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## **DISCLAIMER**

**The purpose of this catalog is to inform and enforce the rules and policies of this institution to each student enrolled, with no matter to age, sex, or religion. This catalog will be enforced at all times by the staff and students at Pure Aesthetics, LLC (PA). All students will need to read and understand the rules and regulations set forth by Pure Aesthetics, LLC and the Arizona State Board of Cosmetology.**

*Pure Aesthetics, LLC – Tucson (PA) reserves the right to change, modify, delete or add to this catalog at any time. Changes will be followed by a posted memo and will occur only as needed.*

## **PURE AESTHETICS VISION**

Pure Aesthetics, LLC is a skincare school committed to broadening the perspectives of its students. Drawing from both eastern and western modalities, the educational emphasis is on healthful lifestyles, the interdependence of health and beauty, and ecological responsibility. We believe that a healthy body and mind is integral to healthy and beautiful skin. Our approach teaches students to enhance their personal well-being and gives them a greater depth of knowledge from which to work and succeed in the skincare industry.

## **MISSION STATEMENT**

Pure Aesthetics, LLC will provide a superior skincare education based upon a unique integrated wellness approach. Our students will learn the latest trends and techniques along with basic skills in a spa-like setting, from accomplished professionals with practical experience within the industry. Offered in a positive creative atmosphere, the training will encourage personal growth and produce qualified employment-ready graduates.

## **OWNERSHIP**

Kaelen H. Johnson, Founder, Owner & Director

## **ADMINISTRATION, STAFF AND FACULTY**

### **KAELEN JOHNSON – Founder / Director / Owner**

Kaelen Johnson has worked in the health and medical spa industry since 1993 providing herbal wraps, body treatments, facials, cosmetic applications, laser hair removal, and corrective makeup procedures. Her aesthetic experience includes almost fifteen years at Canyon Ranch Spa and over five years at Loews Ventana Canyon Resort Spa. She has been an educator for Essensa, an exclusive line of organic skincare products. Her training also includes an apprenticeship with Bliss Spa, New York. Kaelen holds aesthetician licenses in both Arizona and New York in addition to an aesthetic instructor license in Arizona. She has spoken at national skincare conferences as well as written articles for industry trade magazines. Kaelen's passion since the early '90s has been seeking out truly natural products. Her desire to increase awareness of ecological responsibility and holistic approaches to health and wellbeing led her to open Pure Aesthetics, LLC.

### **LINDSAY SAAVEDRA – Office Supervisor**

Lindsay Saavedra has been with Pure Aesthetics since April 2008. Lindsay has taken on many different roles at Pure Aesthetics, from receptionist to administrative assistant, and most recently office supervisor. She works in an administrative capacity and oversees daily operations of the school. Lindsay has developed an interest in natural products since she began working at Pure Aesthetics and enjoys sharing her knowledge with our clients.

**REGINA PARK – Admissions Advisor & Student Services Coordinator**

Regina Park graduated from the University of Hawaii at Manoa with a degree in marketing and finance. She has worked in marketing and event planning for a number of years but has always had a passion for skincare. She has also worked at Bare Escentuals as a beauty ambassador as well as a freelance makeup artist. Regina is currently attending Pure Aesthetics in order to obtain her aesthetics license and to gain a deeper understanding of the student experience so that she is better able to assist students in their new career path.

**KIMBERLY MADISON – Spa Coordinator & Administrative Assistant**

Kimberly holds a deep passion for natural, holistic health of both human beings and their environment. She graduated from the University of Wisconsin-Madison in 2003 with a joint degree in Psychology and Environmental Science, and has continued to explore this connection of people and place in her career ever since. She is recently licensed as a massage therapist from the Providence Institute in Tucson. Joining Pure Aesthetics in December of 2009, Kimberly is very excited to join a caring team of people that supports beauty inside and out - and respects Mother Nature in the process!

**JASMIN HAYES – Spa Coordinator & Administrative Assistant**

Jasmin has been with Pure Aesthetics before the doors even opened. She took a hiatus to return to school and to travel abroad for a year. She visited Italy, France, and Ireland, where she lived with family. She returned to work at Pure Aesthetics in 2010. She is currently enrolled as a sophomore at Pima Community College where she majors in Psychology and minors in French and Spanish. She plans to transfer to the University of Arizona to continue her studies soon.

**RACHEL RAPP – Aesthetic Instructor**

Rachel Rapp combines a background in education with a dedication to natural skincare to provide the best quality training possible for our students. She has practiced aesthetics in various settings, including an alternative healthcare center, day spa and full service salon. Rachel continues to expand her expertise and is committed to professional growth and a pure, natural approach to skincare.

**KAREN JENKINS – Aesthetic Instructor**

Karen came to aesthetics after 13 years as a corporate team builder, motivator, and educator. As an aesthetic instructor, she is able to combine her life long love of natural skincare with her passion for education. Her experience in the corporate world, as well as her experience as a salon owner/operator, adds to the depth of knowledge she provides her students. She is passionate about providing her students with superior education while instilling professionalism, self-respect, and excitement for the rapidly growing aesthetics industry. Her motto is: "If they're not laughing, they're not learning."

