

Academy of Cosmetology Arts, LLC

Providing Exceptional Beauty Education Since 2001



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Academy of Cosmetology Arts, LLC

Where you will find Beauty at Work

Mission Statement

Through effective communication and an intention for on-going growth and development, it is our mission to provide the highest quality education and excellent industry support. It is our goal to instill in our students the pride and integrity necessary as a foundation for their chosen career paths. By inspiring creative expression as a tool for professional growth and prosperity, we have raised education to an art form, and established an academy where you will find . . .

Beauty at Work

**Approved and Regulated
by the
Colorado Department of Higher Education,
Division of Private Occupational School Board**

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INTRODUCTION

The Academy of Cosmetology Arts, LLC offers theoretical, hands-on and some correspondence via telecommunications training in the most professionally accepted methods within the cosmetology industry.

The Academy of Cosmetology Arts, LLC, d/b/a A.C.A. (hereinafter referred to as "the Academy"), is a limited liability company of Colorado. The director / owner is Peggy Sue Schmoltdt.

FACULTY MEMBERS**

Peggy Sue Schmoltdt	Licensed Agent,
Instructor and Director of Education	
Erin Siegel	Esthetician Instructor
Morissa Vigil	Nail Technology Instructor
Whitney Rippe	Information Technology / Common Core Instructor

** Addendum A contains a list of instructors to date

LICENSURE PROGRAMS OFFERED

BARBER EXTERN/APPRENTICESHIP

20 Units **2400 Hours (630 Contact / 1770 Lab)** **5 Phases / 15 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary hair and skin services performed as an extern/apprenticeship in an integrated learning environment. This program is offered as a hybrid model on-line and in-person. The graduate will be prepared to take the State Licensing examination and gain an entry-level position.

COSMETOLOGY EXTERN/APPRENTICESHIP

20 Units **2880 Hours (720 Contact / 2160 Lab)** **6 Phases / 18 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary hair, skin, and nail services performed as an extern/apprenticeship in an integrated learning environment. This program is offered as a hybrid model on-line and in-person. The graduate will be prepared to take the State Licensing examination and gain an entry-level position.

HAIRSTYLIST EXTERN/APPRENTICESHIP

20 Units **2250 Hours (600 Contact / 1650 Lab)** **5 Phases / 15 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary hair services performed as an extern/apprenticeship in an integrated learning environment. This program is offered as a hybrid model on-line and in-person. The graduate will be prepared to take the State Licensing examination and gain an entry-level position.

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STANDARD PROGRAMS

HAIRSTYLIST

20 Units 1500 Hours**(390 Contact / 1110 Lab)****6 Phases / 18 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary hair services performed in a learning environment that emulates a typical salon setting. The graduate will be prepared to take the State Licensing examination and gain an entry-level position.

ESTHETICIAN HYBRID**20 Units 600 Hours****(150 Contact / 450 Lab)****4 Phases / 12 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary skin care services performed in a learning environment that emulates a typical salon setting. The program is offered as a hybrid model combining on-line and in-person with an internship option. The graduate will be prepared to take the state licensing examination and gain an entry-level position.

NAIL TECHNOLOGY HYBRID**20 Units 600 Hours****(150 Contact / 450 Lab)****4 Phases / 12 Months**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary nail services performed in a learning environment that emulates a typical salon setting. The program is offered as a hybrid model combining on-line and in-person with an internship option. The graduate will be prepared to take the state licensing examination and gain an entry-level position.

ADVANCED TRAINING CERTIFICATE COURSES**COSMECEUTICAL (SURFACE) PEELS****3 Units (2 Theory / 1 Lab)****24 Hours / 3**

Days \$500 *Occupational Objective:* to educate and train the licensed cosmetologist/cosmetician in advanced chemical peel procedures and safety precautions. The student will learn the proper choice and application of a peel, contraindications to treatment, and pre- and post-treatment protocols.

MICRODERMABRASION**2 Units (1 Theory / 1 Lab)****16 Hours / 2 Days \$400**

Occupational Objective: To educate and train the licensed cosmetologist/cosmetician student in all necessary elements relating to microdermabrasion and dermaplaning procedures. The student will learn the proper choice of microdermabrasion and dermaplaning tools, pre-care and post-care treatments and contra-indications to treatment.

ELECTRIC FILE**1 Unit 8 Hours / 1 Day \$150**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary use of the electric file equipment the graduate will be issued a certificate of completion.

