EMMA'S BEAUTY ACADEMY

Institutional Catalog

July 1, 2026

Message from the Academic Director

Welcome to Emma's Beauty Academy! I am pleased to present this Institutional catalog designed to provide you with the widest information related to our academic, administrative and teaching services. I know that every day you spend at Emma's Beauty Academy will be one of achievements, satisfactions and joys, which you will obtain by going step by step reaching the goals that you set for yourself. Our qualified staff awaits you to offer you a unique experience in an educational environment of excellence, consistent with our mission to prepare graduates for careers in the art and science of beauty, meeting market demands and thus making it easier for them to obtain a job in the beauty industry.
We urge you to read this catalog and access our website, www.ebajuanadiaz.com, for more information on our educational programs, available financial aid, and other services. You can follow us through social networks on “Facebook” and “Instagram.

Thank you for selecting us as your study center, Emma's Beauty Academy, "creating prestigious beauty specialists".

Iris Cotto Dones
Directora Académica

HISTORY OF EMMA'S BEAUTY ACADEMY

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

On April 8, 1998 the Academy was acquired by the Corporation Mar Caribe Training Center, whose president is José H. Cuevas. Emma’s Beauty Academy has been accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) since 1986.

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!

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Administration and Academic Personnel

Cuevas Quiles, José H.	President
Cuevas Ramos, Militsa I.	Vice President of Operations
Montalvo López, Sandra	Fiscal Officer/Human Resources Director Accountant
Valenzuela Rivera, Michelle	Bursars Officer
Torres Flores, Wanda R	Admissions Director
Mercado Vélez, Luz	Recruiter
Vega Noemi	Recruiter
Torres García, Emicely	Receptionist/Administrative Assistant
González Calderón, Kenia N.	Marketing Coordinator/Admissions Administrator
Vélez Rios, Myriam I	Registrar
González Collazo, Nitza	Registrar Officer
Feliciano Rodríguez, Geraldo N.	Placement Officer
Cuevas Ramos, Meredyth	Financial Aid Director
Martínez Dilán, Ubaldo	Financial Aid Officer
Quiñones Cardona, Marangelie	Financial Aid Administrator
Mendoza Cartagena, Efraín	Facilities Asistant
Pending	Librarian
Cuevas Cintrón, Amarilis	Professional Counselor
Cotto Dones, Iris	Academic Director
De La Cruz Sánchez, Michelle D.	Assistant to Academic Director
Torres Santiago, Edna I	Support Resource/Substitute Teacher
Alvarado Padilla, Nayda I.	Facial, Corporal Esthetics and Make-Up Professor
Aponte Estremera, Jonathan.	Barbering Professor
Arroyo Rivera, Kristian	Barbering Professor
Colón Díaz, Maricely	Nail Technician Professor
Gracia Pérez, Israel	Make-Up Specialist Profesor
Ortiz Casiano, Jessamine	Facial, Corporal Esthetics and Make-Up Professor
Ramírez Arroyo, Joseph A.	Barbering Professor
Rivera Amaro, Samuel	Barbering Professor
Rivera Cuevas, Axel A.	Master Barber Stylist Professor
Sánchez González, Ana L.	Cosmetology Professor
Santiago Torres, Angel	Barbering Professor
Santiago León, Marilyn	Master Coiffure Professor
Santiago Medina, Félix G.	Cosmetology Professor
Santiago Torres, Gadiel	Barbering Professor
Valentín Morales, Ixlianis	Nail Technician Professor
Vega Castro, Michelle	Nail Technician Professor
Zayas Torres, Carmen L.	Nail Technician Professor

LICENSES AND ACCREDITATIONS

Emma's Beauty Academy of Juana Diaz possesses:

- License to operate issued by the Board of Post-Secondary Institutions
- 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
Telephone: 1-703-600-7600
Fax: 703-379-2200

Board of Post-Secondary Institutions
PO Box 9023271
San Juan, P.R. 00902-3271
Telephone 787-722-2121

In-Person Learning Programs Offered by the Institution:
Make-Up Specialist 900 Clock Hours/30 Credits
Cosmetology 1,350 Clock Hours/45 Credits
Barbering 1,350 Clock Hours/45 Credits
Master Coiffure 1,350 Clock Hours/45 Credits
Master Barber Stylist 1,350 Clock Hours/45 Credits
Nail Technician 1,350 Clock Hours/45 Credits
Facial, Corporal Esthetics and Make-Up 1,350 Clock Hours/45 Credits

Programs Currently NOT being offered by the Institution:
Hybrid Learning Programs:
Cosmetology 1,350 Clock Hours/45 Credits

STATEMENT OF EDUCATIONAL SERVICES TO VETERANS

Emma's Beauty Academy is approved by the Veterans Educational Services Approving Agency to provide academic training to veteran, military and/or dependent students under the various GI Bill® programs. "GI Bill®" is a registered trademark of the Department of Veterans Affairs (VA). Eligible students who wish to enroll and receive the available educational benefits must submit their applications through the Department of Veterans Affairs (VA) portal and then Contact the Registrar's Office for more guidance.

MISION

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.

OBJETIVES

- Provide students with the knowledge and manual skills for careers in the arts and sciences of beauty, so they may be competent to meet employability standards. In the Barbering and Cosmetology programs, we prepare them to take their licensing exams with the Examining Board.
- 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:

- Incur in economic expenses during the student role.
- You must practice and comply with current safety, sanitation, sterilization, and professional licensing laws and regulations.
- 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
- Have proper treatment when addressing the public
- 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 think of 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 technical 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.

Emma's Beauty Academy would like to advise students interested in taking any beauty program to take these factors into account before making the final decision to study any of our programs. After completing the 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 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 program begins an academic calendar is prepared, indicating the date in which each term is to start. The academic calendar is posted in the classroom. The holidays listed below are observed:

2026-2027

Month	**Celebration**
July 4	Independence Day
July 20-23	Summer Recess
July 25	Constitution Day
July 27	José de Diego’s Birthday
September 7	Labor Day
November 23-26	Thanksgiving Recess
December 21- January 8, 2027	Christmas and New Year Recess
January 18	Martin Luther King
February 15	Presidents' Day
March 22	Abolition Day
March 25-26	Good Thursday & Friday (Holy Week)
May 31	Memorial Day
June 19	Juneteenth

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. Our offices are open all week except Sundays and some holidays.

Class Schedule

Daytime Section (Full time programs):

7:30 a.m. to 2:30p.m.	Class hours Monday through Thursday
9:00 a.m. to 9:15 a.m.	Snack Break
11:30 a.m. to 12:3p.m.	Lunch Break

Evening Section (Part time programs):

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 2:30p.m.	Class hours
11:00 a.m. to11:30a.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

CANCELATIONS DUE TO INCLEMENT WEATHER

Cancellation and returns due to natural phenomena will be announced on Emma’s Beauty Academy’s Facebook page in addition to other official social media sites of the Institution. Closings and returns will be announced also on radio and television: Wapa TV, Wapa Radio and WKAQ Radio station. Canceled school days will be replaced on scheduled Fridays, with an availability of transportation.

PHYSICAL FACILITIES AND EQUIPMENT

Emma's Beauty Academy has two buildings in 9.7 acres of land that is distributed as follows:

Offices: Reception, Financial Aid Offices, Admissions Director, President, Accountant, Admissions Officers, Academic Directors Offices, Registrar and Bursars Office.

Rooms for: Classrooms: #100’s on main building; #200’s on additional classroom space (second building) and Clinical Practice (33), Library and Warehouse

Additional Amenities: Parking spaces for 500 vehicles, Activity and Dining Room, Maintenance Workshop and 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, massage tables, massage chairs, foot spa, and esthetics equipment

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, televisions, video recorders, books, DVDs, laptops, projectors, projection screens, internet and others. In addition, we have a cybernetic area.

LOCATION

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 Road 592
Juana Díaz, 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 are our institutional policies enforced by the Admissions Department.

Admission Requirements for all Programs

- Complete admissions application.
- Pay $25.00 non-refundable application fee.
  A. Any applicant who is not accepted by the institution will 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 business days of having signed the enrollment agreement, all monies paid will be refunded within three (3) business days of cancellation date except the 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 days of having signed the enrollment 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.
- Minimum age – 16 years old as long there is evidence of having completed high school or GED.
- The institution's admission policies require that each student meet one of the following:
  Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
- In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
- For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Birth Certificate.
- Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
- Provide a copy of current government issued photo ID or photo 2X2.
- Provide a copy of a current Social Security Card.

Additional Admission Requirements for the Master Coiffure program

- Evidence of having completed the Cosmetology, Barbering or Master Barber Stylist program to enter the Master Coiffure program, or evidence of having your license as a Beauty Specialist or Barber. People with Saturday course certificates are not eligible for admission to this program. Explanatory note: this course is not conducive to Beauty Specialist licensure.

Additional Admission Requirements for the Master Barber Stylist program

- Evidence of having completed the Barber or Master Coiffure program to enter the Master Barber Stylist program, or evidence of being licensed as a Barber.
  People with Saturday course certificates are not eligible for admission to this program. Explanatory note: this course is not conducive to Barbering licensure.

Note: All Programs are taught in Spanish.

Admissions Procedures for Ability-To-Benefit Students (ATB)

A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution for Admissions Procedures for Ability to Benefit Students (ATB). Students who choose this alternative are not eligible for Title IV funds (Pell, FSEOG) unless the student had received Title IV funds prior to July 1, 2012.

In order to be admitted on the basis of his/her ability to benefit, a student must complete either:

- Prior to admission, complete a nationally recognized, standardized, or industry developed test that measures the applicant’s aptitude to successfully complete the program to which he or she has applied, or
- For programs of 600 clock hours or more, after enrollment, satisfactorily complete 225 clock hours. The student who uses this alternative (ATB) must provide a credit transcript to prove eligibility and comply with all the other Admission Requirements.

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 applied 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 2% discount
- For Third program receives 5% discount
- For Fourth program 5% 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 5% discount from the total tuition cost. In cases where the student discount is greater than the balance, such balance will be condoned.

Readmission Policy

Any student who previously attended Emma's Beauty Academy will complete a readmission process by paying an application fee of $25.00, completing the form provided at the Registrar's Office and a new enrollment agreement. The student will be readmitted in the same Satisfactory Academic Progress status in place at the time of the withdrawal.

Students who have spent more than two years away from the Institution in an accredited program can apply for clock hours 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.

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 transfer policy establishes that transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Student Academic Progress evaluation periods are based on actual contracted hours at the institution. Emma’s Beauty Academy does not recruit active students from other institutions. However, students that wish to transfer from a different institution to Emma's Beauty Academy will have their attempted and completed hours and coursework clock hours evaluated from an institution that is accredited by an entity recognized by the United States Department of Education. These students must request an official academic transcript from the institution previously attended to be submitted to our Admissions Office, before being accepted. We can only accept program 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%. All transfer students are subject to realizing a minimum residence at our Institution equivalent to 75% of the total program.

Student Right to Know Policy (Graduation, Placement and Licensure Statistics)

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", reports its retention and graduation rates November 30 of each year. These rates are the result of the annual report submitted to our accrediting agency NACCAS.

Non-Discrimination Policy

Emma's Beauty Academy admits students without regard to sex, race, age, color, ethnic origin, religion, nationality, disability, sexual preference or political ideas, gender identity, social condition, political affiliation, being a victim or perceived as a victim of domestic abuse, sexual aggression, or stalking, for serving or having served in the US armed forces, or by being a veteran, or any category protected by law. This policy of nondiscrimination also applies in considering candidates for employment in the institution.
In that sense, all students have the same rights and privileges to participate in programs and activities available to students.
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.

Title IX Coordinator

Title IX requires that each school district or institution have a Title IX Coordinator to whom concerns or complaints of sex discrimination can be raised.
The data of the person designated by the Institution as Title IX Coordinator and contact information for assistance:

Sra. Iris Cotto Dones, Academic Director, Emma's Beauty Academy.
Sra. Michelle De La Cruz, Assistant to Academic Director
Email: icotto@ebajuanadiaz.com
mdelacruz@ebajuanadiaz.com

Offices: Academic Director Office
Assistant to Academic Director Office
Telephone: 787-837-0303 Ext.125. Ext.117

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 I 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 or any of its activities. As an institutional norm, possession, consumption or sale of alcoholic beverages on the premises of the Institution or at any of its activities is also prohibited, as well as to attend under the influence of alcohol and/or drugs, which is applicable to both students and employees. Breach of rules or regulations established by the Institution, may result in expulsion.
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.

Student Bill of Rights

The fundamental right of every student at Emma's Beauty Academy is to get educated and enjoy an education that fosters the full development of their personality, the scope of occupational skills in those professions they have selected and the strengthening of human rights.

Every student has the right to:

1. Be treated with the respect that every human being deserves.

2. Receive a high- quality education that allows them to obtain a preparation in the area of beauty.
3. Receive training in an educational and safe environment.
4. Request and receive information on the financial aid available, as well as other information related to the financial area.
5. Request from the beginning of the admission process all the support services available for students with special needs.
6. Reasonable accommodation according to their needs, as established in Law 51-1996.
7. That the teachers present and discuss the units at the beginning of each term.
8. Receive academic support according to their need.
9. Receive instructional material for a program in which the teacher has been absent.
10. Express freely their ideas and opinions, as well as disagree with those of their educators, as long as it is done within a framework of respect.
11. Receive grades based on academic achievement and compliance with the hours required to pass the program.
12. Receive a fair evaluation of their academic work by their professors and in accordance with the criteria established in a rubrics system.
13. Be evaluated through written exams, oral exams, projects, reports or any other another modality
14. Know the results of the exams and tests to which they are submitted, within a reasonable term of time, preferably no longer than a week.
15. Examine and review the work that is required, duly corrected and marked.
16. Request a review of the grades obtained with the professor or before the Academic Director if the request by the professor was not attended.
17. Meet with the professors outside of the classroom, in hours previously coordinated, to clarify doubts and request guidance in related matters of the units and their difficulties. The student and the professor will examine any aspect of the academic unit under study at a mutual level of respect and responsibility
18. Carry out activities that promote their integral development with the approval of the Academic Office or Office of the Dean of Students.
19. Participate in activities organized in the Institution in which personal and professional development is promoted, their leadership skills, planning and creativity in social interaction with their fellow students and the community.
20. To be notified of any action against them regarding the deviation or non-compliance of policies or institutional norms, the evidence on which they are based, and to be given the opportunity to present their version of the facts.
21. Any information regarding the student's file, will be available only for the use of people authorized by Emma's Beauty Academy. Out of this will have to be with the consent of the student or by court order (Supine). See FERPA Law.
22. Receive a diploma and credentials in accordance with the programs and whose general average is 70% (2.00 points) or more and complete the hours required in the program.

Reference: "The Student Rights Charter" Act No. 195 of August 22, 2012, as amended

Passport to Post-secondary Institutions Act (Law 250-2012)

Emma's Beauty Academy is committed to offering equal opportunities to all individuals who are part of or interested in being part of their student community. Likewise, recognizes the importance of maximizing the potential of it's students and preparing them for the beauty industry for which it recognizes and complies with its obligations under the Americans with Disabilities Act of 1990 (ADA Law), the Rehabilitation Act of 1973, Law 250 of 2012 called the Reasonable Accommodation Post-Secondary Passport Act and other laws applicable to people with disabilities.

Our Institution does not exclude participation, deny benefits, or discriminate against any person by sex, race, age, color, ethnic origin, religion, nationality, disability, sexual preference or political ideas, gender identity, social condition, serving or having served in the US armed forces, or by being a veteran, or any category protected by law.

Procedure for Reasonable Accommodation

Emma's Beauty Academy establishes the procedure for requesting reasonable accommodation services in accordance with the Family Educational Rights and Privacy Act (FERPA), among others, and the Institution will ensure that all the data of students with disabilities are handled confidentially.