**KANDI CLEMENT – Aesthetic Instructor (on-call)**

Kandi Clement has had a passion for the field of aesthetics for more than 10 years. She has worked for Miraval Life and Balance in the skincare department providing facials, and waxing,

cosmetic application and body treatments. She also played a minor role in the spa as Lead Aesthetician in charge of training, internal education and daily operations, including product purchasing, inventory, and relationships with skincare vendors. Kandi has trained abroad with a major skincare company in St. Millo, France. She has also been involved with a national branding company for the creation of a new product line. Kandi's love of education has her continuing in the field of Master Educator for Pure Aesthetics.

**KELLY MUZALL – Aesthetic Instructor (on-call)**

Kelly Muzall is a registered nurse who specializes in the field of skin care. She received her Bachelor's degree from the University of Arizona and is currently working at the Dermatology Center of Tucson. As the lead nurse injector, she provides skillful and restorative procedures. Prior to nursing school, Kelly was an aesthetician at Canyon Ranch for more than 10 years. She received her laser certification at IMAJ institute in Phoenix, Ariz.

**SCHOOL HISTORY**

Pure Aesthetics, LLC opened in November 2006. By March 2007, PA had its first graduating class. Founder Kaelen Johnson chose to create a program that goes above and beyond the basic 600-hour curriculum. By offering an extensive menu of services, the students are able to have a broad background of various skincare and spa treatments. Additionally, Kaelen felt it was important to augment the program with guest speakers and field trips for a well-rounded and informative education.

**OBJECTIVES**

- Provide comprehensive training in the study of aesthetics
- Introduce natural approaches to skincare and beauty
- Encourage personal and professional growth
- Create a respectful environment in which to learn and develop
- Prepare students for the Arizona State Board licensing examination for aesthetics and aesthetics instruction
- Produce graduates qualified for work in the salon, spa, medical, and retail industries, or in the case of aesthetic instructors, in an educational capacity

**LICENSING AGENCY**

Pure Aesthetics, LLC is licensed by:  
Arizona State Board of Cosmetology  
1721 East Broadway Rd.  
Tempe, AZ 85282-1611  
(480) 784-4539

**LOCATION & FACILITY**

Pure Aesthetics, LLC is located at:  
5110 East 5<sup>th</sup> St.  
Tucson, AZ 85711  
(520) 514-PURE (7873)  
www.pureaestheticstucson.com

PA is centrally located in Tucson, Arizona near a convenient city bus stop. The 3200-square-foot facility faces the beautiful Catalina Mountains. This tranquil learning environment includes two theory classrooms, library, retail area, a professionally equipped spa-like clinic, and state-of-the-art equipment.

### **SCHOOL HOURS**

The class schedule for full-time students is Monday through Friday, from 9:00 a.m. to 4:30 p.m. Full-time students receive a half hour lunch. The class schedule for part-time students is Tuesday-Thursday, from 5:00 p.m. to 9:00 p.m. and Saturday, from 9:00 a.m. to 6 p.m.

*\*All students are required to adhere to their contract schedule, unless in the case of extenuating circumstances. Requests must be made in writing and exceptions will be made at the discretion of PA administrative staff.*

### **TUITION AND FEES**

Tuition and fees are subject to change without notice, excluding those with prior contractual agreements.

The current Catalog Addendum contains a listing of current tuition and fees for all programs offered by Pure Aesthetics.

### **PAYMENT OPTIONS**

Payments can be made by cash, credit card, certified check or money order, Additionally Pure Aesthetics accepts payments through Pima County One-Stop, the GI Bill, the Military Spouse Career Advancement Accounts program, and Rehabilitation Services Administration. Pure Aesthetics, LLC is a relatively new school and has been granted accreditation through (ACCET) Accrediting Council for Continuing Education & Training; however, is not yet an eligible institution to participate in Title IV grants and programs.

**DISCLAIMER:** Once Pure Aesthetics receives Title IV eligibility, funds may be applied towards the 600-hour Aesthetics Program ONLY.

A non-refundable fee of \$200.00 must be paid at the time of registration for all course programs. Payments may be made as follows:

**Option 1:** Tuition paid in full ten days before scheduled class start date or at time of enrollment, whichever is later, will be discounted 15% for all clock hour programs.

**Option 2:** Monthly payments with no interest made throughout program to equal total program cost. Please see Enrollment Contract for plan details.

Late payments are subject to a late fee of 1% per day of the total owed after a five-day grace period. Although the late fee will begin to accrue on the fifth day after the due date, a ten-day grace period will be allowed before suspension. Installment payments are expected at the scheduled due date. All payments should be turned into the office on or before the 1<sup>st</sup> business

day of every month or mailed to the school unless special arrangements are made with the School Director.

