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**Loraines
Academy & Spa**

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LORAINES ACADEMY & SPA

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Loraines Academy & Spa

Loraines Academy & Spa is a private school specializing in vocational training in Cosmetology and related arts and sciences. Other official names referring to the school are Loraines Academy and Loraines Academy Spa. However, in the rest of this document, we will often just refer to the school as "Lorraine's." It was **founded in 1966** and has been in continuous operation since that time. Since the day it opened, Lorraine's has been located in the original Tyrone Gardens, at the intersection of 9th Avenue North, 58th Street, and Tyrone Boulevard, one of the most active corners in suburban St. Petersburg... connected by major highways to Clearwater, Sarasota, and Tampa... and serviced by public transportation. We were a finalist in the 2001 St. Petersburg Chamber of Commerce Small Business of the Year Competition. Over the years, the school facility has expanded and we now have a total of 12,250 square feet of classrooms, clinic, and offices. As graduates return to visit, they enjoy seeing changes as we continually update the facilities. Our 2011 new Spa Training center houses the **Massage** and **Skin** departments. Our main building is the home of Cosmetology, Nails, and the administrative division. Every station in the **Cosmetology** clinic or laboratory features hydraulic styling chairs and individual power for irons and dryers. We have fifteen to twenty nail stations, adjustable pedicure stations, a large cosmetology clinic, a facial and makeup room for cosmetology students, as well as several classrooms that allow well over a hundred students to attend up to six classes at any one time. In the Spa Training Center, you will find a waxing center, as well as facial and massage clinics and classrooms including a wet room with shower for spa treatments, and a lighted makeup center. We have a large and well-equipped library/study hall/conference room facility, a dispensary, student lounges and locker rooms. **Skincare** training includes use of salon-quality facial machines, including microdermabrasion, hydraulic beds and salon level photo rejuvenation. **Nail Tech** tables are well-lighted and well-vented. A photo studio is available to build portfolios of your work. Computerized records are kept for all programs. Information showing compliance w local safety & health is posted in school media center.

Legal Ownership/Governing Body of School

Owned by **Lorraine's Academy, Inc.**, Loraines Academy & Spa at 1012 58th St. N., St. Petersburg, FL. 33710, has two equal stockholders. They are **Nancy Blankenship Fordham** and **Kathryn Blankenship Alvarez**. Both are native Floridians, have cosmetology training from Lorraine's; both are graduates of the University of South Florida. They are sisters and both are at the school on a full time basis. The Spa department is physically located at 1006-58th Street N, with a mailing address of 1012-58th Street N.

Nancy Fordham, School Administrator, serves as President and Treasurer of the corporation, and has a Bachelor's Degree in Education from the University of South Florida and a cosmetology diploma from Loraines Academy. She taught for several years in the Pinellas County School System, which has helped make her an effective counselor, seeking to meet the needs of each student and constantly make improvements in the school programs. Her background of art interests, varied business, and modeling experience was updated by her activities as Makeup Artist for the Negative Images Photography Agency. She is a member of the Florida Association of Financial Aid Administrators, the Florida Cosmetology School Association, Associated License Professionals of Florida, the Florida and the National Cosmetology Associations, the Association of Accredited Cosmetology Schools, the St. Petersburg Chamber of Commerce, and the Better Business Bureau. She also served on the Examination Development Steering Committee for the Board of Cosmetology.

Kathryn Alvarez, School Director, holds position of Vice-President and Secretary of the Corporation, and earned her B.A. in Business. Her cosmetology diploma is from Loraines Academy. She has worked in corporate management, management of real estate, development of budgets, marketing, and construction. She is a member of the Building Owners and Managers Institute, St. Petersburg Chamber of Commerce, Better Business Bureau, National Cosmetology Association, the Florida Cosmetology Association, the Association of Accredited Cosmetology Schools, and the Florida Association of Financial Aid Administrators, and the Florida State Massage Therapy Association. Her diversified business and human relations background, as well as her experience in the professional arts, have helped make her an effective counselor and Director.

Our mission is to produce well-rounded, professional graduates, as well as technically competent Cosmetologists, Massage Therapists, and Specialists. We feel an obligation to our students, alumni, and community, and always look for better ways to meet these commitments.

EDUCATIONAL PURPOSE & OBJECTIVES

The Purpose of Loraines Academy & Spa is to educate individuals in the career fields of hair, skin, nails and massage, with the goals of program completion, licensing and employment in their selected areas. This ties in with our mission statement. We seek to produce well-rounded, professional graduates as well as technically competent cosmetologists, massage therapists and specialists in the areas of nail technology and facial specialty.

All four **COSMETOLOGY** programs are designed to prepare students for state licensing examination and profitable employment as hair-dressers, salon managers, salon owners, hair colorists, product demonstrators, school managers, etc. The longer programs more thoroughly expand skills in specified areas for greater employability.

The **NAIL TECH** program prepares a person to work doing manicures, pedicures, nail extension services, and nail art.

The **FACIAL SPECIALIST** program prepares students to work doing facials, spa services, waxing, and makeup. The **CLINICAL SKIN CARE** program is designed to provide the necessary skills for the graduate to be even more employable in today's marketplace, whether a medical or advanced clinical skincare environment, or with clients who are seeking anti-aging therapies. Skin care theory and techniques are far extended beyond entry level. It adds training in camouflage makeup, chemical peels, advanced microdermabrasion, career development, hormones, plastic surgery overview, intro to eyelash extensions, advanced equipment and pre and post operative treatments. Graduates of either program will also be licensed in body wrapping.

The **FULL SPECIALIST** program combines nail and skin care programs to prepare a person to do manicure, pedicure, and nail extension services, as well as skincare, facial, makeup, color analysis and hair removal services. Graduates work in salons, spas, department stores, or the television, photography, and movie industries.

The **THERAPEUTIC MASSAGE** and **MASSAGE with FACIALS** programs prepare students for massage licensing examination and employment in the massage and/or facial industry. Dual licensing is becoming especially important for employment in day spas, doctors offices and wellness centers.

The **INSTRUCTOR TRAINING** program enables cosmetologists or specialists to become effective instructors or to effectively educate other salon professionals.

ADMISSION REQUIREMENTS

*The school admits as regular students 1) high school graduates, 2) holders of GEDs, 3) holders of a certificate of attainment (only applicable for non-Title IV recipients), 4) Home School graduates with acceptable documentation and 5) persons who are above the age of compulsory school attendance in this state who have the ability to benefit from the training offered. We reserve the right to screen any Massage students under the age of 20 for maturity. To file for Massage licensure, students must be 18 or have a High School diploma or GED. The ability to benefit must be determined prior to admission by scores of 200 verbal/ 210 quantitative on the Wonderlic WBST ATB test, administered by an independent tester (ITA). The school may also accept qualifying results from other tests sanctioned by the U.S. Department of Education. Any exceptions that may be granted to admission requirements do not include awarding of federal aid monies until documentation of high school graduation, GED attainment, or qualifying for an ATB alternative. . (Effective July 1, 2012 students without High School Diplomas or GEDs no longer qualify for Federal Financial Aid in any school if they are "first time" students.). Instructor Training candidates must also have a Florida Cosmetology, Massage or Specialist License, and have an interview with the administrative office. **Transfer students** are accepted with the school determining the number of hours to be completed and charged prorata plus \$1.00/hr, registration fee, lab fee if applicable, and any equipment needed. Transcript of equivalent program must be submitted and will be evaluated, if average score of 80% or above was achieved at previous school, based on transcript and evaluation of current skills. Student will be required to complete a % of our requirements based on hours determined to be completed. It is possible that no transfer credits will be applicable. Students must take at least 25% of the program hours for any program at our school to be awarded a diploma. If student is taking 40% or more of the program, all written tests must be taken at Loraines Academy. The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. VA students MUST report all previous education and training. The training time is also reduced proportionally and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date. **Drop outs seeking reentry:** Our policy is to assist in any way possible to enable them to complete a program. Students who were making Satisfactory Progress will be considered to be doing so upon their return. Students who were not, or who were dismissed for unsatisfactory progress, must interview with the administration office before readmission. The student re-enrolling must bring attendance and/or grades up to both standards before being considered to be making Satisfactory Progress. SAP Appeal is available at time of reenrollment. Financial aid or veterans benefits will not be awarded until student is considered to be making Satisfactory Progress. There is sometimes an option for the student to start over and retake the entire program , if it is determined that this would be the best answer to gain skills and education needed.*

CLASS STARTING DATES

We encourage prospective students to visit the school, observe classes in session, and talk to students. A person may apply for enrollment on any day of the school calendar year and start class at the next scheduled date. Classes start every few weeks, depending on program, and are detailed in the catalog addendum and posted to the website. We operate all year except for the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Emergency closings due to extenuating circumstances, such as a hurricane, will be on television and radio stations, posted hurricane policy, a sign on the door, posted to Facebook and/or on a voicemail message (extension 100) if possible. End dates for programs depend upon schedules and attendance.

Eleven CAREER CHOICES

“One Clock Hour is equivalent to 50 minutes of Direct Instruction with a Ten-Minute Break.”

1. **COSMETOLOGY** (Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials, and Makeup)

***No prerequisites for this program.**

Objective: To prepare our student to enter upon and be successful in the field of Cosmetology.

Instructional Methods: In a context of 1200 hours, 200 are devoted to theory and 1000 to demos and lab experiences mannequin and live.

Grading: Students will be graded on selected practical applications, written assignments & written tests. All requirements must be completed before graduation and every grade must be 75% or above. Student may make up tests to improve grades, but 5% is deducted for each retake unless taken when reoffered in class.

The Cosmetology program takes **1200 clock hours** to complete. Normal full time completion is 12 months. Scheduling may be somewhat individualized to meet a student's needs. We feature complete full-service training, both basic and advanced; a large and active clinic for supervised experience with the public; an intensive basic training program; the "L.A. Salon", an advanced designation; and an extensive library with librarian, featuring a full selection of current periodicals, books and DVDs on every subject from Hair extensions to Ethnic Cuts, including current styling updates. We have full nail and skin technology programs available; a large retail center with related product knowledge classes in Matrix and other products. Our unique "Designer Training" program features intensive segments of classroom work, followed by periods of specific experiences on clinic. You will study "D1" hairstyling, then "D2" cutting. "D3" is color, "D4" permanent waving and relaxing, followed by "D5" hair extensions, facial techniques & updos. "D6" is an intro to nail extensions. Frequent professional seminars and demonstrations by guest artists are scheduled. The following subjects are covered in both theory and practical work: (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail courses, **FA** for Facial Courses, **IT** for Instructor Training, **MT** for Massage Therapy, and **HIV** for HIV/AIDS courses). *Service requirements are included in each.