WAXING FOR MANICURISTS**1 Unit 6 Hours / 1 Day \$125**

Occupational Objective: The graduate should be able to proficiently demonstrate an understanding of safe and sanitary waxing for hair removal. The student will learn the proper choice, application methods and the contraindications involved. The graduate will receive a certificate of completion.

PROGRAM	Application Fee⁽¹⁾	Lab Fee^{(2)*}	*Tech Fee	Books Fee^{(3)*}	Equipment Kit^{(4)*}	Tuition	Total
Barber Extern/Apprentice	\$150.00	\$650.00	\$375	\$400.00	\$900.00	\$8,820.00	\$11,295.00
Cosmetology Extern/Apprentice	\$150.00	\$800.00	\$450	\$400.00	\$1100.00	\$10,080.00	\$12,980.00
Hairstylist Extern/Apprentice	\$150.00	\$700.00	\$375	\$400.00	\$900.00	\$8,400.00	\$10,925.00

HYBRID AND STANDARD PROGRAM COSTS

PROGRAM	APPLICATION FEE	LAB & TECH FEES	BOOKS FEE	EQUIPMENT	TUITION	TOTAL
Esthetician Hybrid	\$150.00	\$1,000.00 *Tech fee \$300	\$400.00	\$450.00	\$6,600.00	\$8,900.00
Nail Technology Hybrid	\$150.00	\$850.00 *Tech fee \$300	\$400.00	\$700.00	\$6,600.00	\$9,000.00
Hairstylist	\$150.00	\$1,400.00 *Tech fee \$450	\$400.00	\$1,150.00	\$16,500.00	\$20,050.00

⁽¹⁾Application fee is non-refundable

⁽²⁾Lab fee includes consumable products and technology utilized throughout instruction of the course. A portion of the total is assessed in quarterly payments throughout the course delivery.

⁽³⁾Books Fee includes the textbooks appropriate to each course.

⁽⁴⁾Equipment Kit includes all of the tools necessary in the professional practice of the course and the career.

Application, Equipment and Book fees are due no later than 15 days prior to course start.

Tuition is paid in arrears with equal monthly installments commencing in the month following the course start and to be satisfied prior to course completion.

* ⁽²⁾ Lab fee, ⁽³⁾ Book fee and ⁽⁴⁾ Equipment Kit Costs are subject to change.

Technology fee is a monthly assessment of \$25.00

CLASS /TRAINING SCHEDULE

The class schedule varies depending on the course and phase of instruction. The Academy holds classes

Monday through Wednesday 8:30 am through 3:00 pm, Thursday 9:30-4:00, and on Friday from 9:30 am through 12:30 pm. On occasion, there are additional classes scheduled on weekends. We conduct classes for ten (10) weeks of each calendar quarter.

For the Hybrid programs for Esthetician and Nail Technology the student will participate in their hybrid training via distance learning with an ebook, learning platform, real time small classes and a monthly individual learning coach session. A phase is based upon a standard calendar quarter of time.

For the Extern/Apprenticeship programs the student/apprentice generally the student will participate in their hybrid training via distance learning with an ebook, learning platform, real time small classes and a monthly individual learning coach session. A phase is based upon a standard calendar quarter of time.

For the Standard program of Hairstylist the student attends classes as scheduled. Each phase is a calendar quarter in time.

In order to meet the requirements for hybrid/theoretical learning the student must have access to Internet Explorer or similar browser, possess an active email address, have the ability to play Mpeg-4 video, a camera and a microphone with a headset speaker to support web-conferencing.

When evening classes are offered for any program, the class schedule is typically Monday through Thursday from 5:30-9:30.

When unexpected closures occur due to extraordinary conditions, such as inclement weather, students will be notified as soon as is possible by phone/web and through television stations that provide closure information as a public service. If Denver Public Schools close due to weather we will not conduct classes on site. If the student's public school district closes due to weather conditions then the student is excused from attending class sessions. Every effort will be made to conduct class via telecommunication methods when class on site is not possible.

Classes/Training will not be held on the following holidays:

- | | |
|--------------------|------------------------|
| New Year's Day | Martin Luther King Day |
| Presidents' Day | Memorial Day |
| Independence Day | Labor Day |
| Veterans' Day | Thanksgiving Day |
| Christmas Eve Day | Christmas Day |
| New Year's Eve Day | |

ENTRANCE REQUIREMENTS

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students are preferred to have a high school diploma or general equivalency diploma to be accepted for enrollment. Students at the age of 17 years may enroll in the Extern/apprenticeship programs if they have completed at a secondary institution pending graduation or have a GED. They must have written parental permission. For the Standard and Hybrid programs the student must have parental permission and maintain satisfactory enrollment in their secondary institution and have

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permission from their secondary institution. If the applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an Ability to Benefit test approved by The Colorado Department of Higher Education. The school does not

administer the test, but will provide information on availability when requested. The student must have a high school diploma or equivalency diploma in order to be issued a certificate of completion for licensure programs. In order for a diploma/certificate to be issued for a post-graduate program, proof of a current Colorado license appropriate to the certification course must be provided.