*\*It is the student's responsibility to make sure the payment is on time. The school does not inform the student each day the payment is late, however once the payment is thirty days late the student will be notified in writing. Delinquent payments will be assigned to a licensed collection agency.*

Grant money may be available to you through Pima County ONESTOP. Please see Admissions Advisor for more details and how to apply.

Pure Aesthetics offers four scholarships per year for 25% of the tuition cost. Please see our website for application information including deadline dates and qualifications.

### **STUDENT KIT**

Students, with the exception of those enrolled in the Aesthetic Instructor program, receive a kit that includes supplies that will be used for the duration of the aesthetic program. Students are responsible for replacing lost items. Each student will receive a list of kit items and will initial each item received. The PA required kit contains:

- 3 PA logo shirts
- State Board Kit
- Standard textbook and workbook for professional aestheticians
- Copy of Arizona State Board of Cosmetology laws and rules
- Disinfected covered container for disinfected tool and implement storage as specified by R4-10-112
- \$75.00 credit, to be chosen by the students for their personal use, to be used towards products, makeup, brushes, and implements. \$75.00 worth of back bar product.
- 3 Free Facial Cards for friends or family
- Student liability insurance
- \$185 towards State Board licensing exam fees

*\*Only unused kits may be returned for a full refund.*

*\*\*Students will be given a 20% discount on items purchased in the PA retail area*

### **ADMISSIONS**

To enroll in any course program at PA, the student must make an appointment with our Admissions Advisor to determine the total program cost including tuition, fees, supplies, and books, as well as which program and payment options that suits his/her individual needs.

*Students who register at least 30 days prior to the scheduled start date will receive a \$100 gift certificate to be used for spa services at Pure Aesthetics, LLC. for family and friends.*

**Non Discrimination Statement:** The school in its admission, instruction, and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, sexual orientation, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations.

**Admission Requirements for Aesthetics Program:**

Applicants must fulfill the following requirements:

- Complete a PA Application for Enrollment
- Present a form of photo identification with proof of fifteen years of age (driver's license, state ID, military ID, passport, or birth certificate) and social security card.
- Provide proof of education: high school diploma, GED, or a high school transcript with at least 10 credits: 2 in English
- Pay non-refundable \$200.00 registration fee

All applicants must complete an Application for Enrollment and provide proof of education and age. In the state of Arizona a student must either both be fifteen years of age and have proof of at least ten high school credits with two in English or show proof of being 23 years of age in order to qualify for the State Board licensing examination.

**Admission Requirements for Aesthetics Instructor Program:**

In addition to meeting the admission requirements for the Aesthetics course, applicants for this course must already be licensed in the field of aesthetics or cosmetology by The Arizona State Board of Cosmetology and have proof of one year work experience.

**Transfer students:**

Enrollment is available for students wishing to transfer into PA's aesthetics course after they have withdrawn from other cosmetology or aesthetics schools both in and out of state. In addition to the standard admission requirements, a transfer student must submit certification of prior hours before signing the enrollment contract. Credit for previous training and education in a licensed aesthetics training program may be granted. The acceptance of transfer hours is at the discretion of the school. Before a transferring student can be enrolled, the School Director will evaluate and assess the student academically according to his/her transcript. A minimum of a 70% GPA is required in order for the transfer hours to be accepted. If the GPA is lower than 70% an exam will be administered. Tuition costs for transfer students will be based on the total number of hours the student needs in order to fulfill the course requirements and will be pro-rated accordingly.

Registered nurses, nail technicians and cosmetologists are not required by State Board to complete the full 600 hours required to obtain an aesthetics license. Pure Aesthetics will honor up to 100 credit hours provided the student passes a written and/or practical test of prior knowledge of the coursework.

Pure Aesthetics, LLC accepts up to 100 credit hours. PA does not guarantee the transfer of credits from our school to other institutions.

**Re-entry policy:**

If a student has voluntarily withdrawn, been terminated, or failed to return after a leave of absence, they may make a re-entry request. A re-entry request is defined as a request for re-enrollment in order to complete remaining hours of education. The following is required for re-entry:

- \$1000 non refundable re-entry fee
- A written recommitment letter

- An appointment with the School Director to verify hours and establish an effective return to the curriculum
- Clarify any financial obligations and complete a new contract
- Meet all admissions requirements

*\*Upon completion of the above requirements, all prior accrued hours will be honored.*

*\*\* Students who are re-entering the program are financially responsible for the full tuition payment as well as the re-entry fee regardless of completion of the program.*

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at Pure Aesthetics, LLC.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. For example, if the student transfers with 100 hours completed, s/he must complete 500 hours at the Institute (500/25 hours per week = 20 weeks). So, the maximum time frame is 20 weeks x 1.5 or 30 weeks.

