



Level Up
BEAUTY
ACADEMY

1210 Greenspring
York, PA 17401

IG: @levelupbeautyacademy

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**Level Up Beauty Academy
1210 Greenspring Drive,
York, PA 17401
443-206-4655**

LICENSED BY:

Pennsylvania Department of State, Bureau of Professional and Occupational Affairs
P.O. Box 2649, Harrisburg, PA 17105

Administrative Staff

Jaxiomara Rodriguez

CEO/Director/Instructor

October 2022

WELCOME

We would like to welcome you to Level Up Beauty Academy. Our vision is to produce beauty professionals that will help impact their communities in many positive ways.

Level Up Beauty Academy maintains a commitment to excellence in its program.

We challenge you to take advantage of all of the valuable programs available to you and we wish you success as you work toward your career.

ABOUT OUR SCHOOL

Level Up Beauty Academy opened in 2022. Jaxi is dedicated to both empowering and inspiring everyone to follow their dreams. She has been a entrepreneur for over 15 years. She has mentored over 100 students and has provide educational training to over 1,000 students. Here motto is you only live once so live every day to your highest potential and reach for financial freedom.

Written in the English language

Mission Statement

Level Up Beauty Academy is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the beauty professional skills, business skills and fiscal responsibility necessary for success in the workplace.

Educational Goals

Barber, Cosmetology, Esthetics, Teacher Course, Nail Technology, Natural Hair Braider:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, School, Shop Manager or Shop Owner.

Facilities and Equipment

Level Up Beauty Academy is a state of the art, 3,000 square foot facility consisting of an administrative office, reception area and clinic floor with barber/styling stations, a shampoo room, a classroom, esthetics clinic and nail clinic.

New Class Starting Dates

Level Up Beauty Academy has open enrollment all year round. Cosmetology, Barber, Esthetics, Teacher Course, Nail Technology and Natural Hair Braider classes generally start every four weeks. Start dates are subject to change at any time at the discretion of the school

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY	MEMORIAL DAY
INDEPENDENCE DAY	LABOR DAY
THANKSGIVING DAY	CHRISTMAS EVE
CHRISTMAS DAY	NEW YEARS EVE
NEW YEARS DAY	HAIR SHOWS

Admissions Requirements

Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); 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. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Students in all programs must meet one of the means of admissions. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date Level Up Beauty Academy will accept hours at other institutions provided that such are accepted by the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn. Illinois law permits students with a previous felony record to enroll in school.

Registering Hours with the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs

*In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID/birth certificate or driver's license and High School Diploma or GED.

Barber* - 1250 hours

Cosmetology - 1250 hours

Esthetics - 300 hours

Nail Technology - 300 hours

Teacher Course- 500 hours

Natural Hair Braider- 300

Non-Discrimination Policy

As an equal opportunity school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

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

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

Governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

⌚ Will grant a diploma of graduation and official transcript of hours for the applicable course of study upon completion of all phases required by The School and the Pennsylvania Professional Licensing Boards. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all debts owed to The School.)

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time. If a course and / or program cancels and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a. Provide a pro rated refund for all students transferring to another school base on the hours accepted by the receiving school or b. Provide completion of the course and/ program: or c. Participated in a Teach-Out Agreement or; or d. Provide a full refund of all monies paid.

Barber, Cosmetology, Esthetics, Teacher Course, Nail Technology, Natural Hair Braider

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

Barber	Cosmetology	Esthetics	Teacher Course	Nail Technology
450 hrs and 15 wks	450 hrs and 15 wks	150 hrs and 5 wks	250 hrs and 8.3 wks	105 hrs and 3.5 wks
900 hrs and 30wks	900 hrs and 30wks	300 hrs and 10 wks	500 hrs and 17 wks	210 hrs and 7 wks
1200 hrs and 40 wks	1200 hrs and 40 wks			

Natural Hair Braider

150 hrs and 5 wks
300 hrs and 10 wks

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 67% 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

If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs (not approved for Title IV programs), if applicable, the maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED WEEKS	SCHEDULED HOURS
Barber		
(Full time, 30 hrs/wk) - 1250 Hours	62 Weeks	1875
(Part time, 12 hrs/wk) - 1250 Hours	156 Weeks	1875
Cosmetology		
(Full time, 30 hrs/wk) - 1250 Hours	62 Weeks	1875
(Part time, 12 hrs/wk) - 1250 Hours	156 Weeks	1875
Teacher Course		
(Full time, 30 hrs/wk) - 500 Hours	25 Weeks	1500
(Part time, 12 hrs/wk) - 500 Hours	62 Weeks	1500
Esthetics		
(Full time, 30 hrs/wk) - 300 Hours	15 Weeks	750
(Part time, 12 hrs/wk) - 300 Hours	37.5 Weeks	750
Nail Technology		
(Full time, 30 hrs/wk) - 210 Hours	11 Weeks	315
(Part time, 20 hrs/wk) - 210 Hours	26.25 Weeks	315