1. Respects the independence, rights and dignity of students with disabilities, therefore, self-identification and / or requesting reasonable accommodations is totally voluntary.
2. The reasonable accommodation can be processed at any time during the academic term, but it is

recommended that it be done at the beginning of it.
3. The Student will request and provide the required documents to their Vocational Rehabilitation Counselor or Technician.
4. The rehabilitation counselor, professional counselor or designee will write the reasonable accommodation letter.
5. The student will be responsible for delivering the accommodation letter reasonable to the Academic Director.
6. The accommodations that will be provided will be discussed with the student.
7. The accommodation will be effective once the professor receives the reasonable accommodation letter.
8. The professor is responsible for complying with the student's reasonable accommodations.
9. Any doubt, question or situation with reasonable accommodation, the student should visit the Office of the Academic Director.
10. Reasonable accommodations are honored as long as they are not burdensome for the Institution.

Any applicant who is interested in being admitted to Emma's Beauty Academy must meet the admission requirements of the program they wish to enter and apply for admission under the regular process established in the institution.

After having applied under the regular process of admission and having received from the Office of Admissions the regular application for admission, the student with a disability will have access to the extended admission process, required of post-secondary institutions under Act 250 of Post- Secondary Passport for Reasonable Accommodation.

Procedure to Request Extended Admission

The extended admission is established in compliance with Act No. 250 of 2012, the Reasonable Accommodation Post- Secondary Passport Act. Extended admission is a system to expand the regular admissions process, in such a way that the university academic potential of the person with disabilities can be identified for admission. The extended admission process will use as a basis the Reasonable Accommodation Post-Secondary Passport or in its absence the last Individualized Educational Program (PEI), (public and private institutions) of the student and / or updated documentation that shows that its academic record does not reflect exactly his abilities to be successful.

Process to File Complaints

For the filing of complaints, the student must go to the Office of the Dean's Office or may visit the Academic Director to be oriented in relation to procedure for filing them. This will be attended according to the Procedure for the investigation of complaints, established in the Institution.

Self-Medication Policy for Patient 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.

Procedural Policy Aimed at Allowing Students to Administer Their Own Asthma Medications.

For a student, under twenty-one (21) years of age and an asthma patient, to be able to self-administer the medications for the treatment of the referred illness in the facilities of Emma's Beauty Academy, the following requirements and procedures must be met:

1. Submit a written authorization signed by a duly licensed medical doctor, certifying that the student has been diagnosed with asthma and is able to self-administer the prescribed medications for the treatment of the referred disease.
2. The written authorization must also contain verification by the student's physician that the student has demonstrated ability to administer asthma medications safely and effectively, and that the student understands that if the symptoms do not improve once the medication is administered, he/she must go to the Academic Director or the Dean of Students.

3. The written authorization must also be signed by the parent or guardian of the student, and must include the expressed permission of the parent or guardian that the staff of the Institution can provide or procure, as the case may be, emergency treatment to the student.
4. Medications must be in the original container, labeled with the prescription.
5. The parent or guardian of the student shall be required to submit a written document under which Emma's Beauty Academy and its employees are relieved of all responsibility for their intervention or supervision of the student that administers the asthma medication.
6. If the student requires respiratory therapy, the student will bring their equipment for therapy.
7. The student will notify the Academic Director or Dean of Student of their interest in providing the therapy.
8. The Institution will provide the area to administer the treatment in office number seventeen (17).
9. Information related to the medical condition of the student must comply with the provisions of the federal law known as "Family Education Rights and Privacy Act of 1974", as amended, 20 USC § 1232g, which regulates the disclosure of information contained in the student records.

The Academic Director of the institution and the Office of the Dean of Students will be responsible for supervising the implementation of this protocol.

Policy and Protocol for Students with Diabetes Type 1 and Type 2

This protocol is based on Law No. 199 of December 4, 2015, which establishes "the protocol to be followed in schools to attend, manage, treat and guarantee reasonable and adequate accommodation for elementary, middle and high school students, who are patients of Type 1 and Type 2 Diabetes: establishes the Public Policy of the

Commonwealth of Puerto Rico to prohibit discrimination based on the medical condition of these students; and for related purposes".

Diabetes Management Plan

1. Submit a written authorization signed by a duly licensed medical doctor, certifying that the student has been diagnosed with Diabetes and is qualified to self-administer the prescribed medications for the treatment of the referred disease.

2. The doctor will provide the Diabetes Medical Management Plan, a plan written by the health provider (Endocrinologist and Pediatric Diabetologist or Endocrinologist) that serves the student with type 1 and type 2 diabetes, in which the medical treatment related to diabetes is described. Type 1 and type 2 diabetes and the needs of the student.

3. Students will provide the Academic Director or Dean of Student with a copy of the Diabetes Medical Management Plan, which will include written instructions from the health provider, regarding, but not limited to:

(a) Self-management level of the student in relation to glucose monitoring and insulin administration;
(b) desired levels of glucose;
(c) glucose monitoring schedules;
(d) insulin administration schedules and the dose required;
(e) basal and bolus doses, if the student is a client who uses a pump of insulin;
(f) schedule and instructions for snacks, meals and physical education;
(g) symptoms and treatment of low or high glucose levels; and
(h) administration of glucagon in case of emergency.

4. The written authorization must also contain verification by the student's physician that the student has demonstrated ability to administer the medication safely and effectively, and that the student understands that if the symptoms do not improve once the student administers the medication, he/she should go to the Academic Director or the Dean of Students to activate 911 if necessary.

5. The student who requests an adequate and safe place to store the supplies (Insulin) will have a place

available for this purpose.

6. Medications must be in the original container, labeled with the prescription.

7. The parent or guardian of the student shall be required to provide a written document under which Emma's Beauty Academy and its employees are relieved of all responsibility for their intervention or supervision with the student's management of the medication.

8. Access to bathroom and water: It will be established that the student will be allowed to drink water and go to the bathroom, without restriction.

9. School Work and Exams: Any reasonable accommodation necessary for the student's good performance in the classroom and not limited by his or her condition will be established, but not limited to. It will be established that of the student having high or low glucose levels, as provided in the PMMD, before or during an exam, short test, oral report or other test method that requires the student to concentrate, the same will be replenished. at another time, without punishing the student. If the student must take a break to monitor their glucose, drink water, snack or go to the bathroom, they will be given additional time, without any sanction. From the student losing any class, instructions or material given in class due to his condition, the professor will replace it, without any sanction. If the student having absences or delays related to his condition; he will not be sanctioned.

10. Information related to the medical condition of the student shall comply with the provisions of the federal law known as "Family Education Rights and Privacy Act of 1974", as amended, 20 USC § 1232g, which regulates the disclosure of information contained in the student records.

11. In case the student is a minor, communication will be established with the parents, guardians or tutors where any emergency situation will be communicated.

In Case of Emergency

The student or person suffering from fainting because of their diabetes condition and has the following symptoms:

- Immediately notify the Dean of Student or the Academic Director (trained personnel) to handle the situation.
- The trained staff provides the necessary assistance to the student. In case to be necessary, the Emergency Management System (911) is called.
- Emergency Management will have control of the situation and the trained personnel of Emma's Beauty Academy will take the basic information of the paramedics, the ambulance identification number and where the client will be taken.
- The trained management staff notifies the parents or contact person of the student's status immediately.
- The trained personnel will prepare a report with the details of the situation occurred (within the first 24 hours).
- The Dean of Student or the Academic Director will follow up on the student's health status.

Filing a Complaint

Any student discriminated against based on their type 1 and type 2 diabetes disease may exercise an action for damages against any natural or legal person who incurs in the discrimination contemplated in this Law. Likewise, the parents, guardian or person in charge may file a complaint with the Board of Education of Puerto Rico.

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 21 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 21

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, (No older than 2 years from the date of issue). One of the main goals of this state law is to enable the Institution 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 https://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 for programs:

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, credit transcripts, student 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, certifies 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. The student has the right to review their institutional records at any time In the case that a parent/guardian is interested in reviewing a file (of an 18 years or older student), they must submit in writing anytime their desire to do so at the Registrar's Office. Only by written consent of the student and/or parent/guardians of dependent minors 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 Institution gives the authorization document to the student and/or parent/guardian, if a dependent minor, 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. The institution provides access to student files and other school records to its accrediting agencies.
4. 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.
5. 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 evaluate the record or records, be inserted in the files evaluated. This will protect both the institution and the official responsible, against lawsuits for alleged violations of the law.
6. 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 Ave., SW
Washington, DC 20202-5901

Institutional Policy Preservation of Student Records

Student Records

All student records will be kept on file for a period of no less than six (6) years. The students' academic progress reports and attendance are kept permanently. If the student cancels his/her enrollment (no show), his/her file will be kept by the Institution for one year. All student records are maintained and safeguarded against loss, theft, identity theft, or damage.

Students' Right under the FERPA Law

The student has the right to review their institutional records at any time. The student has the right to request that their academic records be amended. The student has the right to allow the disclosure of personal information contained in educational records, except in cases where FERPA authorizes the disclosure of information without consent.

The right to file a complaint with the U.S. Department of Education for alleged failures to comply with the requirements of FERPA.

Students do NOT have the right to inspect:

a. Confidential letters associated with admissions.
b. Financial information of the parents.
c. Information of grades or work of other students.

Document Preservation

Emma's Beauty Academy maintains a database system called SISTRELL. In this system, all the student's academic information is permanently collected, maintaining a backup system. The data related to the academic record of this, such as registration information, approved terms, cancellations, transcripts of credits, record of hours are kept in the database, from its admission to the Institution until the completion of the obtained program.

On the other, part, the Office of the Registrar physically guards each active academic record in locked security files. Inactive records are kept for a term of six (6) years or more in the file storage area.

Likewise, the offices of Financial Aid, Bursars, Admissions and Professors follow the same document preservation protocol.

Process to file a complaint

For the filing of complaints, the student must go to the Dean of Students Office or visit the Office of the Academic Director to be oriented in relation to the procedure for file the same. This will be attended according to the Procedure for the investigation of complaints, established in the Institution.

The student can write to:

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

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.

Attendance Policy

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 have to comply with the minimum attendance of 90% of the scheduled clock hours. Daily attendance is 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 must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%. Students incurring in excused/unexcused absences must complete the work and the necessary assignments before completion of each term to obtain Satisfactory Academic Progress.

An Administrative Withdrawal will be processed to any student who is absent for 14 consecutive days without requesting a Leave of Absence. The withdrawal date will be day 14 from the last day of attendance. In these cases, the stipulations of the institution's Withdrawal Policy are applied. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

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 pm – 5:00 pm Monday through Thursday
11:30 am - 12:30 pm Monday through Thursday
7:30 am - 5:00 pm Monday through Thursday, evening students only
8:00am – 5:00 pm Friday
8:00 am - 11:00 pm Saturday

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

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Emma's Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department Of Education. The Satisfactory Academic Progress Policy is established to comply with 34 CFR 668.34 of the "Federal Register" published on October 29, 2010.

In each academic term 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 (see probation policy)

The student must complete 100% of the required hours of the program within the stipulated time as agreed in the enrollment contract and 70% cumulative average to be considered a graduate. Any student who incurs in excused absences must make up the work, necessary assignments and requirements before the end of each term.

Academic Progress Evaluations

Quantitative Elements

The quantitative components requires that student must maintain a minimum cumulative attendance of 90 % in order to be considered maintaining satisfactory attendance progress. The quantitative measure of the time invested in the training received is defined in clock hours. One clock hour is defined as 50 minutes of instruction during a 60-minute period. One credit is equivalent to 30 clock-hours. At the end of the term an official evaluation is performed and a numerical grade is granted. To determine if the student has complied with Satisfactory Academic Progress the minimum average of attendance of 90% must have been met at the end of each academic term, 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 clock hours attended.

Qualitative Elements

The qualitative components require the student must maintain a minimum 70 % cumulative academic average of academic progress based on the Institution's grading scale. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 -100%	Excellent
80 - 89%	Very Good
70 - 79%	Satisfactory
0 - 69%	Unsatisfactory

The Institution evaluates the cumulative qualitative academic performance for the student to be considered as achieving Satisfactory Academic Progress. The student is required to obtain a 70% or more in the units (theory, practice and clinical) and to meet the minimum requirements of quantitative attendance of 90% or more of the 450 scheduled clock hours equivalent to 15 credits per academic term. The student will be provided with his/her Satisfactory Academic Progress Report upon finalizing each evaluation term. This will be at the end evaluation periods of 450/900/1350 scheduled clock hours.

Attendance Progress Evaluations

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame for Program Completion

The Maximum Time Frame in the academic years is based on the school's attendance rates. The student is allowed a maximum of 111% of the duration of the studied program to complete to completing 100 % attendance schedule. During this period, he/she has to achieve Satisfactory Academic Progress otherwise the non-approved term must be repeated. Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis. The student will be allowed to re-enroll in the program as a private student. The cost per term to be repeated is $8.89 per hour on 900 clock hour programs, and $8.76 per hour on 1,350 clock hour programs. The student's contract period will be extended by the number of hours taken in maximum time frame and such changes to the contract must be made on an addendum to the enrollment agreement, signed by all parties.

Table for the Maximum Time Frames

PROGRAM	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULE HOURS
Make-Up Specialist (Full Time 24 hrs./wk) - 900 Hours	41.63	999
Make-Up Specialist (Part Time 20 hrs./wk) - 900 Hours	49.95	999
Cosmetology (Full Time, 24 hrs./wk) – 1350 Hours	62.46	1499
Cosmetology (Part Time, 20 hrs./wk) - 1350 Hours	74.95	1499
Barbering (Full Time, 24 hrs./wk) - 1350 Hours	62.46	1499
Barberíng (Part Time, 20 hrs./wk) - 1350 Hours	74.95	1499
Master Coiffure (Full Time, 24 hrs./wk) - 1350 Hours	62.46	1499
Master Coiffure (Part Time, 20 hrs./wk) - 1350 Hours	74.95	1499
Master Barber Stylist (Full Time, 24 hrs./wk) - 1350 Hours	62.46	1499
Master Barber Stylist (Part Time 20 hrs./wk) - 1350 Hours	74.95	1499
Nail Technician (Full Time 24 hrs./wk) - 1350 Hours	62.46	1499
Nail Technician (Part Time 20 hrs./wk) - 1350 Hours	74.95	1499
Facial, Corporal Esthetics and Make-Up (Full Time 24 hrs./wk) - 1350 Hours	62.46	1499
Facial, Corporal Esthetics and Make-Up (Part Time 20 hrs./wk) - 1350 Hours	74.95	1499

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress upon completing the following evaluation periods according to **the scheduled hours**:

Program of 900 clock hours:
Make-Up Specialist

1st Evaluation period at 450 scheduled hours:
= Day time section (full-time) 24hrs per week, 18.75 weeks / 4.69 months.
= Evening section (part-time) 20hrs per week, 22.5 weeks / 5.62 months

2nd Evaluation period at 900 scheduled hours:
= Day time section (Full-time) 24hrs per week, 37.5 weeks / 9.38 months
= Evening section (part-time) 20hrs per week, 45 weeks / 11.25 months

Programs of 1,350 clock hours:
Cosmetology, Barbering, Master Coiffure, Master Barber Stylist, Nail Technician, Facial, Corporal Esthetics and Make-Up

1st Evaluation period at 450 scheduled hours:
= Day time section (full-time) 24hrs per week, 18.75 weeks /4.69 months.
= Evening section (part-time) 20hrs per week, 22.5 weeks / 5.62 months
2nd Evaluation period at 900 scheduled hours:
= Day time section (full-time) 24hrs per week, 37.5 weeks / 9.38 months
= Evening section (part-time) 20hrs per week, 45 weeks / 11.25 months
3rd Evaluation period at 1,350 scheduled hours:
= Day time section (full-time) 24hrs per week, 56.25 weeks / 14 months
= Evening section (part-time) 20hrs per week, 67.5 weeks / 17 months

The evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress.