### **GRADUATION AND DIPLOMA REQUIREMENTS**

All students must fulfill the following requirements in order to graduate from PA:

- Meet minimum course requirements
- Comply with attendance policy
- Complete all required course hours
- Maintain satisfactory progress
- Satisfy all financial obligations to the school
- Pass the practical final school board examination
- Pass the written final school board examination with a 75% or higher
- Meet the Arizona State Board requirements
- Pay all remaining fees

*\*Upon graduation, certification of hours will be provided. A diploma will be awarded upon submission of Employment Verification form (approximately 90 days after graduation).*

*Certification of hours will not be provided until all tuition and fees have been paid in full. Hours will be submitted within one week of completion of required course work.*

### **LICENSING REQUIREMENTS**

For admission to the Arizona State Board of Cosmetology Aesthetics Licensing Examination, an applicant must:

- Have a high school diploma, GED, or a high school transcript with at least 10 credits: 2 in English, or proof of 23 years of age
- Complete the required hours of aesthetic instruction
- Obtain a diploma from a licensed school
- Submit proper forms
- Show proper identification, including a social security card

- Fill out Arizona Statement of Citizenship and Alien Status for Public Benefits and provide required necessary documentation

If considering admission to a different state's licensing examination, it is the student's responsibility to determine the requirements of other states. Please be aware that PA will only provide the necessary requirements and documentation for the state of Arizona. Therefore, it is advisable to become licensed in the state of Arizona in addition to becoming licensed in another state. Transcripts are available thorough Pure Aesthetics LLC or the Arizona State Board of Cosmetology for a fee.

*\*Arizona Administrative Code R4-10-108 states, "The Board shall conduct all examinations in English and applicants shall submit answers in English." All training at PA is conducted in English*

*\*\*An applicant must pass both the written and practical state board exams for licensure. The exams are pass/fail.*

### **LOCKERS**

Students may utilize a locker for their personal use. The lockers are not to be defaced in any manner. It is the student's responsibility to clean up any product, drink, or food spills inside the locker. Students are responsible for providing locks. Lockers must be cleaned and locks removed at the end of each day if classes are filled to capacity.

### **CONTINUING EDUCATION**

All PA students and graduates receive a discount on PA continuing education workshops. The skincare industry is constantly changing; we strongly encourage students to further their education after graduation and licensure.

### **DRESS CODE**

With the exception of students enrolled in the Aesthetics Instructor course, students are required to wear a uniform while at school. From the time the students clock in until the time they clock out, they shall be in uniform, unless participating in yoga. The dress code will be enforced. Students not complying with the dress code will be given the opportunity to make corrections at that time or will be sent home. PA reserves the right to maintain aesthetic standards for all students. By enrolling in this institution you agree to adhere to the dress code policy. *Students are required to wear only the following attire. Items of clothing not listed are not permitted.* The required PA uniform consists of:

- White PA logo shirt (colored PA logo shirt allowed on Fridays and Saturdays, and post-program clinic)
- Khaki bottoms (pants or capri pants only)
- Closed-toe shoes
- Name tag (A \$5.00 fee will be assessed to those who need a replacement name tag)

Aestheticians work around the faces of others, therefore it is inappropriate to wear certain types of jewelry. Acceptable jewelry includes small earrings and unobtrusive facial piercings. Rings, bracelets, and watches are not allowed. Nails are to be kept short. Some people are sensitive to

the chemicals in nail polish, thus it is not allowed. Students with shoulder length hair must wear their hair tied back when working on clients and during practical procedures. No strong perfumes are allowed. Please observe personal hygiene.

*\*Smokers are required to remove their logo shirts before smoking on breaks. PA would like to portray an image of health. Smokers are asked to refrain from smoking at least one hour before their clinic shift and must wash his/her hands after they smoke.*

### **TIME CLOCK**

According to the Arizona State Board of Cosmetology, each student must clock hours by using a time clock. The time clock is the only legal recorded time in the school. Please set your watch to the school time. Each student is responsible for clocking in and out and signing in and out at the beginning of the day, at the beginning and end of their lunch break, and at the end of the day. Early arrival time at school is limited to five minutes prior to authorized clock-in time. All students leaving the school campus must clock out prior to leaving and back in upon return. If a student forgets to clock in or out, that student may lose the time for which they were present.

The clocked hours for the Arizona State Board of Cosmetology are calculated from the 1<sup>st</sup> to the last day of the month. These clocked hours are reported to the state board office by the 10<sup>th</sup> of the month for the previous month hours. Each month students will be given a summary of their hours to review and by signing you are confirming these hours are correct. **Students are responsible for keeping track of their monthly hours** by documenting them in the PA calendar. If there is a discrepancy, please notify the School Director. However, the time clock will prevail.

*\*No student will be permitted to clock another student in or out. This will be grounds for termination.*

### **ATTENDANCE POLICES**

Absences and tardiness are disruptive and strongly discouraged. PA requires its students to maintain an 85% attendance average during the program. Students who plan on missing class must fill out the proper forms. We reserve the right to dismiss students whose attendance interferes with the learning environment. Any student who misses 14 consecutive class days without prior approval will be expelled.

