, before starting, think about it.

Accept the challenge and enter this successful professional field!

Emma's Beauty Academy would like to advise students interested in taking any beauty program to take certain factors into account before making the final decision to study beauty. After completing the study program you must have the ability to meet both the physical requirements of the profession and the requirements established by the employers.

ACADEMIC CALENDAR

Interested persons may apply for admission any day of the school year calendar, Monday to Saturday. Our calendar to start classes or programs is continuous. If there is a considerable group of applicants and the necessary resources exist (physical and personnel), a new section is commenced.

Every time a new section begins an academic calendar is prepared, indicating the date in which each semester should start. The holidays listed below are observed:

Month	Celebration
2017	
January 16	Martin Luther King
February 20	Presidents' Day
March 22	Abolition Day
April 13 & 14	Good Thursday & Friday (Holy Week)
May 29	Memorial Day
July 4	Independence Day
July 24 - July 27	Summer Recess
September 4	Labor Day
October 9	Columbus Day
November 11	Veterans Day (classes are held)
November 20 - November 24	Thanksgiving Recess
December 18 - January 9, 2018	Christmas and New Year Recess

Emma's Beauty Academy closes due to holidays: One (1) week in Thanksgiving, three (3) weeks during Christmas and one (1) week in July.

Note: These holidays may change.

School Hours

Emma's Beauty Academy offices are open every day of the week except Sunday and some holidays observed by the Department of Education P.R. and the Government of Puerto Rico.

Class schedule

Daytime Section:

7:30 a.m. to 2:30 p.m.	Class hours Monday through Thursday
9:00 a.m. to 9:15 a.m.	Snack Break
11:30 a.m. to 12:30 p.m.	Lunch Break

Evening Section:

5:00 p.m. - 10:00 p.m.	Class hours Monday through Thursday
7:30 p.m. - 7:45 p.m.	Snack Break

Saturday Section:

8:00 a.m. to 2:30 p.m.	Class hours
11:00 a.m. to 11:30 a.m.	Lunch Break

Office Hours

7:30 am - 5:00 pm	Monday through Thursday
8:00 am - 5:00 pm	Friday
8:00 am - 3:00 pm	Saturday

PHYSICAL FACILITIES AND EQUIPMENT

Emma's Beauty Academy has a 27,530-square-foot building that is distributed as follows:

Offices:	Reception, Financial Aid Offices, Admissions Director, President, Accountant, Admissions Officers, Academic Directors Offices and Registrar.
Rooms for:	Classes and Clinical Practice (26), Library and Warehouse.
Additional Facilities:	Parking spaces for 500 vehicles, Activity Room, Maintenance Workshop and Air Conditioning units that complement the physical structure of Emma's Beauty Academy

The Institution has the necessary equipment to prepare you in the field of beauty, such as: styling chairs, shampoo bowls, manicure tables, practice stations with mirrors, televisions, video recorders, books, DVDs, laptops, projectors, projection screens, internet and others.

LIBRARY

Our Institution provides students a library with a variety of journals, and texts related to different branches of beauty, so they may enrich student knowledge acquired in their classrooms.

We have laptop, projector and program content movies, posters, and pictures illustrating the different programs, and the most advanced continuing education journals. In addition, we have a cybernetic area.

Emma's Beauty Academy is conveniently located in the center Juana Diaz commercial area, with access to public or private transportation.

Our Physical and Postal Addresses is:

101 Carr. 592
Juana Diaz, PR 00795

Telephone: 787-837-0303
Fax: 787-837-0333

ADMISSIONS DEPARTMENT

Our Admissions Department is in charge of providing orientation regarding educational programs, costs and employment opportunities within the beauty field to prospective students. We offer guidance pertaining to available financial aid, as well as institutional information that can help you during your decision-making process for enrollment with us. Following is a list of some of our institutional policies enforced by the Admissions Department.

- Admission Requirements
- Readmission Policy
- Admission to EMMA'S BEAUTY ACADEMY for Graduates from other programs
- Transfer Student Policy
- Ability to Benefit Policy

Admission Requirements for all Programs

- Complete admissions application
- Pay application fee (refundable only in some circumstances, please read following)

A. Any applicant who is not accepted by the institution shall be entitled to a refund of all monies paid, upon being informed of rejection.

B. If a student, or in the case of a minor his/her guardian, cancels enrollment and demands a refund in writing within 3 working days of having signed the enrollment agreement, all monies paid will be refunded within three (3) business days of cancellation date. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the institution in person. This clause is effective regardless whether the student has commenced or not.

C. In the case of cancellation before the start of classes but after the first three days of having signed the agreement, the student will receive a full refund of all monies paid except for the application fee, within three (3) business days of cancellation date. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the institution in person.

- No minimum age requirement-. As long there is evidence of a high school
- Birth Certificate
- Photo ID
- Immunization Certification for individuals under 22 years of age.
- Copy of High School Diploma or credit transcripts.
- Must possess a High School Diploma or completed GED equivalency, to enroll in all programs.
- Evidence of having completed the Cosmetology program prior to registering for the Master Coiffure program, or evidence of Stylist License. Evidence of having completed a Barbering program prior to registering for Master Barber Stylist, or evidence of Barber License.
- Readmission fee in the case of readmission. (Application of Readmission)

Note:

All Programs are taught in Spanish only.

The Financial Aid Office may request additional requirements from students applying for financial aid.

Ability to Benefit (ATB) Alternative:

Students who choose this alternative are not eligible for Title IV funds (Pell, FSEOG) unless they had received Title IV funds prior to July 1, 2011

Graduate Admissions from other Emma's Beauty Academy Programs

Graduates from other programs from our Institution will pay the application fee to secure enrollment. Once the student initiates the program of study, the admissions application fee will be adjudicated to this program's payment. In addition, the graduate student is eligible to receive a discount from the total tuition cost. The discount is as follows:

For Second program receives a 5% discount

For Third program receives 7% discount

For Fourth program 10% discount

In cases where the student discount is greater than the balance, such balance will be condoned.

This is in recognition of the student's loyalty and repeated patronage.

Emma's Beauty Academy Employees Admission Policy

The Institution provides as an added benefit for its employees, after their first anniversary of employment, of a 10% discount from the total tuition cost

Readmission Policy

Any student who previously attended Emma's Beauty Academy will complete a readmission process by completing the form provided at the Registrar's Office and a new enrollment agreement.

In order to resume studies the student's case will be evaluated based on the clock hours he/she approved when leaving the program. The student will be readmitted and placed in the same status of Satisfactory Academic Progress acquired prior to the withdrawal. The student's previous approved credits will be validated.

Students who have spent more than two years away from the Institution in a credited program can apply for credit validation, by providing information regarding their special circumstances and this will be evaluated and considered by the Academic Director, otherwise, the student must start the program from the beginning.

The student re-entering school will pay the corresponding readmission fee prior or on his/her starting date.

If the student did not obtain Satisfactory Academic Progress and is categorized as CNA (CNA- a completed not approved category is defined as completed the program but did not fulfill the clock hours required and/or the passing grade) he/she will have the time period of one year to repeat the semester, as long as the Institution has an available group for placement. If during that year, the Institution does not have a group for placement, it will extend the time period until the next available group. The student will have to pay a readmission fee and the credits to be repeated. If the student does not return within the established time period given, he/she will be considered withdrawal.

In the case of a student having voluntarily or administratively withdrawn from the program for the first time, and who wishes to apply for readmission, will have the case evaluated. If the student is readmitted by the Institution and withdraws for a second time, the Institution will not consider readmission to any program.

Transfer Policy

The students that wish to transfer from a different institution to Emma's Beauty Academy will have their attempted and earned hours and coursework credits evaluated from an institution that is accredited by an

entity recognized by the United States' Department of Education. These students must request an official transcript from the institution previously attended to be submitted to our Admissions Office. We can only accept course transfers for those included in our curriculum list, for which there is an equivalent and that, have been approved with a minimum grade average of 70%. The total number of approved hours to be accredited is used for the purpose of determining when the allowable maximum time frame has been exhausted.

Student Right to Know Policy

Any institution that receives funds from Title IV Programs has the obligation to provide information to any student or applicant about its retention and graduation rates. Emma's Beauty Academy, pursuant to Public Law 101-542, known as "STUDENT RIGHT TO KNOW" report its retention and graduation rates November 30 of each year. These rates are the result of the annual report submitted to NACCAS as our accrediting agency.

Non-Discrimination Policy

The Institution admits students without regard to race, ethnic origin, color, sex, age, nationality, disability, religion, sexual preference or political ideas. In that sense, all students have the same rights and privileges to participate in programs and activities available to students. This policy of nondiscrimination also applies in considering candidates for employment in the institution.

Any individual that applies for work or study and believes that they have been object of discrimination under any of the circumstances previously described, can present a formal written complaint before the President's Committee.

Policy of Institution Free of Drugs and Alcohol

Emma's Beauty Academy, as a post-secondary institution and as part of its institutional policy, seeks to maintain a school environment free of drugs and alcohol.

The Institution has established and maintains a prevention program of drugs and / or alcohol informing and guiding students and employees about the dangers of these substances, the legal implications for its use, sales and possession, and the penalty of loss of eligibility for student financial assistance funds from Title IV Federal Programs in cases of students convicted or found in use, possession or sales of drugs within institutional premises. As an institutional norm, possession, consumption or sale of alcoholic beverages on the premises of the Institution is also prohibited, as well as to attend under the influence of alcohol and/or drugs, which is applicable to both students and employees.

Effective December 1, 2011-The Academy authorizes the Puerto Rico Police, the Federal Bureau of Investigations (FBI) and/or any government security agency, to use all mechanisms which they determine necessary to ensure a drug-free environment in Emma's Beauty Academy. These include, but are not limited to undercover agents, use of k-9 dogs, etc.

Self-Medication Policy for Patients Students with Asthma

Every student has the right to self-administration of medications for treatment of asthma condition. The Institution reserves the right to require a medical certificate, justifying the use of controlled medications on campus.

Anti-Hazing Policy

The Institution does not allow organizations, agencies or associations of students or other people who influence voluntarily or carelessly the physical and mental health of our students. The existence or imposition of any group of this type or any action which in anyway induces to an initiation within these groups is prohibited by the Institution. The infraction of this policy will result in disciplinary action against the violator.

Vaccinations Policy

This policy responds to Puerto Rico's Immunization Law # 25, which stipulates that all students under the age of 22 who enter a post-secondary institution must have vaccines established by the Puerto Rico Department of Health and requirement from HEOA Section 485(a).

Emma's Beauty Academy requires that all students under the age of 22 that will be enrolled to hand in the Certificate of Vaccines issued by the Puerto Rico Department of Health (PVAC-3 green paper). This certificate will be evaluated by the Registrar's Office, which will determine whether or not the student meets the vaccination requirements, as established by law. One of the main goals of this state law is to enable the academy to provide a safer and healthier environment for the students. If you need additional information you can contact the Registrar's office at 787-837-0303 ext. 107/108 and/or access <http://ebajuanadiaz.com>, <https://prir.salud.gov.pr>

Uniforms Policy, Compulsory Use

Emma's Beauty Academy requires students to attend classes with the proper uniform depending on the program of study.

Uniforms- Cosmetology/Barbering/Nail Technician/ Make-Up Specialist

White shirt and black pants or jeans, black closed shoes

*** They require a white or black coat and must commit to buying it during the first week of class*

Master Coiffure/Master Barber

Black shirt and black pants or jeans, black closed shoes

Facial, Corporal Esthetics and Make-Up

Lavender Scrub and white shoes

In addition, the use of the ID card is required.

The Institution reserves the right to suspend any student who does not comply with such norms.

REGISTRAR'S DEPARTMENT

Our Registrar's Office is responsible for the process of student registration. The Office issues academic reports, transcripts of credits, students' certifications, diplomas, internal and external enrollments, etc. This office also informs our students of their Satisfactory Academic Progress. For this reason, it is the only department in charge of the custody of all the students' academic and registration documentation, certifying graduation candidates and monitoring compliance of the Satisfactory Academic Progress Policy, among others. The Registrar's Office monitors and enforces the following institutional policies.

Privacy of Students' Files Policy

The United States Congress passed a law applicable to all participating institutions of federal funds ("Family Educational Rights and Privacy Act", 1973 Buckley Amendment), which establishes the right of the students to the privacy of their records kept by educational institutions. In the case that a student or parent/guardian is interested in reviewing a file, they must submit in writing their desire to do so at the Registrar's Office. Only by written consent of the student and/or parent/guardians the institution may disclose a student's information to third persons. The written authorization must include:

- To whom the Registrar's Office may disclose information
- What type of information can be disclosed

Before providing information about the student, the school gives the student and/or parent/guardian the opportunity to approve or deny the right to provide such information.

In Section 99.30 the law indicates that the institution may provide information and access of such records, only to the following persons:

1. Officers within the institution, including teachers with a legitimate educational interest.
- 2- Section 99.37 (b) Page 1215 of the Act authorizes access to those records to Authorized Representatives and who present authorization from the Comptroller General of the United States; the Assistant Secretary for Health Education, Education and Welfare and the educational authorities of the Commonwealth of Puerto Rico.
- 3- Anyone officially related with the student's application for financial aid and the receipt of it (section 99.30 b). This will include external employees officially hired by the institution.
- 4- Any official from the State (ELA) or Municipal Government, which specifically requests that such information be supplied or itemized, in accordance with the law. The officer must be fully identified and it is suggested that a copy of the letter, application, or authorization to study the record or records be inserted in the files studied. This will protect both the institution and the official responsible, against lawsuits for alleged violations of the law.
5. Students or alumni who understands that the institution has not fulfilled these obligations, he/she may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Records

All student records will be kept on file for a period of no less than five years. The students' academic progress reports and attendance are kept permanently. If the student cancels his/her enrollment, his/her file will be kept by the school for one year. All student records are maintained and safeguarded against loss, theft, identity theft, or damage.

Policy for the use of the Social Security Number

The social security number is not used as a routine identification at the institution and will not be exposed to the public. This means that the social security number is not used in the roll books, ID cards, Satisfactory Academic Progress Report, student lists, or documents that can be viewed by the public. The Institution uses an alternative system for routine identification, and our own computer system assigns student identification numbers, without any relation to the social security number of the student. The social security number may be used only for legitimate official purposes when required by institutional, governmental and/or educational authorities whenever it relates to valid procedures. The institution notifies the student, parent/guardian the legitimate circumstances under which such information will be used, these being: identity verification during the admissions process, official records, financial aid documents and licensing documents. The student, parent/guardian may voluntarily renounce on the admission application to the protections of the law and authorize the use of the social security number for other procedures; such waiver does not constitute a condition of enrollment, graduation, credits transcript or services rendered.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is established to comply with 34 CFR 668.34 of the "Federal Register" published on October 29, 2010. It is applied to all students enrolled in all NACCAS approved programs. The policy is included in the institutional catalog to ensure all students have access to it prior to enrollment. In each academic semester described in the Satisfactory Academic Progress Report the student must attend a minimum of 90% of the clock hours required for each program and obtain a minimum of 70% cumulative grade average, in order to be considered as progressing satisfactorily. If the student is a Title IV Financial Aid Recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.