Payment Periods Established with the US Department of Education for the purposes of Title IV funding.

Program of 900 clock hours:
Make-Up Specialist

1st Pell disbursement at the time of attendance
2nd at 450 completed hours = Day time section (Full-time) 24hrs per week, 18.75 weeks / 4.69 months
Evening section (Part-time) 20hrs per week, 22.5 weeks / 5.62 months

Programs of 1,350 clock hours:
Cosmetology, Barbering, Master Coiffure, Master Barber Stylist, Nail Technician, and Facial, Corporal Esthetics and Make-Up

1st Pell disbursement at the time of attendance
2nd at 450 completed hours = Day time section (Full-time) 24hrs per week, 18.75 weeks / 4.69 months
Evening section (Part-time) 20hrs per week, 22.5 weeks / 5.62 months
3rd at 900 completed hours = Day time section (Full-time) 24hrs per week, 37.5 weeks / 9.38 months
Evening section (Part-time) 20hrs per week, 45 weeks / 11.25 months

Evaluation Terms

Each student will be evaluated 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 study unit. Emma's Beauty Academy is governed by a numerical ranking system. The student must maintain accumulative average of 70% or more and 90% of the hours scheduled to be considered as meeting the minimum requirements of Satisfactory Academic Progress in each term. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit. Numerical grades are considered according to the following scale:

90 -100%	Excellent
80 - 89%	Very Good
70 - 79%	Satisfactory
0 - 69%	Unsatisfactory

Students are notified in writing of their Satisfactory Academic Progress upon finalizing each term. All reports will be completed within seven (7) business days following the established evaluation term (academic and attendance). 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. If the student, upon receiving his Satisfactory Academic Progress Report, does not agree with it, he/she has 10 school days to make his/her appeal with the

Academic Director.

Students are required to meet the minimum attendance (90% clock hours) and academic (70% academic average per term) requirements to be considered as maintaining and making Satisfactory Academic Progress until the next scheduled academic evaluation. The attendance percentage is determined by dividing the total hours accumulated by the number of hours scheduled. At the end of each evaluation period, the institution will evaluate whether the student has maintained at least 90% cumulative attendance since the beginning of the program, which indicates that, given that the same percentage is maintained, the student will graduate within the maximum time allowed. The student must maintain a cumulative average of 70% or higher, 100% contact hours, to meet graduation requirements.

Student Program

The student receives the printed enrollment detailing the dates of the corresponding term, curricular units, location of the classroom, schedule, and assigned teacher. The Registrar's Office keeps a copy on file in the student's record.

Academic Year

An Academic year is the amount of the academic work students enrolled in a program must complete each year, and the time period in which they are expected to complete it, as defined by the institution. The Institution operates all programs according to the following academic year: 900 clock hours to be completed in 37.5 academic weeks in full time programs and in part time programs in 45 academic weeks.

Program 900 contact /clock hours:
Make-Up Specialist

1st Evaluation period, 450 clock hours completed =
Day time (full-time) 24hrs per week, 18.75 weeks / 4.69 months.
Evening section (part-time) 20hrs per week, 22.5 weeks / 5.62 months
2nd Evaluation period, 900 clock hours completed =
Day time (Full-time) 24hrs per week, 37.5 weeks / 9.38 months
Evening Section(part-time) 20hrs per week, 45 weeks / 11.25 months

Programs 1,350 contact / clock hours:
Cosmetology, Barbering, Master Coiffure, Master Barber Stylist, Nail Technician, Facial, Corporal Esthetics and Make-Up

1st Evaluation period, 450 clock hours completed =
Day time (full-time) 24hrs per week, 18.75 weeks / 4.69 months.
Evening section (part-time) 20hrs per week, 22.5 weeks / 5.62 months
2nd Evaluation period, 900 clock hours completed =
Day time (full-time) 24hrs per week, 37.5 weeks / 9.38 months
Evening Section(part-time) 20hrs per week, 45 weeks / 11.25 months
3rd Evaluation period, 1,350 clock hours completed =
Day time (full-time) 24hrs per week, 56.25 weeks / 14 months
Evening Section(part-time) 20hrs per week, 67.5 weeks / 17 months

Number of students per teacher

The number of students per teacher is 25:1.

Determination of Progress Status

Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period are placed on warning and considered to be making Satisfactory Academic Progress during the warning period. 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 as a result of the probation.

Warning and Probation Policy

The Registrar's Office assesses the Satisfactory Academic Progress at the end of each evaluation period. Upon finalizing 450 hours at each term period students receive a Student Academic Progress Report. Students who fail to

meet minimum requirements for 90 % attendance or 70 % academic progress at an evaluation period are placed on warning and considered to be making Satisfactory Academic Progress during the warning period. This report impacts their eligibility for financial aid. If the student does not meet 70% academic average and 90% attendance average, 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 are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. A student on financial aid warning may continue to receive assistance under the title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

- **Probation** – Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

- **Suspension of financial aid**
  Students deemed not maintaining Satisfactory Academic Progress may have their Tittle IV funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Therefore, the student becomes a private paying student.

Re-establishment of Satisfactory Academic Progress and/or financial aid 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 warning or probationary period.

Reinstatement of Eligibility Policy

Appeal Process

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten (10) calendar days for re-establish eligibility for financial aid. Reasons for which student appeal a negative progress determination may include death of a relative, illness, doctor's note, or any other allowable special circumstances. The student must submit a written appeal to the school on the designate form with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make Satisfactory Academic Progress and what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar day. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be to place the student on probation and Federal Financial Title IV will be reinstated, if applicable.

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 allowable special circumstances

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.

Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same Satisfactory Academic Progress status in place at the time of the LOA. The student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must appear in an addendum to the enrollment agreement, signed by all parties. (See Leave of Absence Policy). Students who withdraw prior to completion of the course and wish to re-enroll will be readmitted in the same Satisfactory Academic Progress status in place at the time of the withdrawal.

Readmission Policy

Any student who previously attended Emma's Beauty Academy will complete a readmission process by paying a $25.00 non-refundable application fee, completing the form provided at the Registrar's Office and a new enrollment agreement. The student will be readmitted in the same Satisfactory Academic Progress status in place at the time of the withdrawal.

Students who have spent more than two years away from the Institution in an accredited program can apply for clock hours 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.

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.

Repetition

If a student does not meet Satisfactory Academic Progress either in clock hours and/or academically, they may repeat the same at the end of the program. Before the end of the program, an addendum to the enrollment is established for the end date. If you are unable to continue immediately, the readmission policy applies and you must comply with the Satisfactory Academic Progress Policy. Courses are not repeated.

Noncredit, remedial programs

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

Transfer Policy

The transfer policy establishes that transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Student Academic Progress evaluation periods are based on actual contracted hours at the institution. Emma's Beauty Academy does not recruit active students from other institutions. However, students that wish to transfer from a different institution to Emma's Beauty Academy will have their attempted and completed hours and coursework clock hours evaluated from an institution that is accredited by an entity recognized by the United States Department of Education. These students must request an official academic transcript from the institution previously attended to be submitted to our Admissions Office, before being accepted. We can only accept program 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%. All transfer students are subject to realizing a minimum residence at our Institution equivalent to 75% of the total program.

Graduation Requirements

In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%. After achieving Satisfactory Academic Progress, the student is awarded a diploma of the studied program.

Academic Transcripts

The cost of the transcript is $5.00 and should be requested at least one week in advance.

Withdrawal Policy

The institution will apply a withdrawal fee of $100.00; if the student wishes to apply for re-admission there will be a $25.00 non-refundable application fee.

Official Withdrawal

Any student who on his/her 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.

In the case of a student who notifies the Institution that he/she will not be returning from an approved 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.

The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. The institution takes daily attendance for each student.

Administrative Withdrawal

An Administrative Withdrawal will be processed to any student who is absent for 14 consecutive days without an approved Leave of Absence. The withdrawal date will be day 14 from the last date of attendance.

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.

A student will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Breach of rules or regulations established by the Institution, may result in expulsion. The student's withdrawal date for the purpose of calculating a refund will be the student's last date 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 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.

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. The Leave of absence are optional.

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 follow the institution's policy in requesting an 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 must apply in advance for an LOA, unless unforeseen circumstances prevent the student from doing so, the request must be in writing, include the student's reason for the LOA; and the request must include the student's signature. Must be duly evidenced by proof of need such as: medical certificate or a written document which includes the reason for the request. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision; and collects the request from the student at a later date; and the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The institution will not assess the student any additional institutional charges as a result of the LOA.
A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12- month period. A student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.

The student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must be an addendum to the enrollment agreement, signed by all parties.

The student will return to school in the same Satisfactory Academic Progress status in place at the time of the LOA.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

INFORMATION TO VETERANS GI Bill®

Information applicable ONLY to students Receiving Educational Benefits from the Veterans Administration GI Bill®

MINIMUM ACADEMIC RQUIREMENTS APPLICABLE TO STUDENTS RECEIVING EDUCATIONAL BENEFITS FROM THE VETERAN'S 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.

Institutional Policies

Like all students, all the policies included in the institutional catalog will be applied to guarantee compliance with them.
Section 103, PL 115-407 of August 1, 2019, establishes that no school penalizing the student (Ch31, Ch33) while waiting for VA to make tuition and fee payments. Cannot deny a student access to classrooms, libraries, or other institutional facilities. Cannot make the student borrow money to cover the cost while waiting for payment, or charge a late fee or penalty.

Personal Contact for Veteran beneficiaries and family members who require assistance with:

- Academic Advising - Iris Cotto Dones / Academic Director
- Financial advice - Marangelie Quiñones / Financial Assistance Administrator
- Advice on disability - Iris Cotto Dones / Director and / or Myriam Vélez / Registrar
- Other information to complete an education course at the educational institution. Iris Cotto Dones / Director and / or Myriam Vélez / Registrar or Michelle Valenzuela / Bursar

End of Information applicable ONLY to students Receiving Educational Benefits from the Veterans Administration G.I. Bill ®

''GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)".

FINANCIAL AID DEPARTMENT

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- There is also State aid from the Council of Education of Puerto Rico: Scholarships for Students with Academic Talent (BETA)
- Vocational Rehabilitation

THIS AID IS AVAILABLE ONLY FOR STUDENTS WHO QUALIFY.

The student who is a recipient of Title IV Federal Aid, will understand that a minimum of attendance and grades is required to maintain Satisfactory Academic Progress; Failure to comply will result in loss of eligibility for financial aid according to probation policy on page 29 of the Institutional Catalog.

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 3 days from the request.)

BURSARS DEPARTMENT

Payment's methods, payment plan and Collections

The institution accepts cash, debit cards, managers check, money orders, personal checks, credit cards, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Council of Education of Puerto Rico Scholarships for Students with Academic Talent (BETA), Veterans Administration Educational Assistance Programs and Vocational Rehabilitation Programs. 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.

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 Institutional Cancellation and Refund Policy herein stated.

The non-refundable application fee is $25.00.

Identification Card Fee is $8.50.

School Insurance Fee $6.50.

Graduation fee is $70.00.

The Institution has the right to charge a $5.00 fee, due to late payments of more than thirty-five (35) days. The Institution charges a $5.00 fee for academic transcripts. There is a $5.00 charge for the following documents: Debt Certifications, Graduation Certifications, Certification of Hours, or any other certification for individual matters. Black and white copies or scanning of academic records such as grades, vaccinations, high school diploma, high school transcript, resumé, cover letters and thank you letters have a cost of $1.00 per page (one sided).

The Institution will apply an administrative fee for withdrawal of $100.00; if the student wishes to re-apply for admission there will be a $25.00 non-refundable application fee.

The cost per term to be repeated is $8.89 per hour on 900 clock hour programs and $8.76 per hour on 1,350 clock hour programs.

Institutional Cancellation and Refund Policy

The purpose of the Institutional refund policy is to ensure each student receives a fair and equitable reimbursement. The following policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure 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. The Institution refund calculation is based on scheduled hours. The Institution takes daily attendance for each student; therefore, the refund is calculated based on the student's last day of attendance. Any monies due a student who withdraws from the Institution will be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially. If the student does not officially withdraw in accordance with established policy, the last day of attendance will be determined by the school (as an administrative withdrawal) for a refund. The withdrawal will be processed on day 14 from the last day of the student's attendance. The Institution will apply an administrative fee for withdrawal of $100.00; if the student wishes to re-apply for admission there will be a $25.00 non-refundable application fee. Official cancellation or withdrawal will occur on the earlier of the dates that:

A. Any applicant who is not accepted by the Institution will be entitled to a refund of all monies paid, upon being informed of rejection.
B. If a student, or in the case of a dependent minor his/her guardian, cancels enrollment and demands a refund in writing within three (3) business days of having signed the enrollment agreement, all monies paid will be refunded within three (3) business days of cancellation date except for the non-refundable application fee of $25.00. 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 enrollment agreement, the student will receive a full refund of all monies paid except for the non-refundable application fee of $25.00, 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 Withdrawal

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. In the case of a student who notifies the Institution that he/she will not be returning from an approved 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. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

E. Administrative Withdrawal

An Administrative Withdrawal will be processed to any student who is absent for 14 consecutive days without an approved Leave of Absence. The withdrawal date will be day 14 from the last date of attendance. 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. A student will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Breach of rules or regulations established by the Institution, may result in expulsion. The student's withdrawal date for the purpose of calculating a refund will be the student's last date 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 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. 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.

G. 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 term.

Minimum Tuition Adjustment Schedules:

Percentage of schedule hours for the term by total hours of the term	Amount of Total Term Tuition by the completed percentage
00.01 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

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

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

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

K. If a Program is cancelled after the student's enrollment, and before instruction in the program has begun, the Institution shall at its option:

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

L. If the Institution cancels a 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 program; or
3. Participate in a Teach-Out Agreement; or
4. Provide a full refund for all monies paid.

M. 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.

N. The Institution maintains evidence that Institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

O. Any and all collection procedures shall reflect ethical business practices and acknowledge the Institutional Cancellation and Refund Policy herein stated. Collection correspondence regarding cancellation and settlement from the Institution itself, banks, collection agencies, lawyers, or any other third parties representing the Institution clearly acknowledges the existence of the Institutional Cancellation and Refund Policy.

Methods and Frequency of Pell Grant Payments

A. **Method of Payment** – Payment of grant are made by a credit to the student's account through a payroll system.

B. **Payment Procedure** - After the student is enrolled, the attendance of classes is verified through a Report of Satisfactory Academic Progress certified by the Registrar's Office based on the attendance certified by the teacher. The student must achieve Satisfactory Academic Progress, as defined by the institution and then proceeds to make a payroll, in order to credit the money to the student's account.

C. **Payment Frequency** – One disbursement is made each term study. The allocation of Federal Pell Grant of every student of the institution will be divided in two disbursements, in the fiscal year according a general policy. These corresponds to two payment periods during the academic year. Any student who begins shall have the right to a first disbursement "automatically", after having satisfied all of the eligibility requirements. To be eligible for subsequent disbursements, consider the following policy and/or "Exceptions" that apply:

a. First Disbursement - at any moment.
b. Second Disbursement - after having completed 450 hours equivalent to 15 credits with the Satisfactory Academic Progress.
c. Third disbursement – for the programs that apply, after having completed 900 hours equivalent to 30 credits if they maintain eligibility and if has an approved FAFSA for the next fiscal year.

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 (non-refundable) $ 25.00
- Graduation-Fee $ 70.00.
  The institution has its graduation once a year.
- Identification Card Fee $8.50
- School Insurance Fee $6.50
- **Equipment Cost** *Equipment cost is subject to supplier's cost.
  Make-Up Specialist (900 Clock Hours) - $260.00
  Cosmetology (1,350 Clock Hours) - $340.00
  Barbering (1,350 Clock Hours) - $340.00
  Master Coiffure (1,350 Clock Hours) -$340.00
  Master Barber Stylist (1,350 Clock Hours) - $260.00
  Nail Technician (1,350 Clock Hours) - $270.00
  Facial, Corporal, Esthetics & Make-Up (1,350 Clock Hours) - $260.00

The Institution has the right to charge a $5.00 fee, due to late payments of more than thirty-five (35) days.
The Institution charges a $5.00 fee for academic transcripts. There is a $5.00 charge for the following documents: Debt Certifications, Graduation Certifications, Certification of Hours, or any other certification for individual matters. Black and white copies or scanning of academic records such as grades, vaccinations, high school diploma, high school transcript, resumé, cover letters and thank you letters have a cost of $1.00 per page (one sided).
The institution will apply an administrative withdrawal fee of $100.00; if the student wishes to apply for re-admission there will be a $25.00 non-refundable application fee.
The cost per term to be repeated is $8.89 per hour on 900 clock hour programs and $8.76 per hour on 1,350 clock hour programs.

Programs Costs (Tuition)

Make-Up Specialist (900 Clock Hours)
Tuition Cost……... $ 7,997.50

Cosmetology (1,350 Clock Hours)
Tuition Cost……. $11,820.00

Barbering (1,350 Clock Hours)
Tuition Cost…… $11,820.00

Master Coiffure (1,350 Clock Hours)
Tuition Cost……... $11,820.00

Master Barber Stylist
(1,350 Clock Hours)
Tuition Cost…….. $11,820.00

Nail Technician (1,350 Clock Hours)
Tuition Cost…… $11,820.00

Facial, Corporal, Esthetics & Make-Up (1,350 Clock Hours)
Tuition Cost…….. $11,820.00

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

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

STUDENT SERVICES

We have transportation service for various areas. 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 Students Affairs

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 Student Affairs, to offer the best service.
This office is available, Mondays 10:00am-12:00pm and Tuesdays 8:00am-12:00pm and 1:00pm-3:00pm

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 Officer of Student Affairs. 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

1. 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. Promptly make up the hours and work of the day of your absence.
2. Each student is responsible for own work, theoretical, practical and clinical.
3. Once the work is finished in whatever area performed, the student must leave the place clean.
4. 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. Promptly make up the hours.
5. 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.
6. The student is responsible for purchasing materials and equipment. The Institution provides a list of suppliers where may obtain the equipment.
7. Students will not be allowed without equipment in the classroom.
8. The possession or use of fire arms or knives within the premises of the institution is prohibited.

9. The possession, distribution or use of drugs or alcohol within the premises of the institution is prohibited.
10. The student is prohibited to copy or commit fraud in examinations.
11. Students must be in uniform and clean at all times.
12. Students will not be accepted with dark glasses or hats inside the classrooms or in hallways.
13. Not offend verbally, with physical or violent acts, defame, slander and/or attack the good name of any person who is part of the Institution as: student, employee, visitor or authorized person.
14. Not incite, instigate, organize or participate in pickets against the Institution.
15. Not hinder, disturb and/or interrupt classes, academic work, activities or curricular, official or extracurricular meetings.
16. Do not hold meetings with suspicious characters with intentions that violate these regulations.
17. The student is required to be courteous, respectful, and considerate of his classmates, teachers and other staff of the institution.
18. 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.
19. Smoking is prohibited within the surroundings of the Institution.
20. Not possess, sell or promote spoken or written propaganda that violates morality, meaning pornographic, obscene, libelous material or that insists on the use of alcoholic beverages and drugs. In the same way, written or spoken partisan political propaganda is prohibited.
21. Eating food and having social gatherings in classrooms, clinics and any other area within the Institution is prohibited.
22. The use of cell phones during class hours is prohibited.
23. 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.
24. 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.
25. All social or educational activity using the name of the institution must be authorized by the administration of the institution.
26. Refusing to comply with orders, directives or recommendations of any official related to the students or official of the Institution duly authorized.
27. Must not attend the institution under the influence of alcoholic beverages, narcotics or any narcotic that causes inappropriate, improper behavior or that is detrimental to the health of the student and the student community.
28. Must not steal, cause malicious damage or negligence in the property and physical facilities, as well as in material and equipment of the Institution and of the entities contracted by it for practice or clinical areas. Falsify, adulterate, destroy, files or official documents. In the same way, to the property of the student, professor, administration or visitors authorized by the institution.
29. All kinds of sales need prior authorization from the administration of the institution.
30. It is prohibited to write, make drawings or paste advertisements on the walls or walls without proper authorization.
31. The Institution reserves the right to suspend from classes temporarily or permanently, any student violating one or more of these norms, incurring in an undisciplined act being, disrespectful with a teacher or another student or academy personnel.
32. Follow the provisions of Law # 30 of May 16, 1972 that prohibits the entry and permanence of unauthorized persons, outsiders or strangers, including children and relatives of students, in the buildings and/or grounds of the Institution without prior notice.
33. Breach of rules or regulations established by the Institution, may result in expulsion.

Any additional norm that arises to those exposed in this regulation will be informed to the students in writing. The student will have to sign received as the new policy and will have to register for it from the moment they sign.

DISCIPLINARY PROCESS

When a student violates the Student Regulations, a disciplinary hearing will be held directed by a Disciplinary Committee made up of the following officials:

Teacher in charge, Dean of Students, Academic Director and Registrar, assigned personnel, security guard of the Institution. This Committee will decide what action to take. If the student in question does not agree with the decision made, then they must follow the Grievance Procedure.

Disciplinary measures that can be applied depending on the severity are:

- Verbal and/or written reprimands.
- Replace, restitute, and repair the damage to personal or real property caused by the student, parent or guardian by said action.
- Temporary suspension
- Breach of rules or regulations established by the Institution, may result in expulsion.

COMPLAINTS POLICY AND 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 Academic Director or the Dean of Students 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 term of time not exceeding 20 days.

The student has the option of contacting the Accrediting Commission to present a complaint. 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

Examining Boards and Regulating Laws

Requirements of the State and Examining Boards
Among other requirements to take the revalidation exam of the Examining Board of Beauty Specialists or the Examining Board of Barbers, a certification from an educational institution, recognized by the Commonwealth of P.R., is required as the student has passed a program in those areas of study. In order to practice the professions of Cosmetology and Barbershop in P.R. It is a legal requirement to have said licenses issued by the corresponding 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 program to be able to graduate from our Institution.

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 didaxispr.com)
- $100.00 practical part (credit card, online process didaxispr.com)
- Copy of diploma, Transcript, or Basic Cosmetology graduation certification that accredits 1,000 hours of study
- 2x2 photo
- Certification from the Department of Education indicating attended grade 8 or higher.
- Be 16 years of age or older at the time of filing an examination application

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 didaxispr.com)
- $ 60.00 practical part (credit card, online process didaxispr.com)
- Copy of Barbering diploma or School transcript
- 2x2 photo
- High School Diploma or School transcript
- Be 18 years old or older at the time of applying for the Barber license.

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 and Didaxis of Rio Piedras (Agency responsible for offering the exams for the degree program)

Note: Payments are made by debit or credit card.

Licensure: The process for obtaining the license is through the Puerto Rico State Department. Cost for Barbering is $25.00; for Beauty Specialist it is $50.00. For more information https://pr.pcshq.com

DURATION OF PROGRAMS REQUIRING LICENSING

The Cosmetology and Barbering programs, with a duration of 1,350 hours (45 credits), exceed the minimum 1,000 hours established by the Department of State. This increase in hours responds to our mission to train highly trained professionals in the art and science of beauty. The additional 350 hours allow our students to obtain a more solid preparation, facilitating their success in the revalidation exams and their insertion in the job market. It also gives them a competitive advantage in other states where licensing requirements are more demanding. At Emma's Beauty Academy, we remain committed to developing an innovative and up-to-date curriculum that responds to the demands of the beauty industry and contributes to the professional success of our graduates.

Emma's Beauty Academy continues to work on cutting-edge curricula tempered to 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.

POLICY FOR THE CORRECT USE OF THE INTERNET IN THE LIBRARY

Like the Department of Education, Emma's Beauty Academy recognizes the privilege that all school members have. have reasonable access to the various information formats offered by the Internet, as long as it has an educational purpose; It is encouraged to use this privilege responsibly and appropriately within the library and classrooms. Our Institution reserves the right to access the network.

Students will be able to select various sources of information technology in order to support the resources available to optimize their academic progress. Students have the opportunity through the internet to acquire local and international information; providing you to expand and clarify the curricular content.

Legal Basis Law No. 106-554 "Children Internet Protection Act" (CIPA), Law No. 267 Law for the protection of children and young people in the use and management of the internet network.

The Internet is a global network of computers through which people have access to different sources of information and exchange of data. Through this network students can access information related to the objectives and goals established by the various programs.

Emma's Beauty Academy provides access to the Internet through the library's computers; to be used as a tool in the preparation of assignments, projects or other material required by the institution. This service is not to connect to the chat rooms" or web pages. The student who violates the Agreement of Correct Use of the Internet will be applied the disciplinary measures. Emma's Beauty academy establishes this Policy for the proper use of the internet and email as part of the regulations for the use of the network by students and teachers in the library area.

Every student who uses the computers in the library area must read and sign the correct internet use policy. The librarian will keep a record of students who use the computers where it is specified: Teacher, program, work to be done and time. This Policy will be located in the area of computers. The librarian may make verbal and written warnings to students who do not follow the rules.

Objectives for the use of the Internet:

- Get access to varied information that facilitates learning.
- Conduct research that helps you achieve your goals.
- Obtain diverse information on employment opportunity methods.

Develop skills in the technological area

- Serve as support for the curriculum of each program.
- Develop self-management and independence skills.
- Develop critical thinking

Codes of Ethics and Professional Conduct

1. Contribute to the social welfare of humanity
2. Avoid harming someone by using technology.

3. Be fair and not take discriminatory actions.
4. Honor property rights
5. Grant adequate credit to intellectual property.
6. Respect the privacy of others.

Students' responsibility

1. Responsibly follow all guidelines related to the acceptable use of the Internet, electronic systems and network information resources when carrying out the planned learning activities in accordance with the curriculum.
2. Use all information resources of the electronic system that are provided by the institution in a responsible manner.
3. Read, comply with and sign the document of the Policy on the Correct Use of the Internet.

Regulation for the correct use of the internet

1. All students must read, comply with and sign the Internet Use Agreement. Which constitutes a formal consent of use once signed by the user.
2. The use of the network is prohibited without the authorization of the librarian or teacher.
3. The user obtains access to the network through passwords provided by the librarian.
4. Students will be provided a supervised environment at all times in the library area.
5. Library staff may limit or restrict the use of computers.
6. The use to the access to the Internet is prohibited to access, to create, to copy, to distribute material or to receive obscene, pornographic, or sexually explicit messages, comic strips or jokes; messages that incite violence or threats of any kind. The student who violates the Internet Use Agreement will be revoked the privilege of accessing the network permanently.
7. It is forbidden to install, download or copy files in the stations.
8. It is forbidden to infiltrate computer programs in order to modify or change the configuration of computers in any way.
9. In mutual agreement, two people can share an access session as long as their behavior and chat does not disturb the other users or the library staff.
10. The student will not place personal photos or personal information on the network.
11. The internet should not be used for political, religious, commercial or illegal purposes.
12. Any student who receives a message that makes them feel uncomfortable should notify the area supervisor immediately.
13. The student should never agree to meet with someone he met online.
14. The creation of newsletters, news or any other promotional service will be subject to review by the librarian.
15. The logo of the institution cannot be used by any person in the library.
16. No student may alter, or damage jobs saved in the system.
17. It will not vandalize the library equipment. The institution will make the student financially responsible for any damage that this may have caused.
18. The student will not print any document without authorization.
19. Respect copyright and plagiarism. If the information is used, the author will be given credit.
20. No person will use the network of the institution for the purpose of making purchases through the internet

Disciplinary measures for inappropriate use of the internet.

The student who fails to comply with the regulations for the correct use of the Internet, whether due to non-compliance, omission, or negligence, whether the author or the perpetrator; It will be sufficient reason to conduct an investigation. Disciplinary actions related to the access and misuse of electronic resources will be determined in accordance with the rules and regulations of Emma's Beauty Academy. These may range from reprimands, warnings, suspension to expulsion depending on the severity of the events. Breach of rules or regulations established by the Institution, may result in expulsion. These disciplinary measures will be applied by the Director, Administrators or Dean of Students.

The Librarian may apply verbal and written warnings.

Phase 1: Verbal warning
The fault is explained, and guidance is given.

Phase 2: Written warning
The student is warned that re-committing a failure to the Regulation of the Correct Use of the Internet will be grounds for suspension.
Phase 3: Suspension
1 to 3 school days, in addition to a work plan to be carried out during the suspension.
Phase 4: Restriction on the use of the internet
This restriction may be temporary or permanent depending on the severity.
Phase 5: Expulsion
The student is permanently removed from the Institution. Applicable to Pornography, Child Pornography and explicit sexual images.

PROTOCOL OF INTERVENTION AND PREVENTION OF CYBERNETICAL HARASSMENT (CYBER BULLYING)

When we talk about Cyber Bullying, we are referring to the fact that one subject repeatedly receives attacks from another or more (threats, insults, ridicule, extortion, password theft, identity theft, sexual connotations, labels pejoratives (hate words) etc.) with text or voice messages, still or recorded images; transmitted by electronic means of communication such as emails, instant messages, social networks, etc., including outside the school and school facilities; in order to undermine his self-esteem and personal dignity and damage his social status, causing psychological victimization, emotional stress and / or social rejection.

For these purposes, Emma's Beauty Academy has designed a CYBER BULLYING INTERVENTION AND PREVENTION PROTOCOL with the purpose of preventing, detecting and managing this situation that affects the healthy coexistence of the student population.

Legal base

Bullying, known in English as "school bullying", is any form of physical or psychological abuse produced between students, repeatedly over a certain period of time. This type of harassment or mistreatment can also occur through social networks, known as cyberbullying or cyberbullying. Statistics have shown that the dominant type of abuse under this behavior is emotional, and it occurs mostly in classrooms or schoolyards, also through social networks, between boys and girls in the adolescence stage. Law No. 104 of 2016 has as its purpose the legislation that is aimed at safeguarding the learning environment as one free of emotional and physical violence, with the task that students feel safe on school campuses and universities. This Law will be
applicability to public schools of the Department of Education, to institutions private educational institutions and any higher education institution, as defined in the Plan of Reorganization No. 1-2010, as amended.

Objective

Emma's Beauty Academy, as a non-university post-secondary education institution and in compliance with the validity of Law 104 of 2016, has established a Protocol for Prevention, Intervention and Follow-up of Cases Cyberbullying or cyberbullying.to protect victims of harassment in the Institution.

Justification

In Puerto Rico, it is estimated that one in ten minors is the victim of harassment and intimidation, which causes disastrous consequences, both for the victims and the aggressors. Therefore, it is necessary to continue looking for alternatives to safeguard the school environment of our children and young people as one free from violence. Law 85-2017 and Law 85-2018, contemplate as a modality of "bullying" the harassment and intimidation by any electronic means and/or through the use of the Internet, known as "cyberbullying". In adolescents this type of harassment and intimidation is very common, due to the development and proliferation of social networks and the use of the Internet. One form of harassment and intimidation through the use of electronic means is to impersonate someone "online", in order to hurt and annoy the other person. Although face-to-face bullying and cyberbullying often occur together, the latter leaves a digital footprint and a record that can serve as evidence to help stop bullying.

For this reason, Emma's Beauty Academy establishes a policy of zero tolerance for Harassment and intimidation or cyberbully ingensuring to maintain a safe study environment and free from any form of harassment and violence.

Definition and Description of School and Cyber Bullying

Harassment in Educational Institutions manifests itself in four main modalities, according to cited in the Circular Letter of the Department of Education No. 10-2015-2016:

1. **Physical bullying:** It refers to physical contact with the intent to cause pain or harm. It can manifest as blows, wounds, kicks, spitting, slapping, shoving, pulling hair, bites It also refers to the destruction of the victim's property (materials school supplies, personal belongings, among others).

2. **Social bullying**: Refers to all consistent conduct aimed at excluding, marginalizing, discriminate or isolate an individual, through actions such as: without being limited to, rumors, defamation or gossip, among others.

3. **Psychological or emotional harassment**: Any action or conduct that violates the healthy self-concept and strengthening of the victim's self-esteem, such as threats, humiliation, mockery, blackmail, rejection or mockery and that can be evidenced in feelings of inadequacy, lack of belonging, anxiety, fear, insecurity, discrimination based on sexual orientation or gender identity, among others.

4. **Cyberbullying**: Harassment and intimidation by any electronic means and/or through the use of the Internet and/or "Cyberbullying": is the use of any oral, written, visual or textual electronic communication, made with the purpose of harassing, annoying, intimidating, and afflict a student or a group of students; and that usually results in damage to the physical, mental or emotional integrity of the affected student and / or property thereof, and unwanted interference with the opportunities, performance and benefit of the affected student. It is considered a federal crime.

Expectations and Intuitional Policy

Expectations: Emma's Beauty Academy expects the student community to behave ethically and professionally at all times. Respecting fellow students, administrative staff, teachers and guests. We strive to maintain safe study areas in a positive, clean, and safe environment for the entire student population. Zero tolerance for bullying.

Institutional Policy: Emma's Beauty Academy establishes that any act of harassment or bullying intimidation, Cyberbullying framed in any type of violence, by a student or a group of students towards another or others, is strictly prohibited in the Institution, premises, transportation school and official activities including extracurricular activities coordinated by the Student Affairs Coordinator.

Scope: This policy applies to those students who directly or indirectly participate in acts of bullying (harassment or intimidation) Cyberbullying.

Validity: This Policy and its protocol came into force as of January 2017, in compliance with Law No. 104 of the year 2016.

Revision: This policy will be reviewed every year.

Responsibility of members of the educational community

I. Student Affairs Coordinator.

- Guide the entire student community regarding the policy and protocol established for compliance with Law No. 104 of 2016.
- Collect evidence in a portfolio, systematically, of all guidance and prevention activities, during the academic year.
- It will administer a survey to the student community to find out the status of the situation regarding bullying among students.
- Keep records of cases.

II. Academic Director:

- Guarantee that the entire student community receives orientation regarding the Cyberbullying policy and protocol.
- Supervise compliance with the implementation of action plans.

III. Support staff:

- He will have the responsibility of assisting the coordinator of student affairs and the principal in all phases of implementation of the policy.
- Collaborate in action and prevention plans.
- Plan activities for the prevention of Harassment Cyberbullying.

Duties of the Student Community

Students:
- Know and comply with institutional policies related to harassment.
- Actively participate in activities and orientations
- Report all incidents of bullying or suspected cyber bullying.

Faculty and administrative staff:
- Stay oriented regarding cyberbullying (Cyberbullying).
- Refer cases of bullying to the Office of Student Affairs.
- Collaborate in effective methods of prevention and intervention of a Cyberbullying.

Prevention Strategies

The Student Affairs Coordinator has the task, together with the teachers, of promoting values that help us to have a better coexistence and study environment. Via:

- Promote positive values and attitudes in students, impacting the Bulletin Boards with information that stimulates healthy coexistence.
- Reflections that motivate and increase the self-esteem of students.
- Student conferences on various topics focused on preventing the problems suffered by our population.
- Extracurricular activities that foster empathy between students inside and outside the classroom.
- Student participation in community service through clinics.
- Security inside and outside the Institution.
- Suggestion and complaints mailbox

Procedure for Disclosure of the Protocol

Dissemination of the Harassment Policy and ProtocolsCyberbullying.it is reported from the initial orientation of the students before starting the programs. On the other hand, they find these policies published in the institutional catalog on the website. www.ebajuanadiaz.com and on the bulletin boards of the Institution.

Procedure for case documentation, confidentiality and file maintenance

Any member of the educational community, teacher, or administrator who observes or has knowledge or suspicions of a situation of cyber bullying or bullying between students, has the obligation to notify a teacher, academic director, or the coordinator of student affairs. The internal complaint process begins in the Office of Student Affairs. From here, it is verified if it is a situation of "Cyberbullying". taking into consideration if it meets the following characteristics or conditions:

Communication or message made through electronic means:
- Text messages
- Emails
- Photos
- Images and posts on social networks through the use of electronic equipment.
- Creation of a false page with the purpose of harassing, annoying, intimidating and afflicting a student or a group of students, and which usually results in damage to the physical, mental or emotional integrity of the affected student and/or their property.
- Improper, offensive postings for the purpose of harassing, annoying or creating harm.

We proceed to document the investigation and take the necessary protection measures for the victim. the main objective is that the "Cyberbullying". cease and desist from the practice. The information provided by the victim is worked with the utmost confidentiality, during the entire action process only the members of the Disciplinary Committee will have knowledge of the facts and actions. These complaints will remain in the office of the Student Affairs Coordinator in a secure file.

Case Reporting Procedure

Harassment Identification

The first step will be to communicate the bullying situation to:

- Student Affairs Coordinator
- Academic Director.
- Professor.
- Trusted person within the Institution.

Any member of our Institution who knows about a situation of cyberbullying must notify the Academic Director or the Student Affairs Coordinator, either in writing or verbally. The "Cyberbullying Information Sheet" will be filled out. Upon receipt of the referral, the necessary procedures will be carried out and the security officer will take the pertinent action, as the case may be (call the state or municipal police) to file a complaint if necessary.

Reporting Strategies

The bullied student and the harasser will be interviewed separately to learn and document the extent of the problem. The people involved are oriented on the process. The person in charge of the interview, by telephone or by any possible means, establishes communication with the parents or guardians; if they are under 18 years of age. Parents or guardians of students involved are summoned and their presence is confirmed in writing through the use of a statement, both from the person violated, and from the person who allegedly carried out the ""Cyberbullying" The investigation process must be completed in eight days.
All complaints about cyberbullying will be treated seriously and will receive appropriate attention. All evidence of electronic messages evidencing the bullying will be collected such as:

- Negative comments about work carried out in the Institution.
- Accusations.
- Invitation to confrontation or fight.
- Bullying by gender.
- Insults, using profanity and demeaning words.
- Sending messages that include threats of harm and are highly intimidating.
- Threats of death.
- Bullying for distinctive characteristics (sexual preference, physical appearance) or simply ridicules the youth.
- Harassment: sending denigrating images, insinuations of a sexual nature or ill-intentioned affective messages through any cyber medium.
- Use of public settings to harass and send derogatory or defamatory comments with the goal of provoking an expansive response.
- Repeated sending of offensive and insulting messages towards certain individuals.
- Sending or spreading rumors about someone that damage their reputation or damage it with their friends.
- Steal passwords to impersonate your identity (Pretend to be someone you are not, and send or disseminate materials and information online that offend the person in question, put them in risk or cause damage to your reputation before your acquaintances and/or friends).
- Revealing secret or embarrassing information that is later shared on social media.
- Record and post on the Internet videos of fights and assaults against people who are assaulted and who then they are exposed to everyone.
- Record sexual activities on mobile or webcam and send it to friends, who will shares with the intent to intentionally upset and denigrate.
- Using a personal blog to denigrate and speak ill of a person.
- Manipulate digital materials: photos, recorded conversations, emails, change them, trick them and modify them to ridicule and harm people.

Among other evidence of bullying that may arise.

Intervention Strategies and Sanctions

The Coordinator of Student Affairs, the Academic Director together with the Disciplinary Committee will decide the possible measures to be arranged. During the course of the investigation and as long as it is feasible, the necessary measures will be taken to relocate the people involved in the classrooms. Specific surveillance of the harasser or harassers, change of hours from day to night or vice versa, change of group or other.

In this process, the following aspects should be considered:

- Guarantee the protection of minors or minors.
- Preserve their privacy and that of their families or legal guardians.
- Generate a climate of basic trust in minors or minors
- Collect all kinds of evidence and indicators.
- Do not duplicate interventions and avoid unnecessary delays.
- Give them peace of mind.
- Support him (that he perceives the accompaniment of the university, preventing him from feel powerless or helpless).
- Inform about the most appropriate measures for the situation.
- Report on the existence of institutional support resources

Corrective measures with the aggressor.

Once all the information has been collected and verified, the Student Affairs Coordinator will refer the case to the Disciplinary Committee. This committee will evaluate it and issue recommendations, as established in the Student Regulations.

Disciplinary measures

Students who violate corrective measures will be subject to disciplinary action that may be taken by the Principal or the Disciplinary Committee.

Suspension - The temporary denial of the student's right to attend class. The student will be prevented from attending to class according to the aggravation of the offense:

Level 1: Temporary Suspension - 1 to 3 school days when it is for the first time, in addition to a work plan to be carried out during the suspension.
Level 2: Suspension - When it is proven that for the second time he committed cyber bullying. Suspension from 4 to 6 class days. Work plan

Expulsion -The student is permanently removed from the Institution in breach of the School Harassment Protocol

The agreements on the measures adopted

- The teacher, the harassed student and the stalker
- Follow-up and support will be provided weekly until the offender's behavior is eliminated.
- If the conduct of harassment of students inside and outside the Institution continues, it will be suspended indefinitely

The Office of the Coordinator of Student Affairs and the Academic Director will continue working on developing strategies that help a good coexistence in our student population.

SCHOOL BULLYING PROTOCOL

Act No. 104 of 2016

When we talk about "School Bullying" we are referring to one or more students persecuting and intimidating another student through insults, threats, intimidation and physical aggression which can develop over months or throughout the school term.

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

Given this situation, Emma's Beauty Academy has designed a School Bullying Protocol with the purpose of preventing, detecting and managing this situation which affects the healthy coexistence of the student population.

Legal Base
Section I Article II of the Constitution of the Commonwealth of Puerto Rico establishes that the dignity of the human being is inviolable. In the same way it establishes that our Constitution recognizes as a fundamental right, the right to life and provides that all person is entitled to protection against abusive attacks on their honor. Law No. 104 of the year 2016 has as its purpose the legislation that is aimed at safeguarding the environment of learning as one free of emotional and physical violence, with the task that the students feel safe on school campuses and universities. This Law will be applicability to public schools of the Department of Education, to private educational institutions and any higher education institution, as defined in the Plan of Reorganization No. 1-2010, as amended.

Objectives
Emma's Beauty Academy, as a non-university post-secondary education institution and in compliance with the validity of Law 104 of the year 2016, has established a Protocol for the Prevention, Intervention and Follow-up of Harassment Cases "Bullying" to protect victims of harassment in the institution.

Justification
The concept of bullying refers to harassment in Educational Institutions and all forms of physical, verbal or psychological abuse that occurs between students, in a repeated manner and over time. This harassment can take place in any space inside or outside the Institution.

Experts in the field show that the dynamics of bullying is favored by a series of factors, among which the striking passivity of colleagues stands out. It seems as if the rest of the group, when an intimidating relationship towards another classmate is established, chooses to reinforce these behaviors or, at most, to inhibit the topic. So, from simple observers, they become accomplices of the situation and thus, abusive situations find support in the group; the group itself the one that, by isolating and not helping the victim subject. Colleagues witness this situation in at least 15-20% of cases, according to statistics.
In recent years, the increase in cases of aggression against young people has been reported, several of these incidents are recorded and uploaded to various social networks, further aggravating the situation of intimidation, negative comments and mockery of the victims, this being exposed to a larger number of people. These acts of intimidation can cause the victim serious damage to their self-esteem, mental problems, emotional damage and even lead the victim to suicide. Taking into consideration the seriousness of the matter and in compliance with Law 104 of the year 2016. Emma's Beauty Academy establishes the policy Against Harassment and intimidation or "bullying" ensuring to maintain a safe study environment and free from any form of harassment and violence.

Keeping silent about "bullying" implies co-responsibility by omission.

Definition and Description of School and Cyber Bulling

Harassment in Educational Institutions manifests itself in four main modalities, according to cited in the Circular Letter of the Department of Education No. 10-2015-2016:

1. **Physical bullying:** It refers to physical contact with the intent to cause pain or harm. It can manifest as blows, wounds, kicks, spitting, slapping, shoving, pulling hair, bites It also refers to the destruction of the victim's property (materials school supplies, personal belongings, among others).

2. **Social bullying**: Refers to all consistent conduct aimed at excluding, marginalizing, discriminate or isolate an individual, through actions such as: without being limited to, rumors, defamation or gossip, among others.

3. **Psychological or emotional harassment:** Any action or conduct that violates the healthy self-concept and strengthening of the victim's self-esteem, such as threats, humiliation, mockery, blackmail, rejection or mockery and that can be evidenced in feelings of inadequacy, lack of belonging, anxiety, fear, insecurity, discrimination based on sexual orientation or gender identity, among others.

4. **Cyber Bullying:** Any type of harassment already identified or arising later, but for which the technology is used. A single action is considered cyberbullying, due to the replication capacity of the bullying. It is considered a federal crime.

Expectations and Institutional Policy

Expectations:

Emma's Beauty Academy expects the student community to behave ethically and professionally at all times. Respecting fellow students, administrative staff, teachers and guests. We strive to maintain safe study areas in a positive, clean, and safe environment for the entire student population. Zero tolerance for bullying.

Institutional Policy:

Emma's Beauty Academy establishes that any act of harassment or bullying intimidation, framed in any type of violence, by a student or a group of students towards another or others, is strictly prohibited in the Institution, premises, school transportation, official activities including extracurricular activities are coordinated by the Student Affairs Coordinator.

Scope: This policy applies to those students who directly or indirectly participate in acts of bullying (harassment or intimidation).

Validity: This Policy and its protocol came into force as of January 2017, in compliance with Law No. 104 of the year 2016.

Revision: This policy will be reviewed every year.

Responsibility of Members of the Educational Community

I. Student Affairs Coordinator.

- Guide the entire student community regarding the policy and protocol established for compliance with Law No. 104 of 2016.
- Collect evidence in a portfolio, systematically, of all guidance and prevention activities, during the academic year.
- It will administer a survey to the student community to find out the status of the situation regarding bullying among students.
- Keep records of cases.

II. Academic Director:

- Guarantee that the entire student community receives guidance regarding the Bullying policy and protocol.
- Supervise compliance with the implementation of action plans.

III. Support staff:

- He will have the responsibility of assisting the coordinator of student affairs and the principal in all phases of implementation of the policy.
- Collaborate in action and prevention plans.
- Plan activities to prevent bullying.

Duties of the Student Community

Students:

- Know and comply with institutional policies related to harassment.
- Actively participate in activities and orientations
- Report all incidents of bullying or suspected bullying.

Faculty and administrative staff:

- Stay oriented regarding the harassment protocol.
- Refer cases of bullying to the Office of Student Affairs.
- Collaborate on effective methods of bullying prevention and intervention.

Prevention Strategies

The Student Affairs Coordinator has the task, together with the teachers, of promoting values that help us to have a better coexistence and study environment. Vía:

- Promote positive values and attitudes in students, impacting the Bulletin Boards with information that stimulates healthy coexistence.
- Reflections that motivate and increase the self-esteem of students.
- Student conferences on various topics focused on preventing the problems suffered by our population.
- Extracurricular activities that foster empathy between students inside and outside the classroom.
- Student participation in community service through clinics.
- Security inside and outside the Institution.
- Suggestion and complaints mailbox.

Procedure for Disclosure of the Protocol

The disclosure of the School Bullying Policy and Protocols is informed from the initial orientation of the students before starting the programs. On the other hand, they find these policies published in the institutional catalog on the website www.ebajuanadiaz.com and on the bulletin boards of the Institution.

Procedure for case documentation, confidentiality and file maintenance.

Any member of the educational community, teacher, or administrator who observes or has knowledge or suspicions of a situation of bullying between students, has the obligation to notify a teacher, academic director, or the coordinator of student affairs.
The internal complaint process begins in the Office of Student Affairs. From here, it is verified if it is a situation of "bullying" taking into consideration if it responds to the following characteristics or conditions:
Type of Aggression

Verbal: Physical: Psychological:

- ✓ Insult Hitting Humiliation
- ✓ Threats Breaking of materials Ridicule
- ✓ Blackmail Sexual harassment Messages Tel.
- ✓ Other
- ✓ Intentional Aggression: from one\ to several\as companions\as towards another\a to cause pain and suffering.

We proceed to document the investigation and take the necessary protection measures for the victim. the main goal is for bullying to cease and desist from the practice. The information provided by the victim is worked with the utmost confidentiality, during the entire action process only the members of the Disciplinary Committee will have knowledge of the facts and actions. These complaints will remain in the office of the Student Affairs Coordinator in a secure file.

Case Reporting Procedure

Harassment Identification

The first step will be to communicate the bullying situation to:

- Student Affairs Coordinator
- Academic Director.
- Professor.
- Trusted person within the Institution.

Any member of our Institution who knows about a situation of bullying must notify the Academic Director or the Coordinator of Student Affairs, either in writing or verbally. The "Harassment Information Sheet" will be filled out.

Upon receipt of the referral, the necessary procedures will be carried out and the security officer will take the pertinent action, as the case may be (call the state or municipal police, help the defendant with telephone efforts, call ambulances, etc.) Information related to Bullying events, especially in those cases where physical or verbal violence is incurred, inside and on the premises of the institution.

Reporting Strategies

The bullied student and the harasser will be interviewed separately to learn and document the extent of the problem. The people involved are oriented on the process. The person in charge of the interview, by telephone or by any possible means, establishes communication with the parents or guardians; if they are under 18 years of age. Parents or guardians of students involved are summoned and their presence is confirmed in writing through the use of a communication, both from the person violated, and from the person who allegedly carried out the "bullying" The investigation process must be completed in eight days.

Intervention Strategies and Sanctions

The Coordinator of Student Affairs, the Academic Director together with the Disciplinary Committee will decide the possible measures to be arranged. During the course of the investigation and as long as it is feasible, the necessary measures will be taken to relocate the people involved in the classrooms. Specific surveillance of the harasser or harassers, change of hours from day to night or vice versa, change of group or other.
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- Generate a climate of basic trust in minors or minors
- Collect all kinds of evidence and indicators.
- Do not duplicate interventions and avoid unnecessary delays.
- Give them peace of mind.
- Support him (that he perceives the accompaniment of the university, preventing him from feel powerless or helpless).
- Inform about the most appropriate measures for the situation.
- Report on the existence of institutional support resources

Corrective measures with the aggressor

Once all the information has been collected and verified, the Student Affairs Coordinator will refer the case to the Disciplinary Committee. This committee will evaluate it and issue recommendations, as established in the Student Regulations.

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Students who violate corrective measures will be subject to disciplinary action that may be taken by the Principal or the Disciplinary Committee.

- **Suspension**
  The temporary denial of the student's right to attend class. The student will be prevented from attending to class according to the aggravation of the offense:

  Level 1: Temporary Suspension
  1 to 3 school days when it is for the first time, in addition to a work plan to be carried out during the suspension.
  Level 2: Suspension
  When it is proven that for the second time he committed cyber bullying. Suspension from 4 to 6 class days. Workplan

- **Expulsion**
  The student is permanently removed from the Institution in breach of the School Harassment Protocol

The agreements on the measures adopted

- The teacher, the harassed student and the stalker
- Follow-up and support will be provided weekly until the offender's behavior is eliminated.
- If the behavior of harassment of students inside and outside the Institution continues, it will be suspended indefinitely.

The Office of the Coordinator of Student Affairs and the Academic Director will continue working on developing strategies that help a good coexistence in our student population.

Help Line
(787) 837-0303 Extensions: 1008, 1013,1014

Support Staff:
Academic Director:
Mrs. Iris Cotto Dones

Student Affairs Coordinator:
Mrs. Michelle D. De la Cruz Sánchez

Mrs. Myriam Vélez Ríos
Mr. Félix G. Santiago Medina
Mrs. Ana L. Sánchez González
Mr. Christian DJ Vázquez Maldonado

Help Services Directory

LINES FOR EMERGENCY MANAGEMENT	
Emergency line	*9-1-1*
Police Juana Díaz	*787-837-2020*
Police Ponce	*787-343-2020* *787-284-4040*
Medical emergencies	*787-843-0050*
Puerto Rico Police (Headquarters)	*(787) 793-1234*
San Cristóbal de Juana Díaz Center	*787-837-2265*
San Cristóbal Hospital, Ponce	*787-848-2100 Ext. 1* *787- 848- 1020*
Social Emergencies	*(787) 749-1333* *1-800-981-8333*
ASSMCA PAS Line	***1-800-981-0023*** ***1-888-672-7622 TDD*** ***Chat:https://lineapas.assmca.pr.gov/***

Policy on Campus Security Act

Emma's Beauty Academy recognizes as institutional interest the protection of the life and security of 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)
- Graduation, Placement and Licensure Statistics - Student Right to Know Policy (updated annually in November)
- Satisfactory Academic Progress

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

ACADEMIC OFFERS

900 Clock Hours and 1,350 Clock Hours Programs

In Person Education

Programs Accredited by:

- Board of Postsecondary Institutions.
- National Accreditation Commission of Career Arts and Sciences (NACCAS)

The addresses of our regulatory agencies are as follows:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
Tel.: 1.703.600.7600
Fax: 703.379.2200

Board of Postsecondary Institutions
PO Box 9023271
San Juan, P.R. 00902-3271
Tel.: 787-722-2121

MAKE-UP SPECIALIST
In Person Education
900 hour/30 Credit hour equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week to 37.5 weeks in 9.38 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week to 45 weeks in 11.25 months

Program Description:

The Make-Up Specialist program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. 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, artist image, personality, job search, 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.
• 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 put into practice the rules and techniques of famous artists in this field.
• Upon completion of the program, students are expected to be able to perform all the skills of a true makeup professional.
• Students will be able to show an image projection and personality typical 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.

Graduates from the program may perform in the following occupations:
- Make-up artist, television and other
- Platform Artist
- Make-up product demonstrator
- Make-up product salesperson
- Salon make-up artist or beauty clinic

Admissions Requirements for Make-Up Specialist Program:
•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2..
•Provide a copy of a current Social Security Card.

Language: The program is taught in Spanish.

Class schedule:
Classes are held from Monday thru Thursday at the following schedule:
- Daytime session (Full time) 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 (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 37.5 weeks in 9.38 months
Maximum time frame is 41.63 weeks in 10.5 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 45 weeks in 11.25 months
Maximum time frame is 49.95 weeks in 12 months

Methodology:
The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others**.**

Grading System
Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100%	Excellent
80 - 89%	Very Good
70 - 79%	Satisfactory
0 - 69%	Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress, the student is awarded a diploma of Make-Up Specialist.

Cost of Program: Tuition is $7,997.50

Sequential Curriculum
MAKE-UP SPECIALIST
Person Education
900 hour/30 Credit hour equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 37.5 weeks in 9.38 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 45 weeks in 11.25 months

No. Curse	Unit	Theory	Practical	Clinic	Total Hours	Credits Equivalency
	FIRST TERM					
MS 601	1- Orientation and History of Make-up	10			10	
	2- Professional Artist Image Projection, Personality and Human Relations	10	5		15	
	3- Sterilization and Sanitizing	10	5		15	
	4- Physiology, Analysis and Histology of the Skin	10	10		20	
	5- Cosmetic Chemistry and Preparation for Skin Cleansing	10	20		30	
	6- Hair Removal	10	15		25	
	7- Color Harmony	10	20		30	
	8- Characteristics and Shape of the Face	10	10		20	
	9- Organization of Area	5	5		10	
	10- Casual Make-up	10	20	20	50	
	11. Special Occasion Make-up	10	30	25	65	
	12- Mature Skin Make-up	10	30	25	65	
	13- Total Look Young Girl Make-up	10	25	30	65	
	14- Photography Make-up	10	10	10	30	
Total		**135**	**205**	**110**	**450**	**15**
	SECOND TERM					
MS 602	15- Bridal Make-up Workshop/ Confection of Accessories	15	35	30	80	
	16- Theatrical and Television Make-up	15	30	30	75	
	17- Body and Mural Painting	15	30	25	70	
	18- Avant Garde	10	35	30	75	
	19 Air Brush	15	40	25	80	
	20 Permanent Make-up	25	25	20	70	
Total		**95**	**195**	**160**	**450**	**15**
	TOTAL HOURS TO COMPLETE	***230***	***400***	***270***	***900***	***30 credits***

Make-Up Specialist: Contents of units of instruction

EM 601 –

Orientation and history of makeup, Professional Artist Image Projection, Personality and Human Relations, Sterilization and sanitizing, Physiology, analysis and 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 Make-up.

Completed the study, practice and clinics students will be able to: recognize and identify the evolution of the products through the history of make-up, they will have a positive image that will help them reach professional success. Development of job search skills, interview. 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 make-up 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 make-up.

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

Conclude the study, practice and clinic the students will be able to perform special occasion make-up 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 make-up. They will identify the eye shadow tones depending on the client's age to do a mature skin make-up. They will perform a total look for young girls depending on the occasion. They will execute and demonstrate competence when realizing make-up for photography.

450 hours (15 Credit hour equivalency) Total 1st Term

EM -602

Bridal make-up workshop/ Confection of accessories, Theater and television make-up, Body and mural painting

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

Avant Garde, Air brush, Permanent make-up

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

450 hours (15 Credit hour equivalency) Total 2nd Term

Complete 900 hours/30 credits hour equivalency

Make-Up Specialist Equipment and Policy

Equipment Cost $260.00 *The equipment will be subject to the cost of the supplier.

Liquid eyeliner (1)
Shadow collection (1)
Set of 24 brushes
Setting powder (1)
Luis Torres eyeshadow palette (1)
Liquid foundation F4.6 (1)
Liquid foundation F7.0 (1)
Travel case (1)
Fixing spray (1)
Natural no blush package (1)
Nude Desire Eyeshadow Palette (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

COSMETOLOGY
In Person Education
1,350 Clock Hours/45 Credit Hour Equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Program Description:
The Cosmetology program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. 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 clinic 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.

Graduates from the program may perform in the following occupations:

Stylist	Pedicurist	Salon Manager	Owner of Salon
Make-Up Specialist	Chemical	Teacher	Supervisor
Manicurist	Technician	Colorist	

Admissions Requirements for Cosmetology Program:

•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.
Language: The program is taught in Spanish.
Class schedule:
Classes are held from Monday thru Thursday at the following schedule:

- Daytime session (Full time) 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.
- Evening session(Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:
Daytime Session **(Full time)**- 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology:

The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others.

Grading System
Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit:

90 -100%	Excellent
80 - 89%	Very Good
70 - 79%	Satisfactory
0 - 69%	Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Cosmetology.

Licensure: Among other requirements to take the exams from the Examining Board for Beauty Specialist (Cosmetologist) or from the Examining Board for Barbers, a certification is required from an educational institution recognized by the Commonwealth of Puerto Rico, attesting that the student approved a program in these study areas. In order to practice the Cosmetology and Barber professions in P.R. it is a law requirement to possess the corresponding licenses issued by the Examining Boards.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum
COSMETOLOGY
1350 Clock hours (45 Credit Hour Equivalency)
Daytime Session (Full time)- 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Program No.	Units	Theory	Practice	Clinic	Total Hours	Credits Equiva.
	FIRST TERM					
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 Rinsing	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	
	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		***205***	***165***	***80***	***450***	***15***
	SECOND TERM					
COS 102	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	
	17- Long Hair Design	15	30	15	60	
	18- Chemistry	10	0	0	10	
	19- Hair Coloring	20	40	20	80	
	20- Hair Bleaching	10	45	20	75	
Total		**120**	**225**	**105**	**450**	**15**
	THIRD TERM					
COS 103	21- Permanent Waving	10	25	5	40	
	22 Chemical Straightening and Reformation	10	15	10	35	
	23- Solid Hair Concept and Sculpture	25	50	25	100	
	24- Graded Hair Sculpture and Design I	20	20	10	50	
	25- Graded hair Sculpture and Design II	10	25	10	45	
	26- Incremented Layer Sculpture	20	30	40	90	
	27- Uniform Layered Sculpture	15	20	20	55	
	28- Salon Administration	15	20	0	35	
Total		**125**	**205**	**120**	**450**	**15**
Total hours to complete		**450**	**595**	**305**	**1,350 hours**	**45 credits**

Contents of units of instruction of the Cosmetology Program

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.

Theory of the Skin, 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.
450 hours (15 Credit Hour Equivalency) Total 1st term

COS 102- Thermal Molding (Hairstyling), 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.

Long Hair Design, Chemistry, Hair Coloring, Hair Bleaching

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.
450 hours (15 Credit Hour Equivalency) Total 2nd term

Pre- requisite COS 102

COS 103- Permanent Waving, Chemical Straightening and Reformation, Solid Hair Concept and Sculpture, Graded Hair Sculpture and Design I

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.

Graded Hair Sculpture and Design II, Incremented Layer Sculpture, Uniform Layer 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.

450 hours (15 Credit Hour Equivalency) Total 3rd term

COMPLETE 1,350 hours (Equivalent to 45 credits)

Cosmetology Equipment and Policy

Equipment Cost $340.00 *Equipment will be subject to supplier cost

2000W Ceramix Xtreme Dryer BAB2000. (1)
Deluxe Debra Mannequin DLX804. (1)
Butterfly Clamps 12 per pack 185B
7pc.Ceramic brush set in carry bag SC9147
Teasing Brush SC300 3 row. (1)
Red Roller 1 ½" 12 rollers per pack
Dual Purpose Pin Curl Clips 400X (80 clips per box)
3-1/2" All purpose Duck Bill Clips 138HC-S (12 clips per bag)
Single Prong Pin Curl Clip 592. (80 clips per box)
Vinyl Shampoo Cape 3008. (1)
Spray Bottle 12oz.B27. (1)
10pc. Professional Comb set AR-10
Nylon Styling Cape 3012. (1)
Long White Perm Rolls 356LBwH (107 pcs.)
9 pc. Invisibles Tint Kit
Classic Manicure Bowl. (1)
Hair Styling Kit Se-2027 (4 tools)
1" Tourmaline Ceramic Flat Iron SC-CH14 (1)
Pedicure Student Kit CO1F-02025. (1)
Manicure Kit Without Cuticle Scissor PPK-10WSL (1)
Extra Large NY326-BK (1 Bag)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

BARBERING
In Person Education
1,350 Clock hours/45 Credit hour equivalency
Daytime Session (Full time)- 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Program Description:
The Barbering program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. The 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 Pericardium 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.

Graduates from the program may perform in the following occupations:
- Barber Stylist
- Salon Owner
- Salon Supervisor
- Barbering Instructor
- Platform Artist
- Men's Care Products Salesman

Admissions Requirements for Barbering Program:
•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.

Language: The program is taught in Spanish.

Class schedule:
Classes are held from Monday thru Thursday at the following schedule:
- Daytime session (Full time) 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.
- Evening session (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:
Daytime Session **(Full time)**- 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology:
The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others**.**

Grading System
Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100%	Excellent
80 - 89%	Very Good
70 - 79%	Satisfactory
0 - 69%	Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Barbering.
Licensure: Among other requirements to take the exams from the Examining Board for Beauty Specialist (Cosmetologist) or from the Examining Board for Barbers, a certification is required from an educational institution recognized by the Commonwealth of Puerto Rico, attesting that the student approved a program in these study areas. In order to practice the Cosmetology and Barber professions in P.R. it is a law requirement to possess the corresponding licenses issued by the Examining Boards.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum
BARBERING
1,350 hours/45 credit hour equivalency
Daytime Session (Full time)- 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Units Program	Units	Theory	Practice	Clínic	Total Hours	Credits Equivalency
FIRST TERM						
Bar 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	
	8- Shampoo	10	20	20	50	
	9- Scalp Treatment	10	20	20	50	
	10-Tools and their uses. Grinding and Smoothing	10	10	0	20	
	11- Shaving and Beard Grooming	10	40	25	75	
	12- Facial Massage	10	20	20	50	
	13- Electricity	10	0	0	10	
	14- Design, Blower and Tongs	10	30	30	70	
Total		***155***	***160***	***135***	**450**	***15***
SECOND TERM						
BA 302	15- Chemistry	10	0	0	10	
	16- Hair Dyeing	25	35	35	95	
	17- Permanent	10	30	30	70	
	18- Reversible Curling	10	20	20	50	
	19- Manicure and Pedicure for Men	10	20	20	50	
	20- Introduction to Capillary Sculpture I	30	80	65	175	
Total		***95***	***185***	***170***	***450***	**15**
THIRD TERM						
BA 303	21- Introduction to Capillary Sculpture II	20	65	65	150	
	22- Wig Styling	10	10	0	20	
	23- Competition Sculpture, Style and Design I	10	25	20	55	
	24- Competition Sculpture, Style and Design II	10	45	30	85	
	25- Beauty Salon Administration	30	30	0	60	
	26- Review for the Examination Board Exam	35	45	0	80	
Total		***115***	***220***	***115***	***450***	**15**
Total hours to complete		***365***	***565***	***420***	***1,350 hrs***	***45 credits***

Barbering: Contents of units of instruction

BA 301-

Drugs and Alcohol Orientation, History of Barbering, Bacteriology, Hygiene/ Sterilization and Sanitization, Anatomy and Physiology (Physical Structure), Trichology, Properties and Disorders of skin, scalp and hair, Shampoo, Scalp 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 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.

Tools and their uses: Grinding and settling, Shaving and Design, Facial Massage, Electricity, Design, Blower and Tongs

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.
450 hours (15 Credit hour equivalency) Total 1st Term

BA 302-Chemistry, Hair Dying, Permanent, Reversible curling

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.

Manicure and Pedicure for men, 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.
450 hours (15 Credit hour equivalency) Total 2nd Term

Pre- requisite Introduction to Capillary Sculpture I
BA 303- Introduction to Capillary Sculpture II, Wig styling, Competence Sculpture, Style and Design I

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.

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.
450 hours (15 Credit hour equivalency) Total 3rd Term
COMPLETE 1,350 hours (Equivalent to 45 credits)

Barbering Equipment and Policy

Equipment Cost $340.00 *The equipment will be subject to the cost of the supplier.

Ceramix Xtreme Dryer BAB2000 (1)
Mannequin Holder H-888 (1)
Cutting and texturing scissors 7-1/4" HJ-Duo2
Butterfly Clamps 2" (12 clams)
Wahl Taper 2000 Clipper (1)
Professional Comb set (10 Combs)
Cutting Guides (8 About Comb)
Nylon Styling Cape (1)
Vinyl Shampoo Cape (1)
Spray Bottle (1)
Tint Kit- (8pc)
Manicure Kit (8pc)
Extra Large Bag (1)
Straight Edge Razor (1)
Ryan Deluxe Mannequin (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

MASTER COIFFURE
In Person Education
1,350 Clock hours (45 Credit Hour Equivalency)
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

Program Description:
The Master Coiffure program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. New techniques, implements, equipment and fashions are continually emerging. Emma's Beauty Academy has designed the Master Coiffure program so that graduates of the Cosmetology or Master Barber Stylist programs have 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 considering 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.

Graduates from the program may perform in the following occupations:

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

Admissions Requirements for Master Coiffure Program:

•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.

- Evidence of having completed the Cosmetology, Barbering or Master Barber Stylist program to enter the Master Coiffure program, or evidence of having your license as a Beauty Specialist or Barber. People with Saturday course certificates are not eligible for admission to this program. Explanatory note: this course is not conducive to Beauty Specialist licensure.

Language: The program is taught in Spanish.

Class schedule:

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

- Daytime session (Full time) 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.
- Evening session (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:

Daytime Session **(Full time)** - 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology:

The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others**.**

Grading System

Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100% Excellent
80 - 89% Very Good
70 - 79% Satisfactory
0 - 69% Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Master Coiffure.

Cost of Program: Tuition is $11,820.00

Curriculum Sequential
MASTER COIFFURE
1,350 Clock hours/45 Credit Hour Equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

No. Program	Units	Theory	Practice	Clinic	Total Hours	Credits Equiva.
FIRST TERM						
MC 201	1- Guidance on Drugs, Alcohol and Ethics	10	0	0	10	
	2- Elaborate Design Graphics	15	50	15	80	
	3- Application of Sculpture and Modern Design	20	70	45	135	
	4- Design Series Study of Forum by Pivot Point	10	25	20	55	
	5- Color Design	20	40	70	130	
	6-Hair Ornaments I	5	25	10	40	
Total		***80***	***210***	***160***	***450***	***15***
SECOND TERM						
MC 202	7- Hair Ornaments II	5	25	10	40	
	8-Permanent Design	20	30	30	80	
	9- Blade Sculpture and Competition Design	20	85	0	105	
	10- Black Hair Design	10	30	30	70	
	11- Keratin	5	10	15	30	
	12- Total International Look	15	40	20	75	
	13-Sculpture for Gentlemen and Modern Design with Machine I	5	25	20	50	
Total		***80***	***245***	***125***	***450***	***15***
THIRD TERM						
MC 203	14- Sculpture for Gentlemen and Modern Design with Machine II	10	15	10	35	
	15- Design Sculptures (elaborate hairstyles)	15	30	20	65	
	16-Hand Drying and Tongs	10	35	35	80	
	17- Drying Short Hair	5	5	0	10	
	18-Sterilization	5	10	20	35	
	19- Administration and Beauty Salon Decoration	30	30	0	60	
	20- Hair Extensions	10	35	25	70	
	21- Sculpture Nails and Pedicure Design	15	50	30	95	
Total		***100***	***210***	***140***	***450***	***15***
Total hours to complete		**260**	**665**	**425**	**1,350 hours**	**45 credits**

Master Coiffure: Contents of units of instruction

MC 201-

Guidance on Drugs, Alcohol and Ethics, Elaborate Design Graphics, Application of Sculpture and Modern Design

Given an orientation and completed the study of Drugs, Alcohol, Professional Ethics, Elaborate 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.

Design Series Study of Forum by Pivot Point, Color Design, Hair Ornaments 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.
450 hours (15 Credit hour equivalency) Total 1st Term

Pre-requisite Hair Ornaments I
MC 202-

Hair Ornaments II, Permanent Design, Blade Sculpture and Competition Design

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

Black Hair Design, Keratin, Total International Look, Sculpture for Gentlemen and Modern Designs with Machine 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.
450 hours (15 Credit hour equivalency) Total 2nd term

Pre-requisite Modern Designs with Machine I
MC 203-

Sculpture for Gentlemen and Modern Designs with Machine II, Design Sculpture (Elaborate Hairstyles), Hand Drying and Tongs, 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.

Administration and Beauty Salon Decoration, Hair Extensions, Sculpture Nails and Pedicure Design

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.
450 hours (15 Credit hour equivalency) Total 3rd Term

COMPLETE 1,350 hours (Equivalent to 45 credits)

Master Coiffure Equipment Policy

Equipment Cost $340.00 *The equipment will be subject to the cost of the supplier.

Long Hair Mannequin (1)

Mannequin Quadrant (1)

Mannequin Sophia (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

MASTER BARBER STYLIST
In Person Education
1,350 Hour/45 Credit Hour Equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

Program Description:
The Master Barber Stylist program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. New techniques, equipment and fashions continuously arise. Emma's Beauty Academy has designed the Master Barber Stylist program so that graduates of the Barbering or Master Coiffure programs have 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". The 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.

Graduates from the program may perform in the following occupations:

- Specialist Stylist in Hair Design and Sculpture for Men
- Salon Owner
- Color Specialist
- Seminar Leader Platform Artist
- Salon Supervisor/Administrator

Admissions Requirements for Master Barber Stylist Program:

•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.
*Evidence of having completed the Barber or Master Coiffure program to enter the Master Barber Stylist program, or evidence of being licensed as a Barber or Beauty Specialist. People with Saturday course certificates are not eligible for admission to this program. Explanatory note: this course is not conducive to Barbering licensure.

Language: The program is taught in Spanish.

Class schedule:

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

- Daytime session (Full time) 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 (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:

Daytime Session **(Full time)** - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months.

Methodology:

The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others.

Grading System

Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100% Excellent
80 - 89% Very Good
70 - 79% Satisfactory
0 - 69% Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Master Barber Stylist.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum

MASTER BARBER STYLIST

1,350 hours/45 credit hour equivalency

Daytime Session (Full time)- 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months

Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

No. Curse	Unit	Theory	Practical	Clinic	Total Hours	Credits Equivalency
FIRST TERM						
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- Heat Tongs	10	30	10	50	
	5- Advanced Techniques of Straightening	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		***125***	***210***	***115***	***450***	***15***
SECOND TERM						
MBS 702	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	
	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		***60***	***210***	***180***	***450***	**15**
THIRD TERM						
MBS703	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	
	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		***90***	***195***	***165***	***450***	**15**
Total hours to complete		**275**	**615**	**460**	**1,350 hrs**	**45 credits**

Master Barber Stylist: Contents of units of instruction

MBS 701

Health and Safety, Professional Image, International Hairstyle, Heat Tongs

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.

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.
450 hours (15 Credit hour equivalency) Total 1st Term

MBS 702

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.

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 lightning, 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 ".
450 hours (15 Credit hour equivalency) Total 2nd Term

MBS 703

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.

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.
450 hours (15 Credit hour equivalency) Total 3rd Term

COMPLETE 1,350 hours (Equivalent to 45 credits)

Master Barber Stylist Equipment and Policy

Equipment Cost $340.00 *The equipment will be subject to the cost of the supplier.

Mannequin with beard (1)
Sophia mannequin (1)
Bleach 1lb
Mannequin without beard (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

NAIL TECHNICIAN
In Person Education
1,350 hours/ 45 credit hour equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

Program Description:
The Nail Technician program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. 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.

Graduates from the program may perform in the following occupations:
- Manicurist
- Artificial Nail Technician
- Nail products salesperson
- Platform Artist (Specialist in nail design)
- Supervisor of a salon specialized in nails
- Salon owner
- Nail Technician teacher
- Lecturer in the area of nails

Admissions Requirements for Nail Technician Program:
•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.

Language: The program is taught in Spanish.

Class schedule:
Classes are held from Monday thru Thursday at the following schedule:
- Daytime session (Full time) 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.
- Evening session (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:
Daytime Session **(Full time)** - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology:

The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others.

Grading System

Each student will be evaluated 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 study unit.. Emma's Beauty Academy is governed by a numerical ranking system. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100% Excellent
80 - 89% Very Good
70 - 79% Satisfactory
0 - 69% Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress, the student is awarded a diploma of Nail Technician.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum
NAIL TECHNICIAN
1,350 hours/45 credit hour equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

Program No.	Units	Theory	Practice	Clinic	Total Hours	Credits Equivalency
FIRST TERM						
	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	
TU 501	6- Nail Disorders and Diseases	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	
	12- Artificial Nails and Touch Up I	25	200	0	225	
Total		***175***	***275***	***0***	***450***	***15***
SECOND TERM						
	13- Artificial Nails and Touch up II	20	105	0	125	
	14- Corrective Procedures of Artificial Nails	10	30	0	40	
	15- Nail Painting and Design I	20	40	0	60	
	16- Nail Painting and Design II	5	30	0	35	
TU 502	17- First Aid	5	10	0	15	
	18- Seminars and Demonstrations	15	25	0	40	
	19- Salon Management	15	15	0	30	
	20- Job Interview	5	10	0	15	
	21- Clinics	0	0	90	90	
Total		**95**	**265**	**90**	**450**	**15**
THIRD TERM						
	22- Advanced Acrylic Techniques	20	45	50	115	
	23- Use of Polishing Machine	25	40	45	110	
TU 503	24-Advanced Design I	10	30	35	75	
	25-Advanced Design II	10	30	35	75	
	26-Air Brush	20	25	30	75	
Total		***85***	***170***	***195***	***450***	***15***
TOTAL HOURS TO COMPLETE		**355**	**710**	**285**	**1,350**	**45**

Nail Technician: Contents of units of instruction

TU 501

Introduction to the Profession, Course Terminology, Personal and Professional Ethics, Bacteriology and Disinfection, Anatomy and Physiology, Nail Disorders and Diseases, Hand 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.

Artificial Nails and Touch Up 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.

450 hours (15 Credit hour equivalency) Total 1st Term

Pre- requisite TU 501
TU 502

Artificial Nails and Touch Up II, Corrective procedures of artificial nails, Nail Painting and Design I

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.

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 program in the clinic.
450 hours (15 Credit hour equivalency) Total 2nd Term

TU 503

Advanced Acrylic Techniques, Use of 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.

Advanced Design I, Advanced Design II, 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.
450 hours (15 Credit hour equivalency) Total 3rd Term

COMPLETE 1,350 hours (Equivalent to 45 credits)

Nail Technician Equipment and Policy

Equipment Cost $270.00 *The equipment will be subject to the cost of the supplier.

Bag (1)
Tones Polimer Max White 1.5 oz (1)
Tones Polimer Cover Pink 1.5 oz (1)
Tones Polimer Glass 1.5 oz (1)
Tones Ultrabond Appet Acid-Free Primer 15ml (1)
Tones Nail Prep Solution 15ml (1)
Tones Cuticle Oil Pineapple 1.18oz (1)
Tones Premium Kolinsky Acrylic Brush #8 (1)
Tones Collection Arlequin x12 (1)
Tones Monomer 8oz (1)
Mechanical Hand (1)
Tones Lima 100/180 (1)
Tones Buffer 100/180 (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

FACIAL, CORPORAL ESTHETICS AND MAKE-UP
In Person Education
1,350 hours/45 credit hour equivalency
Daytime Session (Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

Program Description:
The Facial, Corporal Esthetics and Make-Up program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. 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 corporal 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.
They will correctly identify and use the equipment used in facial and body aesthetic procedures.
• They will apply the correct hygiene and sanitation techniques.
• Correctly use aromatherapy and music therapy techniques.
• They will recognize the different skin textures and their treatments.
• They will select the treatments to keep the skin healthy.
• Choose the specific treatments according to the client's conditions.
• Demonstrate mastery of correct facial and body massage techniques.
• They will use various facial and body hair removal techniques.
• They will guide their clients, according to their needs and conditions.
• They will perform various professional makeup techniques.
• They will execute permanent makeup technique.
• They will indicate the administrative processes that are carried out in an establishment dedicated to aesthetics.
• Enter the vast field of employment that comprises the content of the program.

Graduates from the program may perform in the following occupations:
● Cabin Beautician
● Professional makeup artist
● Demonstrator of beauty products
● Seller of skin care and maintenance products.
● Owner of a Spa Center
•Beauty consultant
• Medical offices, consultant
•Educator

Admissions Requirements for Facial, Corporal Esthetics and Make-Up Program:

•Complete admissions application.
•Pay $25.00 non-refundable application fee.
•Minimum age – 16 years old as long there is evidence of having completed high school or GED.
•The institution's admission policies require that each student meet one of the following:
Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
•In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
•For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
•Birth Certificate.
•Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
•Provide a copy of current government issued photo ID or photo 2X2.
•Provide a copy of a current Social Security Card.

Language: The program is taught in Spanish.

Class schedule:

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

- Daytime session (Full time) 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.
- Evening session (Part time) 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:

Daytime Session **(Full time)** - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session **(Part time)** – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology:

The instructional methods used to teach the classes by a qualified instructor are: socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, assignments, special projects, oral reports, competitions, reflective journals, practices, clinics, self-assessments, practical and clinical evaluations, exams and collaborative learning, among others**.**

Grading System

Emma's Beauty Academy is governed by a numerical ranking system. The student must maintain acumulative average of 70% or more and 90% of the hours scheduled to be considered as meeting the minimum requirements of Satisfactory Academic Progress in each term. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100% Excellent
80 - 89% Very Good
70 - 79% Satisfactory
0 - 69% Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Facial, Corporal Esthetics and Make-Up.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum
FACIAL, CORPORAL ESTHETICS AND MAKE-UP
1,350 hours/ 45 credit hour equivalency
Daytime Session(Full time) - 6 hours a day, 4 days a week= 24 hours a week, 56.25 weeks in 14 months
Evening Session (Part time) – 5 hours a day, 4 days a week = 20 hours a week, 67.5 weeks in 17 months

No. Program	*Unit*	*Theory*	*Practice*	*Clinic*	*Total Hours*	*Credit Equivalency*
	FIRST TERM					
	1-Drug Education	10	0	0	10	
	2- Personal and Professional Development	15	15	0	30	
	3- History of Beauty, Make-up & Cosmetics	15	0	0	15	
	4- Dietetic Notion	30	15	0	45	
EST 401	5- Bacteriology, Health and Sterilization	15	20	0	35	
	6- Beauty Institute, Facilities and Equipment	25	0	0	25	
	7- The Electricity in Esthetics	5	0	0	5	
	8- Aromatherapy and Music Therapy	25	15	0	40	
	9- Anatomy and Physiology I	20	0	0	20	
	10- Anatomy and Physiology II	100	0	0	100	
	11-Morphology and Physiology of the Skin: Cutaneous Pathology	125	0	0	125	
Total		***385***	***65***	***0***	***450***	***15***
	SECOND TERM					
	12- Cosmetics	25	0	0	25	
	13- Make-up Removal	15	25	0	40	
	14- Hair Removal: Face and Corporal	20	55	0	75	
EST 402	15- Recognition Methods for Skin Examination	20	10	0	30	
	16- Targeted Treatments According to Skin Type I	20	35	0	55	
	17- Targeted Treatments According to Skin Type II	20	40	0	60	
	18- Facial Massage	20	55	0	75	
	19- Knowledge of Corporal Massage: Movements and Techniques I	20	70	0	90	
Total		***160***	***290***	***0***	***450***	***15***
	THIRD TERM					
	20- Knowledge of Corporal Massage: Movements and Techniques II	20	45	0	65	
	21- Special Treatments	25	55	0	80	
	22- Make-up and Cosmetics I	10	20	0	30	
EST 403	23- Manicure y Pedicure Spa	15	35	0	50	
	24- Make-up and Cosmetics II	10	40	0	50	
	25- Permanent Make-up	10	25	0	35	
	26- Commercial Orientation and Administration	30	0	0	30	
	27- Clinical Practice	0		110	110	
Total		***120***	***220***	***110***	***450***	***15***
TOTAL HOURS TO COMPLETE		**665**	**575**	**110**	**1,350 hrs**	**45 credits**

Facial, Corporal Esthetics and Make-Up: Contents of units of instruction

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 equipment's, objects and their uses. They will know the different kinds of electric current used by the equipment's 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.

Anatomy and Physiology II, 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.
50 hours (15 Credit hour equivalency) Total 1st Term

Pre- requisite EST 401
EST 402-

Cosmetics, Make-up 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.

Targeted Treatments according to Skin Type II, 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.
450 hours (15 Credit hour equivalency) Total 2nd Term

Pre- requisite EST 402
EST 403-

Knowledge of Body Massage: Movements and Techniques II, Special Treatments, Make-up 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.

Make-up and Cosmetics II, Permanent make-up, Commercial orientation and Administration, Clinical

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.
450 hours (15 Credit hour equivalency) Total 3rd Term

Complete 1,350 hours/45 credits hour equivalency

Facial, Corporal Esthetics and Make-Up Equipment and Policy

Equipment Cost $260.00 *The equipment will be subject to the cost of the supplier.

- Waxing kit (1)
- brush kit (1)
- Cleanser or milk for normal skin (1)
- Tonic or H20 for normal skin (1)
- Tonic or H20 for dry skin (1)
- Tonic or H20 for combination skin (1)
- Oxygenating peeling for normal skin (1)
- 2 Moisturizing cream
- Face mask (1)
- Bag (1)
- pedicure kit (1)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

Program Currently NOT being Offered by the Institution

Cosmetology Hybrid 1350 hours/45 credits

The addresses of our regulatory agencies are:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
Telephone: 1-703-600-7600
Fax: 703-379-2200

Board of Post-Secondary Institutions
PO Box 9023271
San Juan, P.R. 00902-3271
Telephone 787-722-2121

DISTANCE EDUCATION POLICY

The distance education policy will be consistently applied to all students enrolled in all approved programs in compliance with all local, state and federal laws and regulations and is in the application process to be evaluated by the Standards and Criteria of the Accrediting Agency, NACCAS.

Emma's Beauty Academy guarantees that all programs offered in distance education have the same educational quality comparable to programs that were provided exclusively through the classroom within the Institution.

Distance education will not be used as a method for the delivery of clinical instruction in which the student must make a practical application on a live model or client.

The interaction with the instructor is validated by regular measurable participation (clock hour) in the academic programs. Participation is documented within a log of all student activity comprised of a record of regular and substantive interaction between the student and the instructor. The institution uses a purely synchronous learning environment between students and instructors in which students begin and end training at specific times. The student will have interaction with the instructor Mondays through Thursdays from 7:30 am to 11:30 am and 12:30 pm to 2:30 pm.

A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.

Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus), to include any applicable competencies required by the State licensure agency, prior to graduation from the program

All transcripts or other documents (official or unofficial) listing the academic attainment received will identify the distance education component.

Prior to enrollment, students are provided with a disclaimer that academic achievement earned through distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be found in the student's file.

COSMETOLOGY

Hybrid Education
1,350 Clock Hours/45 Credit Hour Equivalency
Daytime Session (full time) - 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Program Description:

The Cosmetology program provides the student with occupational training and knowledge in the specialties of the profession. The level of training provided is of Vocational Technical Postsecondary level. 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 clinic 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.

References: Texts: Cengager Learning. (2016). Milady Standard Cosmetology

Reference Books: Pivot Point, (2009). Salon Fundamentals

Reasonable Accommodation: Students who need reasonable accommodations or receive Vocational Rehabilitation services should contact their counselor to request and provide the required documents to their Vocational Rehabilitation counselor or technician, the rehabilitation counselor will draft the letter of reasonable accommodation, which will be delivered to the academic director by the student. The accommodation will be effective once the teacher receives the letter of reasonable accommodation. The teacher is responsible for complying with the student's reasonable accommodations. Any doubt, question or situation with the reasonable accommodation, the student should visit the Academic Director's Office.

Graduates from the program may perform in the following occupations:

Stylist	Pedicurist	Salon Manager	Owner of Salon
Make-Up Specialist	Chemical Technician	Teacher	Supervisor
Manicurist		Colorist	

Admissions Requirements for Cosmetology Program:

- Complete admissions application.
- Pay $25.00 non-refundable application fee.
- Minimum age – 16 years old as long there is evidence of having completed high school or GED.
- The institution's admission policies require that each student meet one of the following:
  Having successfully completed High School or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, original sealed transcript showing a high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college completion or college degree or a state certification of home-school completion.
- In the cases of Accelerated Education, you must meet the state requirements: minimum age of 16 years and accreditation from the institution that grants the degree. Emma's Beauty Academy verifies that you meet state requirements and maintains this credential. In the cases of Homeschooling, as established in the Constitution of Puerto Rico, in its Article II, section 5, the parent or guardian must certify the education at home. The student must complete the Affidavit can by the Institution.
- For foreign students only: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Birth Certificate.
- Immunization Certification for individuals under 21 years of age (No older than 2 years from the date of issue).
- Provide a copy of current government issued photo ID or photo 2X2.
- Provide a copy of a current Social Security Card.

Language: The program is taught in Spanish.

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.
- Evening session 5:00 p.m. - 10:00 p.m. with break from 7:30 p.m. - 7:45 p.m.

Completion Time:

Daytime Session(ful time) - 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Maximum time frame is 62.25 weeks in 16 months
Evening Session (part time)– 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months
Maximum time frame is 74.95 weeks in 19 months

Methodology: The instructional methods used to **teach the classes at a distance** by a qualified Instructor are through video conferencing, telephone conferencing, group chat applications and/or email and links. On the other hand, the classroom methodology includes socialized discussion, reading, discussion of concepts, forums, debates, concept maps, demonstrations, portfolios, reflective journals, practices, self-assessments and collaborative learning. The institution uses a purely synchronous learning environment between students and instructors in which students begin and end training at specific times.

Evaluation Method: Each student will be evaluated through theoretical exams, practical and clinical work. Theoretical, practical and clinical work will be evaluated through a rubric designed by the Institution for each unit of study. Theoretical, practical and clinical examinations will be offered in person. A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.

Grading System

Emma's Beauty Academy is governed by a numerical ranking system. The student must maintain a cumulative average of 70% or more and 90% of the hours scheduled to be considered as meeting the minimum requirements of Satisfactory Academic Progress in each term. Below is the table of the numerical grading system that is used to measure the Satisfactory Academic Progress of the students in the theoretical exams and practical and clinical work of each unit.

90 -100% Excellent
80 - 89% Very Good
70 - 79% Satisfactory
0 - 69% Unsatisfactory

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

Graduation Requirements: In order to graduate, the student must complete his/her program within the time frame stipulated on the enrollment agreement with 100% of the required hours and a minimum academic grade average of 70%.

Diploma: After achieving Satisfactory Academic Progress the student is awarded a diploma of Cosmetology.

Licensure: Among other requirements to take the exams from the Examining Board for Beauty Specialist (Cosmetologist) or from the Examining Board for Barbers, a certification is required from an educational institution recognized by the Commonwealth of Puerto Rico, attesting that the student approved a program in these study areas. In order to practice the Cosmetology and Barber professions in P.R. it is a law requirement to possess the corresponding licenses issued by the Examining Boards.

Cost of Program: Tuition is $11,820.00

Sequential Curriculum
COSMETOLOGY
1350 Clock hours (45 Credit Hour Equivalency)
Daytime Session (full time) - 6 hours a day, 4 days a week= 24 hours a week to 56.25 weeks in 14 months
Evening Session (part time) – 5 hours a day, 4 days a week = 20 hours a week to 67.5 weeks in 17 months

Program No.	Units	Theory	Practice	Clinic	Total Hours	Credits Equiva.
	FIRST TERM					
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 Rinsing	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	
	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		***205***	***165***	***80***	***450***	***15***
	SECOND TERM					
COS 102	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	
	17- Long Hair Design	15	30	15	60	
	18- Chemistry	10	0	0	10	
	19- Hair Coloring	20	40	20	80	
	20- Hair Bleaching	10	45	20	75	
Total		**120**	**225**	**105**	**450**	**15**
	THIRD TERM					
COS 103	21- Permanent Waving	10	25	5	40	
	22 Chemical Straightening and Reformation	10	15	10	35	
	23- Solid Hair Concept and Sculpture	25	50	25	100	
	24- Graded Hair Sculpture and Design I	20	20	10	50	
	25- Graded hair Sculpture and Design II	10	25	10	45	
	26- Incremented Layer Sculpture	20	30	40	90	
	27- Uniform Layered Sculpture	15	20	20	55	
	28- Salon Administration	15	20	0	35	
Total		**125**	**205**	**120**	**450**	**15**
Total hours to complete		**450**	**595**	**305**	**1,350 hours**	**45 credits**

Cosmetology: Contents of units of instruction

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.

Theory of the Skin, 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.
450 hours (15 Credit Hour Equivalency) Total 1st term

COS 102-

Thermal Molding (Hairstyling), 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.

Long Hair Design, Chemistry, Hair Coloring, Hair Bleaching

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.
450 hours (15 Credit Hour Equivalency) Total 2nd term

Pre- requisite COS 102
COS 103-

Permanent Waving, Chemical Straightening and Reformation, Solid Hair Concept and Sculpture, Graded Hair Sculpture and Design I

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.

Graded Hair Sculpture and Design II, Incremented Layer Sculpture, Uniform Layer 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.
450 hours (15 Credit hour equivalency) Total 3rd term

Complete 1350 hours/45 credit hour equivalency

Cosmetology Equipment and Policy

Equipment Cost $340.00 *The equipment will be subject to the cost of the supplier.

2000W Ceramix Xtreme Dryer BAB2000. (1)
Deluxe Debra Mannequin DLX804. (1)
Butterfly Clamps 12 per pack 185B
7pc.Ceramic brush set in carry bag SC9147
Teasing Brush SC300 3 row. (1)
Red Roller 1 ½" 12 rollers per pack
Dual Purpose Pin Curl Clips 400X (80 clips per box)
3-1/2" All purpose Duck Bill Clips 138HC-S (12 clips per bag)
Single Prong Pin Curl Clip 592. (80 clips per box)
Vinyl Shampoo Cape 3008. (1)
Spray Bottle 12oz.B27. (1)
10pc. Professional Comb set AR-10
Nylon Styling Cape 3012. (1)
Long White Perm Rolls 356LBwH (107 pcs.)
9 pc. Invisibles Tint Kit
Classic Manicure Bowl. (1)
Hair Styling Kit Se-2027 (4 tools)
1" Tourmaline Ceramic Flat Iron SC-CH14 (1)
Pedicure Student Kit CO1F-02025. (1)
Manicure Kit Without Cuticle Scissor PPK-10WSL (1)
Extra Large NY326-BK (1 Bag)

Financial aid does not cover the cost of equipment or books, therefore, to receive the equipment it is necessary:

- Provide evidence of the payment plan up-to-date.
- Have full hours on the date of delivery of equipment.
- The Institution will deliver equipment in stages, according to the curricular units or needs.
- The student is responsible for the care of his/her equipment.
- The Institution is not responsible for stolen, lost, broken or mutilated equipment.
- The student will verify that the equipment is in good condition before leaving the delivery area.
- When using the equipment and it shows any defect, it must be delivered to the "supply" immediately in order to comply with the 60-day warranty given by the company from which the equipment was purchased.
- The student is responsible for bringing his/her equipment every day.
- The equipment cannot be loaned to any student.
- Students without equipment will not be accepted into the classroom.
- The student is responsible for purchasing books. The Institution does not provide book sales services.

Technological Equipment Required

The student must have access to (inter-net), a space available to study without interruptions through any of these devices: Tablet, Laptop, Desktop computer or a mobile phone(iOS, Android, Windows Phone), with good audio and video quality, headphones (in-ear or over-ear is optional) that allows you to concentrate, in addition you must be familiar with the processes and tools of electronic communication (email, chat and social networks) and know the basic development of these processing methods.

- Operating System
- Microsoft Windows: 7 / 8.1 from 10
- Mac OS X vl0.10 the top
- Web Browsers
- Microsoft Internet Explorer 7 o superior
- Mozilla 3.6 the top

- Google Chrome

Google Classroom. This app is compatible with all your devices. Google Classroom is Google's tool for education. It is a platform that allows you to manage what happens in the classroom online, in a collaborative way.

Classroom is a free service for schools, NGOs and anyone who has a personal Google Account. Classroom facilitates the connection between teachers and students, both inside and outside the school. Classroom saves time and paper, as well as creating classes, distributing tasks, communicating with other users, and keeping work organized with ease.

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 July 1, 2026 to June 30, 2027.

President