Course	Course Name	Course Outline/Description*	CIP Code 12.0401	Clock Hours
COS-01	Hair Shaping	Basic techniques using various implements and cutting movements, to include shear, razor, and clipper techniques, precision cutting principles and current trends (minimum 250 services).		250
COS-02	Hair Coloring	Basic application and theory for semi-permanent, permanent and lightening services. Retouching, restoring hair to original color, cap and foil frosting (high lights and low lights), and corrective. (minimum 100 services).		200
COS-03	Chemical Waving	Basic theory and application of procedures for waving and relaxing hair, including long hair wraps (perms) and relaxing; chemical reformation curl (minimum 65 services).		250
COS-04	Shampoos and Rinses	Basic theory and technique for cleansing and conditioning the scalp and hair in preparation for additional salon services, including scalp manipulations (minimum 50 services).		30
COS-05	Scalp Treatments Hair Care Rinses	Basic theory and technique for treatments for healthy scalp and improve appearance of a client's hair (minimum 45 services).		30
COS-06	Hairstyling	Blow dry, iron styling, pressing, wet mold, roller sets, comb outs, ethnic techniques, trends in styling (minimum 400 services).		350
COS-07	Facials including Hair Removal	Facials makeup, masques, hair removal, brow tinting (minimum 10 services).		20
COS-08	Manicures, Nail Extensions, Pedicures	Manicures, pedicures, introduction to nail extensions (minimum 20 services).		30
COS-09	Sanitation, Florida Law, Bacteriology	Basic theory and application of these principles (minimum 150 services).		36
HIV-01	HIV/AIDS	Awareness, precautions, applications to the Workplace.		4
Total Hours				1200

2. **COSMETOLOGY WITH ADVANCED STYLING BOOTCAMP** (Training in Hair Shaping, Color,

Permanent Wave, Relaxing, Styling, Nails, Facials, and Makeup) ***No prerequisites for this program** **Objective:** To prepare our students to enter upon and be successful in the field of Cosmetology. **Grading:** Students will be graded on selected practical applications, written assignments & written tests. All requirements must be completed before graduation and every grade must be 75% or above. Student may make up tests to improve grades, but 5% is deducted for each retake unless taken when reoffered in class. This Cosmetology program takes **1275 clock hours** to complete. **Instructional Methods:** In a context of 1275 hours, 225 are devoted to theory and 1050 to demos and lab experiences both mannequin and live. Normal full time completion would be 13 months. Scheduling may be somewhat individualized to meet a student's needs. We feature complete full-service training, both basic and advanced; a large and active clinic for supervised experience with the public; an intensive basic training program; the L.A. Salon", an advanced designation; and an extensive library with librarian, featuring a full selection of current periodicals, books and DVDs on every subject from Hair extensions to Ethnic Cuts, including current Styling Updates. We have a large retail center with related product knowledge classes in Matrix and other products. Our unique "Designer Training" program features intensive segments of classroom work, followed by periods of specific experiences on clinic. You will study "D1" hairstyling, then "D2" cutting, "D3" is color, "D4" permanent waving and relaxing, followed by "D5" hair extensions, facial techniques, updos. "D6" Nail extension intro. The Boot camp portion is an intensive 75 hour segment featuring advanced cutting, styling, and color techniques. Professional seminars and demonstrations by guest artists are scheduled. The following subjects are covered in both theory and practical work (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail, **FA** for , **IT** for Instructor Training, **MT** for Massage, & **HIV** for HIV/AIDS)course

Course	Course Name	Course Outline/Description*	CIP Code 12.0401	Clock Hours
COS-01	Hair Shaping	Basic techniques using various implements and cutting movements, to include shear, razor, and clipper techniques, precision cutting principles and current trends (minimum 250 services).		250
COS-02	Hair Coloring	Basic application and theory for semi-permanent, permanent and lightening services. Retouching, restoring hair to original color, frosting, and corrective. (minimum 100 services).		200
COS-03	Chemical Waving	Basic theory and application of procedures for waving and relaxing hair, including long hair wraps (perms) and relaxing; chemical reformation curl (minimum 65 services).		250
COS-04	Shampoos and Rinses	Basic theory and technique for cleansing and conditioning the scalp and hair in preparation for additional salon services, including scalp manipulations (minimum 50 services).		30
COS-05	Scalp Treatments Hair Care Rinses	Basic theory and technique for treatments for healthy scalp and improve appearance of a client's hair (minimum 45 services).		30
COS-06	Hairstyling	Blow dry, iron styling, pressing, wet mold, roller sets, comb outs, ethnic techniques, trends in styling (minimum 450 services).		350
COS-07	Facials including Hair Removal	Intro to Facials ,makeup, hair removal, brow tinting (minimum 10 services).		20
COS-08	Manicures, Nail Extensions, Pedicures	Manicures, pedicures, introduction to nail extensions (minimum 20 services).		30
COS-09	Sanitation, Florida Law, Bacteriology	Basic theory and application of these principles (minimum 150 services).		36
3. COS-10	Boot camp	Basic theory and application of these principles (minimum 75 services).		75
HIV-01	HIV/AIDS	Awareness, precautions, applications to the Workplace.		<u>4</u>

*** Service Requirements are included in each Course Description** **Total Hours** **1275**

3. NAIL TECH (Basic and Advanced Manicure, Pedicure and Nail Extensions) ***No prerequisites for this program. Objective:** To prepare our student to enter upon and be successful in the field of Nail Technology . Instructional Methods: In a context of 300 hours, 90 are devoted to theory and 210 to demos and lab experiences both mannequin and live. **Grading:** Students will be graded on selected practical applications, written assignments & written tests. All requirements must be completed before graduation and every grade must be 75% or above. Student may make up tests to improve grades, but 5% is deducted for each retake unless taken when reoffered in class. **The Nail Tech program** is one of the quickest ways to enter the cosmetology field. Normal full time completion time is 3 months. In 300 hours and a min. of 165 nail services, a person can qualify for state registration to work in Florida doing manicures, pedicures, and nail extensions. No state exam is required. We start with manicures and pedicures, followed closely by nail extensions of all types, mixing in the subjects below in theory and application. The alternative to this program is the Full Specialist Program, which combines nails and facials. (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail courses, **FA** for Facial Courses, **IT** for Instructor Training, **MT** for Massage Therapy, and **HIV** for HIV/AIDS courses).

Course	Course Name	Course Outline/Description*	CIP Code 12.0410	Clock Hours
NA-01	Florida Law	Florida Cosmetology laws and rules.		5
HIV-01	HIV/AIDS	Awareness, precautions, applications to the workplace.		4
NA-02	Sanitation	Bacteriology and sanitation theory and procedures (minimum 25 services).		4
NA-03	Ethics	Applications and principles to the salon.		2
NA-04	Manicures	Theory and practice, including acrylic nail, spa and booth manicures (minimum 30 services).		40
NA-05	Pedicures	Theory and practice, including spa techniques (minimum 30 services).		37.5
NA-06	Tips with overlay	Application of nail tips with acrylic (minimum 15 services).		37.5
NA-07	Sculpting using a form	Application of acrylic products using a form featuring pink and white technique (minimum 16 services).		40
NA-08	Nail Wraps and Mending	Use of various materials to wrap and mend (minimum 10 services).		10
NA-09	Nail Fills	Filling re-growth with appropriate technique (minimum 10 services).		15
NA-10	Artificial Nail Removal	Safely removing artificial nails (minimum 5 services)		5
NA-11	Polishing and Nail Art	Theory and practice using various materials (minimum 7 services)		10
NA-12	French Manicures	Theory and practice using various materials (minimum 5 services)		10
NA-13	Acrylic using Different Brands	Theory and practice using assorted products (minimum 2 services)		5
NA-14	Electric Drill for Acrylics	Introduction to use of electric drill under tip and for shaping and smoothing acrylics (minimum 7 services).		5
NA-15	Paraffin	Theory and practice of paraffin or similar treatments (minimum 1 service).		10
NA-16	Gels and Fiberglass	Theory and practice of light cured gels and fiberglass techniques (minimum 13 services).		10
NA-17	Nail Theory General with Practice	Theory and practice of related subjects, including nail disorders and diseases, corrections, advanced nails, rebalancing nails, business card design, job applications, OSHA, Chemistry, Business and Advertising, acupressure techniques, and speed techniques (minimum 7 services).		<u>50</u>
*Service Requirements are included in each Course Description			Total Hours	300

4. **FACIAL SPECIALIST** (Makeup, Color Analysis, Facials, Skin Care, Hair Removal and Body Wrapping) ***No prerequisites for this program**

This program is **300 hours** clock with a minimum of 150 facial services as detailed below. Normal full time completion time is 3 months. We start with skin analysis and basic facial techniques, followed by treatment facials for all types of skin, and machine applications, makeup, product knowledge and many types of hair removal. Loraine's offers a large Skincare Training Center, complete with six facial beds, the latest machines, and products identical to those used in many fine salons. It also houses a private Waxing Center and a Body Wrap Room complete with shower. A state registration for "Facials/Skin Care" and one for "Body Wrapping" is available without state exam upon completion of this program. (State minimum 100 facial services.) Beyond the program diploma, certifications for "Esthetician" and "Body Wrapping" are awarded. (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail courses, **FA** for Facial Courses, **IT** for Instructor Training, **MT** for Massage Therapy, and **HIV** for HIV/AIDS courses).

Course	Course Name	Course Outline/Description*	CIP Code 12.0409	Clock Hours
FA-01	Skin Theory	Theory and application re Skin Analysis, Custom Treatments, Esthetic Machines, Facial Techniques, Skin Types, Sun Damage, Extractions, Body Wrapping, Skincare for Men, Lash and Brow Tint, Nutrition for the Skin, Aromatherapy Disorders and Diseases (minimum 18 services).		90
FA-02	Product Chemistry	Terminology and Product Knowledge, Glycolics, Professional Products, Holistic Treatments.		20
FA-03	Basic Electricity	Electricity and machines used in facials such as Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion and Photo Rejuvenation (minimum 6 services).		10
FA-04	Facials	Facial Manipulations, Spa Services, Prescriptive Treatments, (i.e. Glycolic, Acne, Hydrating, etc.) Signature Facials, Facials with and without Machines, Masks, Hot Stones, Following Protocols, Contraindications, Use of Skin and Lifestyle Analysis, Applying and Removing Product, Lash and Brow Tinting (minimum 34 services).		70
FA-05	Hair Removal	Tweezing and waxing (hard and soft), Threading, Sugaring, Chemical Depilatories, Brow Shaping and Full Face and Body Work (minimum 20 services).		35
FA-07	Sanitation	Types of Bacteria, How to Clean Implements, Precautions.		40
FA-08	Florida Law	Laws and Rules regarding Estheticians.		5
FA-09	Ethics	Ethics and teamwork; Business Marketing.		6
FA-10	Makeup	Knowledge of Color Analysis, Tools, Types of Products. Application, Male, Photo, Camouflage, Bridal, Fantasy and Evening techniques, Artificial Lashes (minimum 22 services).		20
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the Workplace.		<u>4</u>
*Service Requirements are included in each Course Description			Total Hours	300



Student Facial Salon

5. Clinical Skin Care (Makeup, Color Analysis, Facials, Skin Care, Hair Removal, Chemical Peels, Medical Aesthetics, Camouflage Makeup, Facial Lymph Drainage, Spa Techniques, Advanced Equipment and Techniques, Body Wrapping, Pre and Post Surgical Treatments, Medical Terminology, Hormones, Hot Stones, and Aromatherapy) ***No prerequisites for this program**

Objective: To prepare our student to enter upon and be successful in the field of Facial Specialty, Basic & Advanced.

Instructional Methods: In a context of 600 hours, 200 are devoted to theory and 400 to demos and lab experiences mannequin and live.

Grading: Students will be graded on selected practical applications, written assignments & written tests. All requirements must be completed before graduation and every grade must be 75% or above. Student may make up tests to improve grades, but 5% is deducted for each retake unless taken when reoffered in class. This program is **600 hours** with a minimum of 300 facial services as detailed below. Normal full time completion time is 6 months We start with skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, body wrapping and product knowledge. The advanced portion includes pre and post surgical treatments, medical terminology, hormones, hot stones, aromatherapy and vitamin therapy, peels, camouflage makeup, and medical esthetics. Loraines Academy Spa offers a large Skincare Training Center, complete with six facial beds, the latest machines, and products identical to those used in many fine salons. It also houses a private Waxing Center and a Body Wrap Room complete with shower. A state registration for "Facials/Skin Care" and one for "Body Wrapping" is available without state exam upon completion of this program. (State minimum 100 facial services.) Beyond the program diploma, additional certifications for are awarded. (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail courses, **FA** for Facial Courses, **IT** for Instructor Training, **MT** for Massage Therapy, and **HIV** for HIV/AIDS courses).