The student has to complete the program within the stipulated time as agreed in the enrollment agreement. Any student who incurs in excused absences must make up the work, necessary assignments and requirements before the end of each semester. Otherwise, the student cannot continue to the next academic period. At the end of each semester, a period for removal of incompletes will be scheduled. If at the end date of the enrollment agreement, the student has not completed his/her program, this enrollment agreement will be extended by the maximum time frame so the student can complete the program. Changes in the contract period of the enrollment agreement will be made in an addendum, signed and dated by all parties. The enrollment agreement specifies that this extension may not exceed the maximum time frame of 111% permitted of the program's corresponding length.

Academic Progress Measurement

Quantitative Elements

The quantitative measure of the time invested in the training received is defined in clock hours. One clock hour is defined as 60 minutes of instruction. One credit is equivalent to 37.5 clock-hours. Each program has up to a maximum of three academic semesters, depending on the length of the program. At the end of the semester an official evaluation is performed and a numerical grade is granted. To determine if the student has complied with the minimum average of attendance of 90% at the end of each academic semester, the school calculates the cumulative amount of clock hours successfully attempted (with a grade average of 70% or higher), divided by the accumulated number of clock hours attempted by the student to date. The Satisfactory Academic Progress of students who do not receive Pell or Title IV financial aid is measured using credit-hours without equivalencies. The equivalencies of their accumulated clock hours are certified to the State for licensure exam purposes upon completion of all the hours (1350 hrs) in the program.

Qualitative Elements

The qualitative measure of academic progress is based on the Institution's grading scale. To obtain credit for the completed topics/units, theory, practice and clinic the student is required to obtain a grade of at least 70% based on a scale of 100%. For this reason, it is required that all student demonstrate Satisfactory Academic Progress: the cumulative average of theory, practice and clinics of 70% or higher; and that they also fulfill the requirement of 90% or more of the 450 scheduled clock hours equivalent to 12 credits per academic semester. This is evaluated upon completion of each academic semester.

The student will be provided with his/her Satisfactory Academic Progress Report upon finalizing each evaluation period. This will be at the end of each 450/900/1350 scheduled clock hours. The students that meet the minimum requirements for attendance (90% clock hours) and academic performance (70%) are considered to be making Satisfactory Academic Progress until the next scheduled academic evaluation.

Maximum Time Frame for Program Completion

The student is allowed a maximum of 111% of the duration of the studied program to complete it. During this period, he/she has to achieve Satisfactory Academic Progress otherwise the non-approved credits have to be repeated. The cost per credit is \$255.55 in all of the programs with the exception of Make-Up Specialist where the cost per credit is \$262.29. Students who have not completed the program within maximum time frame will be considered an administrative withdrawal.

Refer to the Measurement Table for the maximum time frames.

Measurement Table

PROGRAM	PROGRAM LENGTH	EVALUATION PERIOD	MAX. CRED./HRS ATTEMPTED	MAX. CRED./HRS APPROVED	MIN. AVERAGE REQUIRED, %	MAX. TIME FRAME WEEKS	MAX. TIME FRAME HOURS	
<ul style="list-style-type: none"> • COSMETOLOGY • BARBERING • MASTER COIFFURE • MASTER BARBER STYLIST • NAIL TECHNICIAN • FACIAL, CORPORAL ESTHETICS AND MAKE-UP 	1350 Scheduled Clock hours 36 Credits					Daytime session 62	Daytime session 1499	
						Evening Session 75	Evening Session 1499	
		1 st SEMESTER	450/1350=33%	12/450	12/405	70		
		2 nd SEMESTER	900/1350=67%	24/900	24/810	70		
		1350/1350=100%	36/1350	36/1350	70			
<ul style="list-style-type: none"> • MAKE-UP SPECIALIST 	900 Scheduled Clock hours 24 Credits					Daytime session 42	Daytime session 999	
						Evening Session 50	Evening Session 999	
		1 st SEMESTER	450/900=50%	12/450	12/405	70		
		900/900=100%	24/900	24/900	70			
2 nd SEMESTER								

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory
60-69%	Unsatisfactory
00-59%	Failed

Evaluation Periods

Students are notified in writing of their Satisfactory Academic Progress upon finalizing each semester including the four days of the make up period. The Registrar's Office gives the student a hard copy of his/her academic progress report at 450/900/1350 scheduled clock hours and a copy is maintained in the student's register file. All reports will be completed within seven (7) business days following the established evaluation period. The students that meet the minimum requirements for attendance (90% clock hours) and academic performance (70% grade average/semester) are considered to be making Satisfactory Academic Progress until the next scheduled academic evaluation. A grade average of 70 % must be maintained prior to graduation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

The Satisfactory Academic Progress is stated below:

90-100%	Excellent
80-89%	Very Good
70-79%	Satisfactory
69 and below	Unsatisfactory

Attendance

The student agrees to attend classes in accordance with the class schedule. A minimum of 90% of clock hours based on the applicable attendance schedule is required in order to be considered maintaining satisfactory attendance progress. Students receiving educational benefits from the Veterans Administration (CH33 students) have to comply with the minimum attendance of 90% of the scheduled clock hours. Daily attendance will be taken for each student.

In cases where a student has to be absent from class he/she should bring a written justification explaining the reasons for the absence and/or report to the Registrar's Office.

Having two consecutive unexcused absences will imply a follow up of the case by the professor, which will be reported to the Registrar's Department. This department will monitor the student either by phone, email, letters, and social networks or by any means that the institution deems appropriate.

The student completes his/her program on the time stipulated in the enrollment agreement. Students incurring in excused/unexcused absences must complete the work and the necessary assignments before completion of each semester to obtain Satisfactory Academic Progress.

If the student does not return to class, the institution will proceed with an administrative withdrawal after the fourteenth (14) calendar day of the last day of attendance to the institution. In these cases, the stipulations of the institution's Withdrawal Policy are applied.

Tardiness Policy

The student is considered late if when taking attendance he/she is not in the classroom. Since the programs are clock hour, the hours or minutes the student is not present in the classroom, will not be credited. Only contact hours will be awarded.

Make up Policy

Emma's Beauty Academy has the "Phoenix Project" program aimed at offering a tutoring service and replacement of hours for students who incur in absences from classes or need more practice in certain units. This is to meet both the 90% clock hour attendance for the programs and the 70% academic grade average requirements to make Satisfactory Academic Progress.

Hours Available for Make up/Tutoring:

- 2:30 p.m. - 10:00 p.m. Monday through Thursday
- 11:30 a.m. - 12:30 p.m. Monday through Thursday
- 7:30 am - 5:00 pm Monday through Thursday, evening students only
- 8:00 am - 2:00 pm Saturday

The institution may provide tutoring as needed. The tutoring and make up of hours will be provided by teachers and / or teachers' assistants.

Completed Not Approved (CNA)- Status when the program is completed but did not fulfill the hours required and/or the passing grade in the maximum time frame. The student will have the time period of one year to repeat the credits where he/she failed, as long as the Institution has an available group for placement. If during that year, the Institution does not have a group for placement, it will extend the time period until the next available group. The student re-entering the school will have to pay for the credits that will be repeated. If the student does not return in this time frame his/her registrar's status will be an administrative withdrawal.

Repetition

For all the credits that the students have to repeat the institution may use either the Satisfactory Academic Progress Policy or the Readmission Policy.

Noncredit, remedial courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the institution's Satisfactory Academic Progress Policy.

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. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education. Any student, who for a valid reason is forced to leave the institution for a short period of time, should observe and follow the policy.

An LOA will be granted to a student in case of:

- extended illness

- accident
- death of an immediate family member
- other mitigating circumstances

The student must apply in advance for an LOA, unless unforeseen, in writing and duly evidenced by proof of need such as: medical certificates, written and signed statement from the student that includes the reasons for the request. The institution may grant an LOA to a student who was unable to provide the request prior to the circumstances. The institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA is determined by the institution to be the first date the student was unable to attend class because of the circumstance.

The student must follow the institution's policy in requesting the LOA. There must be a reasonable expectation that he/she will return from the LOA. This authorization will be granted at the discretion of the Registrar's Department taking into consideration the justification or reason for the application including that the request is in accordance with the institution's policy.

The student signs an LOA license document where the program completion date is amended. An LOA will extend the student's enrollment agreement period and maximum time frame by the same number days taken in an LOA depending on the last day of attendance before an LOA was granted. The termination date will be extended through an enrollment agreement addendum signed and dated by all parties. Upon returning from an LOA, the student reincorporates to the unit last attended and in the same progress status as prior to an LOA.

The institution may not assess the student any additional institutional charges as a result of the LOA.

The LOA together with additional leaves of absence must not exceed a total of 180 days in any 12-month period.

The student who complies with an LOA is not considered to have withdrawn, and no reimbursement calculation is required.

In the case of a student who notifies the institution that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the institution that he/she will not be returning. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the institution in person. If the student fails to return to class without notifying the school, the Administrative Withdrawal will be effective on the date on which the student was due to return from the LOA.

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

To receive official documentation, for example, diploma, transcript or any other similar document, the student must have met all the fiscal obligations with the institution.

Credit Transcript

A student may request an academic credit transcript, as long as he/she does not have any debt with the institution. The cost of the transcript is \$5.00 and should be solicited at least one week in advance.

Probation Policy

The Registrar's Office assesses the Satisfactory Academic Progress at the end of each evaluation period. Upon finalizing each semester and the four days of the make-up period the students are given a Student Academic Progress Report. This report impacts their eligibility for financial aid. If the student does not meet 70% grade average and 90% attendance, the report will state that the student is on probation. The student who does not meet the Satisfactory Academic Progress Policy requirements will have to go through the following status:

- **Warning** - Students who fail to meet minimum requirements for attendance or academic progress and are considered to be making Satisfactory Academic Progress during the Warning Period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If, at the end of the Warning Period, the student does not meet both the attendance and academic requirements, he/she may be placed on Probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.
- **Probation** - Students who fail to meet minimum attendance and academic progress requirements after the Warning Period are placed on probation. If the student appeals the Probation decision during the probationary period and prevails upon appeal, he will be considered to be making satisfactory academic progress. Only those students who have the ability to meet Satisfactory Academic Progress Policy standards may be placed on Probation. Students who are given an academic plan must meet the requirements of the academic plan by the end of the next evaluation period. Students who are progressing according to their individual academic plan will be considered to be making Satisfactory Academic Progress. The student will be advised in writing of the actions needed to meet Satisfactory Academic Progress by the next evaluation. If by the end of the probationary period, the student has not met both the attendance and academic requirements needed for satisfactory academic progress, he/she will be determined as not making satisfactory academic progress and, if applicable, the student will not be deemed eligible to receive Title IV funds.
- **Suspension of financial aid** - Students who do not comply with the Satisfactory Academic Progress policy after passing the probation period with financial aid, due to the approval of the appeals process, will be suspended from the federal financial aid.

Re-establishment of satisfactory academic progress and/or financial eligibility

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance (of 90%) and minimum academic requirements (of 70%) by the end of the evaluation period.

Reinstatement of Eligibility Policy

A student, who loses eligibility, may begin a process of appeal through which he/she requests reconsideration of the case, due to any mitigating circumstance. In the appeal request the student must include the reasons why he/she was not able to meet Satisfactory Academic Progress and what changes will allow compliance during the next evaluation period. This appeal must be requested in writing no later than 20 days from the date of loss of eligibility to the Registrar's office that, in turn, jointly with the Academic Director will evaluate the petition for the appeal and make the final decision. From the date of filing the appeal, in a period no longer than 10 business days, a determination and communication in writing will be given to the student. If after the evaluation, the appeal is denied, the student and parent, if a minor, may establish a new payment plan with the academy to cover the semester. If the student meets the standards of Satisfactory Academic Progress at the end of the semester, then he/she would be eligible for Title IV federal funds. All evidence documentation is kept in the student's register file.

Mitigating Circumstances

If a student does not achieve Satisfactory Academic Progress due to some mitigating circumstance and the student understands that the circumstance is of merit, he/she may file an appeal of this decision. Mitigating circumstances:

- Long Illness
- Death of Immediate Family Member
- Drastic Change in the Economic Situation of Family
- Accident
- Other

For the appeal to be considered the student must submit supporting documents such as doctors' notes, obituaries, counseling records and/or any other necessary documents that will accompany the narrative statement.

Termination Policy

The institution will apply a withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee.

A. Definition of Official and Administrative Withdrawals

1. Official Withdrawal by the student: Any student who on his/her own initiative withdraws from a program, will be considered an official withdrawal. The withdrawal date will be determined by the postmark on a received written notification or the date the student signs the official withdrawal form.

2. Administrative Withdrawal:

- a. A student who is absent for 14 calendar days without contacting the institution to apply for an authorized Leave of Absence will be administratively withdrawn from the program. The withdrawal date will be on the 14th day after the first day of absence.
- b. The student who is not making Satisfactory Academic Progress, as determined by the Institution. The date of the withdrawal is the last day of the maximum time frame where the student failed to make Satisfactory Academic Progress.
- c. In the case of a student who notifies the institution that he/she will not be returning from an authorized Leave of Absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the institution that he/she will not be returning. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the institution in person. If the student does not return from an LOA without prior notice, the date of withdrawal will be effective on the scheduled date of return from the LOA.
- d. Breach of rules or regulations established by the institution, including failure to pay, which will result in expulsion. The withdrawal date will be the student's last day of attendance. In the case of an expelled student, he/she will be considered an Administrative Withdrawal. The date of the withdrawal will be the student's last day of attendance.

All cases of administrative withdrawal will be notified to the last known mailing address of the student, informing the reasons that led to the administrative withdrawal. All cases of administrative withdrawal are determined by the institution through daily monitoring of clock hour attendance. The student has seven (7) business days to request an appeal to this decision from the date the administrative withdrawal notification was received. The appeal will be addressed to the Registrar.

The institution may terminate a student's enrollment for any of the following reasons, all of which fall under Administrative Withdrawal policies:

1. Consecutive absences in excess of 14 days
2. Unsatisfactory academic progress

3. Failure to return from Leave of Absence
4. Breach of rules or regulations established by the institution, including failure to pay which will result in expulsion.

The institution will apply a withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee.

Readmission Policy

Any student who previously attended Emma's Beauty Academy will complete a readmission process by completing the form provided at the Registrar's Office and a new enrollment agreement.

In order to resume studies the student's case will be evaluated based on the clock hours he/she approved when leaving the program. The student will be readmitted and placed in the same status of Satisfactory Academic Progress acquired prior to the withdrawal. The student's previous approved credits will be validated.

Students who have spent more than two years away from the Institution in a credited program can apply for credit validation, by providing information regarding their special circumstances and this will be evaluated and considered by the Academic Director, otherwise, the student must start the program from the beginning.

The student re-entering school will pay the corresponding readmission fee prior or on his/her starting date.

If the student did not obtain Satisfactory Academic Progress and is categorized as CNA (CNA- a completed not approved category is defined as completed the program but did not fulfill the clock hours required and/or the passing grade) he/she will have the time period of one year to repeat the semester, as long as the Institution has an available group for placement. If during that year, the Institution does not have a group for placement, it will extend the time period until the next available group. The student will have to pay a readmission fee and the credits to be repeated. If the student does not return within the established time period given, he/she will be considered withdrawal.

In the case of a student having voluntarily or administratively withdrawn from the program for the first time, and who wishes to apply for readmission, will have the case evaluated. If the student is readmitted by the Institution and withdraws for a second time, the Institution will not consider readmission to any program.

Transfer Policy

The students that wish to transfer from a different institution to Emma's Beauty Academy will have their attempted and earned hours and coursework credits evaluated from an institution that is accredited by an entity recognized by the United States' Department of Education. These students must request an official transcript from the institution previously attended to be submitted to our Admissions Office. We can only accept course transfers for those included in our curriculum list, for which there is an equivalent and that, have been approved with a minimum grade average of 70%. The total number of approved hours to be accredited is used for the purpose of determining when the allowable maximum time frame has been exhausted.

Information applicable **ONLY** to students Receiving Educational Benefits from the Veterans Administration

**MINIMUM ACADEMIC REQUIREMENTS APPLICABLE TO STUDENTS RECEIVING EDUCATIONAL BENEFITS FROM THE VETERANS ADMINISTRATION (G.I. BILL)
ENROLLED IN TECHNICAL POST SECONDARY AND VOCATIONAL INSTITUTIONS**

Admission

Every veteran student and beneficiary needs to hand in admission documents **BEFORE** the 1st day of classes.

Hours/Credit validation for previous studies

Each Certifying Officer must ensure that the student who possesses previous studies from another institution presents an official transcript for evaluation from the institution or program of origin. The student must request credit validation in accordance to the processes established by the institution. We guarantee that by validating hours/credits for previous studies, the cost and length of the program will be reduced proportionately.

Satisfactory Academic Progress

A student that is receiving educational benefits from the Veterans Administration, must maintain a cumulative grade point average (**GPA**) **minimum of 2.00** throughout each evaluation period, to be considered that is achieving satisfactory progress and continue to receive the educational benefit.

Probation Period (to receive educational benefit)

Students that do not meet the minimum grade point average (GPA) of 2.00 at the end of the evaluation period or term will be placed on **probation of the benefit**. If the minimum grade point average (GPA) of 2.00 is not reached by the end of the term in which they have been placed on probation, the educational benefit will be suspended. In the case where a program consists of only two (2) periods or terms and the student does not achieve the minimum grade point average (GPA) of 2.00, the student will not be certified for the second period or term.

Reinstating Educational Benefits

After the educational benefit has been suspended for unsatisfactory progress, and once the next class term has passed and the student has achieved a minimum grade point average (GPA) of 2.00, the veteran student will have the educational benefit reinstated. If the student does not achieve the minimum grade point average (GPA) of 2.00 after having returned from the suspension, the educational benefit will continue to be suspended, until the period or term achieving the required GPA of 2.00.

Satisfactory Attendance (to continue to receive educational benefit)

The Veterans Administration will only pay for the total hours that constitute the program. The veteran student will be certified, by the Certifying Officer, based on the hours specified for the respective **period, term or session registered**. Therefore, the student receiving educational benefits will maintain **AT ALL TIMES** a satisfactory attendance.

The Certifying Officer will conduct a student attendance evaluation at the end of every period, term or session. Only a 10% of JUSTIFIED absences of the total hours corresponding to the month, period, term or session will be permitted. In the case of justified absences, these will

have to be recovered (make-up) and must present a legitimate written excuse immediately upon class attendance and after the absence (in accordance to the institutional catalog list of authorized or justified absences.)*

In the case of unjustified absences, they must be **completely recovered during the same period, term or session**. **The veteran student or beneficiary that exceeds 10% of JUSTIFIED OR UNJUSTIFIED ABSENCES WITHOUT DULV EVIDENCING OR REPLACING THEM** within the first month, period, term or session, will have educational benefits suspended for the next period, term or session. Also, **accumulating 10% of absences in any other period, term or session and failing to present evidence through documentation or replacing them within the same month, period, term or session, will lead to the suspension of educational benefits.**

*Refer to the Justified or Authorized Absences section of the Institutional Catalog

Authorized Absence (Leave of Absence)

The educational benefit will be suspended for the veteran student for the length of the authorized leave. The educational benefit will be reinstated once the veteran student returns to class.

Financial Aid Shopping List

All veteran student beneficiaries will receive the financial aid comparative sheet for financial aid, in order to help better understand the type of aid to which they may be eligible. And to more easily compare offerings from different institutions.

End of Information applicable *ONLY* to students Receiving Educational Benefits from the Veterans Administration

FINANCIAL AID DEPARTMENT

Emma's Beauty Academy participates in Title IV Programs of federal student financial assistance such as:

Federal Pell Grant
FSEOG

There are also State aids from the Council of Education of Puerto Rico.

THIS AID IS AVAILABLE ONLY FOR STUDENTS WHO QUALIFY.

NOTE: For more information regarding these grants, please read everything related with them in our Student Consumer Guide publication and also by reviewing the Federal Financial Aid Catalog of the U.S. Government. (All students must submit any documentation requested by the department within the period of 3 days from the request.)

BURSARS DEPARTMENT

Payment Methods, Payment Plan, and Collections

The institution accepts cash, manager's checks, money orders, personal checks or credit cards. A payment plan is available for those who qualify. The payment plan is paid weekly throughout the duration of the program. No interest is charged on this plan. Upon completing the course the student must have satisfied the full payment thereof.

The institution has the option to and without previous notice, terminate enrollment due to failure of payment, until having satisfied the late owed balance of the payment plan at the time of termination.

Any and all collection procedures shall reflect ethical business practices and acknowledge the Institution's Withdrawal and Termination Policies herein stated.

The application fee is \$25.00, Identification Card Fee is \$6.00, School Insurance Fee \$6.50, and Graduation fee is \$50.00.

The Institution has the right to charge a \$5.00 fee, due to late payments of more than thirty-five (35) days.

The Institution may charge a \$5.00 fee for transcripts

To receive official documentation from the Institution, the student must satisfy all the fiscal obligations with the Institution.

The institution will apply an administrative withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee.

The cost per credit to be repeated is \$255.55 in all of the programs with the exception of Make-Up Specialist where the cost per credit is \$262.29.

Methods and Frequency of Pell Grant Payments

The accrediting of Pell Grant payments to student accounts will be done in the following manner:

The payments will be done each semester (for credit hour programs)

For those academic sections which roll over to the next fiscal year, the payments will be done on the effective date of the Pell Grant corresponding to the prior year or subsequently to the start of the student's program.

The institution reserves the right to evaluate each case individually, in order to determine in which fiscal year the payment will be done (according to the legislation in vigor)

The method, the processes and payment periods of financial aid are the following:

Method of Payment: the aid payment will be done by accrediting the student's account through a payroll system.

Processing of payments: After the students have enrolled, attendance to class is verified. A payroll is done to credit the monies to students' accounts.

Payment period: A disbursement will be done by payment period, for example: each semester

TERMINATION POLICY

A. Definition of Official and Administrative Withdrawals

1. **Official Withdrawal by the Student:** Any student who on his own initiative withdraws from the program, will be considered an official withdrawal. The withdrawal date will be determined by the postmark on written notification or the date said information is delivered to the institution in person.

2. Administrative Withdrawal:

A student who is absent for 14 calendar days without contacting the institution to apply for a Leave of Absence will be administratively withdrawn from the program. The withdrawal date will be on the 14th day after the first day of absence.

The student who is not making Satisfactory Academic Progress, as determined by the Institution. The date of the withdrawal is the last day of the maximum time frame where the student failed to make Satisfactory Academic Progress.

In the case of a student who notifies the institution that he/she will not be returning from a Leave of Absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the institution that he/she will not be returning. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the institution in person. If the student does not return from a Leave of Absence without prior notice, the date of withdrawal will be effective on the scheduled date of return from the Leave of Absence.

Breach of rules or regulations established by the institution, including failure to pay, which will result in expulsion. The withdrawal date will be the student's last day of attendance. In the case of an expelled student, he/she will be considered an Administrative Withdrawal. The date of the withdrawal will be the student's last day of attendance.

All cases of administrative withdrawal will be notified to the last known mailing address of the student, informing the reasons that led to the administrative withdrawal. All cases of administrative withdrawal are determined by the institution through daily monitoring of clock hour attendance. The student has seven (7) business days to request an appeal to this decision from the date the administrative withdrawal notification was received. The appeal will be addressed to the Registrar.

a. The institution may terminate a student's enrollment for any of the following reasons, all of which fall under Administrative Withdrawal policies:

1. Consecutive absences in excess of 14 days
2. Unsatisfactory academic progress
3. Failure to return from Leave of Absence
4. Breach of rules or regulations established by the institution, including failure to pay, which will result in expulsion.

b. The institution will apply an administrative withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee.

REFUNDS POLICY

The purpose of the institutional refund policy is to ensure each student receives a fair and equitable reimbursement. For applicants who cancel enrollment or students who withdraw from enrollment the following institutional reimbursement policy applies. The institution refund calculation is based on scheduled hours. Refunds are to be made within 45 days, of a withdrawal. If the student does not officially withdraw in accordance with established policy, the last day of attendance will be determined by the school for a refund after an administrative withdrawal. The administrative withdrawal will be processed no later than 14 days from the last day of the student's attendance.

INSTITUTIONAL REFUND POLICY

The following policy applies to all students to determine whether the institution must refund the student any tuition and fees credited to his/her account from sources other than Title IV financial aid.

A. Any applicant who is not accepted by the institution will be entitled to a refund of all tuition except a non-refundable application fee, upon being informed of rejection.

B. If a student, or in the case of a minor his/her guardian, cancels enrollment and demands a refund in writing within three (3) business days of having signed the enrollment agreement, all tuition paid will be refunded within three (3) business days of cancellation date except a non-refundable application fee. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the institution in person. This clause is effective regardless whether the student has started the program or not.

C. In the case of cancellation before the start of classes but after the first three (3) days of having signed the agreement, the student will receive a full refund of all tuition and fees paid except for the application fee, within three (3) business days of the cancellation date. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the institution in person.

D. Official withdrawals by the student:

Any student who on his/her own initiative withdraws from a program, will be considered an official withdrawal. The withdrawal date will be determined by the postmark on a received written notification or the date the student signs the official withdrawal form.

In the case of a student who notifies the institution that he/she will not be returning from a Leave of Absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the institution that he/she will not be returning. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the institution in person.

E. Administrative Withdrawals

A student who is absent for 14 calendar days without contacting the institution to apply for a Leave of Absence will be administratively withdrawn from the program. The withdrawal date will be on the 14th day after the first day of absence. The student who is not making Satisfactory Academic Progress, as determined by the Institution. The date of the withdrawal is the last day of the maximum time frame where the student failed to make Satisfactory Academic Progress. If the student does not return from a Leave of Absence without prior notice, the date of withdrawal will be effective on the scheduled date of return from the Leave of Absence. Breach of rules or regulations established by the institution, including failure to pay, which will result in expulsion. The withdrawal date will be the student's last day of attendance. In the case of an expelled student, he/she will be considered an Administrative Withdrawal. The date of the withdrawal will be the student's last day of attendance or the date in which the student was notified of the expulsion, the earliest of either date.

All cases of administrative withdrawal will be notified to the last known mailing address of the student, informing the reasons that led to the administrative withdrawal. All cases of administrative withdrawal are determined by the institution through daily monitoring of clock hour attendance. The student has seven (7) business days to request an appeal to this decision from the date the administrative withdrawal notification was received. The appeal will be addressed to the Registrar.

F. Any tuition and/or fees due to the student will be refunded within 45 days of the Administrative or Official Withdrawals.

G. The administrative withdrawal will be processed no later than 14 days from the last day of the student's attendance.

H. The institution is required to take attendance in clock hours, therefore the refund is calculated based on the students last day of attendance. Daily attendance will be taken for each student.

I. If extenuating circumstances exist, the institution may agree to refund an amount that exceeds this policy's determination. In case of illness, accident, family tragedy or any other circumstance that prevents the student from completing his/her training, the institution may make a reasonable agreement that is appropriate and fair for both parties.

J. The Institution has the right to charge a \$5.00 fee, due to late payments of more than thirty-five (35) days.

The Institution may charge a \$5.00 fee for transcripts. To receive official documentation from the Institution, the student must satisfy all the fiscal obligations with the Institution.

The institution will apply an administrative withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee.

The cost per credit to be repeated is \$255.55 in all of the programs with the exception of Make-Up Specialist where the cost per credit is \$262.29.

The application fee is \$25.00; Identification Card Fee is 6.00, School Insurance Fee 6.50, and Graduation fee is \$50.00.

K. After three (3) business days of having signed the enrollment agreement and after the start of classes, refunds will be calculated based on schedule hours. Time of attendance is defined as the time between the start date of classes and the last day of the semester.

Minimum Tuition Adjustment Schedules:

Percentage of schedule hours for the semester by total hours of the semester	Amount of Total Semester Tuition by the completed percentage
00.Q1 to 04.99 %	20% of total tuition owed
05.00 to 09.99 %	30% of total tuition owed
10.00 to 14.99 %	40% of total tuition owed
15.00 to 24.99 %	45% of total tuition owed
25.00 to 49.99 %	70% of total tuition owed
50.00 to 59.99 %	80% of total tuition owed
60 or more %	100% of total tuition owed

1. The institutional refund policy is calculated using the scheduled hours divided by the total hours in the semester; the result is the same as the percentage attended multiplied by the total cost of the program semester payment. The remainder of the owed balanced, will be credited to the student.

2. Cancellation after attendance has begun, but prior to 60% completion of the program will result in a Pro Rata refund computed from the number of scheduled hours of the total hours for the semester.

3. Cancellation after completing 60% of the program will result in no refund.

4. If a Course and/or Program is cancelled after the student's enrollment, and before instruction in the course and/or program has begun, the institution shall at its option:

1. Provide completion of the course and/or program; or
2. Provide a full refund of all monies paid

5. If the institution cancels a Course and or Program and ceases to offer instruction after students have enrolled and instruction has begun, the institution shall at its option:

1. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
2. Provide completion of the course and/or program; or
3. Participate in a Teach-Out Agreement; or
4. Provide a full refund for all monies paid.

6. If the Institution closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the institution will any of the following:

1. Provide a pro-rata refund or
2. Participate in a teach-out.

L. Any and all collection procedures shall reflect ethical business practices and acknowledge the Institution's Withdrawal and Termination Policies herein stated.

Credit Balances

Title IV funds are federal funds used for school tuition. Federal regulations state that any excess arising in the student's account due to these funds, must be refunded to the student unless the institution has a signed authorization by the student and / or family member to retain it as credit balance. This authorization is voluntary and is valid until the student has completed the program or withdraws. The student may decide to cancel in writing at any time the authorization.

In addition, if the credit balance arises in the student's account due to a personal payment or non-federal funds or any other alternative source, the institution's policy is to retain said credit balance, until the student completes the program or withdraws. If at the end of the program or because of withdrawal, the student's account still reflects a credit balance, it will be reimbursed within the next fourteen (14) days. Graduate students will be reimbursed after finishing the program, even when the reimbursement is reflected prior to completion.

If student expenses are covered by an agreement between the institution and a government agency or other benefactor, the credit balance will be refunded to that third party provider.

TUITION AND FEES

- Application Fee - - - - - \$25.00
- Readmission Fee - - - - - \$15.00
- Graduation-Fee - - - - - \$ 50.00. The institution has its graduation once a year. It consists of graduation ceremonies, award ceremonies and other activities.
- Identification Card Fee- - - - - \$6.00
- School Insurance Fee - - - - - \$6.50
- Equipment Cost-----\$205.00 *Equipment cost is subject to supplier's cost.

The Institution has the right to charge a \$5.00 fee, due to late payments of more than thirty-five (35) days. The Institution may charge a \$5.00 fee for transcripts. To receive official documentation from the Institution, the student must satisfy all the fiscal obligations with the Institution. The institution will apply an administrative withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$15.00 re-admission fee. The cost per credit to be repeated is \$255.55 in all of the programs with the exception of Make-Up Specialist where the cost per credit is \$262.29.

Programs Costs (Tuition)

Cosmetology
 Cost- - - - - \$ 9,200.00

Master Coiffure
 Cost- - - - - \$ 9,200.00

Barbering
 Cost- - - - - \$ 9,200.00

Master Barber Stylist
 Cost- - - - - \$ 9,200.00

Nail Technician
 Cost- - - - - \$ 9,200.00

Make-Up Specialist
 Cost- - - - - \$ 6,295.00

Facial, Corporal, Esthetics & Make-Up
 Cost- - - - - \$ 9,200.00

Any and all collection procedures shall reflect ethical business practices and acknowledge the Institution's Withdrawal and Termination Policies herein stated.

Note:
 All costs mentioned in this catalog are subject to change. If so, an attached sheet will be included.

STUDENT SERVICES

We have transportation service in many areas of the South. Please contact the Admissions Office to verify routes.

We do not have lodging facilities, but information is provided about the different accommodations resources and the costs involved, if necessary.

Office of the Dean of Students

This office has as objective: To provide support to our student community. Promoting a positive safe environment for education and professional development of the student. It provides extracurricular activities. It promotes values and health. Works with discipline issues, counseling and guidance office monitoring to students. Coordinates and provides services to the community. Addresses situations that may affect the education and student attendance. It maintains communication with various government agencies to help students resolve their situations. The office is available to consider the suggestions from our students, which later result in improvements for the student community. Furthermore, it has as objective to assist in improving retention.

Office of Support Resources

This office offers counseling, lectures and support to our student community, alumni and anyone who needs it. Includes maintaining a positive environment and works in conjunction with the office of the Dean, to offer the best service.

This office is available Monday through Thursday from 8:00 a.m. - 12:30 p.m.

Placement Office

Emma's Beauty Academy has excellent relations with a great number of Beauty Specialists of Puerto Rico and abroad. Therefore, we usually have many job applications for our students. We provide advising on how to obtain and maintain employment, how to structure a professional resume, how to behave in a job interview, laws and regulations under which stylists and salons operate in Puerto Rico. We promote the placement of graduate students, but do not guarantee employment to them.

EDUCATIONAL POLICY

- I understand that I must demonstrate the greatest interest in my classes observing:
 - Good behavior
 - Respect for others
 - Participation in activities related to my program
- In case of any problems with teachers or peers, both parties should be brought to the Academic Director or Dean of Students. If the problems are not resolved, the President's Committee will meet with the involved parties and the Academic Director. If an acceptable solution to the parties is not reached, the President's Committee, will decide how to resolve the dispute.

STUDENT REGULATION

- Daily class attendance is required. If the student misses a test, regardless of the reason, will have to take it as soon as possible and close to the day of absence.
- Each student is responsible for own work, theoretical, practical and clinical.
- Once the work is finished in whatever area performed, the student must leave the place clean.
- Students who arrive late must obtain an excuse from the Dean of Students or Academic Director, before entering the classes, if required to do so.
- Absences to classes are not permitted without justifiable excuse. The Dean of Students or the Academic Director will decide whether the excuse is acceptable or not.
- The student will be responsible for the equipment, material or purchased books. If student loses or breaks any equipment, materials or books, must replace them to continue studies.
- The student is responsible for purchasing materials and equipment. The Institution provides a list of suppliers where may obtain the equipment.
- Students will not be allowed without equipment in the classroom.
- The possession, distribution or use of drugs or alcohol within the premises of the institution will be cause for immediate expulsion of the student.
- the student is prohibited to copy or commit fraud in examinations.
- Students must be in uniform and clean at all times.
- Students will not be accepted with dark glasses or hats inside the classrooms or in hallways.
- It is required that students be courteous, respectful, considerate with peers, teachers and other institution personnel. Students who have problems or complaints of other students, will inform it to the Dean of Students or authorized person, to mediate in solving this problem.
- Smoking, chewing gum, eating foods and gatherings in classrooms, clinics and any other area within the institution, is prohibited.
- The use of cell phones during class hours is prohibited.
- Any phone call or visit to the student that is not motivated by an emergency is prohibited. Institution phones are for official business only. Any call or visit will be addressed by the receptionist and referred to the Academic Director or designee, who will decide whether it is an emergency or not. The student cannot leave the classroom or the laboratory area (clinics), without teacher's permission. The student cannot abandon or leave the institution during class hours without permission. If this occurs, and in case of being underage, should report accompanied by one of the parents.
- Students are not allowed to bring children or adults to the institution, except in cases these are models for some work however, these persons may not interfere with the work in the institution. If not being models and request a service there will be a charge for water and electricity consumption depending on the work to be performed.
- All social or educational activity using the name of the institution must be authorized by the administration of the institution.
- All kinds of sales need prior authorization from the administration of the institution.

- When a student violates the Students Regulations, a disciplinary hearing is held and led by a committee composed of the following officials:
Teacher in charge, Dean of Student, Academic Director and the Vice-President of Operations. This Committee will decide what action to take. If the concerned student is not in agreement with the action taken, must then follow the Complaint Procedures described in page 32.
- The school reserves the right to suspend classes temporarily or permanently, to any student violating one or more of these norms, incurring in an indiscipline act being, disrespectful with a teacher or another student or academy personnel.
- Student will be informed in writing of any other norm to be established. The student must sign as having received the new norm and behave accordingly, after signing it.

COMPLAINTS PROCEDURES

When a student or prospective student understands that an established right has been violated whether its law or an internal regulation of the institution or understands that the treatment or behavior an employee is not in accordance with the cordiality, respect and physical or moral integrity of any person, may file a complaint against that employee or against the institution itself through internal channels using the following procedure:

.. Present the complaint or allegation in writing to the President's Institution Committee, as the case may be. This document will be handed to the Assistant of the President who will deliver it. This allegation shall state the reasons clearly and in detail, describing the acts or omissions causing the complaint. The allegations must be accompanied with an attachment of evidence, supporting the claims.

.. The President's Committee in accordance with the case, interviews the complainant within a period of time not exceeding 10 days.

.. The President's Committee will interview or review the policy or institutional act denounced, within a period of time not exceeding 15 days.

The President's Committee will conduct an informal administrative hearing where the parties may submit any additional issues. After the hearings is concluded a formal report will be issued containing the determinations of fact and law applicable, within a period of time not exceeding 20 days.

Before recurring to any external forum to resolve this type of dispute, the complainants should exhaust the administrative remedy and follow it to its end.

If a student believes that the school has not adequately addressed a complaint or concern, has the option of contacting the Accrediting Commission. Any complaint to be considered by the Commission must be made in writing and with the consent of the complainant to send a copy of the complaint to the school for its response. The complainant will be kept informed on the status of the complaint, as well as of the final disposition by the Commission. Any information related or comparable to the length of the programs that we offer and their cost, may be requested from our accrediting agency to the address and telephone indicated below.

Please direct any questions or complaints to:

NACCAS

3015 Colvin Street
ALEXANDRIA, VA, 22314
TEL. (703) 600-7600
Fax (703)379-2200

REQUIREMENTS OF THE STATE AND EXAMINING BOARDS

Both the Board of Examiners of Beauty Specialists of PR and Barbers and Barbershop Stylists require a minimum of 1,000 hours to request licensing examination as professionals in these fields. The Institution requires 1,350 hours in Cosmetology and 1,350 hours in Barbering to be able to graduate from our programs.

The law regulating the Board of Examiners of Beauty Specialists is Act 431 of 1950, amended by Laws 201 of May 3, 1951 and 82 of June 13, 1968. The requirements that must accompany the application for consideration of this Board are the following:

- \$ 100.00 theoretical part (credit card, online prtpcshq.com)

- \$ 60.00 Practical part (credit card, online pr.pcshq.com)

- Copy of Cosmetology diploma or Graduation certification that accredits 1,000 hours of study

- Credit Transcript

- Certification from the Department of Education that indicates your highest grade completed in secondary school

The law that governs the Board of Examiners of Barbers and Barbershop Stylists is the law 146 of July 21, 1960. The requirements that must accompany the application for consideration of this Board are the following:

- \$ 100.00 theoretical part (credit card, online process pcshq)

- \$ 60.00 practical part (credit card, online process pcshq)

- Copy of Barbering diploma or credit transcript

Note: These requirements are subject to change by the Puerto Rico Department of State, Board of Examiners of Beauty Specialists, and by the Board of Examiners of Barbers and Barbershop Stylists in conjunction with Professional Credential Services in Nashville, TN.

Note: Payments are made by debit or credit card

DURATION OF THE COSMETOLOGY AND BARBERING PROGRAMS **Licensing required**

The Cosmetology and Barbering programs consist of 1,350 hours where the minimum 1,000 hours required by the Department of State are exceeded. This excess is in compliance with our mission to educate graduates for careers in the art and science of beauty. For this reason, we have 350 additional hours of those established by the State. These extra hours are of benefit to our students in the academic area as it allows them to leave with a better preparation to take their board licensing exams and in turn get employed. It also gives the graduates the opportunity to compete with other states in the nation where licensing requirements are greater. Emma's Beauty Academy continues to work on an innovative curriculum to meet the needs of the beauty industry.

Copyright Act of U.S.A

The laws of the United States covering the administration of intellectual property are in the Copyright Act of the United States, Title 17 of the Code of the United States. These laws cover the software from the moment of its creation, and prohibit copying of software without the permission of the owner of the intellectual property.

Section 106 retains the right to reproduce the work covered by copyright law, and the copyright owner has the exclusive right to distribute copies.

Finally, the law enables owners to collect damages from anyone who violates the exclusive rights of the copyright owner. The violation of "infringement", which is covered in section 501 of Title 17, includes responsibility for damages plus profits obtained in breach that are attributable to copying or statutory damages up to \$ 150,000.00 for each work infringed. If copying is done voluntarily and for purposes of commercial advantage or private financial gain, this infringement becomes federal crime that can result in criminal penalties, up to \$ 250,000.00 and up to five years in prison.

Improper use includes, but is not limited to, possess, transmit, print, upload or download materials or obscene or pornographic communications, or sexually explicit material, violent, threatening or offensive.

Communications or offensive materials include, but are not limited to, derogatory comments of a racist nature, or any communications, images or materials that may be offensive to anyone based on age, sex, religion, race, religious or political beliefs, sexual orientation or disability, moral or sexual harassment, maternity, morbid obesity, unionization, social origin status, marriage, physical or mental disability, national origin and veteran status, among others.

Anyone who has access to information systems and equipment of the company can make use of them, in ways that do not violate laws and regulations in force in the United States or any other country.

Any inappropriate use given to the Academy systems and equipment will cause severe disciplinary action.

School Bullying Protocol

Act.37 of April 10, 2008

"Bullying"

When define School Bullying" as to one or more students" who harass and intimidate other students through insults, threats, intimidation and physical aggression, which may increase over months or throughout the whole school year".

Harassment and bullying among peers is a problem that occurs in any social environment, being sometimes difficult to identify by family and teachers.

Due to this situation, Emma's Beauty Academy has designed a school protocol of bullying in order to prevent, detect and handle this situation affecting the healthy coexistence of the student population.

First phase

Plan for the Prevention of School Bullying.

Emma's Beauty Academy will put in practice a work plan identifying themes and external resources and materials necessary to implement a healthy coexistence Plan at and within our institutions surroundings.

The Office of the Dean of Students, Jointly with teachers have the task to promote values that help us improve the living and study environment through the following:

- * Promote positive values and attitudes in students by strengthening the bulletin boards with information that encourages healthy living.
- * Reflections that motivate and increase the self-esteem of students.
- * Student conferences on various topics focused on preventing problems confronted by our population.

- * Extracurricular activities that promote empathy between students, inside and outside of the classrooms.
- * Student participation in community service through clinics.
- * Safety inside and outside the institution.
- * Counseling
- * A suggestions and complaints box located in front of the Dean of Students Office

Second stage

Identification of Harassment

The first step will be to communicate the school harassment to:

- Academic Director.
- Dean of Students.
- Teacher.
- Trusted person within the institution.

Any member of our institution who knows about a bullying situation must report it the Academic Director, either in writing or verbally.

Second: The Director will fill out a Harassment Information Sheet.

Third: The student harassed and the harasser will be interviewed separately, to know and document the extent of the problem.

Fourth: In case of an underage person, the tutor is notified in writing.

Third Phase

Measures to Adopt

The Academic Dean jointly with Professor and Dean of Students Office will analyze and shall decide what possible measures be taken.

Preventive measures for the affected student:

- * Frequent dialogues or interviews for verification, with the person victim of harassment.
- * Specific Surveillance of stalker or stalkers.
- * Change of schedule from day to evening or vice versa.
- * Group Change
- * Request for spiritual support of Pastor.
- * Others.

Corrective measures with the aggressor(s).

- Oral and/or written apology.
- Perform tasks related to coexistence at the institution such as: working in decorating bulletin boards on values themes.
- Group change.
- Suspension of the right to participate in extracurricular activities.
- Suspension of the right to attend the institution, for a maximum period of three days.
- Spiritual counseling from Pastor
- Others.

Agreements on measures taken

- Notification in writing of the action taken is giving to teacher, to student harassed and stalker.

- Weekly monitoring and support will be provided to eliminate the behavior of the offender.
- To continue the harassing behavior against students inside and outside the institution, will be suspended indefinitely.

The Office of the Dean of Students and Academic Director will continue working to develop strategies promoting a good coexistence among our student population.

- Helpline number is: (787) 837-0303

Policy on Campus Security Act

Emma's Beauty Academy recognizes as institutional interest the protection of the life and security of all its members and has developed a Campus Security Policy, in compliance with federal regulations and provisions of Crime Awareness and Campus Security Act of 1990. This act requires the establishment of a policy that allows a study and work environment free of risks, acts of rape and danger. It recognizes the right of students, prospective students and the general community to be informed about criminal acts occurred within the institution and maintains the community informed about its delinquency incidence.

This document will be given to all candidates, students and staff of the institution and provides the procedure to follow in case of emergencies within the institutional premises. It applies to students, faculty, visitors and administrative staff.

The objective of this policy is to establish a basic emergency procedure that will ensure greater protection of life and property in institutional holdings.

The policy covers emergencies such as:

- Possession of illegal weapons
- Threats
- Discrimination/ crimes for reasons of discrimination based on race, religion, sexual orientation, national origin, among others.

Sexual Harassment Policy

Emma's Beauty Academy is committed to providing a learning and work environment free of preoccupations and consequences caused by sexual harassment. Due to this reason, the Academy's Policy is to prevent and prohibit inappropriate sexual behavior in study and work environment, including sexual advances or any other type of sexual harassment by co-workers, employees, students or higher ranking personnel.

The interactions that are accepted by both parties as normal, friendly and pleasant, are not considered sexual harassment.

Any harassment of a sexual nature is strictly prohibited. The Academy does not tolerate sexual harassment to students or employees by supervisors, other employees, students and / or suppliers. It will act rapidly and energetically against people who sexually harass others and disciplinary actions will be taken against these persons, including termination of employment, contract or expulsion from the Academy.

Process:

If you believe that you are or have been subject of sexual harassment, you must first advise the person that the behavior is offensive and ask to discontinue it immediately.

If the offensive behavior continues or recurs, you must immediately notify management and the Vice President of Operations, so that a full investigation may be conducted. Any investigation performed based on complaint of sexual harassment, will be confidential.

OTHER PUBLICATIONS

EMMA'S BEAUTY ACADEMY provides students access to this catalog as manual or guide. Also, for more information on Satisfactory Academic Progress, and financial aid programs (The Student Consumer Guide). In addition of informing the students concerning these programs this guide also notifies of the rights based on the Federal Regulations.

Further, please observe the bulletin boards or request a copy of the following existing publications at EMMA'S BEAUTY ACADEMY:

- Campus Security Act Policy (published annually in October)
- Student Right to Know Policy (updated annually in November)

All these publications could be found in our webpage www.ebapr.com

COSMETOLOGY

1350 Hours/36 Credits

Program Description

The Cosmetology program provides the student with training and knowledge in the specialties of the profession. Through guidance they will be assisted in developing the human relationships necessary to succeed in the profession. They will gain knowledge and acquire skills in ecology and sterilization in the classroom. The students will apply the concepts of anatomy and identify the systems. They will demonstrate the concepts of hair structure in Trichology. They will perform satisfactorily the services of draping, washing and massaging the scalp. The students will recognize disorders in the study of the nails structure and growth. Also, they will exhibit competence in the correct application of the procedures of manicure and pedicure. The students will identify the composition, functions and terminology in Theory of the skin and Facial massages with the execution of the appropriate procedure. Demonstrate knowledge and execution in the techniques of hair removal and makeup. They will identify principles, benefits, uses and methods in Electricity and Thermal Molding observing safety measures. Recognize the concepts and main considerations of hairstyles, principles and elements in the molding of Wet Hair. They will show competence in the different services that are offered for Wigs and Hairpieces. Also the students will identify and will realize Designs in Long Hair taking into account the principles and elements of the design. They will demonstrate how the chemistry reacts in the different phases of Cosmetology, they will be able to define concepts and demonstrate satisfactory performance in their practices and clinics in Hair Coloring, Permanent Waving and Chemical Hair Relaxers. The students will be able to carry out all the competences related to the Scientific System of Capillary Design. They will recognize and identify the basic haircuts, solid, graduated, uniform, and combined and their respective designs adapting the appropriate concepts and procedures in the execution, practice and clinics with the latest advances in fashion. They will recognize and be able to put into practice all the necessary competences in the Beauty Salon Administration, and finally they will be evaluated and will demonstrate mastery in the subjects to be evaluated by the Board of Examiners of Beauty Specialists. Our faculty are properly qualified and comply with state regulations.

Objectives of the Program:

Upon completion of the training, students will be able to:

- Establish their own business, or enter the working world in the field of Cosmetology from a basic level.
- Prepare the student to be able to pass the Examination Board exam.
- Apply all the scientific competences of Cosmetology.
- Perform their work with pride and maximum satisfaction.
- Show a personal, professional and positive aspect and capability of achieving success in the relationship with his clients and community.

Occupations that can be taken on by the graduates of this program:

Once graduated from this institution the graduates can perform in the following occupations:

- | | |
|------------------------|----------------------------------|
| a. Stylist | • Cosmetics Counter demonstrator |
| b. Makeup Artist | • Owner of Salon |
| c. Manicurist | • Salon Manager |
| d. Supervisor | • Platform Artist |
| e. Pedicurist | • Teacher |
| f. Chemical Technician | • Colorist |

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. -12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks= 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week=67.5 week= 17 months

Maximumtimeframe=75 weeks= 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. The complete program is 1,350 hours/36 credits. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The progra istaught in Spanish only.

Program Format

- | | |
|-----------------------------|---|
| a. Lectures | d. Clinic |
| b. Illustrations | e. Practical, Clinic and Theory Worksheets |
| c. Practical Demonstrations | f. Written, Practical and Clinic Evaluation |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the school, the applicant must have a High School diploma or equivalency.

Cost of Program: Tuition is \$9,200.00

COSMETOLOGY CURRICULUM
1350 hours/36 credits

Course No.	Units	Theory	Practice	Clinic	Total hours	credits
First semester						
cos 101	1- Professional Image	20	0	0	20	
	2- Ecology in the classroom	15	5	0	20	
	3- Anatomy and Physiology	20	0	0	20	
	4- Trichology	20	0	0	20	
	5- Shampooing and conditioning	10	30	10	50	
	6- The study of nails	15	0	0	15	
	7- Manicuring	10	35	10	55	
	8- Pedicuring	10	10	5	25	
Total		120	80	25	225	6
cos 102	9- Theory of the skin	15	0	0	15	
	10- Facial Massage	15	25	10	50	
	11- Hair Removal	15	20	15	50	
	12- Makeup	30	40	30	100	
	13- Electricity	10	0	0	10	
Total		85	85	55	225	6
Second Semester						
cos 103	14- Thermal molding (Hairstyling)	25	50	25	100	
	15- Wet hair molding (Hairstyling)	25	50	25	100	
	16- Wigs and hairpieces (additions)	15	10	0	25	
Total		65	110	50	225	6
cos 104	17- Long hair design	15	30	15	60	
	18- Chemistry	10	0	0	10	
	19- Hair Coloring	20	40	20	80	
	20- Hair Lightning (special effects)	10	45	20	75	
Total		55	115	55	225	6

Course No.	Units	Theory	Practice	Clinic	Total hours	Credits
Third Semester						
cos 105	21- Permanent Waving	10	25	5	40	
	22 Chemical straightening and reformation	10	15	10	35	
	23- Concept and solid hair sculpture	25	50	25	100	
	24- Graduated hair sculpture	20	20	10	50	
<i>Total</i>		<i>65</i>	<i>110</i>	<i>50</i>	<i>225</i>	<i>6</i>
cos 106	25- Graduated hair Sculpture and Desion II	10	25	10	45	
	26- Layered hair sculpture	20	30	40	90	
	27- Uniform hair sculpture	15	20	20	55	
	28- Salon Administration	15	20	0	35	
<i>Total</i>		<i>60</i>	<i>95</i>	<i>70</i>	<i>225</i>	<i>6</i>
Total		450	595	305	1,350	36

Program Description Cosmetology

COS 101- Professional Image, Ecology in the classroom, Anatomy and Physiology, Trichology, Shampooing and conditioning, The study of nails, Manicuring, Pedicuring

When done with all the theoretical, practical and clinical work of the program, students will be able to recognize and identify the specialties in our profession. Through a career orientation, they will cultivate values, a good and body health by maintaining good effective communication and developing good human relationships to succeed in the field of cosmetology. Within the professional development, they will demonstrate competences and knowledge of microbiology and sterilization, infection prevention and first aid for a beauty salon within the ecology and sterilization. The student will explain the concepts of anatomy and physiology and identify the structure and hair care, adequate protection for the services offered, shampoo and conditioning suitable for the client. In addition, they will recognize and explain the disorders and conditions of the nails and finally execute and demonstrate competence in manicuring and pedicuring through the correct application of all the necessary procedures.

225 hours (6 Credits)

COS 102- Facial Massage, Hair removal, Makeup, Electricity

Upon completion of the study and through practices and clinics students are expected to successfully complete all necessary knowledge about the skin and its disorders in terms of composition, functions and treatments. They will identify and be able to put into practice the procedures that involve the massages and facials treatments. They will demonstrate through their performance and professional excellence all the work related to hair removal. They will execute and demonstrate competence in the art of makeup, application and necessary procedures in all the phases and finally they will identify the principles, benefits, uses and methods of the electricity in the field of cosmetology.

225 hours (6 Credits)

COS 103- Wet hair molding (hairstyling), Wigs and hairpieces (additions)

Upon completion of the required study, practice and clinics the student will be able to perform all the techniques competed in the different textures and lengths of the hair in thermal molding. They will observe the necessary safety measures and finally will know and identify satisfactorily the main considerations of the hairstyles. Also demonstrate competence knowing the essential elements of the designs and consultation with clients jointly in the services offered for wigs and hairpieces.

225 hours (6 Credits)

COS 104-Long hair design, - Chemistry, Hair Coloring, Hair Lightning

At the end of the concepts, terminology, practice and clinics students are expected to identify and perform long hair designs taking into account the principles and elements of the concept in commercial techniques and gala. They will demonstrate their knowledge or demonstrate how chemistry relates to the different phases of cosmetology and finally they can define the proper terminology of hair coloration, identify the level, natural and artificial tone of hair, professional chemicals and classes of service that are offered with the existing differences between temporary, semi-permanent and permanent coloration. They will demonstrate competence in hair discoloration and coloring with foil wraps.

225 hours (6 Credits)

COS 105- Permanent Waving, Chemical straightening reformation, Concept and solid hair sculpture, Graduated Hair Sculpture

Discussed the theory, concepts and performed the practices and clinics and making use of modern equipment and techniques, the students will be able to successfully practice all the skills related to the permanent waving in accordance with the demands of the profession, and finally demonstrate all the necessary elements for the procedure of chemical relaxers and reformation. They will identify the professional products to be used in the chemical texture services using the rules of adequate security. They will recognize and identify solid sculpture in different levels, lines and textures. Also, adjusting the concept and application of the design according to the advances of fashion and finally will be able to recognize the graduated forms adapting the concept and application in the graduated sculpture.

225 hours (6 Credits)

Pre-requisite COS 105

COS106- Graduated hair sculpture and Design II, Long layered sculpture, Uniform hair sculpture, Salon administration

After the study and practices students are expected to successfully complete the Graduated hair sculpture clinics by adapting the techniques learned and will make different designs in it. They will recognize the different levels, distributions, lines, textures and projections in a layered hair sculpture adjusting the corresponding capillary designs and identify the uniform hair sculpture according to the latest advances in fashion and finally will recognize and be able to put into practice all the necessary skills in Beauty salon management

225 hours (6 Credits)

Cosmetology Equipment and Policy

COSMETOLOGY

- _ Beauty Student Carry All Bag
- _ Mannequin
- _ Holder
- _ Blower
- _ Tail Comb Kit
- _ Styling Comb Kit
- _ Shears
- _ Texturizer Shears
- _ Razor Blades
- _ Applicator Bottle
- _ Manicure Kit
- _ Single Prong Curl Clips
- _ Styler Brush
- _ Detangling Brush
- _ Rollers
- _ Spray Bottle
- _ Shampoo Cape
- _ Demman Brush
- _ Shaper Razor
- _ Double Prong Curl Clips
- _ Duckbill Clips
- _ Curling Iron

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

MASTER COIFFURE
1350 hours/36 credits

Program Description:

New techniques, implements, equipment and fashions are continually emerging. EMMA'S BEAUTY ACADEMY has designed the Master Coiffure program so that each graduate of the Cosmetology program has the opportunity to undertake advanced studies with a view to improving and perfecting their preparation in the broad field of beauty. The student will adopt the concepts learned and will satisfactorily execute the appropriate procedures in practices and clinics in Graphic Design and Application of Sculpture in Modern Design procedures. They will develop the latest techniques in fashion trends and concepts in Design Forum, Color Design and Ornaments. They will satisfactorily execute the techniques of the different implements of Permanent Waving Design, the appropriate procedure taking into account the security measures. The students will identify and execute the new designs that emerge in Blade Sculpture and Designs of Competences. They will learn the different techniques in Design in Kinky Hair, International Total Look and Blade Sculpture doing satisfactorily their practices and clinics adapting the learned procedures. They will execute the different trends of fashion in Design in Sculpture and Hand Dryer. They will know the terminology and procedures to perform to maintain a good sterilization in the beauty salon. They will learn the concepts and strategies of sales, marketing, equipment, decoration, state laws and regulations to obtain success in the Administration of a Beauty Salon and finally they will be able to execute satisfactorily the procedures and suitable techniques in the Extensions of Hair, Sculptural Nails and Pedicure with Design. Our faculty are properly qualified and comply with state regulations.

Objectives of the Program:

Upon completion of the training, students will be able to:

Improve the placement opportunities within the wide range of jobs offered by the beauty industry, so that it is not only possible to obtain a job at a basic level, but also opportunities at greater levels. Improve their competitiveness in the industry so that if the student has his/her own business, the additional knowledge acquired converts the professional practice into a more profitable one.

Recognize all the latest fashion advances in the field of beauty.

Implement extensive knowledge and skills that meet the demands of today's beauty salons.

Apply all the skills of advanced level in the field of Cosmetology.

Perform their work with pride and maximum satisfaction, for their benefit and that of the client.

Occupations that can assume a graduate of the Master Coiffure program:

Graduates from the program may perform the following occupations

- Specialist Stylist in Beauty Design and Sculpture
- Technician Specialist in Color
- Technician Specialist in Chemical Texture
- Platform Artist
- Supervisor of Beauty Salon (Manager)
- Salon Owner
- Cosmetology Teacher Basic or Advanced
- Beauty Demonstrator
- Lecturer in the Area of Beauty
- Technician in hair extensions

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks = 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week= 67.5 week= 17 months

Maximum time frame=75 weeks = 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|--|
| a. Lectures | e. Practical, Clinic and Theory Worksheets |
| b. Illustrations | f. Written, Practical and Clinic Evaluations |
| c. Practical Demonstrations | |
| d. Clinic | |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$9,200.00

MASTER COIFFURE CURRICULUM
1350/36 Credits

No. course	Units	Theory	Practice	Clinic	Total Hours	Credits
First Semester						
MCC201	1- Guidance on drugs, alcohol and ethics	10	0	0	10	
	2- Elaborated graphics design	15	50	15	80	
	3- Application of modern design sculpture	20	70	45	135	
Total		45	120	60	225	6
MCC202	4. Study series Design Forum by Pivot Point	10	25	20	55	
	5- Color design	20	40	70	130	
	6-Hair Ornaments I	5	25	10	40	
Total		35	90	100	225	6
Second Semester						
MCC 203	7- Hair Ornaments II	5	25	10	40	
	8- Permanent waving design	20	30	30	80	
	9- Blade Sculpture and Competition Design	20	85	0	105	
Total		45	140	40	225	6
MCC204	10- Design on kinky hair (black hair)	10	30	30	70	
	11- Keratin	5	10	15	30	
	12- International Total Look	15	40	20	75	
	13- Gentlemen Sculpture: haircut with clippers and modern designs I	5	25	20	50	
Total		35	105	85	225	6

Third Semester						
MCC 205	14- Gentlemen Sculpture: haircut with clippers and modern designs II	10	15	10	35	
	15- Sculpture Designs (elaborated hairstyles)	15	30	20	65	
	16- Hand Dryer and Curling Iron	10	35	35	80	
	17- Drying Short Hair	5	5	0	10	
	18-Sterilization	5	10	20	35	
Total		45	95	85	225	6
MCC 206	19- Administration and Decoration of a Beauty Salon	30	30	0	60	
	20- Hair Extensions	10	35	25	70	
	21- Sculptural Nails and Pedicure with Designs	15	50	30	95	
Total		55	115	55	225	6
Total		260	665	425	1,350	36

Program Description Master Coiffure

MCC 201- Guidance on drugs, alcohol and ethics, Elaborated graphics design, Application of modern design sculpture, Study series Design Forum by Pivot Point, Color design, Hair Ornaments I

Given an orientation and completed the study of Drugs, Alcohol, Professional Ethics, Elaborated Design in Graphs and Applications in Sculpture in Modern Design, the student understands that he/she must be free of drugs and alcohol in order to receive Title IV funds to study. They will adopt the concepts learned and will perform satisfactorily the appropriate procedures in practice with models and clients in clinics.