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student,
And;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ENROLLMENT / PROCEDURES

Prospective students may enroll at any time. Late enrollments will generally be accepted only one week into the program, depending on the length of the course. However, extern/apprenticeship sessions generally start the first month of each calendar quarter for the apprentice programs. The standard programs students generally start their courses in the second month of each calendar quarter. Enrollment commences with the receipt of a completed Application for Enrollment and the supporting documents and fee. A letter of acceptance will be emailed to the student prior to class start date. Any fees required prior to the start of the program are to be received by the Academy no less than 2 days before the class start date.

PLACEMENT ASSISTANCE

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. We make no guarantees, express or implied, of future employment. It is our goal, upon completion of the program, that a student should be able to test for and acquire proper licensing to begin or continue employment in a professional career environment of their choice.

ATTENDANCE POLICY

Students are expected to arrive on time for all scheduled instruction with the proper materials and tools, and ready to work and abide by the schools rules and regulations.

An overall attendance of 75% is required in all areas of instruction. If the student is absent more than 25% of a phase without an excused absence they will be informed of unsatisfactory progress. (See "Satisfactory Progress" and "Dismissal" next page) The instructor may request the withdrawal of the student from the program if tardiness exceeds 70%. Tardy is defined as more than 7 minutes late for a class session. It is up to the discretion of the instructor to excuse a tardy due to extenuating circumstances. If a student is tardy three times it will qualify as one un-excused absence.

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Students who are unable to continue the program for medical reasons or severe personal reasons may be required to take a leave of absence from the program until they are able to return to the program or withdraw. A student may take up to three months leave of absence for personal reasons. For medical purposes a student may take up to six months leave of absence. Proper documentation will be required to

substantiate a student's withdrawal from the program.

Excused absences are defined as medical, legal and others at the discretion of the Director. Excused absences extend the completion date of the student's enrollment agreement only with proper documentation. If a student is absent, they must make arrangements with the appropriate instructor to make up lost theory, clinical or laboratory hours. Theory hours may only be earned in theory instruction and testing. Clinical and practical hours may only be earned in clinical or practical instruction.

GRADING SYSTEM

95 - 100 = A Excellent
85 - 94 = B Above Average
75 - 84 = C Average
66 - 74 = D Unsatisfactory
Under 66 Unacceptable

PROGRESS POLICY

Students must maintain a 75% grade point average on all theory and laboratory examinations. Those who do not will be placed on probation for one quarter. During the probation period students must raise their grade average to passing or higher or face possible dismissal upon the discretion of the School Director. Please see "Dismissal" below.

Our programs are all reported in clock hours.

The student does have the ability to schedule an examination to attempt a satisfactory grade. A progress report with grades will be available to students via their page within our academy system throughout the program. Students enrolled in short-term courses will be issued grades at the end of the course.

The student will receive a certificate of completion and a diploma upon meeting the requirements of the course and the state's standards for the license examination. These courses meet the requirements of the Office of Barber and Cosmetology Licensing (O.B.C.L.) and The Colorado Department of Higher Education, Division of Private Occupational Schools (D.P.O.S.) The apprenticeship programs meet the requirements of the US Department of Labor, Office of Apprenticeship's Registered Apprenticeship Standards. The academy of Cosmetology Arts is staffed with experienced and qualified instructors.

CONDUCT POLICY

All students are expected to act maturely and are required to demonstrate respect for other students, faculty members and any person they encounter throughout their course of study. Possession of weapons and illegal drugs of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. This also applies to the e-learning platform.

DRESS CODE

All students are expected to dress appropriately and professionally for classes. Body cleavage, both front and back are not allowed. Midriff should be covered. Skirts and/or shorts must be at least the length of the individual's palm/finger connection. Academy picture ID's are to be worn in the classroom, clinic, laboratory, and in the apprentice salon location (where applicable).

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DISMISSAL

Any student may be dismissed for violation of rules and regulations of the school, as set forth in the school publication. A student also may be withdrawn from classes if he/she does not prepare sufficiently, neglects assignments or makes unsatisfactory progress. Violations must be reported to both the Licensed Agent and Director of Education. The School Director, after consultation with all parties involved, makes the final decision.