Course	Course Name	Course Outline/Description*	CIP Code 12.0409	Clock Hours	
FA-01	Skin Theory	Theory and application re Skin Analysis, Custom Treatments, Esthetic Machines, Facial Techniques, Skin Types, Sun Damage, Extractions, Body Wrapping, Skincare for Men, Lash and Brow Tint, Nutrition for the Skin, Disorders and Diseases (minimum 18 services).		90	
FA-02	Product Chemistry	Terminology and Product Knowledge, Glycolics, Professional Products, Holistic Treatments.		20	
FA-03	Basic Electricity	Electricity and machines used in facials such as Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion and Photo Rejuvenation (minimum 20 services).		10	
FA-04	Facials	Facial Manipulations, Spa Services, Prescriptive Treatments, (i.e. Glycolic, Acne, Hydrating, etc.) Signature Facials, Facials with and without Machines, Masks, Following Protocols, Contraindications, Use of Skin and Lifestyle Analysis, Applying and Removing Product, Lash and Brow Tinting (minimum 80 services).		70	
FA-05	Hair Removal	Tweezing and waxing (hard and soft), Threading, Sugaring, Chemical Depilatories, Brow Shaping and Full Face and Body Work (minimum 20 services).		35	
FA-07	Sanitation	Types of Bacteria, How to Clean Implements, Precautions.		40	
FA-08	Florida Law	Laws and Rules regarding Estheticians.		5	
FA-09	Ethics	Ethics and teamwork; Business Marketing.		6	
FA-10	Makeup	Knowledge of Color Analysis, Tools, Types of Products. Application, Male, Photo, Camouflage, Bridal, Fantasy and Evening techniques, Artificial Lashes (minimum 22 services).		20	
HIV-01	HIV/AIDS	Awareness, Precautions, applications to the Workplace.		4	
FA-11	Advanced Skin Theory	Disorders, Diseases, Skin Typing, Hormones, Aromatherapy.		75	
FA-12	Product Chemistry	Terminology and Product Knowledge. Botanicals and Advanced Ingredients; Vitamin Therapy Pharmacology for Estheticians.		50	
FA-13	Business	Working in a medical setting, Marketing, Intro to Cosmetic Procedures, Medical Terminology.		10	
FA-14	Lymphatic Drainage	Introduction to Facial Lymphatic Drainage: Theory and Practical Techniques .		10	
FA-15	Spa and Medical Office Techniques	Hot Stones, Advanced Microdermabrasion w/Glycolics, Advanced Peels of Assorted Types, Intro to Permanent Makeup and 3-D Lashes; Pre and Post Surgical Treatments, Back and Body Treatments (minimum 9 services).		105	
FA-16	Advanced Equipment	Introduction to advanced equipment includes Dermawave Electrostem and Ultrasound, Ultrasonic Skin Scrubber, Micro-current, Hot & Cold Hammer, (minimum 4 services).		25	
FA-17	Corrective Makeup	Camouflage and Corrective Makeup Theory and Application (minimum 2 services).		<u>25</u>	
*Service Requirements are included in each Course Description				Total Hours	600

6. **THERAPEUTIC MASSAGE** (Anatomy & Physiology, Massage Theory and Clinical, plus Allied Modalities)

***No prerequisites for this program**

This program takes **600 clock hours** to complete. Normal fulltime completion is 6 months The program covers each of the subjects listed below, including Neuromuscular Massage, Spa Services and other specialized massage techniques in both theory and practical work. Students start by learning muscles and application of various massage techniques to various muscle groups in theory and classroom workshops and eventually move to full body clinical experiences (minimum 50 services). (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail courses, **FA** for Facial Courses, **AFS** for Advanced Facial Specialist, **IT** for Instructor Training, **MT** for Massage Therapy, and **HIV** for HIV/AIDS courses.)

Course	Course Name	Course Outline/Description*	CIP Code 51.3501	Clock Hours	
MT-01	History, Ethics Requirements	Ethical practice and decision making and licensing requirements.		15	
MT-02	Anatomy and Physiology	Relationship of Anatomy and Physiology to massage, Wellness systems, Physiological change during disease, and Kinesiology		150	
MT-03	First Aid and CPR	Basic American Heart Association and Red Cross curriculum		8	
MT-04	Massage Effects	The Psychological and Physiological affects of massage.		12	
MT-05	Equipment and Products	Ultrasound, electric stimulation, massage oils, lotions and gels, Aromatherapy, Body Wraps and Spa settings.		7	
MT-06	Sanitation and Safety	Universal sanitation and safety precautions and concerns.		10	
HIV-01	HIV/AIDS	Awareness, precautions, applications to the workplace.		3	
MT-07	Consultation	Consultations and evaluations, realistic expectations.		16	
MT-08	Massage Movements	Definition of massage strokes, sequence and rhythm.		11	
MT-09	Massage Techniques	Theory of application, movements and body mechanics.		16	
MT-10	Massage Procedures	Effects, benefits, contraindications, special populations and full body massage clinic (50 services required).		151	
MT-11	Face and Scalp Massage	Lymphatic drainage techniques for face, neck and chest; massage scalp techniques to relieve tightness and improve circulation.		5	
MT-12	Hydrotherapy	Theory, modalities, and application (10 services required).		15	
MT-13	Massage in Nursing Home and Healthcare	Passive range of motion, light massage to increase circulation, lymphatic drainage.		14	
MT-14	Athletic/Sports Massage	Effects and benefits, contraindications and procedures.		25	
MT-15	Specialized Massage	Modalities including Myofacial release, Manual Lymphatic Drainage, side-lying/prenatal, infant, chair, muscle energy, structural integration, eastern basics, and Meridians		50	
MT-16	Neuromuscular Therapy	History, theory and applications.		65	
MT-17	Therapeutic Exercise	Strengthening exercises to achieve a balanced body.		12	
MT-18	Business of Massage	Business planning, marketing, record keeping and scheduling.		15	
*Service Requirements are included in each Course Description				Total Hours	600

7. INSTRUCTOR TRAINING

Prerequisites: 1) Fla License 2) 1 year with one or more licenses in Cosmetology, Nail Specialist, Facial Specialist, Full Specialist, or Massage to start program 3) HIV-01 or equivalent. This Instructor Training Program involves **600 hours**, 300 hours of which may be evaluated for previous teaching and educational experience, as well as natural aptitude. Schedules are based on the student's needs. Normally students schedule 12 hours per week for 12 months. Students who come more finish sooner. **Objective:** To prepare our student to enter upon and be successful in the field of Instructing Hair, Skin, Nail and/or Massage Students. **Instructional Methods:** In a context of 600 hours, 100 are devoted to theory and 500 to observation and practical experiences with students in classroom and training floor. **Grading:** Students will be graded on selected practical applications, written assignments & written tests. All requirements must be completed before graduation and every grade must be 75% or above. Student may make up tests to improve grades, but 5% is deducted for each retake unless taken when reoffered in class. Each of the subjects listed are covered in theory and practical work. (No Instructor License is required in Florida, but Instructor Training is strongly preferred in hiring, Salon experience is seldom adequate to prepare a person to instruct.) (Our **Course numbering system** uses **COS** for Cosmetology, **NA** for Nail, **FA** for Facial, **IT** for Instructor Training, **MT** for Massage & **HIV** for HIV/AIDS courses)

Course	Course Name	Course Outline/ Description*	CIP Code 12.0413	Clock Hours
IT-01	Psychology of Learning	Effectively guiding the adult student.		40
IT-02	Methods of Teaching	Practical, theory, video and audio techniques.		180
IT-03	Motivation Techniques	Incentives, games, rewards and keeping interest.		20
IT-04	Use of Audio-Visual Aids	Overheads, VCR, posters, charts, books and periodicals.		30
IT-05	Preparation of AV Material	Posters, transparencies, handouts and whiteboards.		30
IT-06	Introduction to Lesson Planning	Time Management, materials, preparation and organization.		20
IT-07	Preparation of Lesson Plans	Defining the subject and outlining the class.		60
IT-08	Classroom Management	Maintaining control, special needs and encouragement.		60
IT-09	Florida Laws/Rules/Regs	Covering all required areas of a students curriculum.		10
IT-10	Directed Classroom Teaching	Theory and practical teaching with supervised experience.		<u>150</u>
*Service Requirements are included in each Course Description			Total Hours	600

COMBINATION CHOICES

The Programs listed below are exact combinations of the programs listed on previous pages. This applies to the hours, services, courses, course numbers, and time involved. Combination programs "open more doors" for the graduate seeking job entry, as well as the ability to more quickly build a client base and more ways to serve their clients. Savings in registration fees are a plus, as the student only enrolls once rather than twice. The Combination programs are all long enough to qualify for Pell Grant and Federal Student Loan Programs, whereas some of the shorter programs do not meet this requirement. Financial Aid is available for those who qualify.

8. **COSMETOLOGY WITH FACIALS** (Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials, and Makeup) ***No prerequisites for this program**
 This program is a **1500 hour** exact combination of the **Cosmetology and Facial Specialist Programs**. The student usually starts with the Cosmetology portion of the program. Normal full time completion is 15 months. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work. CIP Code 12.0401
9. **COSMETOLOGY WITH NAILS** (Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials, and Makeup) ***No prerequisites for this program** CIP Code 12.0401
 This program is **1500 hour** exact combination of the **Cosmetology and Nail Tech Programs**. The student usually starts with the Cosmetology portion of the program. Normal full time completion time is 15 months. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work.
10. **FULL SPECIALIST** (Basic and Advanced Manicure, Pedicure, Nail Extensions, Makeup, Color Analysis, Facials, Skincare, Hair Removal) ***No prerequisites for this program** CIP Code 12.0499
 This program is a **600 hour** exact combination of the **Nail Tech and Facial Specialist Programs**. Students may start with the Nail or Facial portion of the program. Normal full time completion is 6 months. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work.
11. **MASSAGE WITH FACIAL** (Makeup, Color Analysis, Facials, Skin Care, Hair Removal, Anatomy and Physiology, Massage Theory and Clinical, plus Allied Modalities) ***No prerequisites for this program** CIP Code 51.3501
 This program is a **900 hour** exact combination of the **Therapeutic Massage and Facial Specialist Programs**. The student may start with the Therapeutic Massage or Facial Specialist part of the program. Normal full time completion is 9 months. All of the subjects are completely covered in both theory and practical work.

Accreditation and Licensing

Our programs are **Nationally Accredited** by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone: (703)600-7600. NACCAS is recognized by the U.S. Department of Education as the National Accrediting Agency for Cosmetology Schools.

Loraines Academy & Spa is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free telephone number (888)224-6684 or (850) 245-3200. .

Certificates from these agencies are on display at the school. Re Board of Massage: Massage establishment license # is MM 28668

Tuition and Fees

Tuition, registration fees, lab fees, book/equipment fees, state sales tax, and state board fees for each program are listed in the addendum and on the enrollment agreement. Kits and supply lists are designed to include all supplies students will need to complete the program. Each student's complete fees, payment plan, and method and terms of monies owed to the school are discussed during pre-enrollment interviews, and then identified on the enrollment agreement before it is signed. For your convenience, we include the HIV/AIDS class, school t-shirts, state tax for your kit, and the projected state board fees in your payment plan. Tuition is charged by billing period :150 hours on a 300 hour program, 300 hours on a 600 hour program, 450 hours in a 900 hour or higher program, with any balance of less than 450 hours becoming the last period. For example: 1200 hr=450 hour period , 450 hour period and a 300 hour period. Student will not be charged beyond the current billing period.

Other Fees/Costs: The student must have required equipment available at all times and it must meet school standards. If equipment is lost or stolen, you may incur additional costs. Locker space, if available, rents for \$3.00 - \$5.00. Cap and gown is required to participate in graduation ceremonies and can be purchased or borrowed from the school. Fee for Ability to Benefit testing is \$75.

Financial Assistance

Methods of payment for school include cash, credit cards, money orders, checks, and the various forms of Financial Assistance as explained further here.

We have chosen and are approved for training grants and loans from the following:

**Pell Grants and SEOG Grants
Direct Student Loans and PLUS (Parent Loans)
Vocational Rehabilitation**

In addition, we are **state approved for VETERAN'S TRAINING**, and the **Florida Prepaid College Plan** as well as the **Florida College Investment Plan**. We have approval through the Department of Immigration to offer **I-20MN Student Visa Assistance**. The **DBS** assists selected students in selected programs as well. Occasionally, a student's home state, home country, or parent's employer will offer financial aid to students to attend our programs. **Financial Aid is available to those who qualify. There's an excellent chance that you will qualify for some form of assistance in financing your education, as explained further below.**

Students interested in any of the assistance programs may inquire at our **Financial Aid Office**. You do not have to be poor to qualify for some kind of financial assistance. **Pell and FSEOG grants**, as well as Federal Students Loans are limited to certain programs of 600 hours or more (Clinical Skin-care, Full Specialist, Instructor Training, Therapeutic Massage, Massage with Facial, and all Cosmetology Programs qualify). All Federal Student Loans are required to be repaid. Details are available from the Financial Aid office at the school. Loraine's will also assist students in obtaining financing for tuition through TFC Credit Corporation. ACE Grants/ LA Scholarships are available to those who qualify before they enroll and are applied upon completion of the program as the last payment. Details of the LA Scholarship and any other current school scholarship are added to this catalog. Other financial aid is applied to ledger upon receipt. We also accept cash, checks, & credit cards with balance to be paid in full before student can graduate or have transcripts released, per terms of our refund policy and your enrollment agreement. **Verification:** Some students applying for financial Aid will be selected for "verification". Upon notification by the federal government, the financial aid office will inform those students in writing that additional information and documentation must be submitted for verification. No financial aid can be issued until this process is completed. If documentation results in conflicting information, the student's award will be modified and the government notified through a resubmission of the federal aid application within 30 days. The student's "award letter" will be adjusted to reflect any changes resulting. If an over-award has already been paid, an adjustment will be made to the student's account and the DOE so notified.