Natural Hair Braider

(Full time, 30 hrs/wk) -	300 Hours	15 weeks	750
(Part time, 12 hrs/wk) –	300 Hours	37.5 weeks	750

The maximum time allowed for transfer students who need less than the full course requirements or part- time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% 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

DETERMINATION OF PROGRESS STATUS

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

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. 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 if the student has prevailed upon an appeal 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 on any potential impact on their financial aid eligibility and 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.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

The institution is not currently eligible to participate in Title IV federal financial aid programs.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation((see Refund Policy). Conditions to qualify for a LOA are as follows: 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 establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. An LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. We will extend the student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

BARBER COURSE OUTLINE: 1250 Hours

Full time 30 hours per week / total of 42 weeks, Part time 12 hours per week / total of 104 weeks

Course Description: The Basic barbering course is a training program that is a complete study of all areas of Barbering and its Related Sciences.

Textbooks: Milady's Standard Barbering Text Books
Milady's Standard Barbering Theory Workbook

Objective: To provide the student with knowledge of the sciences and skills to become a licensed Barber.
To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 450, 900 and 1200 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

<u>Grading Scale</u>	
90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Barber

The professional course in barber requires the satisfactory completion of 1250 hours training. This will entitle you to take the Pennsylvania State Board of Barber Examination for the Pennsylvania Barber License.

Instructional Methods: 1. Lecture 2. Demonstrations 3. Video 4. Practice on mannequins 5. Hands on Clients

The barber curriculum according to the State Board of Barber is as follows:

<u>Subject</u>	<u>Hours</u>
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling and hairpieces	535
Shampoo and scalp massages	25
Hair coloring	25
Massaging (facials)	25
Hair waving or curling (perms), straightening	25
Scalp and skin disease	50
State barber law and rules and regulations	50
Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instructions, instruments, shop management, examination orientation and preparation for related	50
Total minimum hours of credit required	1,250

COSMETOLOGY COURSE OUTLINE: 1250 Hours

Full time 30 hours per week / total of 42 weeks, Part time 12 hours per week / total of 104 weeks

Course Description: The Cosmetology course is designed to provide the student with the theory and practical education necessary for licensure and an entry-level licensed cosmetologist.

Textbooks: Milady's Standard Cosmetology Text Books
Objectives: Milady's Standard Cosmetology Theory Workbook

To provide the student with knowledge of the sciences and skills to become a licensed Cosmetologist.

To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 450, 900 and 1200 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

Grading Scale

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

BASIC COSMETOLOGY

HOURS REQUIREMENTS

Basic Cosmetology at the Ayanna Beauty and Business Academy is the art and science of enhancing beauty for both men and women. Our program includes instruction in the care of hair, nails and skin. Students will learn hair design, color, cutting and styling and will apply this knowledge to mannequins, live models and guests. The care of healthy nails, manicure, pedicure, and table set-up is also taught. Skin care, facial waxing, and makeup is the finishing touch of the Ayanna Beauty and Business Academy experience.

PROGRAM GOALS

The Basic Cosmetology program at Ayanna Beauty and Business Academy prepares students to become licensed Cosmetologists in the state of Pennsylvania. The program includes both theory and practical experience which together comprise the skills required for licensure.

PROGRAM CONTENT

BASIC COSMETOLOGY CURRICULUM	Recommended Hours
Professional Practices Bacteriology, Disinfection, Sanitation Professional Attitude Business Practices PA Cosmetology Law	50
Sciences Histology Trichology Chemistry Physiology Cosmetic Dermatology Electricity	200
Cosmetology Skills—Cognitive and Manipulative Shampooing and Conditioning Hair Shaping Hair Styling/Fingerwaving Chemical Texturizing Permanent Waving Hair Coloring Hair Straightening Skin Care Nail Technology Temporary Hair Removal Scalp Treatment Care of all hair types and textures Makeup	1,000
	Total 1,250

ESTHETICS COURSE OUTLINE: 300 Hours

Full time 30 hours per week / total of 10 weeks, Part time 12 hours per week / total of 25 weeks

Course Description: The Esthetics course is designed to provide the student with the theory and practical education necessary for licensure and an entry-level licensed esthetician.