The School Director, or its designee, may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume training. The School Director or its designee will review each case and decide upon re-admittance.

STUDENT GRIEVANCE PROCEDURE

Student grievances are encouraged to be brought to the attention of the school's Director of Education or The Licensed Agent or Director for action in order to be resolved. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last day of attendance at <http://higherred.colorado.gov/dpos>, 303-862-3001. Under 12-59-118(C.R.S.) A person claiming pecuniary loss as a result of deceptive trade or sales practice, pursuant to section 12-59-117, by a school or agent shall first exhaust all complaint and appeals processes available at the school. If the person's complaint is not resolved to the person's satisfaction, the person may file with the board a written complaint against the school or agent.

FACILITIES

The Academy is located at 4201 East Yale Avenue, Suite B135, Denver, Colorado 80222. The Academy occupies six suites totaling approximately 2000 square feet in a facility located in Denver with close proximity to restaurants, retail, and grocery stores. Our classrooms are furnished with modern equipment, tools, supplies and products. Charts, diagrams, videos, DVDs, 5 computers for student use, CD-ROMs and a library enhance the classroom activities. We additionally subscribe to an on-line testing program for preparation for the state license exam and have testing available on our website for our students. The library is located at the main campus and additional educational and resource materials are available to all students. The school equipment for both theoretical training and laboratory purposes is comparable to that found in a professional salon atmosphere.

EDUCATIONAL SERVICES

Additional costs to student for make-up hours required in completion of a program may apply, if applicable. Students who do not complete the program requirements in the contracted number of hours will be required to pay an additional fee of \$25.00 per hour for the amount of hours needed to complete the course beyond their scheduled completion date.

Professionals or students who wish to enhance their theoretical or technical skills, or prepare for the license examination will be billed at \$50.00 per hour for contracted instruction already provided for within an approved program or course.

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PREVIOUS CREDITS

Credits from another institution will be evaluated on a case-by-case basis. Generally when a student presents an official transcript for a course similar to our offerings we make every effort to grant credit when

possible. We do not guarantee transferability of our credits to another institution without a written agreement between that institution and ourselves.

Apprentice councils do not accept training from trade schools for advanced placement if the program is in the apprentice area of instruction.

REFUND POLICY

1. Students not accepted by the school are entitled to a full refund of all monies paid.
2. Students who cancel this contract by notifying the school within three (3) days are entitled to a full refund of all monies paid except when the student has started training.
3. The school may assess a \$50.00 fee after 3-day cancellation right has passed and before student has started training.
4. The student is entitled to a full refund if educational services are discontinued by the school, except if the school ceases operation.
5. The refund is based on the last date of attendance.
6. The refund formula as it applies to monies paid in advance of education received is as follows in the graph.

REFUND TABLE

Within first 10% of Program	Lessons 1-6	90% less cancellation fee
After 10% but within first 25% of program	Lessons 7-16	75% less cancellation fee
After 25% but within first 50% of program	Lessons 17-32	50% less cancellation fee
After 50% but within first 75% of program	Lessons 33-48	25% less cancellation fee
After 75%	Lessons 49-65	No Refund
(*If paid in full, cancellation charge is not applicable.)		

7. The refund will be made within 30 days of termination.
8. The policy of granting for previous credit shall not impact the refund policy.
9. The refund for training shall be based upon percentage of contract reached upon termination.
10. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.
11. The student will not receive a refund for kit/book(s) after they have been received.
12. Refund is time-based for residential instruction and lesson-based for distance education.
13. VA refund chart is available for qualifying students and supersedes this refund policy.
14. Postponement of the starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
 - A. whether the postponement is for the convenience of the school or student, and;
 - B. a deadline for the new start date, beyond which the start date will not be postponed.
15. If the course is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
16. If a student's enrollment is terminated by either party the school will assess a \$150.00 cancellation fee.

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POLICY
VETERAN REFUND
NON-ACCREDITED
COURSES

IN ACCORDANCE WITH VA REGULATION 21.4255-1

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdraws after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENTS

Student entitled upon withdrawal/termination	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

*The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.

*The official date of termination for refund purposes is the last date of recorded attendance.

All refunds will be made within 30 days from date of termination

*The student will receive a full refund of tuition and fees paid if the school, discontinues a course/program within a period of time a student have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

*Complaints, which cannot be resolved by direct negotiation between the student and the school, maybe filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.