Scholarship and Fee Waiver Policy: Scholarship programs are occasionally funded by the school . These, when available, are open to all students who meet the identified requirements. Fee increases may be published in advance of a class. We will assist you in finding a way to pay for school, but tuition and fees are not "negotiable".

Employment Assistance

This is a service offered upon graduation. We, of course, cannot guarantee any student a job , but we post leads on our job board and website and upon request, we will advise each student on the position most suited to their needs and interests Our board is updated constantly as salons call with jobs in hair, skin, nails and massage to post. Staff members are available for questions about specific job opportunities.

Grading System

The following factors will be measured to determine academic progress:

Theory Tests, Outlines, Workbooks, Practical Exams, Clinic Work, and Graded Assignments.

The minimum acceptable grade for any theory or practical subject is 75%.

100% to 94% is an	A
93% to 85% is a	B
84% to 75% is a	C
74% to 65% is a	D
64% to 0% is an	F

Anyone with a score below 75% must bring the score up before being allowed to graduate.

If desired, they can review the work in another class.

Special assistance at the state examination is available for those with documented disabilities. Of our programs, only Cosmetology and Massage licenses require a state and/or national examination. Graduates of most other programs will apply for a Florida State registration to work in their respected professions. A computerized tutoring and testing program, as well as audio and video tapes on every chapter, are available for cosmetology student use and have proven helpful to many.

Progress Reports

For programs of over 100 hours, progress reports are distributed a minimum of two times during the student's training. Computerized records showing attendance, total hours, tuition balance, services and assignments completed, and grades will keep the student aware of needs and achievements. **Honors recognition is available to all who qualify.**

Student Records

Student records are kept on file on a permanent basis. Students are responsible for their own records. Fees are charged for corrections related to failure to use hand scan correctly and consistently. Student must "scan" in and out daily, for every meal break, and any time they leave the building. The student should turn in all credits on the day they occur and check computer printouts to ensure that proper credits were made. If errors are not reported to the office within 2 weeks, the official record can be considered accurate. The only official clock is on the hand scanning unit. Students have the right to review their files in the presence of a staff member. Our policy is to comply with the Family Rights and Privacy Act of 1974 (FERPA), regarding student education records. In general, no information other than to NACCAS and other governmental agencies can be released without written approval from the student. Any person may obtain a fact sheet on this act in the school library.

Advising

There may be financial or personal problems that are getting in the way of education, Advising from a staff member is available at any time that a student needs to talk to someone.

Campus Security

Complete report of Campus security policies, procedures, and crime statistics are available upon request in the school library.

Graduation Requirements

The school guarantees that all services and opportunities needed to complete school assignments will be made available within the timeframe of this contract. However, to apply for state licensing or diploma(s), the student must complete contracted hours, all points and services required (see details under each program) and achieve grades of 75% or above on all required assignments and tests. All financial obligations to the school must be met before any diplomas, board filing or transfer procedures can be completed. Sample progress report detailing tests and assignments is available upon request.

Loraines Academy & Spa Diploma with name of program and hours identified . Plus..... these certificates:

Cosmetology Program:	"Creative Design Techniques"
Cosmetology w/Advanced Styling Boot Camp:	"Technical Cutting & Styling Boot Camp" & "Creative Design Technique"
Cosmetology Combinations:	"Creative Design" and "Nail Technology" or "Esthetician" (see below)
Nail Programs:	"Nail Technology"

Facial Specialist/ Clinical Skincare Programs:	“Esthetician”, “Body Wrapping”, Paramedical Esthetics”, “and “Advanced Techniques in Makeup” depending on program. See program outline.
Full Specialist Programs:	“Esthetician”, “Body Wrapping” and “Nail Technology” (see Facial & Nail Specialists above)
Massage Program:	“Therapeutic Massage”; Additional certificates may be available.
Massage and Facial Program:	“Therapeutic Massage”, “Esthetician”, “Body Wrapping” + see above

Entering the Profession

Students graduating from **COSMETOLOGY** programs (Cosmetology, Cosmetology w/Advanced Styling Bootcamp, Cosmetology w/Facial or Cosmetology w/ Nails) can begin work in a licensed salon as soon as they have passed the state licensure exam. At completion of all school requirements, the school will assist the student with appropriate paperwork. The applications require \$95 including the examination fee, and a copy of an HIV/AIDS certificate. If a specialty license is also applied for, the student could start specialty work immediately under supervision. Students graduating from **Therapeutic MASSAGE** can begin work as a massage therapist as soon as they have passed an approved licensing exam, and receive a state license, and as a Facial Specialist as soon as they file for their state registration.

Students graduating from the **NAILTECH, FACIAL SPECIALIST, CLINICAL SKIN CARE or FULL SPECIALIST** programs can file with the State of Florida for a “Registration” to work. There is no state exam. State registration requires an \$75 fee and a copy of an HIV/AIDS certificate, plus a \$25 fee for a Body Wrap License if applicable. The graduate can be employed as a Nail Tech, Facial Specialist and/or Body Wrapper under supervision, as soon as they have mailed their application. Licensing fees are packages into enrollment plans. Students wishing to work as **SHAMPOOISTS or SALON ASSISTANTS** can do so without a license or registration, but are limited to shampooing and applying rinses, folding towels, receptionist duties, etc. They may NOT rinse colors or other chemicals nor may they apply color rinses, take out perm rods, or perform other duties defined as cosmetology under the law. There are financial and other penalties for both the salon and the individual caught doing more than the State Law allows.

There is no Instructor licensing in Florida. However, the completion of an **INSTRUCTOR TRAINING** Program is a preferred criteria in choosing instructors for employment in Cosmetology and Specialty Schools. Graduates of any program hoping to **transfer their credits to another state** will be assisted, but are cautioned that decisions about acceptance of these training credits rest with the state and/or school to which they apply. HIV/AIDS certification classes are frequently offered at the school for a nominal fee or are available from other approved community sources. HIV/AIDS course fees are included in most of our programs.

Attendance/ Makeup Work

Students with regular school attendance will benefit most from the program. Regular School hours are from 8:30am to 9:30pm, M-F. Most day classes meet 8:30am-3:00pm and evening classes meet from 5:30 to 9:30pm. Thirty Minutes are allowed for lunch. Part-time and flexible schedules can be arranged, but students must meet theory hour requirements to graduate. Massage students are limited by state law to a maximum of 6 hours/day and 30 hours/week. If students are scheduled to be in class, they will receive credit only for that portion of the class they attend. Students over 15 minutes late for theory may not be allowed in the building until clinic starts. Classroom-assigned breaks have no allowance for tardiness. Students are asked to call in any day they will be absent. Students may make up time and work missed. All absences of 30 days or more must be covered by a leave of absence or the enrollment (and financial aid) must be terminated. A new registration fee and new contract are required before the student may return to school. The “Boot Camp” is usually set up to meet over a series of Friday nights and Saturdays.) Ask for an exact schedule.

Contract Extensions

Contracts will be extended for the following reasons: a change of schedule approved in writing by the school or an approved leave of absence. Other absences may be made up. Otherwise, losses of time will not extend the contract expiration date and student may fail to make “Satisfactory Progress,” running the risk of losing any student financial aid and having a negative notation in their permanent files. Contract addendums may be attached to the contract to extend the expiration date. “Normal graduation time” is calculated through contract dates and addendums.

Leaves of Absence

Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons. Any other absence is considered personal time and not documented as “excused.” These absences must be made up.

The Leave of Absence request must be made in writing, dated in advance of the leave if possible, and approved by the school. A regular leave of absence will be for 1- 180 days. Leaves of Absences are strictly limited and may not exceed a total of 180 days per year. Details are available in writing upon request. Such a leave may not result in additional tuition, as we will extend graduation dates accordingly, Veterans must be terminated for VA pay purposes.

Discontinuance

Discontinuance is when a student drops out of school or the school terminates the student’s enrollment. This is required when the student is absent over 30 calendar days without a leave. The Department of Education stipulates how much of the student’s Financial Aid must be returned to Title IV, and then the student is required to pay for scheduled or actual hours up to the last day of attendance, calculated under their contract. Transfer credits are available upon payment of all funds due to the school. Their acceptance in another school is anticipated, but will be a decision to be made by the new school. If a student desires later to re-enroll, our policy is to assist them in any way possible to enable them to complete a program. Students who were making Satisfactory Progress will be considered to be doing so upon their return. Students who were not, or who were dismissed for unsatisfactory progress, must interview with the administration office before readmission. The student re-enrolling must bring attendance and/or grades up to both standards before being considered to be making Satisfactory Progress. SAP Appeal is available at time of reenrollment. Financial aid or veterans benefits will not be awarded until student is considered to be making Satisfactory Progress.

Student Conduct

Professional conduct is the only level of conduct we expect from our students. Our rules are developed to provide an atmosphere that encourages and motivates each student in a learning experience. At the time of enrollment and for the duration of his training, each student must agree to abide by the rules and regulations as listed. Cooperation is necessary so that a relaxed and professional training environment may be maintained. We feel that these rules reflect the standards that are required in the salon. All problems will be counseled and handled individually. Students must behave respectfully to the school and all staff and other students. A student will be terminated from the program if we are unable to solve the problems any other way. At the discretion of the school, rules may be changes and posted. Discipline problems become part of the student’s permanent file, as they indicate a problem with employability. Students sign release of information forms indicating their wishes and are allowed to review their files with a advisor upon request. Students receive a copy of the Internal Complaint Procedure pre-enrollment , which may be used to appeal disciplinary actions.

Lockers and Personal Belongings

Personal belongings are the student’s responsibility. Locker space may be available for rental, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property. For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time. Personal effects left in lockers after student has dropped below half time attendance may be removed and held for thirty days. During this thirty day time, we will attempt to notify the student to make other storage arrangements. After thirty days, the school assumes no responsibility for these items and they may be disposed of in any way convenient. All equipment necessary to the programs is part of the student kits or is provided by the school. It is the student’s responsibility to replace any equipment as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need to complete any assignment available at all times.

Housing

Housing is not provided by the school. There are plenty of apartments and rooms to rent nearby, with easy access to public transportation. We will be happy to assist out-of-town students in their selection of a suitable place to stay. Some of our students have found housing through on-line sources using search words as “roommates.”

Dress Code

The student must comply with school dress code at all times. Generally speaking, the requirements for Cosmetology students include salon-type “all black” attire with school apron. Nail Specialty students wear black pants and a red school t-shirt. Facial students wear purple school t-shirts and white scrub pants. Clinical Skin Care students wear white scrub tops and black scrub pants. Massage students are required to wear all white professional scrubs. Shoes with closed toes are required in most departments. Underarms and midriiffs must be covered. School T-shirts or scrubs, if required , are included in the kit issues.

Personal Services

Students who wish to have a beauty or massage service may do so at the discretion of the school, and under the system currently in effect. An instructor's written permission, and proof of payment for materials to be used, is required before the service is started.

Statement of Nondiscrimination

This school, in admission, instruction, educational and graduation policies, does not discriminate on the basis of sex, age, race, financial status, religion, color or ethnic origin. The school also makes every effort to assist handicapped and/or disabled students in becoming gainfully employed in the field for which they were trained.