Day students may clock in from 8:50 AM to 9:10 AM. Night students may clock in from 4:50 PM to 5:10 PM. Day students must be in the classroom by 9:10 AM and night students must be in the classroom by 5:10 PM with appropriate materials needed for class.

Students returning late from lunch without notifying the school may be sent home for the rest of the day. Students not returning from lunch and failing to notify the school will be suspended the following school day.

It is crucial for students to attend class without absences the first four weeks (full-time students) and the first six weeks (part-time students). These first weeks equal approximately 120 program hours. After completion of at least 120 hours students are allowed to take clients on the clinic floor. Clinic practice is vital to success; therefore absences during clinic floor time are ill-advised.

*\*During the program PA allows its students 32 free missed hours. Missed hours exceeding (32) hours accumulate and will be charged to the student at a rate of \$18 per hour. In order to make up for lost time all missed hours are added to the anticipated graduation date.*

*\*\*Pure Aesthetics will not submit a student's hours to State Board until all missed hour fees are paid in full.*

### **ABSENCE/TARDY POLICY**

In the event that a student must be absent from class they must call PA at 514-7873 by 7:30 AM for day classes and by 3:30 PM for evening classes. It is the responsibility of the student to speak with an instructor or administrative staff. In the case of an emergency, please notify staff as soon as possible. If you are unable to reach a staff member please make sure you leave a detailed voice message. Requests for future absences must be made in a timely manner and approval is at the discretion of administrative staff. Excessive absences and or tardiness may result in probation, suspension, or termination from the program.

### **LEAVE OF ABSENCE POLICY**

A leave of absence (minimum 14 days and maximum 180 days or half of the program length, whichever is shorter) may be granted only by prior arrangement and approval of PA office supervisor or director. All tests, assignments, and clinic work must be made up on a schedule approved by the staff. A student must complete and sign the LOA request form that includes the length of time and specific reason for request. No additional charges will be assessed; however, students will be expected to continue with their respective payment plans. A signed graduation addendum may be required in order to reflect a modification in graduation date. PA reserves the right to deny or approve any request for a leave of absence.

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he or she must be withdrawn.
2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
3. The student must sign the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning to his/her course of study.
5. The institution may not assess the student any additional charges as a result of the leave of absence.
6. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item 3.

### **MAKE UP POLICIES**

Students will have two weeks to make up missed tests and/or assignments. Arrangements for missed practicals must be arranged with the instructor. Please contact the director to discuss an extension if extenuating circumstances exist.

### **ALTERNATIVE LEARNING HOURS**

Alternative learning hours are hours that a school may authorize to enable a student to pursue knowledge of aesthetics in an alternative format or location other than a salon. PA will accept up to 25 alternative learning hours (workshops and/or online courses). Alternative hours must be pre-approved by the instructor and submitted one month prior to the scheduled graduation date. Credit for alternative hours is at the discretion of the director.

### **CODE OF CONDUCT**

PA believes that in order for a successful completion of this program, students must abide by certain standards of conduct. Adhering to these standards will ensure that each student is provided with exceptional training. Students are expected to know and comply with these standards of conduct while enrolled at PA.

- All students must attend class as scheduled.
- An instructor or administrative staff must approve absences, late arrivals, and early releases.
- All students must arrive to class in dress code.
- Hair and makeup must look neat and professional.
- At anytime PA may dismiss students for not following the dress code requirements (this includes personal hygiene).
- Nametag must be worn while on clinic floor.
- Students are not permitted to communicate via cell phone while inside the building, i.e. texting or talking. Cell phones ringers must be turned off while in the building.
- In order to accommodate the pleasure of our clients, this is a non-smoking environment. We ask that students who smoke do so in our smoking room, the great outdoors and out of sight from clients.
- No food or drink is permitted on the clinic floor other than bottled water.
- Workstations must be kept clean.
- Only PA products shall be used for practice and working on clients.
- Student exchange must be pre-approved by an instructor and documented in the clinic schedule.
- It is the student's responsibility to sign/clock in and out properly. Students who clock in another student will be terminated from the school.
- Students are responsible for their own personal belongings. The school accepts no responsibility for lost or stolen property.
- Students caught vandalizing or stealing school property, equipment, or products will be terminated and held financially responsible.
- Students are not allowed to socialize with visitors during school hours.
- Students are not allowed to congregate in the lobby. Keep interactions with desk staff brief.
- Students must park in designated areas.

- The presence of firearms, weapons, hazardous devices, or controlled substances on school property is strictly prohibited. Students found in possession of any of these items may be suspended or terminated.
- Conversations should be professional. The use of profanities is unacceptable.
- Cheating or dishonesty is not permitted.
- Students may not refuse to do client services or daily duties, unless in the case of extenuating circumstances.
- Be respectful to all clients.
- Be respectful and courteous to staff and other students.
- Students suspected under the influence of drugs and/or alcohol will be asked to leave the school premises immediately.

