

# Beauty On Fleek SCHOOL LLC



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1155 S Volusia Ave. Suite 108  
Orange City, FL 32763  
# 866-263-5335

BeautyOnFleekSchool.com

## CATALOG

Volume I

SEPTEMBER 2022 - AUGUST 2023

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## **GENERAL INFORMATION**

### **MISSION STATEMENT**

Our mission is to maintain a commitment to excellence in our programs providing exceptional career training programs in an environment committed to a high level of learning, through experienced educators who are committed to the success of every student . To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.

To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

### **EDUCATIONAL OBJECTIVES**

- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most current and complete information available in the fields of the Nail and facial care.
- ✓ To utilize evaluation tools and materials which require students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

### **OWNERSHIP**

Beauty On Fleek School LLC is a Florida corporation owned and operated by Elena Marie Ortiz, the School Director and sole proprietor. Beauty On Fleek School LLC is incorporated in the state of Florida to offer beauty career training programs.

### **PROGRAMS OFFERED**

Beauty on Fleek School LLC offers the following programs:

**Nail Specialty 180 clock hours**

**Facial Specialty 220 clock hours**

**Full Specialty 400 clock hours**

### **CLASS LANGUAGE**

Classes are taught in English. All learning material is in English/ Spanish.

## **NON-DISCRIMINATION POLICY**

Beauty On Fleek School LLC is non-sectarian and does not discriminate concerning race, creed, color, national origin, age, sex, disability, or marital status in any academic program activities, employment practices, or admissions policies.

This policy applies to hiring for all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants can benefit from the training, including those with special needs.

## **FACILITY AND EQUIPMENT DESCRIPTION**

Beauty On Fleek School LLC is located at 1155 S Volusia Ave. Suite 108 Orange City, FL. It is easily accessible by public or private transportation, with adequate facilities for faculty and students. Our facility occupies approximately 750 square feet and contains a reception area, one office, one bathroom, a study area with a small reference library, three nail stations, and three manicure tables. There are two classrooms on each side of the room. The school is fully air-conditioned to provide a comfortable learning environment.

The latest equipment is available on-site to allow a hands-on training approach in all programs. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

## **LIBRARY**

The school has a small reference library on campus open to students. Students have access to reference texts and materials helpful in completing the program of study. Materials are to be used on campus and are available during regular class hours. These books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instruction given in class. Students may check out reference books by completing a "Book Checkout Form." All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information. The library also has a dictionary and thesaurus, as well as a computer and wifi available to access the internet.

## **HOURS OF OPERATION**

The school staff is always prepared and willing to assist students during the following office hours:

**MON /TUE /THUR /SAT 9:00 am – 5:30 pm**

**CLOSED WED FRI & SUN - (Office hours/ BY APPT ONLY)**

## SCHOOL HOLIDAYS 2022

Labor Day	Sep 5
Thanksgiving Day	Nov 24
Day after Thanksgiving Day	Nov 25

Winter Holidays will last from December 24th, 2022, until January 3rd, 2023. Other holidays or school closures may be declared at the discretion of the School Director.

## COURSE CODES

The courses available within each program are assigned a course code after the program name. Courses codes are preceded by a program prefix and followed by a course number, which comprises the course code. The following program prefixes have been defined for each program:

<i>Prefix</i>	<i>Program</i>	<i>HIV/AIDS</i>	<i>Florida Law</i>
FS	Full Specialty	COS 101	COS 102
FSP	Facial Specialty	COS 101	COS 102
NS	Nail Specialty	COS 101	COS 102

## ADMINISTRATION

Elena Marie Ortiz CEO and School Director

Elena Marie Ortiz Chief Academic Officer:

*Associate Degree in Criminal Justice from NUC University. DeLand 2015  
& A diploma as a Full Specialist FS 913861 valid from Orlando, FL 2020*

Maria E Jaime Director of Student Services

All administrative staff are part-time.

## **FACULTY**

Elena Marie Ortiz Nail Specialist and Facial Specialist Instructor *Associate Degree in Criminal Justice from NUC University, DeLand 2015*  
& *A diploma as a Full Specialist FS 913861 valid from Orlando, FL 2020*

Dalila Elena Ortiz Nail Specialist and Full Specialist  
*Graduate from South Florida State College as a Cosmetologist CL 1251526 valid from Avon Park, FL*

All faculty members are full-time.

## **DRUG-FREE POLICY**

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.
2. Those violations of this prohibition will result in discharge or other appropriate actions.
3. That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving of financial aid, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.
5. This policy complies with the US Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

## ADMISSIONS POLICY

### **Requirements: Full Specialty, Facial Specialty, Nail Specialty.**

- ✓ Applicants must present evidence of a high school diploma, high school certification, or GED.
- ✓ Applicants who do not have a high school diploma, high school certification, or GED and are 17 years of age or older must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
- ✓ Applicants must receive a catalog one week prior to signing an enrollment agreement.
- ✓ Applicants must comply with the "Drug-Free" School policy.

The School Director is responsible for reviewing and approving an enrollment agreement and ensuring that the applicant has met the proper criteria according to admission standards.

The professions of Full Specialist, Facial Specialist, and Nail Specialist require prolonged hours of standing and various manual movements of the hands that can exert pressure. Nail Specialists work long hours, often sitting and in the presence of strong chemical odors and vapors. Full Specialists tend to incorporate most of the above. Correct posture is of extreme importance for the physical health of the professional. Safety requirements entail diligent sterilization of tools and equipment used, good personal hygiene, and in some cases, the use of gloves and facial masks.

Potential students will be advised that employment in many health-related occupations necessitates the ability to pass the Florida Department of Law Enforcement (FDLE) Criminal Background Check. If not a Florida resident for the past five years, an FBI investigation is required. Potential students with such problems will be helped with exemption procedures if applicable. If not, they are strongly advised to register for programs with employment opportunities available.

*IMPORTANT NOTICE: Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1st, 2009, health care boards or the department shall refuse to issue a license, certificate, or registration and shall refuse to admit a candidate for examination if the applicant has been:*

- 1. Convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 USC ss. 801-970 or 42 USC ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.*
- 2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).*
- 3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).*

Prospective students who were denied admission may submit a written request and would like to view their file. Access to view the file will be granted within 24 to 48 hours of the request.



## THE APPLICATION PROCESS

The application for the admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) When necessary, take a Wonderlic test.
- 5) Receive and read all required pre-enrollment disclosures.

- ✓ *School Catalog with the Program Outline*
- ✓ *Drug-Free School Disclosure*
- ✓ *Read the Enrollment Agreement*
- ✓ *Make financial arrangements to cover tuition and fees*

## TRANSFER OF CREDIT

Beauty On Fleek School LLC has the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours accepted by Beauty On Fleek School LLC. Any student who began a program at Beauty On Fleek School LLC and wishes to transfer to another program will receive credit for courses passed and have his/her tuition adjusted accordingly. Students who transfer out of Beauty On Fleek School LLC to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to Beauty On Fleek School LLC have been met. The acceptance of the transferability of credits is the decision of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. Beauty On Fleek School LLC does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any of its programs. Beauty On Fleek School LLC does not have an articulation agreement or transfer agreement with any other school, college, or university at present.

## TRANSFER CREDIT POLICY/PROCEDURE

Beauty On Fleek School LLC will consider credits from other institutions accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA). Credits taken at other accredited institutions of higher learning may be accepted as 'transfer credit,' provided that these courses are in subjects comparable to courses offered and applicable. 'Transfer credit' is given for courses with a "C" or better. The School Director must approve transfer credit. Only official transcripts from other schools may be used to award credit. Students must request that an official transcript from all previously attended institutions be mailed to Beauty On Fleek School at: 1155 S Volusia Ave. Suite 108 Orange City, FL 32763.

- ✓ Complete and submit a Transfer of Credit Application to the School Director.
- ✓ Provide an official transcript and catalog with course descriptions of the prior post secondary training. Official transcripts are required to post transfer credits.

- ✓ Courses from accredited post-secondary training programs that correspond directly to Beauty On Fleek School LLC courses' content, scope, and length will be considered for credit.
- ✓ Only training courses with a grade of C or 2.0 or above will be considered for credit.
- ✓ The School Director's decision will be final.
- ✓ There is no charge for the procedure.

## STATE LICENSURE

Beauty On Fleek School LLC is licensed by the Commission for Independent Education, License #11383. Additional information regarding the institution may be obtained by contacting:

Florida Department of Education  
 Commission for Independent Education  
 325 W. Gaines Street, Suite 1414  
 Tallahassee, Fl. 32399  
 Telephone No: 850-245-3200/Toll-Free 888-224-6684

## CLASS SCHEDULES

The following class schedules are available to students.

Class Schedule	Time	Weekly Clock Hours	Availability
Nail Program	9:00 am – 12:50 pm	16	M T TH SA
Facial Program	1:30 am -5:20 pm	16	M T TH SA

## CLASS BREAKS

Students have a period of 10 minutes at the end of each Clock Hour for a brief break.

## DISCLOSURE STATEMENTS

- ✓ The school is not accredited and cannot offer students access to Federal Student Aid programs.
- ✓ Beauty On Fleek School LLC does not offer state financial aid programs.
- ✓ The school is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- ✓ The acceptance of the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- ✓ The institution does not offer advanced placement based on work experience.

# ACADEMIC POLICIES

## GRADING SYSTEM

Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form specifies the grading criteria and point value for each application. Each skill/application has a specific point value assigned to it, which is then totaled and converted to a percentage. Students are graded on theoretical knowledge at the end of each course. A final examination will be given at the completion of each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale:

A = 94% - 100% 4.00 = Excellent
B = 81% - 93% 3.00 = Good
C = 75% - 80% 2.00 = Satisfactory
D = 70% - 74% 1.00 = Poor
F = 0% - 69% 0.00 = Failing

The above-stated grading scale will also be used to score all tests administered by this institution.

## PROGRESS REPORTS

The student will receive a program report at the midpoint of their program.

## SATISFACTORY PROGRESS STATEMENT

Students are expected to be prepared and meet the demands of the coursework they have chosen.

Students will be judged as making satisfactory progress if they have maintained a cumulative grade point average (GPA) of 2.0 or above by the midpoint of their program. To avoid academic probation, students must maintain a minimum GPA of 75% or a C.

Students who have not achieved a 75% GPA by the midpoint of their program shall be placed on academic probation and counseled by their instructor and the School Director.

## COURSE RETAKE POLICY

The course retake is offered to students who have unsuccessfully completed a course and received less than 75%. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice during the one enrollment period.

### Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of clock hours in their program of study. The requirements for the rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

### Definition of a clock hour

The school measures all its academic programs in terms of clock hours. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

## **ATTENDANCE**

Students are expected to attend all scheduled classes. In order to obtain permission for an excused absence, the student must obtain prior permission from the instructor. For emergencies, a student may bring in a doctor's note, a police report, a court order, or any other legitimate excuse to obtain an excused absence. All other absences are considered unexcused.

Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the student will be advised by the School Director and placed on probation for 30 days. If another unexcused absence occurs during the probation period, the student will be advised by the School Director again, and the student may be terminated. The State of Florida requires students to complete a set number of hours to graduate; therefore, all class time missed must be made up by the student (prior to graduation).

## **TARDINESS**

Students must come to class on time. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. Late arrivals may be excused at the discretion of the instructor. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student and the school to reduce tardiness. Habitual tardiness may lead to probation.

## **MAKE-UP WORK**

Students who have been absent for any reason are required to make up any missed classes before graduating. A student must make up missed time by attending another class in session.

## **LEAVE OF ABSENCE**

A student may be granted a leave of absence for a reasonable amount of time as determined by the School Director. The total leave of absence period may not exceed 180 days. A request for a leave of absence must be in writing, and the date of expected return must be specified. If a student does not return within the specified return date and does not notify the school, the student's contract will be terminated on the scheduled return date.

## **UNOFFICIAL WITHDRAWAL**

If the student fails to attend school for more than ten consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

## **AUTOMATIC WITHDRAWAL**

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for ten consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failing any course in the program twice during one enrollment period.

## **SATISFACTORY ACADEMIC PROGRESS**

**Grades:** Students who have unsuccessfully completed a course and received less than 75% will be placed on probation. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice during the one enrollment period.

**Attendance:** Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the school director advises the student and will be placed on probation for 30 days. At the end of the period, the student will be re-evaluated.

- Students are required to have an overall attendance rate of 70%.
- Students must achieve a grade of "C" or higher.
- Students must have a satisfactory progress report from the instructor.

If the above conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the director. Students may appeal their probationary status by submitting an appeals letter to the School Director. All such requests will be evaluated and acted upon promptly.

The School Director may grant the student's appeal if the student is making satisfactory progress towards a diploma despite failure to conform to satisfactory progress standards. A student whose appeal is accepted will continue on probation until the next scheduled checkpoint.

## **APPEAL POLICY**

A student has the right to appeal either unsatisfactory progress or termination due to unsatisfactory progress. A student may appeal the following actions or terminations:

- ✓ Unsatisfactory academic progress

- ✓ Attendance
- ✓ Termination from school

The appeal process is as follows:

- ✓ The student MUST submit a letter in writing to the School Director
- ✓ The letter must be detailed, stating the reason(s) for not making satisfactory progress or the mitigating circumstances for the appeal.
- ✓ The letter must be received within (10) days of the termination date.
- ✓ Students may appeal termination only once during the student's enrollment period.
- ✓ The School Director shall evaluate the appeal and notify the student in writing of the decision within (10) days.

The student may not attend classes while the appeal is pending. Should a student's appeal be successful, they will be expected to return to class at the beginning of the next class/course.

Should a student's appeal be unsuccessful, the student will be informed in writing. No refunds shall be made to the student until the School Director makes the final determination.

## **STUDENT CONDUCT REQUIREMENTS**

Students are expected to dress and act appropriately while attending classes. At the discretion of the school administration, a student may be dismissed from school for a severe incident or incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

## **CONDUCT AND PERSONAL APPEARANCE**

The student must attend classes continuously and complete the required training.

- Students are required to be courteous and professional to staff and fellow students.
- Beverages and food are not allowed in the training areas.
- Students must pick up and clean after themselves.
- Students should be considerate of others and the facility.
- Students must make personal calls outside the classroom and during classroom hours. In the case of emergency or employment-related calls, students must get permission from the instructor.

### *Dress Code*

The school dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are expected to dress in the smocks/aprons provided and must at all times be neat, clean, and maintain proper hygiene. Coats, jackets, jackets with hoods, etc., cannot be worn over or under the smock or apron. No prints, written messages, or pictures are

allowed on the smock or aprons. No jeans may be worn. Smocks or aprons must be worn closed (buttoned, snapped, or zipped up) in the front. No open-toed shoes (i.e., sandals, flip flops, crocs) may be worn.

## **READMISSION**

A student that has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student terminated for any reason must have an interview with the School Director and show why he/she should be reinstated. The School Director has the final decision. There is no charge associated with readmission.

## **TRANSCRIPTS**

The school reserves the right to withhold a transcript until all financial obligations have been satisfied. There is a \$10 service fee for each transcript requested, and two weeks' notice is required. Official transcripts may be released to third parties, given a receipt of a written request by the student. A "Release of Student Information Form" must be requested from the school's admission officer to request a transcript to be released to a third party. The form must be completed and returned to the school. Please remember to attach the \$10 non-refundable fee to expedite the request.

## **GRADUATION REQUIREMENTS AND DIPLOMA**

The school considers a student that has completed all his/her required program hours and services as a "candidate for graduation"; however, the student will not receive a diploma until he/she complies with the following requirements:

1. Attend all class hours, complete all required services and complete each required course meeting, each course's minimum standards in addition to obtaining an overall GPA of 2.0 or higher and;
2. Take and pass a comprehensive final examination; and
3. Fulfill all monetary obligations with the school.

## **PAYMENT POLICY**

At the school's discretion, installment payments for tuition may also be arranged. Students are responsible for paying for the registration, books and supplies before the beginning of class. Tuition costs can be paid in full or school payment plans through direct payment. All financial arrangements must be made before the beginning of classes. Payment plan price balance will be required to be paid prior to graduation. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. Beauty On Fleek School LLC accepts tuition, books, equipment, and other fees through cash payment, or card- (VISA, MasterCard).

## **STUDENT SERVICES**

### **CAREER DEVELOPMENT AND PLACEMENT**

The Student Services Director serves as a liaison between the graduates and the beauty industry. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and the community. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, the likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types of job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to perform these tasks as they begin to seek employment successfully. These tasks are taught during and towards the end of each program.

- ✓ Writing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid in the job search effort

A successful job search depends on the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Students will receive instruction on resume preparation, market research techniques, and interviewing skills throughout their program. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students will compose resumes and letters of introduction. The school will offer valuable reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

The school shall not deny admission or discriminate against students enrolled based on race, creed, color, sex, age, disability, sexual orientation or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.



## **EMPLOYMENT DISCLAIMER**

The staff and faculty are committed to assisting graduates in finding gainful employment but cannot guarantee employment to any student, recent graduate, or alumni.

## **ACADEMIC COUNSELING**

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of two hours each week to provide student counseling. Staff members will be available in the administration office during office hours. A student may contact either an instructor or the School Director if one needs academic counseling services.

## **LIABILITY**

Beauty On Fleek School LLC assumes no responsibility for loss or damage to personal property or personal injury that may occur while on the campus grounds.

## **STUDENT RECORDS**

Permanent student educational records are filed and maintained at the administrative offices for each individual student. Beauty On Fleek School LLC guarantees each student access to that student's records. Beauty On Fleek School LLC requires written consent from the student to release records in response to each third-party request unless otherwise required by law. The school provides and permits access to student and school records as required for any accreditation process initiated by the school or the Commission for Independent Education. Students desiring to view their records may request to see them in the school office during normal business hours or schedule a time to review records convenient to both the student and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records.

## **COMPLAINT & GRIEVANCE POLICY**

Beauty On Fleek School LLC will make every effort to resolve any student complaint that is not frivolous or without merit. The student must register the complaint, in writing, within ten days from the date that the incident occurred. The grievance is to be delivered to the School Director, reviewing and investigating the allegation(s). A response or determination will be sent to all parties involved, in writing, within 14 days of receipt. Should the student find the school's resolution to be unsatisfactory, he/she may file its complaint to the Commission for Independent Education at the following address:

Executive Director  
Commission for Independent Education  
Florida Department of Education  
325 West Gaines St., Ste 1414  
Tallahassee, FL 32399-0400  
Toll-free Telephone Number 888-224-6684

## **PROGRAM FEES**

The total cost of each program of study is displayed below:

Program of Study	Cost Breakdown			
	Registration	Tuition	Books and Supplies Cost	Total
Nail Specialty	\$150.00	\$1,000.00	\$350.00	\$1,500.00
Facial Specialty	\$150.00	\$2,000.00	\$350.00	\$2,500.00
Full Specialty	\$150.00	\$3,000.00	\$450.00	\$3,600.00

### ***Nail Specialty***

Books and supplies include towels, pedicure kits, nail brushes, nail polish remover, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

### ***Facial Specialty***

Books and supplies include towels, beeswax, soaps, forceps, needles, make-up kits, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

### ***Full Specialty***

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, beeswax, soaps, forceps, needles, gloves, make-up, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

## **CANCELLATION AND REFUND POLICY**

Should the student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid except for the registration fee of \$150.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed based on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. The termination date for refund computation purposes is the student's last date of actual attendance unless an earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of the Cancellation Notice.
8. A student can be dismissed, at the discretion of the School Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.
9. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.
11. The Registration Fee, Cost of Books and Materials, Uniforms, Equipment Fee and Lab supplies can be paid by cash or card and are non-refundable.

### **Withdrawals**

Any student wishing to withdraw from the school officially must notify the School Director in person or send a letter by certified mail. A student who missed school for ten consecutive days and does not notify the School Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attended class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution that they will not be returning or the first date the student was to return from leave did not. Based on the withdrawal date, all accounts are subject to the school's refund policy.

## PROGRAM DESCRIPTIONS

### **NAIL SPECIALTY      180 Clock Hours**

Objective: To prepare students with the knowledge and skills to obtain the Florida Nail Specialist license and to work as professional nail technicians.

Description: The program is designed to provide the students with the skills to beautify the hands and feet through shaping nails, conditioning the cuticle, the application of nail polish, the application of hands and feet massage, etc. It also includes the repairing of damaged or broken nails through wrapping or mending and the performing of the different kinds of sculptured nails with or without tips.

Upon successful completion, a completed nail specialty registration application shall be submitted to the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology, along with the applicable fees. Once the application has been approved, the graduates will be duly licensed to practice in the State of Florida.

Completion Students will complete this program in 11 weeks, assisting 16 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	Florida Cosmetology laws and rules	8	
COS 103	Sanitation	8	
COS 105	Ethics	2	
NS 101	Nail Theory, Practice, and Related Subjects	72	
NS 102	Nail Specialty Clinical Training		
	Manicures	15	15
	Pedicures	10	10
	Tips with Overlay	15	15
	Sculpting Using a Form	10	10
	Nail Wraps and/or Mending	10	10
	Nail Fill-Ins	10	10
	Artificial Nail Removal	5	5

	Polishing and Nail Art	10	10
	Gel Nails	5	5
Totals		180	90

**Course Descriptions**

**COS 101 HIV/AIDS**

Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

**COS 102 FLORIDA LAW**

Students will learn the laws and regulations about Cosmetology, as set by the Department of Business and Professional Regulations. The student will study Professional Ethics.

**COS 103 SANITATION**

Students will learn the guidelines and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

**COS 105 ETHICS**

Students will learn the business aspects of cosmetology and how to maintain accurate records, manage personnel, and sell products.

**NS 101 NAIL THEORY, PRACTICE, AND RELATED SUBJECTS**

Students will learn and study the structure of the nail. The technical terms, the parts of the nail, define the types of disorders and handle customers with nail disorders.

**NS 102 NAIL SPECIALTY CLINICAL TRAINING**

- *Manicures*  
Students will learn all the abilities of a manicurist, proper use of implements, and material used when doing a manicure.
- *Pedicure*  
Students will learn the basic procedure when conducting a pedicure, equipment, implements, and materials
- *Tips With Overlay*  
Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips, and filling.
- *Sculpting*  
The students are taught how to create an extension using only the acrylic liquid. Students learn the precautions and proper procedures to sculpt nails in different nail beds. Supplies and chemistry of acrylic nails are also covered in this course.
- *Nail Wraps & Mending*  
Students will learn to wrap nails with the four types of wraps and how to repair natural nails.
- *Nail Capping & Fill-Ins*  
Students will learn how to maintain the artificial nail using acrylic to fill in between the new growth area of the nail.

- *Artificial Nail Removal*

*Students will learn the proper procedure to remove acrylic nails.*

- *Polish & Nail Art & Gel Nails*

*Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil are studied and practiced. The use of airbrushes for decoration is reviewed.*

- *Gel Nails*

*Students will learn about gel nail polish.*

**FACIAL SPECIALTY 220 Clock Hours**

**Objective:** To prepare students for the Florida state requirements of a Facial Specialist, enabling them to obtain their licenses and become successful professionals in today's beauty industry.

**Description:** The program consists of Facial Skin Care as well as Nail Care and Design. Students will learn the skills needed to get started as talented Full Specialists with a diverse set of skin and nail care skills in today's industry. Classes consist of Theory and Practice sessions. Students will be involved in engaging classroom activities as well as hands-on practices. The courses include a general study of the skin and facial treatments, as well as new methods for its improvement and conservation. The program also involves a general study of the nails, both manicures and pedicures, and the essential products and equipment used in the field.

Upon successful completion of the educational hours, a completed full specialty registration application shall be submitted to the Florida Board of Cosmetology along with the applicable fees. Once the application has been approved, the full specialist registration will be issued. The student must obtain a license through the Florida Board of Cosmetology in order to begin working in the field.

**Completion** Students will complete this program in 14 weeks, assisting 16 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	Florida Laws and Rules	4	
COS 104	Sanitation	10	
COS 105	Ethics	2	
FSP 120	Basics of Electricity	2	
FSP 130	Facial Techniques and Contraindications	50	
FSP 135	Product Chemistry	8	
FSP 145	Hair Removal	5	
FSP 150	Makeup	1	
FSP 155	Skin Theory, Disease and Disorders of the Skin	63	
FSP 170	Facial Specialty Clinical Training		

	Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature	30	30
	Set up, use, and maintenance of electrical devices	1	1
	Hair removal, including tweezing, waxing, threading, and sugaring	10	10
	Make-up application for both daytime and nighttime looks	10	10
	Lash and brow tinting	2	2
	Eyelash application, individual lashes, and semi permanent lashes	12	12
	Manual extractions	6	6
Totals		220	71

#### Course Descriptions

##### COS 101 HIV/AIDS

Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guidelines and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

##### COS 102 FLORIDA LAW

Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Students will study Professional Ethics.

##### COS 103 SANITATION

Students will learn the guideline and principles of cleanliness and safety as well as the different procedures for protection against the spread of disease.

##### COS 105 ETHICS

Students will learn the business aspects of cosmetology and how to maintain accurate records, manage personnel, and sell products.

##### FSP 120 BASICS OF ELECTRICITY

The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skincare.

##### FSP 130 FACIAL TECHNIQUES AND CONTRAINDICATIONS

The basic facial treatment protocol is studied in this course, including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the

client pre and post-treatment.

### **23 | Beauty on Fleek School LLC**

#### **FSP 135 PRODUCT CHEMISTRY**

This course instructs the student on the effects of cosmetics and skincare products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type.

#### **FSP 145 HAIR REMOVAL**

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal

#### **FSP 150 MAKEUP**

Students will learn the different types of cosmetics and the proper application, including color selection. The student will be trained in the identification of different facial types and the procedures for corrective make-up.

#### **FSP 155 SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN**

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of the function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

#### **FSP 170 FACIAL SPECIALTY CLINICAL TRAINING**

Students will practice practical hands-on applications of all subjects taught in the program on fellow students and clients.

- *Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature*
- *Set up, use, and maintenance of electrical devices*
- *Hair removal, including tweezing, waxing, threading, and sugaring*
- *Make-up application for both daytime and nighttime looks*
- *Lash and brow tinting*
- *Eyelash application, individual lashes, and semi-permanent lashes*
- *Manual extractions*



## FULL SPECIALTY 400 Clock Hours

Objective: To prepare students for the Florida state requirements of a Full Specialist, enabling them to obtain their licenses and become successful professionals in today's beauty industry.

Description: The program consists of Facial Skin Care as well as Nail Care and Design. Students will learn the skills needed to get started as talented Full Specialists with a diverse set of skin and nail care skills in today's industry. Classes consist of Theory and Practice sessions. Students will be involved in engaging classroom activities as well as hands-on practices. The courses include a general study of the skin and facial treatments, as well as new methods for its improvement and conservation. The program also involves a general study of the nails, both manicures and pedicures, and the essential products and equipment used in the field.

Upon successful completion of the educational hours, a completed full specialty registration application shall be submitted to the Florida Board of Cosmetology along with the applicable fees. Once the application has been approved, the full specialist registration will be issued. The student must obtain a license through the Florida Board of Cosmetology in order to begin working in the field.

### Completion

Students will complete this program in 25wks=(6mo1wk), assisting 16 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	Florida Laws and Rules	4	
COS 104	Sanitation	10	
COS 105	Ethics	2	
FSP 120	Basics of Electricity	2	
FSP 130	Facial Techniques and Contraindications	50	
FSP 135	Product Chemistry	8	
FSP 145	Hair Removal	5	
FSP 150	Makeup	1	
FSP 155	Skin Theory, Disease, and Disorders of the Skin	63	
FSP 170	<b>Facial Specialty Clinical Training</b>		
	Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin	30	30

	types, including normal, oily, dry, combination, problem and mature.		
	Set up, use, and maintenance of electrical devices	1	1
	Hair removal, including tweezing, waxing, thread, & sugaring	10	10
	Make-up application for both daytime and nighttime looks	10	10
	Lash and brow tinting	2	2
	Eyelash application, individual lashes, and semi permanent lashes	12	12
	Manual extractions	6	6
NS 101	Nail Theory, Practice, and Related Subjects	72	
NS 102	<b>Nail Specialty Clinical Training</b>		
	Manicures	15	15