Refund Policy

1. An applicant not accepted by the school shall be entitled to a full refund.
2. Cancellation or withdrawal date is determined by the earlier of the postmark on written notification or the date said information is personally delivered to the school.
3. If a student (or in the case of a student under legal age, his or her parent or legal guardian) cancels his/her enrollment and requests his/her money back in writing within three (3) business days after signing the enrollment agreement, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has actually started training. Unofficial withdrawals are determined by the school through monitoring attendance at least every 30 days.
4. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering class, he/she shall be entitled to a refund of all monies paid to the school less the registration fee (maximum \$150) listed on the contract, and any books & equipment which are not returned or are not returnable due to use.
5. Refunds are computed on the basis of scheduled hours. They apply to all terminations for any reason, by either party. Refund policy applies to percentage of the billing period the student has been scheduled to complete as of the student's last day of attendance. This is based on the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. For students who enroll in and begin classes, the following schedule of tuition is authorized:
 - a. Withdrawal after attendance has begun, but prior to 20% completion of the billing period will result in a prorata charge for tuition, computed on number of hours scheduled compared to total billing period hours. Periods are 150 hours in a 300 hour program, 300 hours in a 600 hour program, 450 hours in a 900 hour or higher program, with any balance of less than 450 hours becoming the last period. (ex. 1200 hours= 450 hour period, 450 hour period and 300 hour period.) After 20% completion of the billing period, tuition for that period will be considered to be earned and no refund due. Student will not be charged for any future billing period.
6. Refunds to the student and/or to the Lender, Pell or other federal account will be made within 30 days of the date of determination of student's enrollment or receipt of Cancellation Notice from student. For students who do not return from a leave of absence, the earlier of the scheduled date of return or the date the student notifies the institution that the student will not be returning is used as the determination date. If a student is expelled, it is based on the last day of attendance. "Return to Title IV" formulas must be applied before refunds are calculated. Refunds are made in the following order: Federal Unsubsidized Stafford, Federal Subsidized Stafford, Federal Plus, Pell, SEOG, then the student. If Federal calculation results in a portion of the refund being returnable to the student, this would first be applied to any unpaid institutional charges.
7. Mitigating circumstances: When situations of mitigating circumstances are in evidence, a settlement shall be made that will be reasonable and fair to both the student and the school.
8. If a program is cancelled after a student's enrollment but before the program begins, the school shall either provide a full refund of all monies paid, or provide completion of the program. If school cancels a program after student enrolls and instruction has begun, the school shall, at its option: Provide a pro rata refund for transfer to another school based on the hours accepted by receiving school, provide completion of the program, participate in a Teach-Out Agreement or provide a full refund of monies paid. If school closes permanently and ceases to offer instruction after instruction begins, the school shall provide prorata refund; or participate in a Teach-Out Agreement.
9. Other Policies:- Addendum may be attached to the enrollment agreement to modify the scheduled length of program or document changes in program.
 - Having/maintaining required books/equipment is the responsibility of the student. A list of books and equipment is supplied before enrollment. Part of the student's cost is the purchase of a complete book and equipment kit. The school guarantees that all services and opportunities needed to complete school assignments will be made available within the time frame of this contract. However, to apply for state licensing or diploma(s), the student must complete contracted hours, all points and services required (see catalog) and achieve grades of 75% or above on all required assignments and tests. All financial obligations to school must be met before any diplomas, board filing or transfer procedures can be completed.
 - The school reserves the right to suspend or dismiss a student who fails to show satisfactory progress, maintain continuous attendance, is in default on tuition, or whose conduct or activities are in violation of the stated rules and regulations. Rules and regulations may be modified and changes posted.
 - The school cannot guarantee employment to graduate, but will assist student through job listings, advice upon request, as well as job application and resume practice.
 - The student must comply with school dress code at all times.
 - The student (or parent/guardian of dependent minor) will have access to their records. Written consent for release of records is required for each request unless otherwise required by law. Student may deny authority to publish "directory information." Access to student records is granted for NACCAS accreditation processes.
 - The school assumes no responsibility for any negligence or lack of skill by any student (s) practicing any part of the school programs off campus.
 - Veterans: Early departures, class cuts, tardies, etc, for any portion of a class period will be calculated in 15 minute increments and will apply towards the percentage missed. Students exceeding 20% total absences in a calendar month will be terminated from veteran's educational benefits for unsatisfactory attendance. All prices are as printed herein. Contracts are not sold to a third party at any time. This is a binding agreement upon acceptance in writing by the school.
 - If Loraine's Academy, Inc., or its agents or assigns, is required to take legal action to enforce its rights under the terms of this agreement, the applicant shall be responsible for all costs and attorney's fees incurred as a result thereof. Any outstanding principal balance may accrue an 18% per annum interest.
 - Upon completion of program, one or more diplomas will be awarded.

Satisfactory Academic Progress Policy

All students are evaluated according to the following standards. In addition, to maintain eligibility for any Title IV funds, a student must be making satisfactory progress according to these same standards.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress based on actual hours of attendance and the financial aid payment periods in their program (See Scheduled Evaluations and Timeframe Chart): Students will be notified in writing of any adverse SAP evaluations and given access, upon request, to all SAP evaluations.

ACADEMIC GRADE EVALUATION

All students must maintain a cumulative grade of 75% average grade for all written exams, practical evaluations and projects that are listed on progress report for the program. (100-94% is an A, 93-85% is a B, 84-75% is a C, 74%-65% is a D, 64-0% is an F.

MAXIMUM TIME FRAME

All students must complete the program within 150% of the normal length of the program.

SPECIAL GRADING CIRCUMSTANCES

The school does not have non-credit remedial courses, repetitions or incompletes. A withdrawal is a withdrawal from school and therefore, has no impact on satisfactory progress. The clock hours for transfer students will be counted as attempted and completed for purposes of satisfactory progress and determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Students re-entering school will enter in the same progress status as when they left. Leaves of Absence extend the contract period and maximum time frame by the same number of days taken in LOA. See LOA policy for qualifications. Temporary interruptions in training that are NOT taken as a Leave of Absence are counted as scheduled hours in the formula.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 66.7% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total satisfactorily completed clock hours by the total number of scheduled clock hours. At the end of each evaluation period, the school will determine if the student has maintained at least 66.7% cumulative attendance. This will insure the student will complete the program within the maximum time frame. If SAP is satisfactory at the checkpoint, result will be put into student file. Otherwise, copy will be distributed to student by mail or personally. Student may ask to see their SAP results at any time.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Progress may have their enrollment terminated and Title IV Funding, if applicable, unless the student is placed on warning or wins an appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress may be placed on warning and considered to be making satisfactory progress for one evaluation period. During the duration of the warning period the student will be eligible for continued enrollment and financial aid if applicable. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and be eligible for aid, or if not placed on probation, the student's enrollment may be terminated. If applicable, student is deemed ineligible to receive Title IV funds.

APPEAL

A student who is still not making progress at the end of the warning period will have their enrollment terminated and, if applicable, becomes ineligible for aid, unless they win an appeal. If student feels there were mitigating circumstances, they may appeal to the financial aid director. This appeal must be in writing and submitted within two weeks of the notice of termination or upon re-enrollment. Documentation of the mitigating circumstances may be required with the appeal. (Mitigating circumstances include, but are not limited to: illness or injury of student or a member of student's immediate family; death in the student's immediate family; or other trauma.) The student must explain what has changed in their situation that will allow them to achieve satisfactory progress by the next evaluation point. Appeal forms can be obtained from the school personnel. Upon successful appeal by the Appeals Board, the student's financial aid will be reinstated if applicable and the student will be placed on probation for one payment period. An academic plan is developed and if followed will ensure the student is able to meet the requirements by the next check point, or by graduation if there is no further checkpoint. The student will be notified of the decision within 30 days. The appeal and decision documents will be retained in the student file.

PROBATION

Students can only be placed on probation and receive aid for one evaluation period upon winning an appeal. Additionally, only students who have the ability to meet the satisfactory progress standards by the end of the evaluation period may be placed on probation. The students will be advised in writing of the actions required to obtain satisfactory progress by the end of the probation period. If the student is not making progress at the end of the probation period the student's enrollment will be terminated and no more financial aid may be paid to the student. The student wishing to re-enroll at a later date must interview with the administration office and pay any applicable registration, tuition and fees, See "Drop outs seeking re-entry" under Admissions Requirements on page 3 of this catalog for further details.

REINSTATEMENT A student's aid may be reinstated only if they meet the standard above or win an appeal.

Satisfactory Academic Progress Policy-continued

SCHEDULED EVALUATIONS AND TIME FRAME FOR COMPLETING 150% OF NORMAL TIME EXPRESSED IN CLOCK HOURS

Program	Weekly Schedule	Normal Length	Time Frame (Scheduled Hours)
Cosmetology (1200 Clock Hours)	30	1200 (40 Weeks)	1800 (60 Weeks)
Evaluation (450 and 900 Actual Clock Hours)	20	1200 (60 Weeks)	1800 (90 Weeks)
	12	1200 (100 Weeks)	1800 (150 Weeks)
Cosmetology w/Nails and Cosmetology w/Facials (1500 Clock Hours)	30	1500 (50 Weeks)	2250 (75 Weeks)
Evaluation (450, 900 and 1200 Actual Clock Hours)	20	1500 (75 Weeks)	2250 (112.5 Weeks)
	12	1500 (125 Weeks)	2250 (187.5 Weeks)
Cosmetology w/Advanced Styling Bootcamp (1275 Clock Hours)	30	1275 (42.5 Weeks)	1912.5 (63.75 Weeks)
Evaluation (450 and 900 Actual Clock Hours)	20	1275 (63.75Weeks)	1912.5 (95.63 Weeks)
	12	1275 (106.25Weeks)	2025 (159.38 Weeks)
Massage w/Facial (900 Clock Hours)	30	900 (30 Weeks)	1350 (45 Weeks)
Evaluation (450 Actual Clock Hours)	20	900 (45 Weeks)	1350 (67.5 Weeks)
	12	900 (75 Weeks)	1350 (112.5 Weeks)
Instructor Training, Full Specialty, Clinical Skin Care, Therapeutic Massage (600 Clock Hours)	30	600 (20 Weeks)	900 (30 Weeks)
Evaluation (300 Actual Clock Hours)	20	600 (30 Weeks)	900 (45 Weeks)
	12	600 (50 Weeks)	900 (75 Weeks)
Facial Specialist, Nail Tech (300 Clock Hours) (NOT FA)	30	300 (10 Weeks)	450 (15 Weeks)
Evaluation (150 Actual Clock Hours)	20	300 (15Weeks)	450 (22.5 Weeks)
	12	300 (25 Weeks)	450 (37.5 Weeks)

Students with multiple schedules will have their time frames individually calculated

Rules and Regulations

1. Changes in schedule must be put in writing and approved by the administrative office.
2. Students are responsible for their own records. Fees are charged for corrections related to failure to use hand scan correctly and consistently. Student must "scan" in and out daily, for every meal break, and any time they leave the building. The student should turn in all credits on the day they occur, and then check computer printouts to ensure that proper credits were made. If errors are not reported to the office within 2 weeks, the official record can be considered accurate. The only official clock is on the hand scanning unit.
3. Students are expected to respond immediately to a call from the front desk.
4. Students must meet dress code and be professionally groomed at all times.
5. If a student has a medical or other problem and must limit clinic assignments for the day, they must get written permission from the office.
6. Use of alcohol or illegal drugs during school, on or off campus, may be grounds for dismissal. No obscenity at any time.
7. No weapons, knives or guns are allowed on campus, even if you possess a concealed weapon permit.
8. With the exception of bottled water, food and drink are limited to the student lounge. Gum is not allowed. Smoking is illegal in the building, and in front of the building and between spa and main school. Coffee or candy found in the lobby is reserved for our clinic clients.
9. All students must show respect for the school, and the requests and decisions of any staff member.
10. Students are to mark all equipment with student number, and make sure it is cleaned and sanitized. Stations must be cleaned after each service, including the floor around the station, and the chair base. Hair MUST be swept up/vacuumed immediately after a cut is completed. Hair on the floor requires scissors or a broom in your hand. Water, chemicals, and powder that get on the floor are dangerous and MUST be cleaned up immediately.
11. Students may sign in as early as 8:25 am, and must scan out for lunch break and anytime they go outside or are unavailable for assignment. If student is leaving for more than an hour and planning to return, the front desk should be advised. Students are encouraged to take a morning, lunch, afternoon, and evening break. Fifteen minute maximums are recommended for all except 30 minute meal. Evening students should take meals before signing in. Computer system limits maximum available scans to five "in" and five "out" per day. Overages cause inaccurate records. Students taking excessive breaks may be asked to leave and return the next school day. This policy is designed to prepare students for employment in the profession, and to graduate from school in a timely fashion.
12. All time must be used productively or the student may be asked to sign out. Points are awarded for all productive uses of time, but must be documented for credit. An average of 3.5 points per hour is required to graduate. Higher averages may earn awards at the graduation ceremony. "Honors" designation is for 4.5 points per hour AND 95% GPA.
13. Each student is assigned a sanitation assignment for the day, as well as being held responsible for their work area. Sanitation credits must be initialed by an instructor for credit.
14. All items must be signed out to leave the library. Overdue fees are charged, and items not returned to the librarian within 14 days will be charged to the student's financial account.
15. All cuts, perms and colors must be sectioned, and signed by an instructor for credit.
16. Students are required to stay with their patrons during chemical services.
17. The following services require completion of a record card: Perms, Relaxers, Colors, Skincare, Massage, and Nail Extensions. EVE-RY service requires completion of a release card. A ticket must be printed for credit of any client OR mannequin service.
18. Each student has a responsibility to give their full attention to each patron. Call an instructor to assist, if necessary, and keep conversational topics professional, regarding conversations with, and within hearing of, clients. Keep your voice low.
19. Students are not permitted to teach co-students. To assist another student, an instructor's permission is required.
20. Students are requested to ask family and friends to contact them before or after school hours. Cell phones must be silenced and not used in the school building except for the Student Lounge. Cell phones must be totally out of sight in classroom and library. No ear phones may be worn when student is with a client.
21. Students are asked to act as a "Citizen's Watch" group to protect their property and the school's. Dishonesty will not be tolerated.
22. Student is required to WEAR their school issued nametag at all times, with name visible, as a courtesy to clients, co-students and staff.
23. When wearing any garment with school name on it, students should remember they are representing the school in public.
24. Student parking is limited to the alley behind the courtyard, behind Winn Dixie, or corner of 9th Avenue and 58th St.
25. If and when updated and posted, revised school rules become effective for all students and override all previous rules.
26. Any offense may be written up and placed in student's record. Write-ups may result in suspension or expulsion.