*\*If concerns are identified, in order to continue in the program, a student may be required to seek outside resources to assist them in their personal and/or school life.*

### **GRIEVANCE POLICY**

In accordance with the institutions objective, PA will make every effort to resolve any student grievance. The grievance policy is not to be invoked for frivolous or petty claims, or for the purpose of harassment or intimidation. Complaints must be submitted in writing and delivered or mailed to the School Director at 5110 E 5<sup>th</sup> St, Tucson, AZ, 85711 within 10 days of the date that the act occurred. All reviews are to be conducted in a timely manner and in accordance with standards of fairness. In matters involving adverse personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during the processing of any grievance. If the student is unsatisfied at the conclusion of this process, a complaint may be filed with the school's licensing agency, The Arizona State Board of Cosmetology, 1721 E Broadway, Tempe, Arizona, 85282, (480) 784-4539.

### **SAFETY**

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- Use equipment properly
- Follow manufacturer's directions when using chemicals and products
- Immediately wipe spills
- Dispose of trash
- Assist elderly and handicapped clients
- Keep work areas free from personal items and debris
- Immediately report building and equipment safety hazards to the School Director

In the case of a fire, students and staff must:

- Instruct all clients to evacuate the building
- Assist clients who need help
- Walk to the farthest end of the parking lot to avoid injury and to allow room for emergency crews
- Do not re-enter the building until clearance has been given

## **TERMINATION BY THE SCHOOL**

PA retains the right to terminate a student prior to the completion of the program for one or more of the following reasons:

- Failure to meet program requirements
- Failure to meet financial obligations to the school
- Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by PA
- Failure to comply with the rules and regulations established by PA
- Missing 14 consecutive class days without prior approval
- In the case of a leave of absence, on the documented date of return the student does not return

## **CANCELLATION AND REFUND POLICY**

This policy applies to all terminations, for any reason, by either party. Percentage of program completion will be based on the number of elapsed course hours. The termination date is the last date of actual attendance by the student. Students will be automatically dismissed if they are absent in all consecutive classes over a continuous two week period unless they have prior approval.

- A. The registration fee is not refundable.
- B. An applicant rejected by the school is entitled to a refund of all monies paid minus the registration fee.
- C. All monies paid by the applicant are refunded if requested in writing to Pure Aesthetics, LLC within three business days after signing an enrollment agreement and making an initial payment minus the cost of unreturned or used student kit.
- D. An applicant requesting cancellation in writing within three days after signing an enrollment contract and making an initial payment, but prior to entering the school is entitled to a refund of all monies paid minus the registration fee of \$200 unless otherwise required by law.
- E. Students withdrawing after beginning a program and prior to completing 50% of the scheduled period of enrollment will be refunded based on the tuition and fees assessed to the student on a pro-rated basis. The scheduled period of enrollment is defined as the entire program. Veteran's benefits and Vocational Rehabilitation refunds will be based on state and federal policies.

The refund will be based on the period of enrollment that has elapsed through the last day of attendance by the student. This is determined by the number of clock hours the student has been scheduled to attend through the last recorded date of attendance. These hours are divided by the total program hours to determine percentage of the program elapsed. This percentage will be rounded up to the nearest 10% and multiplied times the total program tuition. A \$100.00 administration fee will also be added to the final total. The sum of these two calculations will then be compared to the amount of tuition paid by the student to determine whether a refund is due or additional tuition is owed.

F. For a student terminating training after completing more than 50% of the scheduled period of enrollment, the school will retain the entire contract price of the program. No administrative fee will be charged. Veteran's benefits and Vocational Rehabilitation refunds will be based on state and federal policies.

G. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

H. Any monies due to the applicant will be refunded within forty-five days from cancellation or failure to appear on or before the first day of class. Any monies due to the student shall be refunded within forty-five days from the last date of student attendance.

I. If the student does not return from an authorized leave of absence period, refunds will be made within thirty calendar days from the end of the leave of absence.

J. In the event Pure Aesthetics, LLC cancels a program due to insufficient enrollment, all tuition paid will be refunded to the enrolled student within 30 days following the scheduled start date. If for any reason Pure Aesthetics, LLC. is permanently shut down after students have begun the course, refunds will be issued based on the amount of course time completed.

K. If a class is postponed more than 60 days from original scheduled start date and the student no longer wishes to continue enrollment, the student may receive a full refund of any registration fees in addition to all tuition. Classes are subject to postponement if less than five students are registered and confirmed at least one week prior to the scheduled class start date

L. Student kits received are non-refundable.

## **SCHEDULES**

Applicants may enroll at PA at any time. The school reserves the right to reschedule, postpone, or cancel classes at anytime.

### **Aesthetics Program**

The school offers both full time (approximately 4 1/2 months) and part time (approximately 7 1/2 months) programs. Refer to the website for a list of start dates for the 2011 calendar year.