Textbooks: Milady's Standard Esthetics Text Books
Objectives: Milady's Standard Esthetics Theory Workbook

To provide the student with knowledge of the sciences and skills to become a licensed Esthetician.

To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 150 and 300 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

Grading Scale

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

ESTHETICS PROGRAM

Prepare for an exciting future in skin care with Ayanna Beauty and Business Academy. Our Esthetics curriculum provides 300 hours of skin care training with an emphasis on using pure flower and plant essence treatments. Upon completion, you'll be ready to succeed as a licensed esthetician.

HOURS REQUIREMENTS

10 weeks, 300 hours/Full Time

18 weeks, 300 hours/Part Time

Theory Curriculum: 90 hours

Practice & Clinic Floor Curriculum: 210 hours

LEVEL 1

Learn the fundamentals of facial manipulations, equipment and plant aromaology as you study the related sciences of anatomy and histology, along with state safety requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in skin care.

Weeks 1 through 3: Full Time

Weeks 1 through 4.5: Part Time

Total Instruction: 90 hours

LEVEL 2

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you'll refine your skills and gain the expertise you need to meet the Ayanna Beauty and Business Academy's skin care and makeup service standards and state safety requirements.

Weeks 4 through 6: Full Time

Weeks 5.5 through 9: Part Time **Total Instruction:** 90 hours

LEVEL 3

Get ready to launch your career with in-depth training in client service, time management, self-promotion, goal-setting, merchandising and entrepreneurship. Your speed, accuracy and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass your exam. It's time to realize your dreams as a salon professional.

Weeks 7 through 10: Full Time

Weeks 10 through 18: Part Time

Total Instruction: 120 hours

NATURAL HAIR BRAIDER COURSE OUTLINE: 300 Hours

Full time 30 hours per week / total of 10 weeks, Part time 12 hours per week / total of 25 weeks

Course Description: The Natural Hair Braider course is designed to provide the student with the theory and practical education necessary for licensure and an entry-level licensed Natural Hair Braider.

Textbooks: Milady's Standard Natural Hair Care & Braiding Text Books
Objectives: Milady's Standard Natural Hair Care & Braiding Theory Workbook
To provide the student with knowledge of the sciences and skills to become a licensed .

To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 150 and 300 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

Grading Scale

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

NATURAL HAIR BRAIDER

Full time 30 hours per week / total of 10 weeks, Part time 12 hours per week / total of 25 weeks

Prepare for an exciting future in natural hair with Ayanna Beauty and Business Academy. Our Natural Hair Braider curriculum provides 300 hours of natural hair braider training with an emphasis on braiding hair. Upon completion, you'll be ready to succeed as a natural hair braider licensed.

HOURS REQUIREMENTS

10 weeks, 300 hours/Full Time
18 weeks, 300 hours/Part Time
Theory Curriculum: 90 hours
Practice & Clinic Floor Curriculum: 210 hours

LEVEL 1

Learn the fundamentals of natural hair braider as you study the related sciences of natural hair, along with state safety requirements. Combining theoretical knowledge and hands-on experience, this unit puts you on your way to a career in natural hair braider

Weeks 1 through 3: Full Time
Weeks 1 through 4.5: Part Time
Total Instruction: 90 hours

LEVEL 2

Apply your knowledge through clinic experiences while you increase your understanding in the classroom. In this unit, you'll refine your skills and gain the expertise you need to meet Ayanna Beauty and Business Academy service standards and state safety requirements.

Weeks 4 through 6: Full Time
Weeks 5.5 through 9: Part Time **Total Instruction:** 90 hours

LEVEL 3

Get ready to launch your career with in-depth training in client service, time management, self-promotion, goal-setting, merchandising and entrepreneurship. Your speed, accuracy and concentration are now ready for the salon. You can demonstrate competency in all tasks required for the skill certification examination and possess the theoretical knowledge you need to pass your exam. It's time to realize your dreams as a salon professional.