"To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity."

Douglas Adams

Veteran's Policies

We are State Approved for Veteran's training for several of our programs.

Early departures, class cuts, tardies etc for any portion of a class period will be calculated in 15 minute increments and will apply toward the percentage missed. Contract Extension page 13 does not apply: Veteran student must complete program within SAA approved number of program hours. Leave of Absence page 14 does not apply: Veteran student must be terminated during periods of leave; Maximum Time Frame does not apply, page 16 Veteran student must complete program within approved training time.

Students exceeding 20% total absences in a calendar month will be terminated from their VA Benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for ONE calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA Education benefits. The student's attendance record will be retained in the veteran's file for USDVA and FDVA SAA monitoring purposes.

Standards of Academic Progress for VA Students: Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% (as defined on page 12 of the catalog.)

A VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%

Veteran's Credit for Previous Education or Training: Students must report all relevant education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the student notified.



Therapeutic Massage



Skin Care



Co-owners: Nancy Blankenship Fordham, Kathryn Blankenship Alvarez

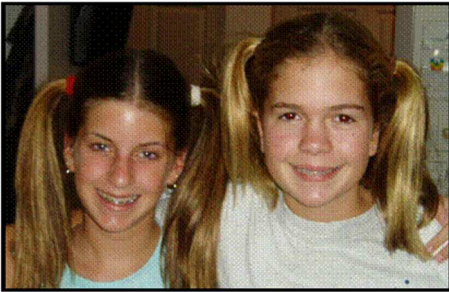
Nail Technology



Dr. Mary Dee Snow, Faculty



Mike Ganci, Faculty



Kids Camps...



Sisters...International Grads



Graduation Events



Frank Prescott, Grad- NUMBER 9 SALON



Competitions....



Jeff Losito, Faculty

GAINFUL EMPLOYMENT: PRE-ENROLLMENT DISCLOSURES

Clinical Skin Care: CIP CODE 12.0409

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET website. The code for "Facials" is SOC 39-5094 <http://www.onetonline.org/link/summary/39-5094.00#JobZone> Sample of reported job titles: Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facial Specialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 26 students graduated from Clinical skin Care. Of these, 50% graduated "on Time," or within the 6 months we state as "normal Time" for the program. *The others took longer to finish, as night school schedules don't meet the "Normal Time" definitions. In addition, the school offers part-time schedules and leaves of absence to students in this program and these also delay the completion date.*
3. Tuition and fees: \$8,050, Books and Equipment \$8,700; minor other fees ,including state sales tax and state licensing fees ,may be applicable.
4. The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS: Placement rate 73.12% school-wide statistics, reported by program, include 97.37% licensure rate.)
5. Twenty six students had student loans. The median loan debt incurred by student who completed the program:
 - a. Title IV Loans: \$6,333
 - b. Private educational loans: \$0
 - c. Institutional financing: \$0

Cosmetology: CIP CODE 12.0401

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Web site <http://www.onetonline.org/link/summary/39-5012.00#RelatedOccupations> "Cosmetology" is SOC code 39-5012.00 , Sample of reported job titles: Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist.
2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015 , 16 students graduated from our Cosmetology program. Of these, 6 or 40% graduated "On Time," or within the average of 12 months we state as "Normal Time" for this program. *The others took longer to finish, as night school schedules don't meet the "Normal Time" definitions, and the school offers part time schedules and leaves of absence to students in these programs. These also delay the completion date.*
3. Tuition and fees: \$15,650, Books and Equipment \$1,320; Other fees ,including items such as optional kit upgrade, state sales tax and state licensing fees ,may be applicable.
4. The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS: Placement rate is reported by school-wide statistics: 73.12% placement and 97.37% licensure rate.
5. The median loan debt incurred by the 16 graduating students who took loans:
 - a. Title IV Loans: \$10,901
 - b. Private educational loans: \$0
 - c. Institutional financing: \$0

Cosmetology w/ Facial: CIP CODE 12.0401

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website. "Cosmetology" is SOC code 39-5012.00 <http://www.onetonline.org/link/summary/39-5012.00#RelatedOccupations> ; Sample of reported job titles: Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist. "Facials" is SOC 39-5094 <http://www.onetonline.org/link/summary/39-5094.00#RelatedOccupations> Sample of reported job titles: Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facial Specialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 2 students graduated from our Cosmetology with Facial program .
3. Tuition and fees: \$19,975, Books and Equipment \$2,709. Other fees ,including items such as optional kit upgrade, state sales tax , HIV/AIDS class and state licensing fees ,may be applicable.
4. The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS: Placement rate is reported by school-wide statistics: 73.12% placement and 97.37% licensure rate
5. The median loan debt incurred by student who completed the program: Fewer than 10 graduates received loans. In this case median amounts will be withheld to protect the confidentiality of the loan recipients.

Cosmetology w/Nails: CIP CODE 12.0401

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Web site <http://www.onetonline.org/link/summary/39-5012.00#RelatedOccupations> "Cosmetology" is SOC code 39-5012.00 , Sample of reported job titles: Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist. "Nails" is SOC Code 39-5092, link <http://www.onetonline.org/link/summary/39-5092.00#RelatedOccupations> Sample of reported job titles: Nail Technician, Manicurist, Pedicurist.
2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 2 students graduated from our Cosmetology w/Nails program.
3. Tuition and fees: \$19,625, Books and Equipment \$2,494, other fees, including optional kit upgrade, state sales

GAINFUL EMPLOYMENT: PRE-ENROLLMENT DISCLOSURES-PG 2

tax , HIV/Aids class and state licensing fees ,may be additional charges.

4. The Job Placement Rate for students completing the program: School-wide statistics reported to the NACCAS Accrediting Agency include 73.12%% placement and 97.37% licensure rates)

5. The median loan debt incurred by student who completed the program: Fewer than 10 graduates received loans. In this case, median amounts will be withheld to protect the confidentiality of the loan recipients.

Cosmetology with Advanced Styling Bootcamp: CIP CODE 12.0401

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website. "Cosmetology" is SOC code 39-5012.00 <http://www.onetonline.org/link/summary/39-5012.00#RelatedOccupations> . Sample of reported job titles: Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist.

2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 1 student graduated from our Cosmetology w/Advanced Styling Bootcamp program).

3. Tuition and fees: \$17,200, Books and Equipment \$1,882, other fees, including items such as optional kit upgrade, state sales tax and state licensing fees ,may be applicable.

4. The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS, school-wide Placement rate 73.12% and 97.37% licensure rate.)

5. The median loan debt incurred by student who completed the program: Fewer than 10 graduates received loans. In this case median amounts will be withheld to protect the confidentiality of the loan recipients.

Full Specialist: CIP CODE 12.0499

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website for "Facials" is SOC 39-5094 <http://www.onetonline.org/link/summary/30-5094.00#RelatedOccupation> Sample of reported job titles: Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facial Specialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician. NAILS is SOC Code 39-5092, link <http://www.onetonline.org/link/summary/39-5092.00#RelatedOccupation> Sample of reported job titles: Nail Technician, Manicurist, Pedicurist.

2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 15 students graduated from our Full Specialist program. Of these, 6 or 35% graduated "On Time," or within the 6 months we state as "Normal Time" for the program. The others took longer to finish. *Evening students will not meet the "normal time" calculation nor will many students who request a reduction in schedule or take approved leaves of absence that are allowed in this program. All of these delay the graduation date.*

3. Tuition and fees: \$8,150, Books and Equipment \$2,383. Other fees ,including items such as state sales tax and state licensing fees, may be additional charges

4. The Job Placement Rate for students completing: Per our Accrediting Agency NACCAS: School-wide statistics, reported by program include 73.12% placement and 97.37% licensure rate.)

5. The median loan debt incurred by student who completed the program:

- a. Title IV Loans: \$6333
 - b. Private educational loans: \$0
 - c. Institutional financing: \$0
-

Instructor Training: CIP CODE 12.0413

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website. "Vocational Education Teachers Postsecondary" is SOC code 25-1194.00 site <http://www.onetonline.org/link/summary/21194.00#RelatedOccupations> , Sample of job titles: Instructor, Cosmetology Instructor, Teacher, Nail Instructor, Facial Instructor, Massage Instructor

2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 3 students graduated from our Instructor Training program.

3. Tuition and fees \$7,650, Books and Equipment \$163, other fees, including items such as state tax and additional books if needed for the subject area, may be additional charges.

4. The Job Placement Rate for students completing the program: The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS: School-wide statistics:Placement rate 73.12% and 97.37% licensure rate.

5. The median loan debt incurred by student who completed the program: As fewer than 10 graduates received loans, median amounts are not disclosed to protect the confidentiality of the loan recipients.

GAINFUL EMPLOYMENT: PRE-ENROLLMENT DISCLOSURES - pg 3

Massage w/Facial: CIP CODE 51.3501

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website <http://www.onetonline.org/link/summary/31-9011.00#RelatedOccupation> "Massage Therapist" is SOC code 31-9011.00 , Sample of reported job titles: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician. "Facials" is SOC 39-5094 <http://www.onetonline.org/link/summary/39-5094.00#JobZone> Sample of reported job titles: Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
 2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 5 students graduated from our Massage w/Facial program .
 3. Tuition and fees: \$12100, Books and Equipment \$3159. Other fees including items such as state sales tax and state licensing fees may be additional charges.
 4. The Job Placement Rate for students completing the program: The Job Placement Rate for students completing the program: Per our Accrediting Agency NACCAS: School-wide statistics: Placement rate 73.12% and 97.37% licensure rate.
 5. The median loan debt incurred by student who completed the program: As fewer than 10 students graduated from this program, median amounts are withheld to protect the confidentiality of the loan recipients.
-

Therapeutic Massage: CIP CODE 51.3501

1. The name and US Department of Labor's Standard Occupational classification code for the program as well as a link to the educational profiles on the US Department of Labor's O*NET Website <http://www.onetonline.org/link/summary/31-9011.00#RelatedOccupation> ."Massage Therapist" is SOC code 31-9011.00 , Sample of reported job titles: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician
 2. The On-Time graduation rate for students completing this program: Between 7/1/2014 and 6/30/2015, 13 students graduated from our Therapeutic Massage program. Of these, 9 or 69% graduated "On Time," or within the 6 months we state as "Normal Time" for the program. *The others took longer to finish. Night school students do not meet the "Normal Time" definition for the program.*
 3. Tuition and fees : \$8075, Books and Equipment \$1750, other fees including items such as state sales tax and state licensing fees may be additional charges.
 4. The Job Placement Rate for students completing the program: The Job Placement Rate per our Accrediting Agency NACCAS: School-wide statistics: Placement rate 73.12% and 97.37% licensure rate.
 5. The median loan debt incurred by student who completed the program:
 - a. Title IV Loans: \$6333
 - b. Private educational loans: \$0
 - c. Institutional financing: \$0
-



STAFF-ONLY ISSUE ITEMS INCLUDED IN KIT.