#### **Start/End Dates**

##### **Full Time**

**Monday – Friday**

**9 AM – 4:30 PM**

#### **Start/End Dates**

##### **Part Time**

**Tuesday – Thursday 5PM – 9PM**

**Saturday 9AM – 6PM**

### **Aesthetics Instructor Program**

This program has open enrollment. Exact schedules will be made on an individual basis. The program must be completed within one year of start date. Program length will be determined on an individual basis, will not exceed one year.

*\*All start and end dates are subject to change*

### **Holiday Closure Dates**

Spring Break  
July Summer Break  
Labor Day  
Thanksgiving Break  
Winter Break

Based on demand, the school may have clinic floor hours during scheduled breaks. Participation will be optional for those students wishing to make up hours.

### **COURSE OUTLINE – Aesthetics Program**

#### **Description**

The primary goal of the Aesthetics Course is to go above and beyond basic skills training. As such, it consists of theoretical knowledge, practical application, and professional business building skills as set forth by the Arizona State Board of Cosmetology, as well as an introduction to natural approaches to skincare and beauty. Theory and practical application precede clinic activity. The clinic aspect of the course is an opportunity to apply methods and techniques on real clients in a spa-like environment. This experience is important for students to learn how to interact with and meet the needs of the client. It enables students to hone their skills and gain valuable feedback, which is crucial to the learning process. The course is designed to prepare students for the State Board licensing examination for aestheticians and produce qualified, confident, entry-level graduates. Upon licensure, career paths include spa or salon aesthetician, medical aesthetician, makeup artist, manufacturer's representative, salesperson or sales manager, cosmetics buyer, esthetics writer or editor, aesthetics educator, state licensing inspector or examiner, or researcher.

#### **Objectives**

Upon completion of the course requirements, the graduate will be able to:

- Demonstrate the basic manipulative skills required to succeed in the skincare industry as set forth by PA and Arizona State Board of Cosmetology.
- Practice effective communication skills.
- Apply theoretical and analytical knowledge required to be effective professionals.
- Demonstrate professional attitudes and work habits.
- Draw from eastern and western modalities as a source for health and wellbeing.
- Be prepared for the Arizona State Board of Cosmetology Exam for aesthetic licensing.

#### **Format**

The clock-hour education is taught through a sequential set of learning units that include aesthetic theory and practical application - knowledge and skills necessary for graduation, licensure, and entry-level job placement. The course is presented through well developed lesson plans and teaching techniques that reflect current educational methods. Additionally, audio-visual aids, guest speakers, and field trips augment the instruction. Subjects are presented by means of lecture, demonstration, student participation, and student projects. Clinic equipment, implements, and products are comparable to industry standards.

## **Grading Criteria**

The education program includes theory study and practical experience. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion when rated as satisfactory or better. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Numerical grades are awarded based on the following grading scale:

90% - 100%	= A	80% - 89%	= B
70% - 79%	= C	Less than 70%	= Failing Grade

## **COURSE OUTLINE – Aesthetics Instructor Program**

### **Description & Format**

The Aesthetics Instructor program utilizes Milady's Master Educator and is designed to prepare licensed aestheticians or cosmetologists for a career in aesthetics instruction. The program length is 500 clock hours, 200 of theory and 300 of practicum. Class schedules are created on an individual basis and must be completed within one year of start date or within maximum time frame as defined in school catalog, whichever is shorter.

### **Objectives**

Upon completion of the course requirements, the graduate will be able to:

- Demonstrate practical skills required to succeed as an aesthetics instructor as set forth by PA and Arizona State Board of Cosmetology.
- Apply theoretical and analytical knowledge required to be effective instructors.
- Demonstrate professional attitudes and work habits.
- Draw from Eastern and Western modalities as a source for health and wellbeing.
- Be prepared for the Arizona State Board of Cosmetology Exam for aesthetic instructor licensing.

## **COURSE TOPICS**

Aesthetics and Aesthetics Instructor programs will cover the following topics:

### **Theory of Aesthetics**

Orientation, History, Arizona State Laws and Regulations, First Aid, Professional Development, Ethics, Chemistry, Electricity, Anatomy and Physiology, Nutrition

### **Practical aesthetics and practical theory involving all skin types:**

#### **Consultation and Analysis**

Classification of Skin Types and Conditions, Disorders and Diseases, Acne, Skin Analysis Procedures

#### **Preparation and Cleansing**

Product Selection and Analysis, Supplies, Client Preparation, Cleansing Procedures, Safety and Sanitation

#### **Massage**

Benefits and Contraindications, Basic Massage Manipulations, Facial Incorporation, Self Care, Other Massage Techniques

#### **Manual Facial**

Supplies and Setup, Basic Facial Treatments for Skin Types, Towel Steaming, Extraction, Time Management, Advanced Topics (Peels, Acids, Serums)