Weeks 7 through 10: Full Time
Weeks 10 through 18: Part Time
Total Instruction: 120 hours

NAIL TECHNOLOGY COURSE OUTLINE: 210 Hours

Full time 30 hours per week / total of 7 weeks, Part time 12 hours per week / total of 17.5 weeks

<u>Course Description:</u>	The Nail Technology course is designed to provide the student with the theory and practical education necessary for licensure and an entry-level licensed nail technician.
<u>Textbooks:</u>	Milady's Standard Nail Technology Text Books
<u>Objectives:</u>	Milady's Standard Nail Technology Theory Workbook To provide the student with knowledge of the sciences and skills to become a licensed Nail Technician. To provide the student with an understanding of job-related skills necessary to succeed.
<u>Format:</u>	The teaching format combines Theory – lectures and discussion; Practical demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.
<u>Evaluation:</u>	The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 105 and 210 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date
<u>Attendance:</u>	Classes and Clinic are discussed upon registering.
<u>Grading Scale</u>	
90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

NAIL TECHNOLOGY

Prepare for an exciting future in nail technology with Ayanna Beauty and Business Academy. Our Nail Technology curriculum provides 210 hours of nail technology training with an emphasis on nails. Upon completion, you'll be ready to succeed as a nail technician licensed.

HOURS REQUIREMENTS

7 weeks, 210 hours/Full Time
17.5 weeks, 210 hours/Part Time

Practice & Clinic Floor Curriculum: 210 hours

COURSE DESCRIPTION

The Nail Technology program consists of Pre-Salon and Student Salon.

Pre-Salon Level

The pre-salon level consists of the following: Structure of the Nail; Tools of Nail Care; Basic Manicure and Pedicure and Massage; Infection Control, Sanitation, and Disinfection; Artificial Tools; Artificial Nails; Nail Artistry; and Business-Building Skills.

Student Salon Level

The student salon level consists of the following: Structure and Function of the Skin; Advanced Nail Artistry; Spa Treatments; State Laws; Guest Service Skills; Business-building Skills; and Job Search.

EDUCATIONAL OBJECTIVES / GOALS:

Upon completion / graduation, Students will be able to demonstrate the following:

- Basic practical skills in the area of Nail Care
- Practice Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

Nails	35 hours
Artificial Nails	35 hours
Salon Preparation/Management	35 hours
Skin/Spa Treatment/ Student Salon	35 hours
Advanced Tools/Concepts/Student Salon	35 hours
Nail Artistry/Student Salon	35 hours

TEACHER COURSE OUTLINE:

500 hours is required for a barber that has been licensed for less than 3 years.

Course Description: The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.

Textbooks: Milady's Master Educator Instructor's Textbook

Objectives:

1. To provide the student instructor with the education and training necessary for licensure.
2. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered; classroom and clinic practical performances are evaluated at 250 and 500 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

<u>Grades</u>	
90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

Rules and Regulations

1. **FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9:00am TO 4:30PM MONDAY THRU THURSDAY. Online class 9:00am. PART-TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 95:30PM TO 9:30PM TUESDAY THRU THURSDAY.**
2. **LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED SIGN IN PROCEDURES.**
3. **STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.**
4. **STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.**
5. **LEVEL UP BEAUTY ACADEMY REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.**
6. **FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.**
7. **STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. LEVEL UP BEAUTY ACADEMY REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.**
8. **INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.**
9. **STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.**
10. **ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.**
11. **MAY TERMINATE A STUDENT'S ENROLLMENT FOR NONCOMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS; IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL; WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.**
12. **STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.**
13. **STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.**

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.
15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.
16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.
17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.
18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.
19. ANY STUDENT THAT ARRIVES 15 MINUTES AFTER START TIME WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK.
20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.
21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

- *All full-time students must attend 120 hours per month.
- *All part-time students must attend 48 hours per month.

Missed test can be made up on Tuesday.

Missed hours can be made up during the following times:

Tuesday – Thursday 9am to 3:30pm.

Tuition Schedule

Program	Clock Hours	Full-Time	Part-Time	Enrollment Fee	Tuition	Books/Kit	Total Tuition
Cosmetology	1250	42 wks	104 wks	\$125.00	\$12,000.00	\$1,200.00	\$13,325.00
Barber	1250	42 wks	104 wks	\$125.00	\$10,000.00	\$1,000.00	\$11,125.00
Esthetics	300	10 wks	25 wks	\$100.00	\$5,750.00	\$650.00	\$6,500.00
Natural Hair Braider	300	10 wks	25 wks	\$100.00	\$5,500.00	\$625.00	\$6,225.00
Teacher Course	500	17 wks	42 wks	\$100.00	\$6,500.00	\$375.00	\$6,975.00
Nail Technology	210	7 wks	17.5 wks	\$100.00	\$5,500.00	\$625.00	\$6,225.00

All students are responsible for the state board examination fee.

Payments may be made in the form of cash, check, money order, or credit card. Non-federal agency or loan programs may be accepted as well.

Completion, Licensure and Placement Rates

The 2020 completion, licensure and placement rates for the school are as follows:

Completion NA% Licensure NA% Placement NA%