225 hours (6 Credits)

MCC 202- Study series Design Forum by P.P, Color design, Hair ornament I

Completing the theory and practice in the Design Form series of Pivot Point, Color Design and Hair Ornaments, students will be able to recognize and implement all the fashion advances related to the field of beauty satisfactorily in mannequin and models taking in consideration security measures.

225 hours (6 Credits)

Pre-requisite MCC 202

MCC 203- Hair Ornaments II, Permanent waving Design, Blade Sculpture and Competition Design

The student learns concepts and develops the techniques in Hair Ornaments, Permanent waving Design, Blade Sculpture and Competence Design. Completed the training he/she will be able to create and adapt their own designs in clients taking the in consideration security measures.

225 hours (6 Credits)

MCC 204- Design on kinky hair (black hair), Keratin, International Total Look, Gentlemen Sculpture: haircut with clippers and modern designs I

The student learns the different techniques in Kinky Hair Design, Keratin Usage, International Total Look, Gentlemen haircut and Sculpture with Blade and clippers. Students will satisfactorily perform their mannequin practices and models by adapting procedures learned with clients in clinics taking into account safety and hygiene measures.

225 hours (6 Credits)

Pre-requisite MCC 204

MCC 205- Gentlemen Sculpture: haircut with clippers and modern designs II Sculpture Designs (elaborated hairstyles) Hand Dryer and Curling Iron Drying Short Hair Sterilization

The student learns the different techniques for gentlemen haircuts Sculpture with blade and clippers, Sculpture Design (elaborated hairstyle), Short Hair Styles, Hand Drying and curling iron and Sterilization. At the end of the period, students will successfully execute the different trends in fashion, sculpture and design with clients in clinics.

225 hours (6 Credits)

MCC-206 Administration and Decoration of a Beauty Salon, Hair extensions, Sculptural Nails and Pedicure with Designs

Completed the theory and practice in Administration and Decoration of the Beauty Salon, Hair Extension, Nail Sculptures and Pedicure with Designs, the student will be able to satisfactorily execute the appropriate procedures in practice with clients and will be able to administer and manage their own beauty salon.

225 hours (6 Credits)

Master Coiffure Equipment Policy

MASTER COIFFURE EQUIPMENT

- _ Long Hair Mannequin
- _ Sophia Mannequin
- _ Quadrant Mannequin
- _ Bobby Pins
- _ Hairpins
- _ Comb Kit
- _ Beauty Student Carry All Bag

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

BARBERING
1350 hours/36 credits

Program Description

The Barbering program provides the student with training and knowledge on the effects and problems of drugs and alcohol. They will know the development of the profession through its history. They will identify different microorganisms in Bacteriology. Apply knowledge about personal hygiene and methods of sterilization and sanitation. They will recognize function and structure in anatomy. They will analyze the composition of the hair in all its parts in Trichology. They will classify and identify skin diseases in Skin Properties and Disorders. They will carry out the complete shampoo procedure. They will identify anomalies that affect the scalp in Pericranium Treatment. They will identify the tools and the correct handling in Implements and their Uses. They will identify the 14 steps of Beard Design. Apply the basic procedure of Facial Massage, concepts and safety measures in Electricity. They will use different resources to realize Designs in Blower and Curling Irons. They will explain and demonstrate how chemistry reacts in the different phases of barbershop. They will correctly execute the Procedure of Hair Dyeing, Permanent waving, relaxer and the Manicure and Pedicure taking the appropriate security measures. In addition, they will recognize the fundamentals of the Capillary Sculpture realizing different techniques of sculpting in mannequin or models. They will be able to make different patterns for the Wig Arrangement. They will identify the use and handling of tools in Sculpture, Style and Design of Competencies following the new trends of international fashion. They will analyze the correct form of Administration of a Barbershop, following the rules, regulations and laws established and finally offered a Final Review of the Board, the student will be prepared to be evaluated both theoretically and practically demonstrating a 75% or more effectiveness. Our faculty are properly qualified and comply with state regulations.

Objectives of the Program:

Upon completion of the training, students will be able to:

Enter the job market at a basic entry level in field of Barbering.

Be able to pass the exam of Barbers and Barber Stylists Examination Board.

Develop professionally to perform their functions of serving the public with pride and efficiency, emphasizing the quality in all their work.

Occupations that a graduate from this program can perform:

Once graduated from the program, the graduate may perform the following occupations:

- Barber Stylist
- Salon Owner
- Salon Supervisor
- Barbering Instructor
- Platform Artist
- Men's Care Products Salesman

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30 p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks = 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week= 67.5 week= 17 months

Maximum time frame=75 weeks = 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|--|
| a. Lectures | e. Practical, Clinic and Theory Worksheets |
| b. Illustrations | f. Written, Practical and Clinic Evaluations |
| c. Practical Demonstrations | |
| d. Clinic | |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$9,200.00

BARBERING CURRICULUM
1350 hours/36 credits

Course No.	Units	Theory	Practice	Clinic	Total Hours	Credits
First Semester						
BA 301	1- Drugs and Alcohol Orientation	10	0	0	10	
	2- History of Barbering	10	0	0	10	
	3- Bacteriology	10	0	0	10	
	4- Hygiene / Sterilization and Sanitation	10	20	20	50	
	5- Anatomy and Physiology (Physical Structure)	15	0	0	15	
	6- Trichology	20	0	0	20	
	7- Properties and Disorders of skin, scalp and hair	10	0	0	10	
	a-Shampoo	10	20	20	50	
	9- Pericranium Treatment	10	20	15	45	
<i>Total</i>		<i>105</i>	<i>60</i>	<i>60</i>	<i>225</i>	<i>6</i>
BA302	10- Tools and their uses: Grinding and settlino	10	10	0	20	
	11- Beard Design	10	40	25	75	
	12- Facial Massage	10	20	20	50	
	13- Electricity	10	0	0	10	
	14- Design/ Blower and Curling Iron	10	30	30	70	
<i>Total</i>		<i>50</i>	<i>100</i>	<i>75</i>	<i>225</i>	<i>6</i>
Second Semester						
BA303	15- Chemistry	10	0	0	10	
	16- Hair Dyeing	25	35	35	95	
	17- Permanent waving	10	30	30	70	
	18- Reversible relaxer	10	20	20	50	
<i>Total</i>		<i>55</i>	<i>85</i>	<i>85</i>	<i>225</i>	<i>6</i>
BA304	19- Men Manicure and Pedicure	10	20	20	50	
	20- Introduction to Capillary Sculpture I	30	80	65	175	
<i>Total</i>		<i>40</i>	<i>100</i>	<i>85</i>	<i>225</i>	<i>6</i>
Third Semester						
BA305	21- Introduction to Capillary Sculpture II	20	65	65	150	
	22- Wig Styling	10	10	0	20	
	23- Competence Sculpture, Style and Design I	10	25	20	55	
<i>Total</i>		<i>40</i>	<i>100</i>	<i>85</i>	<i>225</i>	<i>6</i>
BA306	24- Competence Sculpture, Style and Design II	10	45	30	85	
	25- Beauty Salon Administration	30	30	0	60	
	26- Review for the Board Exam	35	45	0	80	
<i>Total</i>		<i>75</i>	<i>120</i>	<i>30</i>	<i>225</i>	<i>6</i>
Total		365	565	420	1,350 hrs	36

Program Description Barbering

BA 301- Drugs and Alcohol Orientation, History of Barbering, Bacteriology, Hygiene/ Sterilization and Sanitation, Anatomy and Physiology (Physical Structure), Trichology, Properties and Disorders of skin, scalp and hair, Shampoo, Pericranium Treatment

Once finished the study and practice, the student will recognize the effects and problems associated with the use of drugs and alcohol, maintain good effective communication and develop good human relations. They will be able to apply the different aspects related to the development of the profession. Identify different microorganisms; apply knowledge about personal hygiene and methods of sterilization and sanitation for daily practice in the barbershop. Recognize the structure, function and reaction of the muscles and nerves in the head, and the importance of the circulatory system. They will be able to analyze the structural chemical composition and determine the condition of the hair. Identify and classify skin diseases, hair and scalp properties and skin disorders. They will be able to carry out the entire shampooing procedure to the customer safely and efficiently, and finally, they will be able to identify and analyze the different conditions that affect the scalp and hair, noting the importance and necessity of treatment by applying the right massage moves and the use of infrared rays.

225 hours (6 Credits)

BA302- Tools and their uses: Grinding and settling, Beard Design, Facial Massage, Electricity, Design/Blower and Curling Iron

Concluded the study, practice and clinic, students will be able to identify each tool, apply their use and handling; recognize specific use of each tool in the barbershop. They will recognize the structure of the skin to apply the shaving, identify the fourteen steps of the process, properly execute the use and handling of the razor, design and sculpt different forms of mustaches and beards, apply all the knowledge in the procedure of facial massages, identify the basics of electricity and the application of security measures and may finally recognize the different resources for blower designs and curling irons and recognize the tools and equipment necessary for the implementation of successful designs.

225 hours (6-Credits)

BA 303- Chemistry, Hair Dyeing, Permanent waving, Reversible relaxer

Completed the study, practice and corresponding clinics, students will be able to identify, explain and/ or demonstrate how chemistry relates to the different phases of barbering. Perform the execution of hair dyeing procedure and using the technique of color to different hair structures. They may make the procedure involving the permanent taking appropriate safety measures, and finally perform the uncurling techniques and reversible uncurling effectively and safely.

225 hours (6 Credits)

BA 304- Men Manicure and Pedicure, Introduction to Capillary Sculpture I

Upon completion of the study, practice and required clinics, students will successfully perform the procedure of manicure and pedicure for men, and finally be able to analyze and recognize the fundamentals of Capillary Sculpture identifying and making different sculpting techniques taking into account the security measures.

225 hours (6 Credits)

Pre- requisite BA 304

BA 305- Introduction to Capillary Sculpture II, Wig styling, Competence Sculpture, Style and Design

Analyzed the technical and scientific information, demonstrated and practices the execution of the units the student will be able to identify the use and handling of the different implements for the execution of the Capillary Sculpture, to point out the importance of the analysis of the client's anatomy to design his/her sculpture. Also, recognize the techniques of the new trends in fashion for the gentleman in the Capillary Sculpture. They will be able to make patterns, take measurements, design the cut and hairstyle, sell pieces, accessories and products for wig styling, finally identify the use and handling of tools and implements in sculpture, style and competition designs.

225 hours (6 Credits)

Pre-requisite BA-306

BA 306- Competence Sculpture, Style and Design II, Beauty Salon Administration, Review for the Board Exam

Concluded the study, practice and corresponding clinics, students will be able perform different drying techniques following the new trends in international competitions adapting color, costumes and fashion designs for the sculpture, style and design for competition. They will analyze the right way to establish a business, supervision, regulations and laws to follow to successfully achieve excellent management, and finally offered a Final Review for the Board Exam, the student will be prepared to be evaluated in theory and practice showing 75% or more of effectiveness.

225 hours (6 Credits)

Barbering Equipment and Policy

BARBERING EQUIPMENT

- _ School Bag
- _ Styling Cape
- _ Wahl Designer Combo
- _ Towels (Pack Of 9)
- _ Straight Razor
- _ Barber Shear 7-1/2
- _ Two-Sided Bristle Brush
- _ Paddle Brush
- _ Male Mannequin with Beard
- _ Holder
- _ Large Spray Bottle
- _ Jilbere Blower

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the

warranty of 60 days given by the company to which the equipment was purchased.

- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

**Master Barber Stylist
1350 hours/36 credits**

Program Description

New techniques, equipment and fashions continuously arise. Emma's Beauty Academy has designed the Master Barber Stylist program so that each graduate has the opportunity to carry out advanced studies with aim to improve and perfect his/her preparation in the wide field of beauty. The student will perfect the learned concepts and will satisfactorily execute the adequate procedures in practices and clinics of Health and Security, Professional Image, development in skills in International Hairstyling and thermal tongs. They will satisfactorily execute advanced techniques in hair straightening, hair removal techniques, and creation of advanced beard design. Different implements of Hair Design and cut for long hair women and the adequate safety procedures to take into account in the execution of the Fade without design and with design. They will identify and execute the new designs that arise in Competition Sculpture, Style and Design I and II. They will learn the different Texturizing Techniques with blade for men, advanced color techniques. They will execute the different tendencies of classic haircut "Bombache". They will know the terminology and procedures to carry out competition make up for men. They will learn concepts and strategies for sales, marketing, equipment, decoration, laws and state regulations to obtain success in the administration of a barber shop and finally will be able to satisfactorily execute the procedures and techniques to carry out the Total Look Casual for men and Total Look Fashion for Men. Our faculty are properly qualified and comply with state regulations.

Program Objectives:

Upon completion of their training the students will be able:

Improve their placement opportunities within the wide range of job that the beauty industry offers, so that not only will the student be able to obtain an entry level job, but also higher levels. Improve their competitiveness in the industry in such that if the student is self employed, he/she will have additional knowledge which will convert his practice in a more lucrative one.

Recognize all the fashion advances in the barbering field.

Put into practice a wide array of knowledge and skill which meet the challenges of the beauty salon today.

Apply all the high level competencies in the Barbering field.

Carry out their work with pride and utmost satisfaction, for their benefit and those of their clients.