**Electrical Facial**

Facial Machine Operation and Care, Principles and Techniques of the European/Machine Facial, Facial Treatments for Skin Types, Pre-and Post-op Care, Men's Facials, Advanced Topics (Lasers, IPL)

**Packs and Masks**

Types of Packs and Masks, Treatments for Skin Types, Application and Removal, Spa Body Treatments

**Light Therapy**

Principles and Techniques of Light Therapy

**Cosmetics Application**

Cosmetic Products, Tools, and Supplies, Color Theory and Facial Analysis, Application Techniques, Specialty Makeup

**Physical and Chemical Depilatories**

Depilatories, Methods of Hair Removal, Facial and Body Waxing

**Artificial Eyelash Application**

Individual and Band Lashes, Application and Removal, Lash and Brow Tinting

**Disinfection Procedures**

Bacterial Classifications and Growth, Infections, Public Sanitation, OSHA and State Regulations, Disinfection Methods, Chemical Agents and Equipment

**Creative Preference**

Aromatherapy, Yoga, Ayurveda, Asian Healing Modalities

**CHANGE OF ADDRESS**

Please notify PA of any changes in address, phone number, or email address.

**HOUSING**

PA does not offer student housing. Upon request a list of available housing in the area will be provided.

**CHEMICAL DEPENDENCY PROGRAM**

Any student with a dependency problem is encouraged to seek help by confiding in any PA staff member. We will refer you to a counseling program. Students who are caught using, selling, or distributing mind-altering substances while on campus will be placed on probation or expelled at the discretion of the School Director.

**ADDITIONAL ASSISTANCE**

At PA we care about our students and their success. To this end we have an open door policy. Should you need advice or support with reference to your education or are having a challenging time in any other area such as harassment, emotional, or instructor issues, please make an appointment with the School Director or administrative staff so that we may assist you or refer you to the appropriate resource.

## **SPECIAL NEEDS**

If you require special assistance please inform the Admissions Advisor prior to or at time of enrollment. We will make any reasonable accommodations.

## **RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Pure Aesthetics complies with the Family Education Rights and Privacy Act of 1974 (amended in January 1975 and appearing in its final form in July 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the College. The information pertaining to a student's records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are all records the college maintains regarding a student.

## **PLACEMENT ASSISTANCE**

PA wants all of our students to be successful in the workplace. Links to potential employers can be found on our website. Although PA does not guarantee employment, we maintain relationships with many local spas and resorts and we are often contacted when positions become available. An employment binder is kept on the instructor's desk. This is continually being updated as prospective employers inform us of job openings. We encourage our students to utilize the employment binder as they approach graduation.

## **REQUIRED EQUIPMENT**

PA hereby states that the establishment has the equipment required by statute and rule for the school set forth by The Arizona State Board of Cosmetology. The school is well-supplied with audio-visual equipment, massage tables, visual aids, video and overhead projection equipment for educational purposes. Aesthetic equipment includes but is not limited to (6) steamers, (4) medical grade microdermabrasion machines, (6) hot towel cabinets, (1) herbal wrap roaster, and (1) dry sanitizer.

## **CLASS SIZE**

PA's average class size is six students per instructor for the 400-hour and 600-hour Aesthetics courses. In order to encourage the learning process our classes for each program shall not exceed an instructor/student ratio of 1:16 in lab and 1:30 in lecture, including student instructors. These ratios allow for participation and instructor support. The Aesthetics Instructor Course has a maximum enrollment of four students at any given time.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory progress is evaluated every month throughout each program.

- The student is required to make **quantitative progress toward program completion**. To be making satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any tests or assignments in which they earn less than a 70% average; however, all students must pass a written final exam with at least a 75% in order to graduate.

Any student who reenrolls after withdrawing will only be given credit for coursework that was completed.

## **PROBATION**

All students must comply with the academic and behavioral standards of PA; otherwise they will be referred to the Director or executive staff and placed on a probationary period as appropriate. During the probation period the students are monitored throughout the month. At the end of each month a monthly report is submitted by the instructor pertaining to the academic or behavioral performance of the student during the probation period. Pure Aesthetics, LLC upholds no tolerance policy for inappropriate, unsafe or unethical behavior while in attendance. No students are allowed on school premises under the influence or intoxicating or mind altering substances. A student may be put on a one-incident probation period or up to a month probation restricted completely from the school.

If a student fails to meet the cumulative 85% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on probation for the next evaluation period. The student is eligible for financial aid while on probation. Failure to achieve an 85% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on probation.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

## **APPEAL PROCESS**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the PA's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every

evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

### **MAXIMUM TIME FRAME**

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

### **CREDIT EVALUATION POLICY FOR VETERANS**

Pure Aesthetics, LLC will request each veteran or veteran benefits eligible person's previous education and training, and will examine transcripts from all prior institutions, including military training, traditional college course work and vocation training. Those transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and the VA will be notified of the evaluation result (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED).