

# **Student Catalog**



**1203 N. Wilcox Dr., Kingsport, TN. 37660**

**Office 423-343-9597**

Our catalog contains all the general information about our school, Aesthetics program, admissions policy, attendance, academic requirements, course curriculum, transfer hours and much more. Please read our school catalog carefully and don't hesitate to contact us with any questions. School (423) 343 -9597

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## **ASPIRE:**

*To direct one's hopes or ambitions towards achieving a goal that they strongly desire to reach.*

**MISSION STATEMENT**

To produce highly skilled professionals to pass State Board exams and to have the potential to thrive once they are introduced into the Aesthetics and Make Up Industry as a Licensed Professional.

**EDUCATIONAL OBJECTIVE**

To provide an affordable education and create the best learning environment available by emphasizing individualized attention, short term progress evaluations, progressive and engaged teaching methods with the use of blending several different teaching materials available such as: Hands on application, individual and group practice sessions, interactive lectures, Power Point, Diagrams, Demonstrations, DVD'S, A/V technology, guest speakers and Field Trips. Incorporating all these educational material techniques helps provide a fun, motivating, and positive memorable experience while learning.

Assist each student and provide direction in achieving his/her own professional goals as they learn and become more aware of the opportunities that are available to them and confidently develop new skill sets that are applicable to their future career in the field of Aesthetics.

Day and night classes will be offered, and each class will be limited to about 15 - 17 students.

Part Time Hours: 10am – 2pm, 4pm – 7pm

Also, to help advance those already licensed the school will offer specialized classes in a large variety of specialties, including but not limited to Light Therapy, Advanced Makeup Training, Hydrotherapy and Aromatherapy.

ASPIRE Academy of Aesthetics vows to maintain integrity of the beauty industry by enrolling students with a desire and commitment to succeed and who meets the criteria defined by the Tennessee State Board of Cosmetology Rules, Laws, and Regulations.

**ASPIRE Academy of Aesthetics Hours of Operation**

Sunday	Closed
Monday	4pm-8pm
Tuesday-Friday	10am – 2pm or TBD
Saturday	TBD

**HOLIDAY'S/SCHOOL CLOSINGS**

New Year's Day, Valentines Day, Martin Luther King, Jr., Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving/Black Friday, and Christmas Day.

**Holidays are subject to change without notice.**

- SPRING BREAK: March 2<sup>nd</sup> Full Week
- SUMMER BREAK: TBA
- FALL BREAK: OCTOBER 2<sup>nd</sup> Full Week
- CHRISTMAS BREAK: DEC 22<sup>nd</sup> – JAN 5<sup>th</sup>

ADMINISTRATIVE DAYS FOR: Instructor training purposes, CEU State Seminars, Meetings etc. will be announced and students will be notified, and dates will be posted as soon as they are brought to the instructor and /or Director's attention.

**MILITARY PERSONNEL AND SPOUSES**

ASPIRE Academy of Aesthetics welcomes and offers discounts to our Military Personnel and their spouses. Thank you for Service and Protection!

**HANDICAP ACCESS**

ASPIRE Academy of Aesthetics will make reasonable efforts to accommodate individuals with documented mental or physical obstacles. All areas of ASPIRE Academy of Aesthetics are accessible by walker.

**Drug-free workplace compliance:** Per department of labor, department of education, and Tennessee State Board of Cosmetology and Barbering, drugs and/or alcohol are not permitted on school premises of ASPIRE Academy of Aesthetics. Failure to adhere to this will result in disciplinary action-up to termination. Any student participating in illegal behavior outside of school and chooses to discuss such behavior inside the school will face disciplinary action, up to termination.

**SCHOOL STAFF**

**SHERRY JORDAN..... Director/ Instructor**

## **APPLICATION & ADMISSION POLICY & PROCEDURE**

The Director will interview all applicants prior to enrollment. Not all applicants accepted.

The student will need to provide the following to ASPIRE Academy of Aesthetics at time of submitting Application for enrollment:

- 1) For determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
- 2) Public and vocational schools are exempt from the provisions of Tenn. Code Ann. § 62-4- 122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
- 3) Be a minimum of 16 years of age.
- 4) Pay Registration/Administration Fee \$150 – Nonrefundable as this is the administration fee to process all necessary paperwork and perform correspondence as necessary.
- 5) Valid Driver's License and/or Birth Certificate and a Social Security Card at the time of Application.
- 6) Provide a valid address, cell phone number, and e mail for student contact.
- 7) Fill out and sign Pre-Enrollment Questionnaire
- 8) Fill out and sign Student Enrollment Agreement Contract

NOTE: Official documentation is a statement of the student's academic record received directly from the issuing institution or agency such as a transcript or score sheet. Paper transcripts printed on security sensitive paper that contain the issuing institution seal or signature of an official from the institution are acceptable admission documentation. Electronic transcripts or score sheets not printed on security sensitive paper must include indicia that the transcript or score sheet was received directly from the issuing institution or agency such as accompanying email correspondence or the envelope. ASPIRE Academy of Aesthetics policies of admission on instruction and graduation practices do not discriminate based on sex, race, color, ethnic origin, religion, or age. Tennessee State Board of Cosmetology and Barber Examiner State Law requires an individual student to be 16 years of age or older to enroll in a Cosmetology, Aesthetics, Instructor, Barbering or Manicuring course. ASPIRE Academy does not recruit or encourage students already enrolled in a similar course of study. Students who are re-entering after a period of withdrawal will re-enter in the same progress status as when they left. This also includes students returning from a leave of absence.

\*Students will receive notification of approval from the school once the decision is made\*.

**ASPIRE Academy of Aesthetics is a special purpose school, and that purpose is as follows:**

- Exploit the potential of each student served.
- Encourage and enable success through post-secondary education and career preparation.
- Help encourage the students' beauty industry passion into a rewarding, self-sustaining career.

## **TRANSFER STUDENTS & RECIPROCITY POLICY**

Reciprocity is the accepting of hours from another School, State, or Country. ALL out of state and foreign reciprocity cases must be approved through the Tennessee State Board of Cosmetology prior to enrollment with the school. ASPIRE Academy of Aesthetics maintains the right to accept or deny hours transferring from other schools. Schools and Programs that are in good standing with the Tennessee State Board of Cosmetology will be accepted with proper documentation and all previous financial obligations must be completed with proof of receipt. Transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowed maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Students with hours from a recognized School will receive \$1 credit per hour towards tuition at Aspire Academy of Aesthetics. And Programs/Schools not recognized or approved by Tennessee State Board of Cosmetology are not transferable. Any student who qualifies as a transfer student will be required to demonstrate competence and ability in relation to the number of hours earned or transferable.

The reciprocity fee is \$150.00 and is nonrefundable to begin processing procedures.

### **United States Citizen Requirements**

YOU WILL NEED:

- Completed Application with registration fee.
- Original high school diploma, GED
- Original Social Security Card
- A Valid Driver's License or a State issued photo identification.
- Notarized release of transfer hours

### **Non-United States Citizen Requirement**

YOU WILL NEED:

- Completed Application with registration fee.
- High School Diploma or GED and Official transcripts
- Original Social Security Card
- Current/valid Driver's License or State Issued PHOTO identification.
- Exact and notarized translation of all documents and evidence of translated documents being equal to US Educational Requirements and approved by Tennessee State Board of Cosmetology and Barbering
- Immigration Card (Green Card)

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not the credits are accepted for transfer is solely upon the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Schools and Programs that are in good standing with the Tennessee State Board of Cosmetology will be accepted with proper documentation. Students with hours from a recognized School will receive \$1 credit per credit hour towards tuition at ASPIRE Academy of Aesthetics. Schools and Programs not recognized or approved by the Tennessee State Board of Cosmetology are not transferable. Any student who qualifies as a transfer student will be required to demonstrate competence and ability in relation to the number of hours earned or transferable. If unable to demonstrate competency, not all hours may transfer from the student's previous School or Program.

Tennessee State Board of Cosmetology hourly requirements for Aesthetics are 750 hours.



## **APPRENTICESHIP**

ASPIRE Academy of Aesthetics does not participate in apprenticeship.

## **ENROLLMENT CALENDAR**

Classes at ASPIRE Academy of Aesthetics begin on Tuesday, every 6 weeks, unless that Tuesday happens to fall on a Holiday, in which case, class will begin on a day shortly after and announced accordingly. When the turnout for a class is excessively low, or to meet the demands of an overly large class, the enrollment calendar may be adjusted to better suit the needs of the students. Enrollment periods will be announced through social media. Classes are on Monday, Tuesday, and Thursday, 10am – 7pm. Wednesday, Friday, and Saturday 10am – 2 pm. ASPIRE Academy of Aesthetics is a clock-hour school. The Tennessee State Board of Cosmetology and Barber Examiners have established a required number of hours that each program is required to meet prior to graduation. Cosmetology: 1500 hours, Aesthetics: 750 hours, Manicuring: 600 hours, Instructor: 300 hours. A student enrolled in the Aesthetics Program and the required hours of 750 will be in your enrollment agreement as goes for Instructor Program of 300 required hours. Students can enroll in courses up to the start date of each month. The approximate graduation date is not a guarantee- only an approximation. Actual graduation dates will be directly affected by any lost hours. Just as the Aesthetics Program – ASPIRE Academy of Aesthetics will allow a “time bank” for personal time allotment. Full time students will receive 8 days/32 hours and Part time students will receive 4 days/15 hours.

**Note:** Tardiness and absences can deplete this “time bank” very quickly. **ATTENDANCE IS CRUCIAL.**

**The Board of Labor Statistics** reports that as of 2018, 71,800 Aestheticians were plying for their trade. By 2028, that number is expected to grow by 7,800 to reach nearly 80,000. That increase represents job growth of 11% across 10 years, which is more than double the total expected growth across all occupations. That’s largely because the industry is growing so quickly. As demand soars, new salons, spas, and healthcare facilities spring up to meet the need. In addition, many more males are beginning to seek out Aesthetician services, which historically were within near-exclusive realm of women.

Aesthetics is one of the fastest growing jobs in America, and it is quickly gaining new respect, especially among the medical community. As more women and men focus on self-care and wellness, they are looking for professionals dedicated to helping them improve the overall health of their skin. The ASPIRE Academy of Aesthetics looks forward to meeting and welcoming you to getting started on your journey to becoming a Licensed Aesthetician.

For additional information call today to schedule appointments for a personal meeting and greet and tour our school. Office: (423) 343 -9597.

**The job opportunities available for a Licensed Aesthetician are an array of variety – You just must decide which environment best suits you.** Aestheticians are Licensed Professionals and can set your own work hours and days to work - you can choose as little or as much as your lifestyle allows. Licensed Aestheticians may work, manage, or even own and operate their own spas or hotel/resort spas and can also perform as Make Up Artists in the Aesthetics Field once Licensed. Here are a few places of employment:

Spas	Make Up Artist	Broadway	Cruise Ships	Medical Spas
Salons	Photo Shoots	Celebrities	Movie Sets	Product Representative
Luxury Hotels	Bridal events	Theatre	Luxury Resort	Media Personnel

**An Aesthetics professional** performs one or more of the following (for compensation): massage, clean, stimulate, manipulate, exercise, beautify or perform similar work with the hands, mechanical/electrical apparatus, or the use of cosmetic preparations. Aesthetics professionals may apply artificial eyelashes, give facials, apply makeup, and provide skincare, remove superfluous hair by epilation, tweezing, or depilatories. Student(s) will perform all client services and are supervised by a Licensed Instructor.

ASPIRE Academy of Aesthetics will do their best to follow the ADA. However, careers in this industry require certain levels of comprehension and manual dexterity. While we will do our best to accommodate everyone, the careers that ASPIRE Academy of Aesthetics offers training for may not be suitable for every individual. ASPIRE Academy of Aesthetics will not compromise ethical enrollment practices for profit, nor violate Tennessee’s ability to benefit laws prohibiting enrollment when there is a calculated risk of little/no return on tuition investment.

**Aesthetics Professional Admission requirements:**

- 1) Be a minimum of 16 years old.
- 2) Proof of education: 2 years of High School (10<sup>th</sup> grade), high school diploma or equivalent.
- 3) Valid Driver’s License or State Issued photo Identification. Birth Certificate and/or Social Security card.
- 4) Pay the registration fee (nonrefundable) \$150.00.

**TUITION**

Tuition charges are assessed by the program and are payable before the beginning of the applicant’s chosen course of study. The tuition and fee schedule details each program available with the cost analysis. ASPIRE Academy of Aesthetics reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies. Tuition payments are due at the first of each month. Payments received after the 10th of each month will be subjected to a 10% late fee. Students who fall behind more than 2 payments may be placed on leave until payment requirements are met. If obligations are not met after 3 months, enrollment is terminated and tuition payment will be required, in accordance with the withdraw / refund tuition policy. As stated in the enrollment contract if financial obligations are not met as contractually agreed upon, and a third-party collection company becomes involved, the student (or parent/guardian if student is a minor) will be responsible for the accrued cost of collection in addition to the tuition owed.

## **AESTHETICS COURSE PROGRAM**

Aesthetics students to graduate and receive a Diploma must successfully complete the 750 hours composed of the following required units and pass all Theory and Clinical Exams per Tennessee State Board of Cosmetology:

<b>Course</b>	<b>Hours</b>
Orientation	5
Life Skills	5
Professional Image/Communicating for Success	5
Administration, Spa Ethics and Tennessee State Law	10
Sanitation/ Disinfection/Sterilization	15
Infection Control	15
General Anatomy and Physiology	5
Basics of Chemistry	5
Skin Analysis	20
Client Consultation	15
Treatment Room	10
Skin Science	20
Facial Machines	10
Nutrition	10
Facials/ Manipulations/Peels	15
Skin Diseases and Disorders	25
Skin Care Products/Ingredients/Chemistry and Selections	10
Electricity and Light Therapy	10
Hair Removal	15
Make Up	15
Brows/Lashes	15
Advanced Topics and Treatments	15
The Skin Care Industry	10
Product Retail and Selling	5
Business and Career Planning	5
State Board Prep /Practical Exam	10
Total Theory and Clinical	300
Required Knowledge of Student Performances on Spa Floor/Client Treatments	450
<b>TOTAL HOURS</b>	<b>750</b>

**Description:** The Aesthetics course is designed to train the student in basic manipulative skills, safety judgments, entry-level positions in Aesthetics or a related career field. All client services will be performed by students and supervised by a Licensed Instructor.

**Aesthetics Course: 11<sup>th</sup> Edition Milady Standard Fundamentals Esthetics ISBN -13:978-1-111-30689-2**

ASPIRE Academy of Aesthetics abides by the Tennessee State Board of Cosmetology and Barbering is a 750-hour Program offering The Milady Standard Esthetics Fundamentals curriculum. Students will be instructed by a Licensed Instructor and will present the classes with the blending of Interactive lectures, A/V Technology, hands on application, Power Point, DVD's, handouts, and diagrams. Students will also receive educational related materials from Murad, Dermalogica, Rx Systems, and Milady Standard Esthetics Fundamental curriculum.

**Aesthetics Program Subject-Unit:**

The seven hundred and fifty (750) clock hours/ 22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows:

- 1. General.....150 clock hours/ 4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law.
- 2. Chemical.....150 clock hours/ 4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA, and EPA requirements.
- 3. Physical.....450 clock hours/ 13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up, and corrective make-up arching.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes, CD’s, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**750 Total Hours:** The hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of discretionary hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Please note that the Aesthetics Program is an Approved Program by the Tennessee State Board of Cosmetology and holds a depth of Integrity, Loyalty, Dedication, Pride, Respect and Discipline. These values are expected to be maintained by the student throughout their achievement of the required 750 hours and thereafter.

**Aesthetics Program Outline: 750 hours FULL TIME: 22.5 hours/week PART TIME: less than 22.5 hours/week (Full Time students can complete Program within 34 weeks)**

**TOTAL COST OF AESTHETICS PROGRAM**

Registration.....\$150.00 (non-refundable)

**Aesthetics Program Cost:**

Tuition.....\$5,000.00

Books/Kit .....\$2,500.00

**TOTAL PROGRAM COST.....\$7,650.00**

Payment plans are available upon request and will be discussed privately. PLEASE NOTE: for student hours to be released to The Board of Cosmetology and Barbering for state (PSI) testing, all financial obligations to ASPIRE Academy of Aesthetics must be paid in full – NO EXCEPTIONS!

## **TEXTBOOK & STUDENT KITS**

Student kits and books are purchased through the school for students. The kits include approved material needed to complete your education. The school reserves the right to change kits as deemed necessary without notice. **Kit pieces and books are students' responsibility to take care of and not misplace. Kits and books are non-returnable and non-refundable.** Cosmetology, Aesthetics, & Manicuring curriculum are published by Milady and is kept current with testing requirements for Tennessee State Board of Cosmetology, and the testing contractor. Students may not remove textbooks or kit/pieces from ASPIRE Academy of Aesthetics until paid for in full and cannot be purchased elsewhere due to ensuring state requirements are being met.

Students may begin class on the first Tuesday of every month once enrollment is approved. However, ASPIRE Academy of Aesthetics does reserve the right to alter enrollment dates to ensure starts and class sizes are best for the students. The dates provided are to be used as a guide only. The approximate graduation date is not a guarantee - it is only an approximation. Actual graduation dates will be directly affected by any lost hours by the student. Students' attendance is of utmost importance. Saturday attendance is encouraged.

## **UNIFORMS**

It is the responsibility of the student to purchase white or black scrub tops and pants and must be solid in color - white. Students must wear closed toe tennis shoes of choice. Uniform and shoes must always be kept clean and wrinkle free. Any short sleeve or long sleeve shirt worn under scrub top must be solid white or black in color or may wear shirt with school name on the sleeves. Tennis shoes may be students' choice, however, must always be kept clean. Student is expected to always portray a Professional look and attitude. School will provide a student badge that is to be worn on the upper left side attached to the scrub top. Students are responsible for keeping up with their badge and will be charged per replacement. If a student does not come to school with a badge for identification and in full uniform, the student will be sent home for the day with lost hours. If a student has 2 verbal warnings for not wearing the proper uniform and badge the student will be terminated.

## **PERSONAL NEEDED SUPPLIES**

- 3 Ring Binder
- Multi subject notebook
- Pens and colored pencils
- Note cards/flash cards.

## **STUDENT APPEARANCE POLICY**

Students MUST arrive at school ON TIME with hair and makeup presentable. In clean, wrinkle free school uniform. Students must also arrive with all the school supplies necessary, a positive attitude and an I.D. badge.

ASPIRE Academy of Aesthetics reserves the right to alter the dress code as necessary.

## **ABILITY AND SKILLS REQUIRED FOR AN AESTHETICIAN:**

- Must have full manual dexterity to manipulate skin and tools.
- Ability to lift 10 pounds to shoulder height, repeatedly.
- Ability to stand 60% of typical work shift.
- Ability to perform basic mathematic functions Adding Subtracting Financial Basics
- Scheduling and Time Management
- Organizational Skills
- Basic Reading and Comprehension ability
- A new Aesthetics student will begin their education at Level 1 in a supervised classroom.

Once student has achieved 150 hours – and student has a satisfactory report in attendance and has passed all their exams for Theory and Clinical and has a positive conduct report - and always performs proper sanitation/disinfection/sterilization protocol - student will be promoted to an advanced Level 2.

Level 2 - At this Level student will be ready to perform on the Spa Floor and begin client services and perform the following: basic and customized facials including use of galvanic and high frequency, back facials, with use of hot stones, deep cleansing, microdermabrasion, hand and arm massage, facial peels, ear candling, basic Make Up application, product knowledge and retail sales, reception assistant duties - student will be supervised by a Licensed Instructor.

Level 3 – once student obtains 300 hours – and student has a satisfactory attendance report and has passed all their Theory and Clinical exams and has a positive conduct report – student will be promoted and will be able to perform more advanced client treatments such as Deep cleansing facial, European facial, sinus pressure relief facial, dry/wet body scrub, eyebrow/eyelash tint, lash lift, eyebrow, lip, and chin wax, bikini wax, legs and arms wax, full face wax, LED Light Therapy, Glycolic acid peels, Vitamin C peels, AHA&BHA , Enzymatic Peel, Advanced Makeup application, Brow mapping/design. Student will be supervised by a licensed Instructor.

Students will also be given a comprehensive exam of the materials they have learned and covered in Theory and Clinical once 375 hours have been achieved and must pass all exams. Another comprehensive written and practical exam will be given to students just before graduating and will cover all material learned in Theory and in Clinical and must pass all exams.

750 Hours – CONGRATULATIONS! You have achieved your required 750 hours and are ready to graduate and receive a Diploma for your successful completion!

Upon completion of the course requirements, the determined graduate will have the potential to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of Aesthetics, skin therapy, product and therapy apparatus application, skin and makeup, and tool care.
- Perform basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology/Aesthetics and related fields.

## **GRADUATION REQUIREMENTS**

The first half of your career goal will begin with graduation. To graduate from ASPIRE Academy of Aesthetics the following criteria must be met:

1. Completed Student Academic Progress Policy
2. All assignments are completed with satisfactory grades (minimum 70% Theory)
3. All task sheet requirements are met with satisfactory grades (minimum 85% Practical)
4. Passing a Final Written and Practical “MOCK” State exam
5. Tennessee State Board of Cosmetology required 750 hours to successfully achieve a Diploma.
6. All monies owed to ASPIRE Academy of Aesthetics must be paid in full.

**FINANCIAL OBLIGATION Warning:** For hours to be released for PSI testing and to be eligible for State testing and licensure the graduation criteria must be fully met, AND ALL tuition and all monies owed to ASPIRE Academy of Aesthetics are paid in full. No exceptions!

### OVERAGE CHARGES

**Overages** are hours calculated past the assigned graduation date due to student's absences and tardiness. **\$6.80 per hour** is assessed for every hour student accumulated. Aspire Academy of Aesthetics will charge additional tuition for hours remaining after the contract date at a rate of **\$6.80 per hour**.

### POST GRADUATION EXPECTATIONS

Once all of the students' financial terms are met your hours will be released to the third-party test contractor (currently PSI Testing). You will pay the test contractor the test fee required. Upon payment, the student is given the opportunity to schedule the theory test.

### EXAM REQUIREMENTS

1. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor. It is the student's responsibility to call PSI and schedule and pay for their exams accordingly as well as choice of exam locations.

### APPLICATION AND FEES FOR LICENSURE EXAMS

Review Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees associated with Licensure. Aesthetician \$60.00 Instructor \$80.00 Renewal fee: Aesthetician \$60.00 Instructor \$70.00

**BASIC LICENSURE:** You have seven (7) years to obtain a basic licensure starting from the first day to last day.

### LICENSURE THEORY EXAM LOCATIONS

**Knoxville, Chattanooga, Johnson City, Nashville, and Memphis.** Once the student passes the theory test, they must wait 24 hours, then pay for and schedule the practical exam.

### LICENSURE PRACTICAL EXAM LOCATIONS

**Knoxville and Memphis.** When the student passes the practical exam, the student may then go onto the state's website and apply and pay for their state licensure. CONGRATULATIONS!

### LICENSING AGENCY

Tennessee State Board of Cosmetology and Barbering 500 James Robertson Parkway, 1st Floor Nashville, TN. 37243-1147

Website: <https://www.tn.gov/commerce/reboards/cosmo.html>

Email: Cosmetology.Board@tn.gov

## **INSTRUCTOR COURSE PROGRAM**

Instructors are licensed Cosmetologists, Aestheticians, and/or Manicurists with 3+ years' experience and State Licensure. The individual may not practice their craft in school, however, may perform elsewhere in accordance with Tennessee State Board of Cosmetology and Barbering.

**State Law and Regulation Prospective:** A school of Cosmetology in Tennessee must have at minimum one certified instructor for every 20 students enrolled. An instructor may have 1 Junior Instructor or trainee with them; but it does count towards the 20-student limit.

**Requirements:** Instructors must complete 300 additional hours in a licensed school. You must have a minimum of 3 years.

- 1) Be a minimum of 18 years of age.
- 2) Proof of education: High School Diploma or G.E.D
- 3) Diploma from a Post – Secondary school that is Tennessee State Board of Cosmetology approved.
- 4) Photo I.D: Driver's License
- 5) Pay the registration fee.

All the above must be met in full to qualify for acceptance and approval for the Instructor Program. Students will meet with the Director and will be interviewed for further determination for acceptance.

## **AN INSTRUCTOR WILL NEED TO HAVE THE FOLLOWING ABILITY & SKILLS**

- Thorough knowledge of craft
- Ability to lift to 10 pounds to shoulder height, repeatedly.
- Ability to stand 80% of typical work shift.
- Ability to perform basic mathematic functions such as adding, subtracting, and adding fractions.
- Financial basics
- Scheduling and time management and Organizational skills
- Basic reading and comprehension ability
- Basic technology skills
- Leadership ability and
- Ability to develop lesson plans and effective learning environments.

## **INSTRUCTOR PROGRAM 300 HOURS**

**This Program can be completed in less than 10 weeks as a Full-Time student. Part Time is also available to better accommodate your Lifestyle!**

**Description:** The instructor course is designed to train the professional Aesthetician in the basic manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain a licensure for competency in school entry – level positions or a related career field.

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

- Project a positive attitude and a sense of personal integrity and self confidence
- Project professionalism, visual poise, and proper grooming
- Communicate effectively and interact appropriately with colleagues, supervisors, students, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic class management skills, identify learner types, and encourage student participation.
- Perform basic analytical skills to advise students while assisting clients in the total look concept.



- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures to maintain student and client safety and well – being.
- To ensure continued career success, the graduate will continue to learn new and current information related skills, trends, and methods for career development as an instructor in related fields.

**Scope of Instructor Theory units covered:**

**300 Total Hours** Classroom Management, Teaching Methodology, Lesson Planning, Use of A/V Technology, Test Development 16 Test Evaluations, Feedback on Student Performance, Plans for Student Performance, Ethics, Communication Skills, Licensing Requirements, and Record Keeping. Instructor students to graduate you must successfully complete 300 Theory and Practical hours required per Tennessee State Board of Cosmetology.

The three hundred (300) clock hours/ 9 credit hours of instruction required of applicants for an instructor’s license shall include no less than a total of one hundred (100) clock hours/ 3 credit hours in lesson planning and motivation.

**INSTRUCTOR CURRICULUM**

General.....100hrs/3credit hours

Practical education, State Law, and Regulations, Record Keeping, Professional Development, Program Outlining and Development, Lesson Planning and Motivation.

Chemical.....100hrs/3credit hours

Skin Conditions and Disorders, Nutrition, aging factors, Product ingredients and usage, waxing, lash and brow tinting, OSHA, and EPA guidelines.

Physical.....100hrs/3credit hours

Demonstration Techniques, Examination Analysis, Classroom Management, Teaching Observation and Assisting, Preparing Teaching Aids, Student Teaching.

Program Preference Materials: Industry –leading Milady Curriculum and the Master Educator.

**SCHOOL UNIFORM**

Students are responsible for purchasing scrub tops and pants and must be solid in color - white. Instructor student must wear solid in color – white, wrinkle free scrub pants with a white V neck scrub top, (solid white short- sleeve or long sleeve shirt may be worn under scrub top –or long sleeve shirt with school name, closed toe tennis shoes of choice and must be kept clean. ASPIRE Academy of Aesthetics reserves the right to alter the dress code as necessary. School will provide students with a name badge for identification and must be worn on the upper left side of scrub top. If a student does not have a badge they will be dismissed for the day with lost hours.

**STUDENT APPEARANCE POLICY**

Students **MUST** come to school **ON TIME** with hair and makeup presentable. In clean, wrinkle free school uniform. Students must also arrive with all the school supplies necessary, a positive attitude and an I.D. badge.

### **INSTRUCTOR PROGRAM TOTAL COST**

- Registration fee..... (NON-REFUNDABLE) ..... \$150.00
  - Administration fees for obtaining and processing necessary documents to process enrollment as a student for the Program, files/hours, maintenance, graduation paperwork. Once all required official documentation has been received and reviewed ASPIRE Academy of Aesthetics will notify applicant of acceptance. Students then may contact school for enrollment.
- Tuition.....\$2,000.00
- Books/Kits.....\$350.00
  - Milady Master Educator Book
  - Milady Master Educator Workbook

**Total Cost..... \$2,500.00**

### **Student Instructor Course:**

Aspire Academy of Aesthetics offers the Milady curriculum. The highly skilled and experienced professional educators will present the classes with a blend of Interactive lectures, Power Point, Diagrams, DVDs, and demonstrations as well as practical hands-on application. Incorporating the variety of teaching methods helps create motivation, inspiration, artistry, and growth in becoming a respected Professional Instructor in the Aesthetic & Beauty Industry.

### **TEACHING AND LEARNING METHODS**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry – level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to performance useful, creative, and productive career – oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student skin care and spa activities and student participation. Audio visual aids, Virtual, guest speakers, projects, activities, field trips and other related learning methods are used in the course.

### **MATERIAL REFERENCES**

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

### **Instructor Training Enrollment Schedule:**

Instructor training can begin on the first Tuesday of any given month. Graduation will be 300 hours after starting. Schedules for instructors can vary, and that will have an impact on the graduation date. ASPIRE Academy of Aesthetics does reserve the right to alter enrollment dates to ensure starts and class sizes are best for the students. Individuals interested in this Program Full Time or Part time is available. However, if you decide on Full Time – the necessary 300 hours can be obtained within 10 - 12 weeks. The dates provided are to be used as a guide only. Instructor Program of 300 required hours. Students can enroll in courses up to the start date of each month. The approximate graduation date is not a guarantee- only an approximation. Actual graduation dates will be directly affected by any lost hours. Just as the Aesthetics Program – ASPIRE Academy of Aesthetics will allow a “time bank” for personal time allotment. Full time students will receive 8 days/32 hours and Part time students will receive 4 days/15 hours. **Note:** Tardiness and absences can deplete this “time bank” very quickly.

**ATTENDANCE IS CRUCIAL.**

## **ANTI - DISCRIMINATION AND HARRASSMENT POLICY**

ASPIRE Academy of Aesthetics will not discriminate based on sex, age, race, color, religion, or ethnic origin for admissions, services, or staff.

Aspire Academy of Aesthetics will charge additional tuition for hours remaining after the contract date at a rate of \$6.80 per hour. Each student is given an exam upon completion of each chapter – quizzes will also be given throughout at random. Students are expected to maintain 84% in attendance, academic, and practical. Upon completion of 300 hours the student will be given a final exam. Students will be required to teach a Theory and a Practical class assigned by the school.

Upon satisfactory completion of Theory and Practical and all financial obligations are paid in full to ASPIRE Academy of Aesthetics and has a good conduct progress report throughout the 300 hours, receive a Diploma of completion of the Instructor Program and may apply for testing to become a Licensed Instructor

**FINANCIAL OBLIGATION Warning:** Instructor students' hours will not be released for testing for Licensure until ALL financial obligations to ASPIRE Academy of Aesthetics have been met and paid in full – no exceptions!

## **INSTRUCTOR LICENSURE REQUIREMENTS PER TENNESSEE STATE BOARD OF COSMETOLOGY**

- 1) Successful completion of 300 Instructor hours required by Tennessee State Board of Cosmetology, in a board approved school within 6 months, or serve as a junior Instructor for 12 months.
- 2) Registration, payment, successful completion of Theory exam, with following successful completion of a Practical exam, administered by a third-party contractor – PSI. This is the student's responsibility to call, pay and schedule exams and choice of exam location. See above for State Exam location sites.
- 3) It is ultimately the student's responsibility to submit renewal fees for licensure at least 30 days prior to the expiration date of the license. Tennessee State License renewal for Instructor is every 2 years.

Renewal notices are mailed by the Tennessee State Board of Cosmetology within approximately 1 month before the due date. For renewal fees, always refer to your State Rules, Laws, and Regulations as they may change. If a renewal is not received prior to expiration date, it is your responsibility to review Tennessee State Board of Cosmetology for renewal procedures and act accordingly.

Instructors must also complete Tennessee State Board of Cosmetology approved 16 hours (CEU) of Instructor training prior to the renewal date – these are also called State Seminars. State approved seminar events will be mailed to the instructor – again, it is your responsibility to keep up and attend your required CEU training hours.

## **STUDENT RESPONSIBILITIES**

1. Attendance and arriving on time for classes is crucial. Absence is any lapse in work or school schedule. ASPIRE Academy of Aesthetics is a **CLOCK HOUR** school; we do not differentiate between any unexcused or excused absences. Any loss of class through tardy, early leaves or missed days will be counted against your personal "bank time" allotted. When you overextend the number of hours allotted, overages will be earned at \$6.80 per hour. Excessive absences may require termination of enrollment from ASPIRE Academy of Aesthetics. Saturday attendance is encouraged.
2. Students must attend all class sessions and arrive on time with their hair and makeup in place. Good personal hygiene and dressed in clean, wrinkle free scrubs. Sanitary Protocol must always be followed. Noncompliance will result in students being sent home for the day with lost hours. Repeated offense will result in suspension up to termination. The school also provides masks and gloves for all students.
3. Student must notify the school Instructor or Director by phone call, text message and/or email if going to be absent or tardy and provide an e mail for reason.
4. Student is responsible for "clocking in" and "always clocking out" using the biometric time clock and signing in and out daily on classroom Theory assignment sheets provided by your instructor.

5. Students must decide at time of enrollment to ASPIRE Academy of Aesthetics FULL TIME status of 22.5 hours per week or PART TIME status less than 22.5 hours per week.
6. Students are responsible for purchasing and must wear solid in color – white or black, wrinkle free scrub pants with a white or black V neck scrub top, (solid white short-sleeve or long sleeve shirt may be worn under scrub top – no jackets), closed toe tennis shoes of choice and must be kept clean. ASPIRE Academy of Aesthetics reserves the right to alter the dress code as necessary. School will provide students with a name badge for identification and must be wearing on upper left side of scrub top.
7. Students are to arrive at school/class with all supplies needed including tools, books, pen, paper, notes and always portray a professional manner and have a positive attitude and I.D. badge. Students without I.D. badge will be sent home without hours.
8. Learning and Clinical areas are to be kept clean and always organized with minimal clutter. It is the students' responsibility to have an instructor schedule, inspect and sign off on all practical work, make up work and tests.
9. If you change addresses/phone numbers/marital status while enrolled at ASPIRE Academy of Aesthetics, you are required to give immediate notice and provide supporting documents.
10. ASPIRE Academy of Aesthetics does close for inclement weather and will follow Sullivan County School closings and National Weather Service advisories. It is imperative that students check their phone as communication will be sent via texts, phone calls and social media.
11. ASPIRE Academy of Aesthetics cannot assume responsibility for lost valuables. Keep valuables on you or secured in a safe location. If something is found, it is to be given to the Director or Instructor immediately.
12. I fully understand I will be expected to perform client services. Spa/treatment rooms must be immediately cleaned/ disinfected before and after each service.
13. I fully understand I will be required to perform daily chores such as setting up practical protocols for client services for pre and post treatments as well as performing responsibilities such as vacuuming, laundry, wiping down surfaces. to maintain a clean and healthy environment throughout the school.
14. If the student receives a personal phone call on the school number, a message will be taken and passed along to the student, only in an emergency will the student be interrupted while in service on the clinic floor Spa/treatment room.
15. Drawers, cabinets, treatment rooms must always be clean. Tools for treatments must be kept clean and in a closed drawer/container, etc.
16. BE PROFESSIONAL. NO gossiping, crude behavior, yelling, horseplay, etc. Avoid controversial, profane, unprofessional talk between you and other students, and you and clients.
17. No food or drink on the clinic floor. All drinks must have a lid and straw.
18. Do not borrow things without permission.
19. Client consultations will always be performed prior to each treatment. All treatments performed must be approved by Instructor. No exceptions. Students are expected to meet clients in a warm, friendly manner. Students must make sure to meet client pre-service and post-service. Do not discuss or argue client assignment issues in front of the client.
20. Make up for any missed tests/ assignments or homework including projects and all require Instructor sign off.
21. ASPIRE Academy of Aesthetics provides reasonable accommodations to students with professional and documented disabilities, as in compliance with the Americans Disability Act. If a student has issues or concerns, it is the student's responsibility to address the issues or concerns with an instructor and/or the school's Director.
22. Intentional damage, destruction, or theft of school property and/or equipment, supplies, books, etc. will result in immediate termination with no re-entry.
23. Full Time Students are allowed a 30-minute lunch and (2) 15-minute breaks. Part-time students will be allowed (2) 15 min breaks if less than 5 hours per day of attendance.
24. End of day duties are to be taken care of by each student before leaving for the day – this will count against your conduct and will be documented in your file accordingly.
25. Students are to abide by parking in designated car parks and could be subject to change.

26. Drugs, alcohol, smoking, vaping, and prescriptive medication are not allowed on or in school premises. However, medications such as Insulin and inhalers may be with students.
27. For repeat offenses of misconduct or disrespect, ASPIRE Academy of Aesthetics will apply the following protocol: Verbal warning to a written warning then leading to a probation and then ultimately as a final resort student Termination of enrollment. A refund/withdraw policy will go into effect.
28. For violent drug/alcohol violations, or when actions intentionally cause harm to another student, client, or staff member of ASPIRE Academy of Aesthetics – the student’s enrollment will immediately be terminated, and refund/withdraw policy will go into effect.
29. Termination from ASPIRE Academy of Aesthetics is a final resort for any issue. However, there are instances that may arise out of extreme disrespect of a person or policy and may warrant an immediate termination and therefore will be granted.
30. ASPIRE Academy of Aesthetics reserves the right to terminate student enrollments to protect the integrity and well – being of clients, students, and staff. Terminated students’ contracts will follow the refund policy as stated in this catalog under Refund/Cancellation Policy.
31. Students are required to follow all school protocols accordingly and in a professional manner and without argument. The Sanitary Protocols are mandatory as the school provides masks and gloves for all students. Noncompliance can result in probation or even suspension.
32. Students are not allowed to perform treatments on one another without Instructor approval and signature on client consultation form. All students must fill out a client consultation form prior to receiving treatments for themselves and place it in client files located within the classroom.
33. If there is a true conflict of best interest: It is students’ responsibility to bring awareness of the situation to an instructor or school Director as soon as soon as the matter is realized, and a client can be reassigned only by the Director or the Instructor. At no point should a student take it upon themselves to reassign a service, nor maliciously attempt to perform a service on a client when there is a violent, turbulent history with that person.
34. All client services are performed by students and are supervised by a Licensed Instructor.
35. Students are not allowed theft and/or damage to skincare/school equipment or school property. A student may be immediately terminated from the school’s Program. Please help take care of skin care equipment as this is what you will need to learn and perform with.
36. Students are required to always respect one another such as no criticizing another student’s work, nor bullying of any kind is tolerated. No Exceptions! This will result in immediate termination of the student portraying such behavior.
37. Students are prohibited access into the treatment rooms and the dispensary without an instructor or prior approval.
38. Smoking / Vaping is only permitted during breaks and lunch. Smoking/ Vaping must be outside and away from the entrances/exits and off the sidewalk to surrounding business entrances.
39. Students are responsible for keeping up with all their school supplies, books, kits, and any personal items such as personal clothing and such. Students are advised to keep anything of value in their car or at home. ASPIRE Academy of Aesthetics school or staff will not be held responsible for any lost or stolen items.
40. Students will always perform and abide by the schools’ Sanitation Policy.

## **ASPIRE ACADEMY OF AESTHETICS POLICIES AND PROCEDURES**

### **CONDUCT AND BEHAVIOUR**

Students are expected to always conduct themselves in a professional and dignified manner. Arguing and profanity are not allowed. Students are required to treat your fellow students, your educators, and all guests with respect always. In certain disciplinary cases, a student may be dismissed from school for the remainder of the day due to an infraction such as foul language, disrespect, or threatening or aggressive behavior. In this case, this dismissal for the day will be documented and will count as the next applicable step in the current disciplinary action plan, whether it be a written warning or a suspension and can affect your contract hours and date of graduation. If a situation occurs, please first go to your educator, and notify them in a professional manner. If this does not satisfy the situation, address your concern to the school Director. Theft and/or damage in a purposeful behavior to skincare equipment and/or school property will result in immediate termination from ASPIRE Academy of Aesthetics.

### **SANITATION POLICY**

Laundry will be performed by students daily throughout the day/evening. Clean towels and linens will be immediately placed in a closed area (closet) that has been specifically designated for. All soiled towels will be placed in a labeled soiled container after each client service and taken to laundry room and placed for laundering. Laundry detergent will contain a bleach solution. All waste containers throughout the school must be emptied and sanitized daily. Staff or students with open sores on hands cannot meet a client. Students must wash their hands with soap and warm water before performing all client services. If you wore rubber gloves, used towels, linens, capes, robes, aprons, head wraps, etc. –anything that even potentially touched a client - you need to place in an appropriate labeled container immediately post client service. All tools used in a mechanical treatment for clients' service must be immediately cleaned with soap and warm water and then submerged in a wet sanitizer for the approved time per manufacturer's directions and then dried in a closed area and placed in a dry sanitizer for an approved time. Wet disinfectants must be prepared fresh daily and replaced immediately when contaminants become visible. A disinfectant log will be maintained and kept in the dispensary. All disposables used for a client treatment such as cotton compresses, gauze, Q tips, spatulas, spools, etc. must be placed in a labeled trash container immediately after use and post client services. All hard services including equipment, facial bed and chairs, table, cart, etc. will be disinfected prior and post each client service. All client services will be supervised by a Licensed Instructor.

### **ATTENDANCE & TARDY POLICY**

Attendance is crucial for this Program. Students are expected to attend all class sessions. Sometimes absences may result for reasons beyond the student's control. The school must be notified by call, text and/or email in advance if a student cannot attend one of his/her classes. Students must call, text and/or email the school at least 15 minutes prior to their contracted time to begin class and must speak directly with the School Director or Instructor. You may not leave a message with the receptionist. A student must call, text and/or email in for his/herself except in the case of an emergency where a family member or legal guardian may email and call in for the student. An illness of 2 days or longer requires a doctor's note. Failure to call in or show up for class by your scheduled time will result in a written warning, probation and/or suspension. ASPIRE Academy of Aesthetics does not differentiate between excused and unexcused absences therefore, any loss of class time through early leaves, tardiness, or missed days will be counted against you and your time bank and eventually lead further into your contracted agreement time and negatively affecting your completion of required hours needed to graduate on time as designated. It is student's responsibility to "clock in" and "out."

Students must maintain an attendance percentage of at least 84%. Failure to maintain at least 84% attendance will result in the student being issued a Caution letter. If a student's attendance percentage falls below 80% the student will be issued a warning letter. Excessive absences may require termination of enrollment from ASPIRE Academy of Aesthetics. Full-time students must attend at least 90 hours per month to maintain compliance.

ASPIRE Academy of Aesthetics allows each student a bank of personal time aka "time bank" to use for unavoidable illnesses, or other reasons to miss or attend later than scheduled start times. Full time Aesthetics students have a bank of 8days/32hours (end of allotment time "time bank" is by whichever comes first the days vs hours) for Part time student will be granted 4 days/15 hours (end of allotment time "time bank" is determined by whichever comes first days vs. hours) for part time students. Each day you miss, each tardy or early leave depletes this allotment of time. While you may not miss school, it will not take long for tardiness or leaving early to deplete this time bank. When this time-bank is exhausted of time, you will face overage charges that add on to your tuition charges at a rate of \$6.80 per hour. The forced or scheduled closings of the school will not affect this personal time. However, if the school is open and operational and you are not there when you are required to be in accordance with your enrollment agreement, that instance will count against your personal time. Any missed time outside of the time bank will result in graduation being postponed. Your enrollment agreement/contract establishes how long it should take you to complete the course. Anything beyond the contracted length of time to complete the course will result in overage charges that are in addition to your contracted tuition amount. In the simplest form, the more you are present, the quicker the time is completed for the course.

### **ATTENDANCE WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and will be reevaluated at a subsequent evaluation period. Students 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, they may be placed on probation. Students may not be placed on warning status for more than two consecutive evaluation periods.

**NOTE: Students who miss a total of 15 hours or more of training in level 1 will have to make up the entire Level.** You will NOT lose your hours. The repeat is only to allow you to develop skills missed during the foundation of your career. Students who are struggling with foundational skills will be required to repeat level 1. The student will not lose their previously earned hours-they are being given the opportunity to strengthen those basic skills that other learned tasks will build on. School is open, and if you choose not to attend class, that will count toward your allotment of personal days. Notifications will be sent out via social media, text messages to individuals, and phone calls. (This is why it is imperative we have a current number to always reach you). Makeup work and assignments are the responsibility of the student. The student is given a syllabus for respective classes that clearly outline assignments due, as well as the date the assignment is due. If a student fails to turn in the required assignment within that SAP interval, a '0' will be recorded. If the average drops, the student will be required to address the consequences.

### **OVERAGES**

Overages are hours calculated past the assigned graduation date due to student's absences, tardiness, and leaving early. **\$6.80 per hour** is assessed for every hour student accumulated. Aspire Academy of Aesthetics will charge additional tuition for hours remaining after the contract date at a rate of \$6.80 per hour.

### **LUNCH / BREAKS**

Breaks will be taken in the morning, afternoon, and evening. Lunch is 30 minutes during the day. The 30 minutes is all inclusive: travel to, eating, and returning to school. If a student habitually returns late from lunch without prior approval, it may be required that the student return with a doctor or court note covering the late return or face disciplinary actions. Due to evening classes being a shorter period a 15-minute break will be allowed.

### **PARKING**

Students are required to park in designated areas of the parking lot.

## **LEAVE OF ABSENCE POLICY**

ASPIRE Academy of Aesthetics does have a Leave of Absence policy in place to assist students when it becomes needed to pause their education.

**The Leave of Absence Policy is:** ASPIRE Academy of Aesthetics offers a Leave of Absence Policy and is strictly to be used to assist students when it becomes necessary to pause their education. A student may take at least 2 weeks (14) days leave from school. This leave will NOT add to overages-it will only extend your graduation date (an enrollment addendum is required that must be filed prior to the leave being taken except in extreme circumstances when it is physically impossible for the student or legal guardian to come into the school).

When unforeseen circumstances do require a Leave of Absence ASPIRE Academy of Aesthetics will document why the leave was needed, the reasoning for decision, and gather as much information as possible with the understanding that as soon as the student is able or immediately upon return from the Leave of Absence, the remaining information is gathered. The Leave of Absence will begin on the first day the student is unable to attend.

To be considered an official request, all Leave of Absences must be in writing by a completion of a contract addendum that requires the reason, student and school Director's signature, documentation of decision, leave dates, and new contracted dates.

The student may take no more than 180 days of leave.

No Leave of Absence or combination of Leaves of Absences during can extend 180 - calendar days per enrollment period. If a student has exceeded their leave of absence of 180 days, the student will be required to terminate enrollment, and re-enroll in an upcoming class that is available.

Because any Leave of Absence is strictly just a pause in enrollment, no refund calculation is required because that student is not withdrawing from the school.

Personal time will not be used to cover any of the Leave of Absence.

The students will come back in on the same level of Satisfactory Academic Progress Policy as when they requested the leave.

A Leave of Absence will be denied if:

- Leave taken for an inappropriate amount of time.
- Leave taken without an approval from the school Director and with no evidence of unforeseen/ mitigating reasons.
- Leave extends beyond the maximum 180-day allotment per year.
- If a student fails to return from leave on the day the Leave of Absence expires or takes an unapproved leave the student will be considered as withdrawn and then will fall under the Refund/Withdraw Policies. The withdraw date will be the last date of attendance.
- If a student takes a Leave of Absence and realizes that the time requested will not be sufficient for their needs, a student may extend that time by renegotiating the addendum first applied. This must be done in person (except in mitigating circumstances) and no later than the day before the current day the Leave of Absence is set to expire.
- If a student requests a Leave of Absence and does not wish to take all the requested time, if the minimum calendar day requirement has been met, but less than 180 days, a student may end their leave early.



## **WITHDRAW /REFUND POLICY**

Before you decide, PLEASE consult with the Director or an Instructor. We are not so disconnected that we do not realize that life happens outside of our school. But a withdrawal should be a final resort. This is a decision with implications, and best approached carefully. **NOTE: All scholarship(s) monies received automatically null and voids the refund policy. No Exceptions!**

If withdrawing is the only possible option, the following procedures are to be followed accordingly:

- 1) All withdrawals must be done in person and in writing, except in extreme circumstances (debilitating illness, etc.). Withdrawal will not be considered official until received in writing by student or legal guardian. Tuition policy applies even if training has yet to begin.
- 2) This withdraws policy applies to all terminations for any reason, by either party, including student decisions, course cancellations, or school closure. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro – rated refund of tuition. If a course is cancelled after a student’s enrollment the school shall 1) Provide a full refund of monies paid, 2) Provide completion of the course excluding registration Fee is \$150.00. Withdrawal Administrative Fee of \$100.00 will be charged.
- 3) If a student or guardian cancels their enrollment after 3 business days of signing-but prior to entering classes, a student is entitled to a refund of all monies less the non-refundable application fee of \$150.00 and the non-refundable book/kit fee of \$2,500.00.
- 4) If a student cancels their enrollment contract after entering class, the following refund schedule will be applied: Percentage of time Student was scheduled /contracted to be in Class tuition % Owed to ASPIRE Academy of Aesthetics. Refunds are to be executed in a timely manner. Any monies due to the student will be refunded within 45 days of receipt of the official cancellation/withdraw. Official cancellation or withdrawal will occur on the earlier dates that a student or legal guardian cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies excluding the Registration fee of \$150.00, and the \$2,500.00 Book/Kit will not be refunded regardless of if the student has begun classes.
- 5) A student will be withdrawn if they fail to return from a leave of absence (date of withdrawal would then become the date of last attendance). Unofficial withdrawals, not attending or calling into school per call in policy for 1 week, will result in a termination. The refund policy will apply with the last date of attendance being considered the termination date. If a student is expelled from ASPIRE Academy of Aesthetics for any reason, a refund schedule will be applied. Note: Scholarship policy automatically null and voids Refund Policy – NO EXCEPTIONS!
- 6) Any monies owed to the student will be refunded within 45 days of the written withdraw from ASPIRE Academy of Aesthetics excluding the \$150 Registration fee and the \$2,500 student Book/kit fee. (See Refund Policy).
- 7) All monies due to ASPIRE Academy of Aesthetics must be paid within 45 days of withdrawal. If payments are to continue after withdrawing, arrangements must be made prior to leaving. If payments lapse, you will be forwarded to a collection’s specialist, and will then be responsible for the tuition plus collection costs and attorney fees.
- 8) Books and kits are property of ASPIRE Academy of Aesthetics until it is PAID IN FULL. Those are nonreturnable and not eligible for refunds.
- 9) When a student withdraws, there is a \$150 termination of contract fee assessed when the student cancels once their class has started. Any monies owed to the student will be refunded within 45 days of the written withdrawal from ASPIRE Academy of Aesthetics excluding the \$150.00 Registration fee and the \$2,500.00 student Book/kit fee. All scholarship monies awarded and accepted by Aspire Academy of Aesthetics automatically null and void the Refund Policy. Please see The Refund Policy.
- 10) ASPIRE Academy of Aesthetics reserves the right when mitigating circumstances are evident, to allow the refund amount to exceed the current refund schedule.

- 11) If the school is permanently closed or the enrolled course is cancelled after a student has started classes, the school will provide a pro-rata refund based on the same refund schedule as above or provide enrolled students to complete their hours before ending the course excluding the registration fee of \$150.00 and the book/kit fee \$2,500.00.
- 12) If a student or guardian who withdraws fails to adhere to the agreed-on payment arrangement, ASPIRE Academy of Aesthetics will refer the student to a collection specialist. The student or guardian will then be responsible for tuition as well as all collection, attorney, and court costs accrued with collection attempts.

**WITHDRAW/REFUND PERCENTAGE POLICY**

Student Attendance

ASPIRE Academy of Aesthetics

01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% - over	100%

**RE-ENTRY AFTER WITHDRAW**

Students may be considered for re-entry only with approval of school director and/or advisory board. New tuition charges and enrollment contracts are required. Any unpaid tuition, overages, etc. from prior enrollment must be paid prior to re-enrollment consideration. An essay must also be presented explaining:

- 1) What is the difference between when you left school and now at the time of re-enrollment?
- 2) How will you avoid another withdrawal?
- 3) Why do you want to come back to ASPIRE Academy of Aesthetics, personally signed and dated.

## **SATISFACTORY ACADEMIC PROGRESS**

Also known as SAP (for abbreviation) is a way to measure and evaluate your growth in skills and academics and maintain a successful path to graduation. SAP is required for all enrolled students. Per Department of Education guidelines, the Satisfactory Academic Progress evaluations must be done before the mid-point of an Academic year. Students who meet the minimum requirements will be considered as making Satisfactory Academic Progress until the next scheduled evaluation, also known as a traditional grade card.

## **SAP REQUIREMENTS**

To meet SAP, students must meet the following:

- 1) Academic Requirement – 84% Cumulative Grade Average
- 2) Attendance Requirement – 84% Cumulative Attendance Average

School Holidays/Closings are not considered in the calculation of cumulative attendance. Course incomplete and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the students' educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours. Students meeting the minimum requirement at any evaluation are making SAP until the next scheduled evaluation.

## **SATISFACTORY ACADEMIC PROGRESS AND POLICY**

Maximum Time Frame - Students must complete their course of study within a period of maximum time not to exceed 150% more than the length of time scheduled for the course in which they have enrolled. If completion is not accomplished as per maximum time frame, student will be charged tuition \$3/hr. The maximum time allowed for students who need less than the full course requirements or part time students will be determined based on a 84% of the scheduled 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 if the performance does not meet acceptable requirements, it is not counted, the performance must be repeated. At least 1 comprehensive practical skill evaluation will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a satisfactory comprehension FINAL written and practical exam –within 24 hours prior to graduation. Students must make up for failed or missed tests and incomplete assignments and is solely the student's responsibility.

To fairly grade students on submitted Theory work, ASPIRE Academy of Aesthetics will apply the following scale:

- 90-100: Excellent
- 80-89: Satisfactory
- 70-79: Acceptable
- 69 and below are considered Unsatisfactory.

All students are expected and required to earn 70% or higher on exams, 85% or higher on practical skills, and 67% or better attendance rates (to avoid overages, a student must maintain an 84% attendance rate). Each grade is cumulative, meaning- grades are averaged from day 1 to the end, and test when you are scheduled to reach milestones, not when your clocked hours reach/ meet each time mark. To ensure successful completion of your

(SAP) Satisfactory Academic Progress evaluation, **attendance is crucial**. If we notice the grades, attendance, or skill set dropping below satisfactory levels-even between SAP intervals, a student will be a candidate for counseling to determine what must improve to have a positive impact on the grades before that next interval. Students will complete Satisfactory Academic Progress policy reviews at specific intervals during their enrollment. Satisfactory Academic Progress Policies are applied to scheduled hours-not on actual attendance. The student must be at least acceptable with skills and academics. The student must be satisfied with attendance. All 3 factor into the final SAP score. Theory grades are taken from tests and homework assignments throughout the weeks of theory class. The overall average MUST be 70% or better. The first Satisfactory Academic Progress interval is 375 hours. If in those 375 hours you complete 4 theory tests: 71, 86, 52, 72. The average will be 75%. From 375 hours through 750 hours, you complete another 4 theory tests: 71, 86, 60, 72. The Satisfactory Academic Progress program will take the cumulative average of all 8 grades. Practical grades are taken from exams over practical, hands-on, skills taught during clinical hours. A skill will be introduced, practiced, and then tested. At no point will a student be tested on a skill that was not previously introduced. If a student fails to attend school when a new skill is introduced, **it is the student's responsibility to schedule a makeup time with the instructor** to ensure a skill is fully understood. Attendance is a vital element in any career. To avoid overages, a student must maintain 84% attendance. A student who falls below 84% will be responsible for all overages charged. The overall score is an average of the Theory, Practical, and Attendance scores. That average is your overall Satisfactory Academic Progress Policy score. When minimums are met, a student is making SAP! Leave of absence will not affect a Satisfactory Academic Progress Policy grade. The hours that were missed during an approved Leave of Absence will be added to the end of the contract. Students who leave the school will come back in under the same Satisfactory Academic Progress Policy status as when they left the school. Students who leave prior to the Satisfactory Academic Progress policy testing and then reapply later will be treated as a transfer student and tested before half-way through their newly contracted hours. Transfer students will be tested under the same criteria- before the halfway point of their contracted hours with ASPIRE Academy of Aesthetics. Results of any Satisfactory Academic Progress policy evaluation will be readily available (within 7 school days) to the student upon completion.

#### **QUALITATIVE & QUANTITATIVE MEASURE**

All students must maintain an 84% grade point average (GPA) on written tests and practical work. Full-time students must maintain a minimum of 90 hours per month. Part time students will be determined individually as each student's lifestyle will vary as ASPIRE Academy of Aesthetics will do their best to be accommodating to individuals(s) who have a desire to act upon and seek enrollment with the school. If a student's attendance percentage falls below 84% the student is considered as no longer achieving satisfactory progress and disciplinary action will follow.

## **STUDENT FILE ACCESS POLICY**

**FERPA Family Educational Rights and Privacy Act Students who are enrolled in ASPIRE Academy of Aesthetics** are enrolled in a specialized Post-Secondary Higher Education. Per **FERPA**, information pertaining to the student CAN be released to a parent/guardian if the student is tax dependent to that parent/guardian, regardless of custody or consent from the student. Students who are not dependent but being financially assisted with school tuition: Whoever is paying for the tuition may be granted LIMITED access to student records, **per the student's signed release**. The only information that will be released is the financial information and attendance information. The enrolled student AND parent/guardian/sponsor may revoke this request in writing at any time. Regardless of any on record signed releases, if a student's information is requested by a court request or Tennessee State Board of Cosmetology audit-the file in its entirety will be released. Students are given a copy of FERPA information upon enrollment.

Generally, schools have written permission from the legal parent/guardian or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School Officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified Officials for audit or evaluation purposes.
- Appropriate parties in connection to financial aid for a student
- Organizations conduct certain studies for or on behalf of the schools.
- Accrediting Organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in case of health and safety emergencies; and State and local authorities within a juvenile justice system, pursuant to specific State Law.
- Schools may disclose, without consent "directory" information such as students name, address, telephone number, date of birth, dates of attendance and honors and awards.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school may not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) and is left to the discretion of each school.

For additional information, you may call 1 – 800 – USA –LEARN (800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact: Family Policy Compliance Office U.S Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

Students who are enrolled at ASPIRE Academy of Aesthetics are enrolled in a post-secondary education. You have rights to any aspect of your file. While classes cannot be interrupted for access, you are welcome to view your file at any time. Per FERPA, information pertaining to the student CAN be released to a parent/ legal guardian if that student is a dependent minor. Regardless of any on record signed releases, if a student's information is requested by a court request, accreditation audit or Tennessee State Board of Cosmetology audit – the file in its entirety will be released. Students are given a copy of FERPA information upon enrollment agreement.

## **IMMEDIATE TERMINATION POLICY**

Termination from ASPIRE Academy of Aesthetics is a final resort for any issue. However, there are instances of extreme disrespect of a person or policy that may warrant immediate termination. ASPIRE Academy of Aesthetics reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students.

### **DISCIPLINARY TERMINATION RE-ENROLLMENT**

Students who are incapable of performing according to the academic, practical, or conduct requirements of ASPIRE Academy of Aesthetics may face disciplinary action, up to termination of enrollment. ASPIRE Academy of Aesthetics reserves the right to terminate enrollment in instances of extreme disrespect of person or policy and may warrant immediate termination. ASPIRE Academy of Aesthetics reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students. In the instance of a disciplinary termination, the student may be considered for re-enrollment only:

- 6 months have passed since the termination incident.
- The terminated student can write an essay regarding events that transpired, and how they will avoid a repeat of the issue.
- All previous financial obligations are met upon approval from an outside advisory board, the student may be readmitted on a probationary enrollment-ANY further incident will result in immediate termination with no further opportunity to reenroll.

### **STUDENT RECORDS MAINTAINED**

ASPIRE Academy of Aesthetics will maintain all student records, in hard copy/paper copy. Students may access their individual file as needed. Those records are maintained on site for a minimum of 10 years. Records will include but not limited to enrollment information, grade/attendance sheet, practical task sheets, SAP reports, and payments received. After a minimum of 10 years, the records will be disposed of, with a summary of student information maintained on the premises. Full time and Part time files will be kept and maintained separately.

### **SCHEDULED HOLIDAY SCHOOL CLOSING CALENDAR**

ASPIRE Academy of Aesthetics recognizes the following legal Holidays:

- Memorial Day
- President's Day
- Martin Luther King, Jr. Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Christmas Day
- New Year's Eve
- New Year's Day
- Valentines Day

**SPRING BREAK:** MARCH 2<sup>nd</sup> Week.

**FALL BREAK:** OCTOBER 2<sup>nd</sup> Week.

**CHRISTMAS BREAK:** DEC 23<sup>rd</sup> – JAN 4th

4 Days Administration Days (as needed): Instructor CEU, Training, Classes – Students will be notified as soon as Instructor/Director receives notice.

The student is not required to make up hours for these days and does not count against students' contractual graduation date.

### **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER**

If there is a travel advisory out for your area or local school closing – you will follow accordingly as students may not live in or near ASPIRE Academy of Aesthetics school’s county. As we want everyone’s safety always in consideration. If a student is at school and there is an advisory for their county of residence – the student may be granted permission to leave school and hours will not negatively affect them. Virtual teaching will be offered when emergency situations arise such as bad weather, schools closing due to water leaks, damage etc. Virtual education to be offered via ZOOM or Google classroom.

However, the ASPIRE Academy of Aesthetics will follow the Sullivan County School closings and delays as this is the County of the school.

### **SCHOOL CLOSURE/TEACH OUT CONTINGENCY PLAN**

School closure may be due to unforeseen acts such as natural disaster, license revocation. Etc. Student will have choice of refund per refund policy or may choose to finish course and accept teach out program. See refund policy.

### **SCHOLARSHIP/TUITION DISCOUNT**

ASPIRE Academy of Aesthetics may at times provide in-house scholarships for enrolling in classes. In-house scholarships are considered to those who qualify as deemed by the owner of the school. There are many outside civic organizations, businesses and vendors that do provide scholarships. Students who meet the requirements for those organizations, businesses and vendors are welcome to use their scholarship dollars at ASPIRE Academy of Aesthetics. NOTE: All scholarship monies received only go towards tuition costs and automatically null and void the refund policy. No exceptions.

### **ATTENDANCE PROGRESS REVIEWS**

Students are expected to maintain a cumulative minimum attendance rate of 84% to achieve satisfactory attendance progress. The cumulative attendance rate is calculated by dividing the hours attended by the total hours scheduled since the beginning of the program. At the end of each evaluation period, the school will determine whether students have maintained the minimum attendance rate indicating that they can graduate within the maximum time frame. All formal progress determinations are based on cumulative performance from the beginning of the program. Students are expected to successfully complete all the academic requirements including exams, attendance, and practical/clinical assignments scheduled for each evaluation period with a minimum cumulative grade average of 84% or higher.

### **SAP ACADEMIC PROGRESS**

Students will be provided with written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the student’s file. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered achieving SAP or to re-establish SAP the student must meet both the cumulative academic and attendance requirements of 84%. If there is any additional information such as a grade change or attendance correction that may have an impact on SAP, the school will recheck using new information.

### **EVALUATION OF PROGRESS**

Students meeting the minimum requirements for academics and attendance at each evaluation point are making satisfactory academic progress until the next evaluation. Students deemed not maintaining satisfactory academic progress may be put on academic probation.

### **ATTENDANCE & ACADEMIC PROBATION/TERMINATION POLICY**

Students who fail to meet minimum requirements for attendance and/or academics after the warning period may be terminated from the ASPIRE Academy of Aesthetics and the withdraw/refund policy will be applied. Note: Scholarship monies received by Aspire Academy of Aesthetics automatically null and void the Refund Policy. NO EXCEPTIONS!

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students who are deemed NOT to be making Satisfactory Academic Progress may re-establish Satisfactory Academic Progress and eligibility by making up any missed tests/assignments and increasing cumulative grade average and attendance of 84% or better.

### **RE ENTRIES AND INTERRUPTIONS POLICY**

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. The elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contact period and maximum time frame by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wishing to re-enroll in school after withdrawing will be required to submit a letter to the schools' administration. Students' letters requesting selected by the school that is not involved in the conflict, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or the related to the owner. This hearing will occur within 90 days of the committee appointment. The hearing is informal, and the student will present his/her case followed by the committee response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony, and a recommended resolution for the dispute. School management shall consider the report and accept, reject, or modify the recommendations of the committee. Re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrolment is at the discretion of the school's Director. Decisions by the Director regarding re-enrollment are final.

### **APPEALS RELATED TO SAP**

If students are determined NOT to be making Satisfactory Academic Progress at the end of the warning period, they may appeal the negative determination within 5 days of notification. The school would typically consider appeals made based on the death of a relative, an injury or illness of the student or other special circumstances. Students must submit their written appeal notice to the Director with supporting documentation including reasons why they failed, why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate Satisfactory academic progress at the next evaluation. Students will be notified of the results of their appeal in writing within 14 days of the date it was received by the school.

The school's Director may, at its discretion, grant the appeal and place the student on probation if the student is making satisfactory academic progress. If the Director determines during the review of the appeal that the student appeal should be granted but they still could not complete the training within the maximum time frame, the Director will develop an academic plan for the student which they must follow to continue to maintain satisfactory progress. The academic plan will be monitored by the Director and will be reviewed at the next scheduled evaluation to ensure that the students are adhering to their academic plans. If at the end of the next scheduled evaluation a student is still not making progress or is not following the approved academic plan, then they will receive another written notice terminating their enrollment. The student may apply for re-entry according to school policy.



A copy of the appeal documents along with the appeal determination record will be maintained in each student's permanent file. The results of the appeal review are final and not appealable and will be maintained in students' permanent file.

### **REINSTATEMENT**

Students who left school, whether voluntary or involuntary, are eligible for reinstatement at the discretion of the Director. Any student accepted for reinstatement will re-enter the program on a 30-day trial basis at the point they were at the time of withdrawal and may be provided with a personalized plan that they must follow for the evaluation period. At the end of the 30-day trial period, if it is determined that trial students have successfully followed the plan set out by the school, they will be allowed to remain in school. If the plan has not been successfully followed, the school reserves the right to terminate the student's enrollment. And all monies owed to the school by the student will be due within 30 days. If monies are not paid in full within 30 days a finance charge of 10% will be applied for every day the monies are not paid in full.

### **FIRE**

**Evacuation plans are posted in each room.** Follow the designated route. Meet at the "ASPIRE Academy of Aesthetics roadside sign/ marquee at the entrance of the parking lot. Instructors will call roll. Under no circumstance should anyone reenter the building until authorities deem it safe. Due to an escalation in work and school place violence, lockdown procedures are not publicly displayed; but will be reviewed with students during orientation. ASPIRE Academy of Aesthetics provides reasonable accommodations to students with professional and documented disabilities and strives to follow the Americans with Disabilities Act.

### **INTERNAL GRIEVANCE POLICY**

In accordance with ASPIRE Academy of Aesthetics mission - our goal is to see you through to the end of your enrollment, and step into a great career that will support you. ASPIRE Academy of Aesthetics will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be reviewed within each new orientation assuring that all students know the steps to follow, should they need to register a complaint at any time. Evidence of complaints and resolutions will be maintained in school files to determine the frequency, natures, and patterns.

### **GRIEVANCE PROCEDURE POLICY**

- The complaint must be registered within 60 days of instance, in writing, on the form 'Student Grievance Report. Form is obtained by the Director.
- The form must be given to the school Director.
- The Director and management will review the complaint. A response will be sent to the student in writing within 30 days of receiving the complaint. While the initial response may not contain a final resolution, it may reassure the student that an ongoing investigation is required, or other action is needed to resolve the issue.
- If the complaint is of such nature that cannot be resolved by management, it will be forwarded to the appropriate agency for resolution.
- Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be required to reach a final resolution.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school that is not involved in the conflict, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or the related to the owner. This hearing will occur within 90 days of the committee appointment. The hearing is informal, and the student will present his/her case followed by the committee response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report

summarizing each witness's testimony, and a recommended resolution for the dispute. The school Director shall consider the report and accept, reject, or modify the recommendations of the committee.

### **EMPLOYEE/STUDENT ASSISTANCE**

ASPIRE Academy of Aesthetics cannot guarantee a job for graduates; However, we do provide job placement information regarding potential job leads, opportunities, references, and guidance for graduates. There is a bulletin board for students to gather this information from. Other pertinent information may be included, such as extra educational classes. As a student at ASPIRE Academy of Aesthetics will be required to go through basic job search and employment classes which are part of the accepted Milady Curriculum. It is the student's responsibility to contact school and follow up on job opportunities of their own accord.

For issues beyond employment such as major life events and issues with addiction ASPIRE Academy of Aesthetics will make available contact information for outreach programs with qualified personnel to assist the student through difficult and trying times.

ASPIRE Academy of Aesthetics does not offer on campus housing, cafeteria, or other traditional college related amenities. However, there are several fast-food restaurants within walking distance of the school.

### **SHERRY KELLY JORDAN**

#### **LICENSED AESTHETICS INSTRUCTOR TN & MS**

#### **OWNER, DIRECTOR, INSTRUCTOR**

Sherry Kelly Jordan is a wife, and mother of 2 Sons and 3 grandchildren. She attended LMU and obtained her Teaching Certification at the age of 21 years and graduated from ETSU Nave Paramedical as a Medical Assistant. She is also a graduate of the prestigious Jenny Lea Academy Aesthetics Program located in Johnson City, TN and obtained her Instructors Training from her hometown – an elite Cosmetology and Barbering school - Sandra Academy located in Tazewell, TN. Mrs. Jordan is dual licensed in the states TN and Mississippi and has served as a member on Florida's Esthetics Association. Mrs. Jordan has a passion for teaching and has been in the teaching field since the age of 21 years and has actively taught Pre-K, Elementary, High School and Post Secondary and has had the Honors of helping introduce new Aesthetic Programs within the surrounding area Cosmetology schools and instructing new incoming students. Mrs. Jordan holds Certification in both Pivot Point Curriculum and The Milady Curriculum which both are in compliance with Tennessee State Board of Cosmetology and has also been involved in the Health care/ medical field since the age of 23yrs where she was employed for several years at the Johnson City Medical Center and Mountain States Health Alliance in Adult ICU/MICU/SICU/CARDIAC and TRANSPLANT units as well as experience in a variety of medical offices such as Cardiology, Family Medical Practices and Medi Spas. Mrs. Jordan also received Certification in Hospice Care and BASL (Basic American Sign Language). She believes in never stop learning while she also served several years and was an active member on the PTA Board within the Washington County Board of Education and participated in the Safety and Character Counts Programs at Cherokee Elementary School as well as assisted in the school's clinic. She has also been actively involved in church throughout her life and has served our Lord in Brazil on a mission trip through the Tennessee Baptist Association. She realizes the positive and motivational impact she can have on those who seek to learn and have aspiring goals to achieve a successful career in the beauty industry of Aesthetics. Mrs. Jordan encourages you - Today is the day to start your most valuable investment – YOU!