Occupations that a graduate of this program may take on:

Once graduated from this program they may perform the following careers

- Specialist Stylist in
Hair Design and Sculpture for Men
- Salon Owner
- Color Specialist
- Professor of Barbering or
Master Barber
- Seminar Leader
- Platform Artist
- Salon Supervisor/Administrator

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30 p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks= 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week= 67.5 week= 17 months

Maximum timeframe=75 weeks = 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70 /o. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|----------------------------------|
| a. Lectures | e. Practical, Clinic and Theory |
| b. Illustrations | Worksheets |
| c. Practical Demonstrations | f. Written, Practical and Clinic |
| d. Clinic | Evaluations |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$9,200.00

MASTER BARBER STYLIST CURRICULUM
1350 hours/36 credits

No. Course	Unit	Theory	Practical	Clinic	Total Hours	Credits
First semester						
MBS 701	1- Health and Safety	20	10	0	30	
	2- Professional Image	20	0	0	20	
	3- International Hairstyle	15	60	50	125	
	4- Thermal Hair Straightening	10	30	10	50	
Total		65	100	60	225	
MBS 702	5- Advanced Techniques of straihtenina	10	10	5	25	
	6- Hair Removal	10	10	5	25	
	7-Advanced Beard Design	10	30	10	50	
	8- Women's Long Haircut	30	60	35	125	
Total		60	110	55	225	6
		Second Semester				
MBS 703	9-Women's Short Haircut	10	20	20	50	
	10-Fade without Design	10	35	30	75	
	11- Fade with Design	10	50	40	100	
Total		30	105	90	225	
MBS 704	12- Advanced Color Techniques	10	30	30	70	
	13- Men Texturized Cut with Blade	10	25	20	55	
	14- Classic Cut "Bombache"	10	50	40	100	
Total		30	105	90	225	6
Third Semester						
MBS705	15- Competition Makeup for Men	15	25	20	60	
	16- Competition Phase I	15	35	30	80	
	17- Competition Phase II	15	35	35	85	
Total		45	95	85	225	6
MBS 706	18- Marketing and Publicity	20	0	0	20	
	19- Casual Total Look Men	10	40	40	90	
	20- Fashion Total Look Men	10	40	40	90	
	21- Final Competition Test	5	20	0	25	
	Total		45	100	80	
Total		250	515	585	1,350	36

Program Description Master Barber Stylist

MBS 701- Health and Safety, Professional Image, International Hairstyle, Thermal Hair Straightening

Upon completion of studies and practices the student will be able to recognize and comment the ways in which infectious materials can be transmitted in the salon. Understand the motives for which they must have an MSDS binder. Analyze the norms and precautions for safety and sterilization and hygiene norms; maintain a good and effective communication and the development good human relations. They will be able to apply the different aspects related to professional development. Identify the different microorganisms; apply knowledge on personal hygiene and sterilization methods and sanitation for daily practice in the barbershop. Recognize diverse hairstyles at an international level and develop skills for their execution. They will be able to analyze the structural composition of the hair and be able to determine the use of heat tongs in the hair.

· 225 hour (6 credits)

MBS 702- Advanced Techniques of straightening, Hair Removal, Advanced Beard Design, Women's Long Haircut

Finalized the practice and clinics, students will be able to identify the different techniques for hair straightening for men. They will be able to perform a complete hair removal procedure with hot and cold wax and a razor. They will be able to perform diverse beard designs according to the bone structure of the model and finally they will be able to identify, analyze and perform long hair techniques for women.

225 hour (6 credits)

MBS 703- Women's Short Haircut, Fade without Design, Fade with Design

Completed the study, practice and corresponding clinics students can identify, explain and/or demonstrate haircuts and thermal drying in women's short hair. Perform a Fade without a design, and finally perform the techniques for a Fade with design.

225 hour (6 credits)

MBS 704 Advanced Color Techniques, Men Texturized Cut with Blade, Classic Cut "Bombache"

After the study, practice and clinics required students successfully execute the procedure and techniques of hair coloring and lightening, execute of the procedure of cutting with a blade and finally able to analyze and recognize the fundamentals of identifying and using Capillary Sculpture techniques to perform the classic cut "bombache".

225 hour (6 credits)

MBS 705- Competition Makeup for Men, Competition Phase I, Competition Phase II

Analyzed technical and theoretical information, proven and practical execution units the student can identify the use and management of different cosmetics for makeup artistry for men, identify implements the execution of the sculpture to competition, noted the importance of analyzing the anatomy customer to design your sculpture, techniques recognize new trends in fashion for the gentleman in the sculpture Capillary. They can perform various techniques color effects for competition, eventually identify the use and handling of tools and implements in sculpture, style and design competition.

225 hour (6 credits)

MBS 706- Marketing and Publicity, Casual Total Look Men, Fashion Total Look Men, Final Competition Test

Concluded the study, practice and corresponding clinics the students will perform different marketing and advertising techniques, analyze the right way to establish their business, supervision, regulations and laws. Analysis and execution of cutting and drying following the new trends in international competitions adapting color, costume and fashion designs for sculpture, style and design of Total look for men, and finally the student will be prepared to execute a total look for men at an international level to be evaluated in a practical exam demonstrating 100% domain of the concept.

225 hour(6credits)

Master Barber Stylist Equipment and Policy

MASTER BARBER STYLIST EQUIPMENT

- _ Male Mannequin with Beard
- _ Male Mannequin without Beard
- _ Mannequin Sophia
- _ Fromm Texture Razor
- _ Wella Lib Lightener
- _ Beauty Student Carry All Bag
- _ Comb Kit

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

Nail Technician
1350 hours/36 credits

Program Description

The Nail Technician program is aimed to prepare students work in the manicuring and nail sculpture field. It covers development of skills to provide services in manicure, pedicure, and special treatments for nails like acrylics, nail tips, silk, Gel organic and fiberglass. Besides it includes different types of designs like commercial designs, fantasy, lines etc. It also includes knowledge on the administration of a beauty salon. Training on advance techniques, use and handling of the electric nail file, advance nail designs and techniques on air brush. At the end of the program the students will be trained and capable of having their own business, being salon owner manicurist, vendor selling nail products, nail technician etc. Our faculty are properly qualified and comply with state regulations.

Program objectives:

The program aims to develop professionals in the field of nail technicians that can:

- Apply the specialized skills required to perform in the field of hand care in tune with the prevailing fashion.
- Establish themselves as an employer or owner of their business in the unlimited field of nail technology.
- To develop in their personal aspect to facilitate the achievement of the success in the attention of their clientele, as well as the maximum of personal satisfaction in the performance as nail technician.

Occupations that a graduate of this program may take on:

Once graduated from this program they may perform the following careers

- Manicurist
- Artificial Nail Technician
- Platform Artist (Specialist in nail design)
- Supervisor of a salon specialized in nails
- Salon owner
- Lecturer in the area of nails

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30 p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks = 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week=67.5 week= 17 months

Maximum time frame=75 weeks= 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|--|
| a. Lectures | e. Practical, Clinic and Theory Worksheets |
| b. Illustrations | f. Written, Practical and Clinic Evaluations |
| c. Practical Demonstrations | |
| d. Clinic | |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$9,200.00

NAIL TECHNICIAN CURRICULUM
1350 hours/36 credits

Course No.	Units	Theory	Practice	Clinic	Total Hours	Credits
First Semester						
TU 501	1- Introduction to the Profession	10	0	0	10	
	2- Course Terminology	10	0	0	10	
	3- Personal and Professional Ethics	10	0	0	10	
	4- Bacteriology and Disinfection	15	0	0	15	
	5- Anatomy and Physiology	20	0	0	20	
	6- Nail Disturbances and Illnesses	25	0	0	25	
	7- Hand and Foot Treatment	10	30	0	40	
	8- Equipment and Materials	10	5	0	15	
	9- Electricity	10	0	0	10	
	10- Chemistry in the practice of manicure	15	0	0	15	
	11- Manicure y Pedicure	15	40	0	55	
Total		150	75	0	225	6
TU 502	12- Artificial Nails and Retouch I	25	200	0	225	6
Second Semester						
TU 503	13- Artificial Nails and Retouch II	20	105	0	125	
	14- Corrective work in artificial nails	10	30	0	40	
	15- Nail Painting and Design I	20	40	0	60	
Total		50	175	0	225	6
TU 504	16- Nail Painting and Design II	5	30	0	35	
	17- First Aid	5	10	0	15	
	18- Seminars and Demonstrations	15	25	0	40	
	19- Beauty Salon Management	15	15	0	30	
	20- Job Interview	5	10			
	21- Clinics	0	0	90	90	
Total		45	90	90	225	6
Total		270	540	90	900	24

<i>Third Semester</i>						
TU 505	22- Advanced acrylic techniques	20	45	50	115	
	23- Use of the grinding machine	25	40	45	110	
Total		45	85	95	225	6
TU 506	24-Advanced Design I	10	30	35	75	
	25-Advanced Design II	10	30	35	75	
	26-Air brush	20	25	30	75	
Total		40	85	100	225	6
Total		355	710	285	1,350	36

Program Description Nails Technician

TU 501- Introduction to the Profession, Course Terminology, Personal and Professional Ethics, Bacteriology and Disinfection, Anatomy and Physiology, Nail Disorders and Diseases, Hands and Foot Treatment, Equipment and Materials, Electricity, Chemistry in the Practice of Manicure, Manicure and Pedicure

The student learns the concepts in the Introduction to the Profession, First Aid, Terminology, Personal and Professional Ethics, Bacteriology and Disinfection, Anatomy and Physiology, Nail diseases and disorders, Equipment and Materials, Electricity, and the principles and techniques for the treatment of hands and feet, and manicure and pedicure, artificial nails and retouch. Completed training students will know the origin of the profession, the terms to be used, can put into practice the code of professional ethics. The causes and effects of disinfection in manicure, relate the functioning of the body structure with the service offered to the customer. Students will know and identify nail abnormalities and irregularities, the execution of different types of treatment, the correct use of tools, identify and recognize the uses and benefits of electricity, demonstrate how chemistry is related to the different phases of the profession and will be able to identify and use the necessary first aid equipment for customers while performing as nail technician.

225 hours (6 Credits)

TU 502- Artificial Nails and Retouch I

The student will learn the concepts and techniques in manicure and pedicure and artificial nails. After the training the student will be able to successfully do a basic pedicure manicure and also perform effectively the different types of artificial nails according to the client's like, taking into account the health and safety measures.

225 hours (6 Credits)

Pre- requisite TU 502

TU 503- Artificial Nails and Retouch II

In this section the student will learn the techniques of artificial nails, will be able to make corrective work of artificial nails, paints and nail design. Once completed training, students will be able to repair and correct the different types of nails and properly exercise the process of painting and design in different types of nail length, taking into account the health and safety measures.

225 hours (6 Credits)

Pre- requisite TU 503

TU 504- Nail Painting and Design II, First Aid, Seminars and Demonstrations, Salon Management Job Interview, Clinics

The student learns painting and nail design, first aid, seminars and demonstrations, salon management, job interview and clinics. Completed training the student can see the diversity of products and is ready to perform the procedures that apply. Students will learn the correct way to set their business under state regulations. The student will be able to fill out a job application, how to dress properly and resume preparation and finally will be able to apply all the knowledge acquired during the course in the clinic.

225 hours (6 Credits)

TU 505- Advanced Acrylic Techniques, Use of the polishing machine

Students learn various advanced acrylic techniques, make different types of acrylic nails properly, and develop skills in the use and management of the buffing machine.

225 hours (6 Credits)

TU 506- Advanced Design I, Advanced Design 11, Air brush

The student will learn techniques of landscape design and cartoons in nails. He/she will be able to make encapsulated designs, drop technique and acrylic art relief and to apply all these skills and knowledge acquired in clinics.

225 hours (6 Credits)

Nail Technician Equipment and Policy**NAIL TECHNICIAN EQUIPMENT**

- _ Beauty Student Carry All Bag
- _ Pebco 500 Machine
- _ Manicure Kit
- _ Pedicure Kit
- _ Disinfecting Jar
- _ Manicure Sticks (Pkg Of 100)
- _ Cuticle Remover 16 Oz.
- _ Rectangular Nail Molds
- _ White Buffer (Pkg Of 12)
- _ Student Acrylic Kit
- _ Practice Finger
- _ Practice Hand
- _ Manicure Bowl

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

Make-Up Specialist
900 hours/24 credits

Program Description

This program has been designed for all types of students, but with especially for those who complete the programs of Esthetics and Cosmetology. The curricular content is varied and modern where students can enter the world of makeup: in theater, television, photography, characterization, among others, recognize and/or put into practice the most advanced rules and techniques of makeup, and guide their clients according to their needs and conditions in what to use, when and where. It includes makeup with "air brush" and permanent make-up. Our faculty are properly qualified and comply with state regulations.

Program Objectives:

Upon completion of their training the students will be able:

Enter the world of makeup at a basic entry level.

Upon completion of the program, students will be able to enter the vast field of employment that includes the content of the program

With this program students will be able to recognize and/or successfully implement the rules and techniques of famous artists in this field.

At the end of the program students are expected to be able to perform all the skills of a true makeup artist.

Students will be able to project a personal image and personality of a makeup professional.

Students will be able to guide their clients, according to their needs and conditions, in what to use, when and where.

Occupations that a graduate of this program may take on:

Once graduated from this program they may perform the following careers:

- Make-up artist, television and other
- Platform Artist
- Make-up product demonstrator
- Make-up product salesperson
- Salon makeup artist or beauty clinic

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30 p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 38 weeks = 9 months

Maximum time frame = 42 weeks

Evening Session -5 hours a day, 4 days a week= 48 week= 11 months

Maximum time frame=50 weeks

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|--|
| a. Lectures | e. Practical, Clinic and Theory Worksheets |
| b. Illustrations | f. Written, Practical and Clinic Evaluations |
| c. Practical Demonstrations | |
| d. Clinic | |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$6,295.00

Make-Up Specialist
900 hours/24 credits

Course No.	Units	Theory	Practice	Clinic	Total hours	Credits
First semester						
EM601	1- Orientation and History of Makeup	10	0	0	10	
	2- Projection and professional image of the makeup artist and human relations	10	5	0	15	
	3- Sterilization and Sanitizing	10	5	0	15	
	4- Physiology, analysis and histology of the skin	10	10	0	20	
	5- Cosmetic chemistry and preparation of the skin for cleansing	10	20		30	
	6- Hair removal	10	15	0	25	
	7- Color Harmony	10	20	0	30	
	8- Characteristics and shape of the face	10	10		20	
	9- Organization of area	5	5	0	10	
	10- Casual Makeup	10	20	20	50	
Total		95	110	20	225	6
EM602	11. Special occasion makeup	10	30	25	65	
	12- Mature skin make-up	10	30	25	65	
	13- Total Look Young Girl	10	25	30	65	
	14- Photography Makeup	10	10	10	30	
Total		40	95	90	225	6

Second Semester						
EM603	15- Bridal Makeup Workshop/ Confection of accessories	15	35	30	80	
	16- Theatre and Television	15	30	30	75	
	17- Body and mural Painting	15	30	25	70	
Total		45	95	85	225	6
EM604	18- Avant Garde	10	35	30	75	
	19 Air brush	15	40	25	80	
	20 Permanent makeup	25	25	20	70	
Total		50	100	75	225	6
Total		230	400	270	900	24

Program Description Make-Up Specialist

EM 601- Orientation and history of makeup, Projection and professional image of the artist and human relations, Sterilization and sanitizing, Physiology, analysis, histology of the skin Cosmetic Chemistry and preparation for skin cleansing, Hair removal, Color Harmony, Characteristics and shapes of the face, Organization of area, Casual Makeup.

Completed the study, practice and clinics students will be able to: recognize and identify the evolution of the products through the history of makeup, they will have a positive image that will help them reach professional success. They will observe the methods of sterilization and sanitation in the work area. They will explain the importance of the skin and how does the makeup chemistry influence on it.