	Pedicures	10	10
	Tips with Overlay	15	15
	Sculpting Using A Form	10	10
	Nail Wraps and/or Mending	10	10
	Nail Fill-Ins	10	10
	Artificial Nail Removal	5	5
	Polishing and Nail Art	10	10
	Gel Nails	5	5
Totals		400	161

#### Course Descriptions

##### COS 101 HIV/AIDS

Students will learn the origin, transmission, and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principles of cleanliness and safety and the different procedures for protection against the spread of disease.

##### COS 102 FLORIDA LAW

Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Students will study Professional Ethics.

### COS 103 SANITATION

Students will learn the guideline and principles of cleanliness and safety as well as the different procedures for protection against the spread of disease.

### COS 105 ETHICS

Students will learn the business aspects of cosmetology and how to maintain accurate records, manage personnel, and sell products.

### FSP 120 BASICS OF ELECTRICITY

The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skincare.

### FSP 130 FACIAL TECHNIQUES AND CONTRAINDICATIONS

The basic facial treatment protocol is studied in this course, including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment.

### FSP 135 PRODUCT CHEMISTRY

This course instructs the student on the effects of cosmetics and skincare products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type.

### FSP 145 HAIR REMOVAL

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal

### FSP 150 MAKEUP

Students will learn the different types of cosmetics and the proper application, including color selection. The student will be trained in the identification of different facial types and the procedures for corrective make-up.

### FSP 155 SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of the function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

### FSP 170 FACIAL SPECIALTY CLINICAL TRAINING

Students will practice practical hands-on applications of all subjects taught in the program on fellow students and clients.

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- *Set up, use, and maintenance of electrical devices*
- *Hair removal, including tweezing, waxing, threading, and sugaring*
- *Make-up application for both daytime and nighttime looks*
- *Lash and brow tinting*
- *Eyelash application, individual lashes, and semi-permanent lashes*

- *Manual extractions*

**NS 101 NAIL THEORY, PRACTICE, AND RELATED SUBJECTS**

Students will learn and study the structure of the nail. The technical terms, the parts of the nail, defining the types of disorders and handling customers with nail disorders.

**NS 102 NAIL SPECIALTY CLINICAL TRAINING**

- *Manicures*

*Students will learn all the abilities of a manicurist, proper use of implements and material used when doing a manicure.*

- *Pedicure*

*Students will learn the basic procedure when conducting a pedicure, equipment, implements and materials*

- *Tips With Overlay*

*Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips and filling.*

- *Sculpting*

*The students are taught how to create an extension using only the acrylic liquid. Students learn the precautions and proper procedures for sculpting nails in different types of nail beds. Supplies and chemistry of acrylic nails are also covered in this course.*

- *Nail Wraps & Mending*

*Students will learn to wrap nails with the four types of wraps and how to repair natural nails. • Nail Capping & Fill-Ins*  
*Students will learn how to maintain the artificial nail using acrylic to fill in between the new growth area of the nail.*

- *Artificial Nail Removal*

*Students will learn the proper procedure for removing acrylic nails.*

- *Polish & Nail Art & Gel Nails*

*Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil are studied and practiced. The use of airbrushes for decoration is reviewed.*

- *Gel Nails*

*Students will learn about gel nail polish.*

**ACADEMIC CALENDAR**

Beauty On Fleek School LLC has an open enrollment period, and start dates are assigned based on the number of students enrolled. The minimum number of students for a start is 3, and prospective students can expect to start class within three weeks of registering.

**LICENSURE FOR NAIL SPECIALIST, FACIAL SPECIALIST, FULL SPECIALIST**

The board of cosmetology regulates Nail Specialists and Facial Specialists. Students must obtain a license through the Florida Board Of Cosmetology in order to begin working in the field.

**SCHOOL CATALOG RECEIPT**

I have received a copy of the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled.

Print Name:
Signature:

Date