They will demonstrate mastery in the manipulation of skin cleansing and removal of unwanted superficial hair. The students will select the adequate tones of eye shadows using color harmony. They will recognize the different facial shapes and how to correct them. Also, they will organize correctly the work area where they will perform techniques of casual makeup.

225 hours (6 credits)

EM 602- Special occasion make-up, Mature skin makeup, Total Look young girl makeup, Photography makeup

Concluded the study, practice and clinic the students will be able to perform special occasion makeup following the techniques of eye shadow application and contouring on a client. They will apply the techniques of color blending depending on the type of makeup. They will identify the eye shadow tones depending on the client's age to do a mature skin makeup. They will perform a total look for young girls depending on the occasion.

They will execute and demonstrate competence when realizing makeup for photography.

225 hours (6 credits)

EM 603- Bridal makeup workshop / Confection of accessories, Theater and television, Body and mural painting

Completed the study, practice and clinics the students will be able to create accessories for brides. They will execute makeup for a bride considering the techniques of highlight and shadow in the creation of the makeup. Also the students will apply the blending technique in the execution of makeup for television. They will create partial and complete body paintings translating a concept on the body demonstrating abilities in body painting.

225 hours (6 credits)

EM 604- Avant Garde, Air brush, Permanent makeup

Completed the concepts of the theory, practice and clinics the students will be able to execute satisfactorily the services of an avant garde makeup. They will apply modern techniques of avant garde. Also the students will be able to perform modern techniques like makeup with air brush. Finally they will perform permanent make-up improving the models eyebrows, eyelids and lips with this fabulous technique.

225 hour (6 credits)

Make-Up Specialist Equipment and Policy**MAKE-UP SPECIALIST**

- _ Beauty Student Carry All Bag
- _ Hair Removal Kit
- _ Eyeshadow Set
- _ Large Make-Up Brush Set
- _ Eyelashes (Pkg of 5)
- _ Individual Eyelashes
- _ Make-Up Cape
- _ Cosmetic Wedges
- _ Eyeshadow Applicators (Pkg of 12)
- _ Mascara Applicators (Pkg of 12)
- _ Lipstick Applicators (Pkg of 12)
- _ Light Contour Stick
- _ Dark Contour Stick
- _ Translucent Loose Powder

In order to receive the equipment it is necessary to:

- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

FACIAL, CORPORAL ESTHETICS AND MAKE-UP
1350 hours/36 credits

The curriculum includes everything related to facial aesthetic care, aimed at maintaining the skin in normal conditions and preventing and correcting skin aging and all the wide range of non-pathological anesthetic problems presented by the skins; The body care to maintain or recover the balance and beauty of the body; Makeup in its different facets: day, afternoon, night, advertising, cinema, TV, etc; Hair removal superfluous and manicure-pedicure. Our faculty are properly qualified and comply with state regulations.

Program Objectives

Offer a program of facial, corporal, esthetic and makeup where our students (men and women) are trained in a specialized way through the study and practice of skin care. We will provide through this program another opportunity for our graduates to obtain another source of income.

Upon completion of their training the students will be able:

Enter the world of makeup at a basic entry level.

Upon completion of the program, students will be able to enter the vast field of employment that includes the content of the program

With this program students will be able to recognize and/or successfully implement the rules and techniques of famous artists in this field.

At the end of the program students are expected to be able to perform all the skills of a true makeup artist.

Students will be able to project a personal image and personality of a makeup professional.

Students will be able to guide their clients, according to their needs and conditions, in what to use, when and where.

Occupations that a graduate of this program may take on:

Once graduated from this program they may perform the following careers:

- Aesthetician
- Make-up artist for television, theater and others
- Make-up product demonstrator
- Make-up product salesperson
- Salon makeup artist

Class schedule:

Classes are held from Monday thru Thursday at the following time:

- Daytime session from 7:30 a.m. - 2:30 p.m.
Break 9:00 a.m. - 9:15 a.m. Lunch 11:30 a.m. - 12:30 p.m.
- Night session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time

Daytime Session - 6 hours a day, 4 days a week= 56 weeks = 14 months

Maximum time frame = 62 weeks = 16 months

Evening Session -5 hours a day, 4 days a week= 67.5 week= 17 months

Maximum time frame=75 weeks = 19 months

Graduation Requirements

In order to complete the program, the student must complete all hours in which the student was contracted for on the enrollment agreement with a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress the student is awarded a diploma.

Language: The program is taught in Spanish only.

Program Format

- | | |
|-----------------------------|--|
| a. Lectures | e. Practical, Clinic and Theory Worksheets |
| b. Illustrations | f. Written, Practical and Clinic Evaluations |
| c. Practical Demonstrations | |
| d. Clinic | |

Grading System

Each student will be assessed through theoretical exams, practical and clinical work. The theoretical, practical and clinical work will be evaluated using a rubric designed by the institution for each unit of study. Emma's Beauty Academy is governed by a numerical grading system. The following is the table of the numerical grading system that is used to measure the students' academic progress in each unit's theoretical exams, practical and clinical work.

90-100%	Excellent	A
80-89%	Good	B
70-79%	Satisfactory	C
60-69%	Unsatisfactory	D
00-59%	Failed	F

Student Records: All student records will be kept on file for a period no less than five years. The students' academic progress reports and attendance reports are kept permanently.

Admissions Requirements: To be admitted to the Master Coiffure program, the applicant must have a High School diploma or general Equivalency Diploma (GED) and have obtained a degree in Cosmetology.

Cost of Program: Tuition is \$9,200.00

FACIAL CORPORAL ESTHETICS AND MAKEUP CURRICULUM
1350 hours/36 credits

No. Course	Units	Theory	Practice	Clinical Practice	Total Hours	Credits
First Semester						
EST 401	1- Drug education	10	0	0	10	
	2- Personal and Professional Progress	15	15	0	30	
	3- History of Beauty, Makeup & Cosmetics	15	0	0	15	
	4- Dietetic Notion	30	15	0	45	
	5- Bacteriology, Health and Sterilization	15	20	0	35	
	6- Beauty Institute, Facilities and Equipment	25	0	0	25	
	7- The Electricity in Aesthetics	5	0	0	5	
	8- Aromatherapy and Music Therapy	25	15	0	40	
	9- Anatomy and Physiology I	20	0	0	20	
Total		160	65	0	225	6
EST 402	10- Anatomy and Physiology II	100	0	0	100	
	11- Morphology and Physiology of the Skin: Cutaneous Pathology	125	0	0	125	
Total		225	0	0	225	6
Second Semester						
	12- Cosmetics	25	0	0	25	
	13- Makeup Removal	15	25	0	40	
EST 403	14- Hair Removal: face and body	20	55	0	75	
	15- Recognition Methods for skin examination	20	10	0	30	
	16- Targeted Treatments according to Skin Type I	20	35	0	55	
Total		100	125	0	225	6

EST 404	17- Targeted Treatments according to Skin Type II	20	40	0	60	
	18- Facial Massage	20	55	0	75	
	19- Knowledge of Body Massage: Movements and Techniques I	20	70	0	90	
Total		60	165	0	225	6

Third Semester						
EST 405	20- Knowledge of Body Massage: Movements and Techniques II	20	45	0	65	
	21- Special Treatments	25	55	0	80	
	22- Makeup and Cosmetics I	10	20	0	30	
	23- Manicure y Pedicure SPA	15	35	0	50	
Total		70	155	0	225	6
EST 406	24- Makeup and Cosmetics II	10	40	0	50	
	25- Permanent makeup	10	25	0	35	
	26- Commercial orientation and Administration	30	0	0	30	
	27- Clinical Practice	0	0	110	110	
Total		50	65	110	225	6
Total		535	455	90	1,350 hrs	36

Program Description Facial, Corporal Esthetics and Make-Up

EST 401- Drug education, Personal and Professional Progress, History of Beauty, Makeup & Cosmetics, Dietetic Notion, Bacteriology, Health and Sterilization, Beauty Institute, Facilities and Equipment, The Electricity in Esthetics, Aromatherapy and Music Therapy, Anatomy and Physiology I

Completed the study and required practices students can identify problems, effects and impact of drugs in our society. They will develop the essential elements for personal and professional development. They acquire knowledge about the history of beauty, its importance, advantages and evolution. Develop knowledge of nutrition for good health dietary notions. They can recognize and identify the types of bacteria, growth and reproduction, sterilization methods suitable for a cab. They will identify various equipments, objects and their uses. They will know the different kinds of electric current used by the equipments and the importance of it in esthetics. They will recognize how to achieve total relaxation with oil and music to convey tranquility and peace to customers and eventually may identify the terminology and concepts of anatomy and physiology successfully.

225 hours (6 Credits)

Pre- requisite EST 401

EST 402- Anatomy and Physiology 11, Morphology and Physiology of the Skin: Cutaneous Pathology

Concluded the study students will identify all systems, know the structure and production of human cells, and how they are influenced in body and facial esthetics and finally know and identify parts of the skin, its structure, the different diseases that attack and how they can be dealt with by the esthetician.

225 hours (6 Credits)

EST 403- Cosmetics, Makeup Removal, Hair Removal: face and body, Recognition Methods for skin examination, Targeted Treatments according to Skin Type I

After the completed study and finished demonstrations and practices students can recognize different cosmetics, their importance and composition for esthetics, performing different tasks, peeling, biological products, brushed, mask and facial removal and body waxing following proper safety measures. Identify and analyze the different types of skin abnormalities and adequate apparatus to recognize the different types of skin and finally will be able to offer deep cleaning for different skin types successfully.

225 hours (6 Credits)

Pre- requisite EST 403

EST 404- Targeted Treatments according to Skin Type 11, Facial Massage, Knowledge of Body Massage: Movements and Techniques I

Completed the study, demonstrations and practices students will perform the entire procedure of the specific treatments depending on skin type. They acquire skills and agility in their hands to do a massage and finally, recognize the concepts, movements and techniques of body massage successfully.

225 hours (6 Credits)

Pre- requisite EST 404

EST 405- Knowledge of Body Massage: Movements and Techniques 11, Special Treatments, Makeup and Cosmetics I, Manicure y Pedicure SPA

Completed the study and demonstrations, the students will carry out related practices of the different types of body massages. They will adapt the concepts and identify different skin problems, origin and possible solutions, for example, cellulite, muscle flaccidity, skin elasticity or childbirth stretch marks, obesity, acne on the back, firming of the breasts and stimulus of the muscle in special treatments and finally recognize the history of makeup and cosmetics, origin, evolution, casual, night and fantasy makeup techniques.

225 hours (6 Credits)

Pre- requisite EST 405

EST 406- Makeup and Cosmetics II, Permanent makeup, Commercial orientation and Administration Clinical Practice

Concluded the study, clinical practice, the students will identify and do the different makeup techniques like fantasy, film, TV and theater using the adequate products and security measures. They will identify the state requirements and regulations for the operation of their business and correct orientation for effective administration and finally carry out successfully in the clinical practices everything learned in the program.

225 hours (6 Credits)

Facial, Corporal Esthetics and Make-Up Equipment and Policy

FACIAL, CORPORAL ESTHETICS AND MAKE-UP EQUIPMENT

Student Wax Kit

- _ Wax Warmer
- _ Wax
- _ Wax Applicator
- _ After Wax Cooling Gel
- _ Moisturizer
- _ Wax Remover

Body Brush Kit

- _ Mask Applicator Brush
- _ Corporal Treatment Brushes

Pedí Feet Kit

- _ Pedi Soak
- _ Pedi Cure
- _ Pedi Care
- _ Pedi Scrub
- _ Callous Off
- _ Pedi Sander

Postquam Basic Kit for Normal or Sensitive Skin

- _ Cleanser or Milk for Normal Skin
- _ Toner or H2O for Normal Skin
- _ Oxygenated Peeling for Normal Skin
- _ Hydrating Mask for Normal Skin
- _ Hydrating Cream for Normal Skin

_ Beauty Student Carry All Bag

In order to receive the equipment it is necessary to:

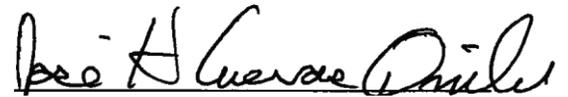
- Have the payment plan up-to-date
- Have all the scheduled hours approved the day the equipment is handed in.
- The institution will give the equipment in stages, depending on the curriculum or needs.
- The student is responsible for the care of his / her equipment.
- The institution is not responsible for equipment stolen, lost, broken or mutilated.
- The student will check the equipment that is in good condition before leaving the supply room.
- When using the equipment and it is defective, it must be returned immediately to the supply to comply with the warranty of 60 days given by the company to which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be borrowed to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing the books. The institution does not provide the service of book sales.

RIGHT TO AMEND THE CATALOG

The board of directors of Emma's Beauty Academy reserves the right to amend this catalog. These changes will be published and distributed by the institution and will appear as an official catalog annex.

APPROVAL OF THE CATALOG

I certify that the Board of Directors of Emma's Beauty Academy has approved this catalog and will be valid from September 1, 2017 to September 1, 2018.

A handwritten signature in black ink, reading "Jose H. Cuevas Quiles". The signature is written in a cursive style with a horizontal line underneath the name.

Jose H. Cuevas Quiles
President

Table of Contents

Message from the Academic Director	1
History of Emma's Beauty Academy	2
Administration and Academic Personnel	5
Licenses and Accreditation	6
Mission and Objectives	7
Guidance and Demands of the Profession	8
Academic Calendar	9
Physical Facilities and Equipment	10
Admissions Department	11
Student Right to Know Policy	13
Non-Discrimination Policy	13
Policy of Institution Free of Drugs and Alcohol	13
Self-Medication Policy for Patients with Asthma	13
Anti-Hazing Policy	13
Vaccination Policy	14
Uniforms Policy	14
Registrars Department	15
Policy for the use of the Social Security Number	16
Satisfactory Academic Progress Policy	16
Leave of Absence Policy	19
Graduation Requirements	20
Probation Policy	21
Termination Policy	22
Information for Students Receiving Educational Benefits from the Veteran's Administration	24
Financial Aid Department	26
Bursars Department	27
Termination Policy	28
Refunds Policy	28
Credit Balances	31
Tuition and Fees	32
Student Services	33
Educational Policy	34
Complaints Procedure	35
Requirements of the State and Examining Boards	36
Copyright Act of the U.S.A	37
School Bullying Protocol	37
Policy on Campus Security Act	39
Sexual Harassment Policy	39
Other Publications Listing	40
Cosmetology	41
Curricular Content	43
Program Descriptions	45
Equipment Policy	46
Master Coiffure	48
Curricular Content	50
Program Descriptions	52
Equipment Policy	53
Barbering	54
Curricular Content	56
Program Descriptions	57
Equipment Policy	58

**Table of Contents
(continued)**

Master Barber Stylist	60
Curricular Content	62
Program Descriptions	63
Equipment Policy	64
Nail Technician	65
Curricular Content	67
Program Descriptions	69
Equipment Policy	70
Make-Up Specialist	71
Curricular Content	73
Program Descriptions	75
Equipment Policy	76
Facial, Corporal Esthetics & Make-Up	77
Curricular Content	79
Program Descriptions	81
Equipment Policy	82
Right to Amend Catalog	84
Catalog Approval	84