Student Name _____ # _____ Start Date: _____

Basic Cosmetology Kit List 8/16 \$132

This Kit is a required part of your program; purchase through school, or provide for class. KIT ISSUES ARE PURCHASED AS A UNIT. Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

Design 1 "Styling" \$644.20+\$45.09 Tax((239+405.20)

- 1 - Orientation Booklet
- 1 - Nametag
- 1-2016 Milady Standard Text ISBN-13: 9781285769417, Study Guide ISBN-13:9781285769639, and Exam Review ISBN-13:9781285769544
- 1 - Apron, Rhinestone or Utility

GV Entry:
B0144
P1609
P2130
P3009
B0099
H0114

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 4 "Perming" \$17.70+\$1.24 tax

- 16 - Dozen Straight Perm Rods
- 1 - Box End Papers
- 1 - 2 1/4 Tint Brush

GV Entry:
P2045
P6297
P2041 (4)
P2042 (4)
P2043 (6)
P2044 (4)

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 5 "Facial, Special Occasion, and

- 1 - Barber Tapering Comb
- 1 - Tube Eyelash Glue
- 1 - Eyelash Set
- 1 - Tweezerman Slant Tweezers
- 1 - Cameo Cosmetic Kit
- 1 - Set of Makeup Brushes (LA) 20

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 6 "Nail Unit" \$65.00+\$4.55 tax

- 1 - State Board Exam Study Guide
- 1 Mini Nail Tech Intro Kit

GV Entry:
P3365
P2193

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 2 "Cutting" \$484.65+\$33.93 TAX

- 1 - Oster Professional T-Finisher & Salon Pro Clipper/Trimmer Set
- 1 - Professional Shampoo Cape
- 1 - Can Andis Cool Care Plus 5-in-1
- 1 - Wahl Flat Top Comb
- 6 - Cutting Combs
- 2 - Barber Combs
- 1 - Ultimate Cutting Cape
- 2 - Cutting Mannequin Debbie (LA)
- 1 - Male Mannequin Abe (LA)
- 1 - Set Basic Shears/Thinner/Razor (LA)
- 1 - Set Professional Styling Products (LA)

GV Entry:
P5311
P4063
P4065
P3256
H0120 (R)
or
P5401 (V)

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 3 "Color" \$72.90+\$5.10 TAX

- 1 - Applicator Bottle w/ Moveable Tip
- 1 - 2 1/4 Tint Brush 08643
- 1 - 2 3/4 Tint Brush 08644
- 1 - 60 Minute Stainless Timer
- 1 - Tint Bowl
- 1 - Pintail Comb
- 1 - Set Perfect Clips 10638
- 1 - Roxy Mannequin (LA)

GV Entry:
P5067
P5287
P5287
P2033
P2040
P2039
P5288
P4064

I have received the above kit.

X _____
Date: _____ Issued by: _____

Optional Ethnic Kit \$260.00+\$18.20 tax

Not included in Standard Design Kit
— To be issued only after 270 hours unless kit is paid for in advance —

- 1 - Marcel Iron Kit, Complete with:
 - 1 - "16 piece Stove/Stand/Irons/Case" Boxed Kit (BMX)
 - 1 - Silicon or Hard Rubber Fine Tooth Tail Comb (LA)
 - 1 - Cloth Cape (LA)

This Ethnic Kit should be charged to my ledger separately.

I HAVE over 270 hours or paid for this kit in advance
I have received the above kit.

X _____
Date: _____ Issued by: _____

BASIC KIT DOES NOT INCLUDE DUCK-BILL CLIPS, TRIPOD, OSTER COMB SET

BASIC KIT DOES NOT INCLUDE NAIL TOOLS, NAIL PRODUCTS, WHEELED TOTE, OR DIFFUSER.

BASIC KIT DOES NOT INCLUDE CADDY, MATRIX PRODUCTS, APRON, SHIRT

BASIC KIT DOES NOT INCLUDE TAPER IRON, SHEAR SET, MANNEQUIN, HAIR EXT KIT, SHIRT, APRON

Student Name _____ # _____ Start Date: _____

Enhanced Cosmetology Kit List 6/16- \$2,324

This Kit is a required part of your program; purchase through school, or provide for class. KIT ISSUES ARE PURCHASED AS A UNIT. Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

Design 1 "Styling" \$ 744.54 + \$52.12 tax (\$239+505.54)

- 1 - Orientation Booklet
- 1 - Nametag
- 1 - Apron, Rhinestone or Utility
- 1-2016 Milady Standard Text, Study Guide, and Exam Review

GV Entry:
B0144 P3009
P1609 B0099
H0114 P2130

I have received the above kit.

X _____
Date: _____ Issued by: _____

- 1 - Blow Dryer
- 1 - Marcel 3/4" Curling Iron
- 1 - Ceramic Flat Iron
- 6 - Styling Combs
- 6 - Fine Tooth Rat Tail Combs
- 1 - Teasing Pick/Comb
- 1 - Hair Pick
- 1 - Spray Bottle
- 2 - Shampoo Capes
- 1 - Pedicure Set (File, Toe Sep, 10 Emery Boards)
- 1 - Bag Orangewood Sticks
- 1 - Straight Toenail Clipper
- 1 - Cuticle Nipper
- 1 - Handled Mirror
- 1 - Package Duckbills (12)
- 1 - Mannequin Clamp
- 1 - Box Double Prong Clippies
- 1 - Styling Brush
- 1 - Paddle Cushion Brush
- 1 - Heat Resistant Styling Comb 05160
- 1 - Professional Manicure Polish Kit 67803
- 1 - Manicure Bowl
- 1 - Diffuser with Fingers
- 1 - Wheeled Tote
- 1 - Set Professional Styling Products (LA)
- 1 - Rhinestone LA Tee or V-Neck (LA)
- 1 - I-Tech Magnetic Brush Set (LA)
- 1 - Debbie Mannequin
- 1 - Trisha Ethnic Mannequin

GV Entry:
P5308
P4067
P4063
P4065
P3256
H0120 (R)
Or
P5401 (V)

This kit is issued after 2 weeks of training AND after 50 hours of attendance.
I have received the above kit

X _____
Date: _____ Issued by: _____

Design 2 "Cutting" \$ 617.15 + \$43.20 Tax

- 1 - Oster Professional T-Finisher & Salon Pro Clipper/Trimmer Set 02618
- 1 - Professional Shampoo Cape
- 1 - Can Andis Cool Care Plus 5-in-1
- 1 - Wahl Flat Top Comb
- 6 - Cutting Combs
- 2 - Barber Combs
- 1 - Ultimate Cutting Cape
- 1 - Set Duckbill Clips 10423 (12)
- 2 - Cutting Mannequin Debbie (LA)
- 1 - Male Mannequin Abe (LA)
- 1 - Set Basic Shears/Thinner/Razor (LA)
- 1 - Set Professional Styling Products (LA)
- 1 - Mannequin Tripod
- 1-Oster Universal Comb Set 029002

GV Entry:
P5312 H0048 (R)
P4069 H0049 (L)
P4063 (2) P3784
P4066

I have received the above kit.

Date: _____ Issued by: _____
Date: _____ Issued by: _____

Design 3 "Color" \$ 221.90 + \$15.53 Tax

- 1 - Applicator Bottle w/ Moveable Tip
- 1 - 2 1/4 Tint Brush 08643
- 1 - 2 3/4 Tint Brush 08644
- 1 - 60 Minute Stainless Timer
- 1 - Tint Bowl
- 1 - Pintail Comb
- 1 - Set Perfect Clips 10638
- 2 - Boxes 100 Gloves
- 1 - Appliance Caddy
- 1 - Jumbo Rake Comb
- 1 - Roxy Mannequin (LA)
- 1 - Professional Styling Products (LA)
- 1 - Rhinestone Apron or Men's Apron
- 1 - Rhinestone Shirt or Men's V-Neck

GV Entry:
P5313 P3784 P4094 (MA) P5401 (MV)
P4064 H0114 (RA) H0120 (RS)

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 4 "Perming" \$55.70 + \$3.90 tax

- 16 - Dozen Straight Perm Rods 16
- 1 - 2 1/4 Tint Brush 08643 .70
- 1 - Box End Papers 1
- 1 - Box Gloves
- 1 - Professional Styling Prod Set (LA) 30

GV Entry:
P1679 P3256

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 5 "Facial, Special Occasion, and

- 1 - Barber Tapering Comb
- 1 - Eyelash Set
- 1 - Tube Eyelash Glue
- 1 - Tweezerman Slant Tweezers
- 1 - Cameo Compact Cosmetic Kit 13629
- 1 - Nano Ceramic Tapered Iron
- 1 - Set Professional Shears/Blenders/Case (LA)
- 1 - Extra Long Human Hair Competition Mannequin JoJo (LA)
- 1 - Hair Extension Kit w/ 2 bundles of Hair, Certificate, and Class Supplies (LA)
- 1 - Rhinestone School T-Shirt or Men's V-Neck (LA)
- 1 - Utility Apron or Rhinestone Apron (LA)

GV Entry:
P5309 H0120 (RT)
H0050 (R) Or
Or P5401 (MV)
H0051 (L) P5013
P3975 P4094 (UA) Or H0114 (RA)

I have received the above kit.

X _____
Date: _____ Issued by: _____

Design 6 "Nail Unit" \$ 65.00 + \$4.55 Tax

- 1 - State Board Exam Study Guide Access Code
- 1 - Mini Nail Tech Intro Kit

GV Entry: P3365 P2193

I have received the above kit.

X _____
Date: _____ Issued by: _____

Optional Ethnic Kit \$ 260.00 + \$18.20 Tax

Not included in Standard Design Kit
— To be issued only after 270 hours unless kit is paid for in advance —

- 1 - Marcel Iron Kit, Complete with:
 - 1 - "16 piece Stove/Stand/Irons/Case" Boxed Kit (BMX)
 - 1 - Silicon or Hard Rubber Fine Tooth Tail Comb (LA)
 - 1 - Cloth Cape (LA)

This Ethnic Kit should be charged to my ledger separately.

I HAVE over 270 hours or paid for this kit in advance
I have received the above kit.

X _____
Date: _____ Issued by: _____

Student Name _____ # _____ Start Date: _____

Advanced Styling Bootcamp Kit List 10/14 \$562

This Kit is a required part of your program; purchase through school, or provide for class. KIT ISSUES ARE PURCHASED AS A UNIT. Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility X _____ Date: _____ Witness: _____

Supplies

- 1 - Brazilian Heat Professional Blowdryer w/Nozzle P5071
- 1 - ITech Magnetic Brush Set P4067
- 2 - Debby Cutting Mannequins P4063
- 3- AbeCutting Mannequins P4066
- 1 - 10-pc. Combo Comb Set P5072
- 1 - Flat Top Comb P5073
- 2 - Bootcamp T-Shirts
- 1 Misaki 7" Japanese Steel shear, & case) H0614
- 1 - Tote Bag p3705

I have received the above kit.

X _____
Date: _____ Issued by: _____

Provided by student

Student understands that he/she must also bring to class all equipment as needed for cutting and styling, including but not limited to:

- 1- Long Hair Mannequin (your D5 mannequin)
- 1- Mannequin Tripod
- 1 - Trimmer
- 1 - Professional Clipper
with guards or blade assortment
- 1 - Can of Sanitizing Spray
- 1 - Salon Quality Mousse
- 1 - Salon Quality Hair Spray
- 1 - Shampoo Cape
- 1 - Styling Cape
- Assorted Irons
- Sectioning Clips
- Razor
- Blending Shear
- Professional Shears (from your D2 or D5 kits)

I have received the above kit:

X _____
Date: _____ Issued by: _____

Student Name: _____ # _____
Start Date: _____ \$168.50

Instructor Training Kit List

This Kit is a required part of your program. Kit issues are purchased as a unit; therefore, individual items may be replaced within 30 days, if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility

X _____
Date: _____ Witness: _____

1- Milady's 3rd Edition Master Educator ISBN-13:978-1-133-69369-7 \$161.50
Nametag \$2.00
Orientation Booklet \$5.00

Textbook for Program: \$ _____
Name of Book: _____

X _____
Date: _____ Issued by: _____

Student Name _____ # _____ Start Date: _____

Nail Kit List

10/14 - \$1174

This Kit is a required part of your program; purchase through school, or provide for class. **KIT ISSUES ARE PURCHASED AS A UNIT.** Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility X _____ Date: _____ Witness: _____

American Nails Kit 1

Featuring the latest technology of low-odor, easy to learn acrylic formulation.

- | | |
|--|---|
| <ul style="list-style-type: none"> -1 TOTE BAG -1 APPLICATION & TECHNIQUE -1 PRACTICE SHEET -1 KOLINSKY ACRYLIC BRUSH #8 -1 BRUSH CLEANER 4OZ -1 PORCELAIN DAPPEN DISH W/LID -2 CITY LIGHTS MINIS .125OZ -10 EAR LOOP DUST MASKS -1 FOOTZEEZ HEAVY DUTY PEDICURE FILE -1 JUMBO CERAMIC DAPPEN DISH WITH CORK LID -1 MANICURE SCRUB BRUSH -1 NATURAL NAIL GARNET BOARDS 20CT -1 ADVANCED FORMULA RESIN SYSTEM STARTER KIT (FIBERGLASS) -1 ADVANCED FORMULA SCULPTING POWDER .75OZ ->WHITER WHITE -1 ADVANCED FORMULA SCULPTING POWDER .75OZ -> PINKER PINK -1 ADVANCED RETENTION NAIL LIQUID 4OZ - LOW ODOR -1 PKG NAIL FORMS 500CT -1 EXTRA STRENGTH PRIMER .25OZ ->ACID FORMULA -1 GLASS SEAL .5OZ -1 ONE-STEP UV GEL SYSTEM KIT -1 ANTI-SPRAY 2OZ -1 SILK STRIP FABRIC 6FT -1 OUT THE DOOR TOP COAT .5OZ -2 WHITE FILES 180/180 -2 ZEBRA FILES 100/180 -1 MINI WHITE BUFFERS 10 CT. -2 PREMIUM SANI-BLOCK BLUE BUFFER GRIT ->FINE/SUPER FINE -2 BLOCK ORANGE BUFFER -1 PURE ACETONE 4 OZ. -1 RAPIDCURE 9 WATT UV LAMP -1 RUBBER POLISH HOLDER -1 SAFETY GLASSES -10 TOE SEPARATORS 1 PR. -1 BRUSH-ON GLUE 10 GM -1 STERILIZER TRAY W/ BASKET -1 CHROME TIP SLICER (IN POUCH) -1 CUTICLE NIPPER -1 PINK TRAPPER CLIPPER | <ul style="list-style-type: none"> -1 PUSHER / NAIL CLEANER -1 TOE NAIL CLIPPER (STRAIGHT) -1 CUTICLE OIL .5 OZ -1 TACKY BASE COAT .5OZ |
|--|---|

I have received the above kit.

X _____

Date: _____ Issued by: _____

American Nails Kit 2

- | | |
|--|---|
| <ul style="list-style-type: none"> -1 HEAVY DUTY TOTE BAG -1 APPLICATION & TECHNIQUE GUIDE -1 RHINESTONE WHEEL 1200CT -1 KOLINSKY ACRYLIC BRUSH # 8 -1 DEEP MANICURE BOWL -1 EXFOLIATING GLOVES 1 PR. -1 GAUZE WIPES 100CT -1 ARTIST BRUSH SET 15PC -1 EMBOSSED TOWELS 50CT -1 DOTTING TOOL -3 CITY LIGHTS MINIS .125oz -1 LINE ELIMINATOR .5OZ -1 ANTI-SPRAY 8OZ -1 ACR POWDER .75 OZ -> CLEAR -1 ACRPOWDER .75 OZ ->NAT -1 ACR POWDER .75 OZ ->P PINK -1 ACR POWDER .75 OZ -> SUNSET -1 ACR POWDER .75 OZ ->WWHITE -1 OUT THE DOOR TOP COAT .5OZ -2 3-WAY BUFFER -6 FILE - WHITE 180/180 -6 FILES - ZEBRA 100/180 -1 BULLET DRILL KIT -1 DIAMOND BIT - BACKFILL | <ul style="list-style-type: none"> -1 SPA NATURAL NAIL SYSTEM STEPS 1-5 -1 EXFOLIATING CRÈME 4OZ -1 REJUVENATE CRÈME MASK 4OZ -1 RELAX SEA SALT SOAK 4OZ -1 REMOVE SCRUB GEL 4OZ -1 RENEW HYDRATING LOTION 4OZ -1 SOOTHING MIST 2 OZ -1 BRUSH-ON GLUE 10GM -1 ACRYLIC NIPPER -1 PROFESSIONAL NAIL TIPS 500CT -1 RIDGEFILLER .5OZ -9 YB LACQUERS |
|--|---|

I have received the above kit.

X _____

Date: _____ Issued by: _____

LA Supplies

Kit 1

- | | |
|---|---|
| <ul style="list-style-type: none"> 1 - 4 oz Acrylic Liquid Refill Certificate 1 - Tammy Taylor Textbook 1 - Tammy Taylor Workbook 1 - LA Assignment Booklet Nametag 2 - LA School T-shirts 1 - LA Box 100 Gloves one at n/c w/kit (or \$8.00) 1 - FL Law Booklet | <ul style="list-style-type: none"> 10- Doll pins n/c w/kit (or \$2.66) |
|---|---|

I have received the above kit.

X _____

Date: _____ Issued by: _____

Kit 2

- 1 - Valentine Beauty Pure Filter
- 1 - LA Angel Feet Professional Foot File
- 1 - OPI On-the-go Gel Color Kit

I have received the above kit.

X _____

Date: _____ Issued by: _____

Note: Student Kits are special purchased as kits; items priced individually total more than the kit price. The value will be close, but kits are not always guaranteed to have exactly these items included, as manufacturer makes these choices in their "kits" when they pack them, and the content can vary.

Substitutions of kit items are not allowed.

(Individual items for replacement may be ordered @ 20% off or some are available for refill at a reduced rate)

REFILL Prices:

- 4 oz Deja Nu Acrylic Liquid (your bottle) \$10.00 (\$8.00 after discount)
- 4 oz PNI Brush Cleaner (refill of your bottle) \$2.25
- 253.48, 288.22, 148.87, 483.43

Student Name _____ # _____ Start Date: _____

Facial Kit List

10/6/16- \$1389.20

This Kit is a required part of your program; purchase through school, or provide for class. **KIT ISSUES ARE PURCHASED AS A UNIT.** Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility X _____ Date: _____ Witness: _____

Kit Issues

Issued 1st Day of Class:

- 1 - Orientation Handbook
- 1 - Nametag
- 1 - Milady's Skincare & Cosmetic Ingredient Dictionary 4th Ed
ISBN-13:978128506079852
- 1 - Large Tote Bag
- 1 - Pair Exfoliating Gloves
- 10- Masks
- 2 - Boxes of 100 Vinyl Gloves **Size:** _____
- 1 - Custom Bioelements Esthetic Kit (revised)
- 1 - Milady Standard Esthetics Fundamentals Text 11th Ed
ISBN-13:9781111306892
- 1-Milady Standard Esthetics Fundamentals Workbook 11th Ed
ISBN-13:978111130691580
- 1 - Pair Professional Slanted Tweezers
- 1 - Pair Professional Pointed Tweezers
- 1 - School T -Shirt **Size:** _____
- 1-School Rhinestone Shirt **Size:** _____
- 1- Pair Nostrin Scissors
- 1-Pair Micro Eyebrow Scissors
- 2- Sleeves of 200 4x4 Esthetic Wipes

I have received the above kit.

X _____
Date: _____ Issued by: _____

Issued in Makeup Class

- 1 - Professional Makeup Kit Bodyography **Type:** _____
- 1-Custom Crown Brush Set
- 1-Kabuki Duo Fiber Brush
- 1 - Bag of Makeup Sponges
- 1 - Color Wheel
- 1 - Pkg. Disposable Mascara Wands
- 1 - Bottle Brush Wash
- 1 - Pair Band Eyelashes
- 1 - Set Cluster Lashes
- 1 - Eyelash Adhesive
- 1 - Eyelash Adhesive for Individual Lashes
- 1 - Tabletop Steamer
- 1 - Woods Lamp

X _____
Date: _____ Issued by: _____

Issued @ 150 Hours

- 1 - Diamond Microdermabrasion Unit

I have received the above kit.

X _____
Date: _____ Issued by: _____

For Office Use:

S1 first day...

CSC students get 1-White Scrub Top
Facial students get School T-Shirt and School Rhinestone Shirt.
Kit price is different.

Issued in Makeup Class..

Facial students (only) get School Logo Apron
Kit issue price is different.

Office Use Only:
640.30+ 486.36+262.54

Student Name _____ # _____ Start Date: _____

Clinical Skin Care Kit List 10/6/16 \$1774

This Kit is a required part of your program; purchase through school, or provide for class. **KIT ISSUES ARE PURCHASED AS A UNIT.** Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility X _____ Date: _____ Witness: _____

S1 Level Kit Issues

Issued 1st Day of Class:

- 1 - Orientation Handbook
- 1 - Nametag
- 1 - Milady's Skincare & Cosmetic Ingredient Dictionary 4th Ed
ISBN-13:978128506079852
- 1 - Large Tote Bag
- 1 - Pair Exfoliating Gloves
- 10- Masks
- 2 - Boxes of 100 Vinyl Gloves **Size:** _____
- 1 - Custom Bioelements Esthetic Kit (revised)
- 1 - Milady Standard Esthetics Fundamentals Text 11th Ed
ISBN-13:9781111306892
- 1-Milady Standard Esthetics Fundamentals Workbook 11th Ed
ISBN-13:978111130691580
- 1 - Pair Professional Slanted Tweezers
- 1 - Pair Professional Pointed Tweezers
- 2- School White Scrub Tops **Size:** _____
- 1- Pair Nostrin Scissors
- 1- Micro Eyebrow Scissors
- 2 Sleeves 200 4x4 Esthetic Wipes

I have received the above kit.

X _____
Date: _____ Issued by: _____

Issued in Makeup Class

- 1 - Professional Makeup Kit Bodyography **Type:** _____
- 1—Custom Crown Brush Set
- 1—Kabuki Duo Fiber Brush
- 1 - Bag of Makeup Sponges
- 1 - Color Wheel
- 1 - Pkg. Disposable Mascara Wands
- 1 - Bottle Brush Wash
- 1 - Pair Band Eyelashes
- 1 - Set Cluster Lashes
- 1 - Eyelash Adhesive
- 1 - Eyelash Adhesive for Individual Lashes
- 1 - Tabletop Steamer
- 1 - Woods Lamp

I have received the above kit.

X _____
Date: _____ Issued by: _____

S2 Level Kit Issues

Issued 1st Day of S2 Class:

- 1 - Milady Standard Esthetics Adv. Text 2nd Edition
ISBN-13:9781111139094
- 1- Milady Standard Esthetics Adv. Workbook
ISBN13:9781111139117
- 11- Vial pH Test Strips
- 2- Boxes 100 Gloves **Size:** _____
- 10 -Masks (more available @ 18 cents each)
- 1 -Milady Peels & Chemical Exfoliation 2nd Ed
ISBN-9781435438668
- 2 sleeves 200 4x4 Esthetic Wipes
- 1- Sanitas Skin Kit (travel kit, peel manual) **Type:** _____

I have received the above kit.

X _____
Date: _____ Issued by: _____

For Office Use:

S1 first day...

CSC students get 2 White Scrub Tops
Facial students get School T-Shirt and School Rhinestone Shirt.

Issued in Makeup Class..

Facial students (only) get School Logo Apron
Kit issue price is different.

Issued @ 150 Hours

- 1 - Diamond Microdermabrasion Unit

I have received the above kit.

X _____
Date: _____ Issued by: _____

For Office Use: 672.30+461.36+377.80+262.54

Student Name _____ # _____ Start Date: _____

Therapeutic Massage Kit List 10/15- \$1750

This Kit is a required part of your program; purchase through school, or provide for class. **KIT ISSUES ARE PURCHASED AS A UNIT.** Individual items may be replaced within 30 days if defective, but not returned or exchanged for other items. Student kits still belong to the school until paid for by financial aid or in cash. The student is legally liable to return all new items and pay for all kit items that can't be returned in new condition if they were to leave school before the funds are fully earned, which may take several weeks after class starts.

I understand and accept full responsibility X _____ Date: _____ Witness: _____

Entry Level Supplies

Orientation Handbook
Nametag
(3) LA White Scrub Tops
Biotone Lotion Holster w/Empty Bottle
Biotone 8 oz Advanced Therapy Gel
Biotone 8 oz Advanced Therapy Lotion
Theory & Practice of Therapeutic Massage, 5th Edition
ISBN-13:9781435485235
Skeleton
A&P Coloring Book ISBN-13:978-0-321-83201-6
Colored Pencil Set
ABMP Membership/Student Insurance

I have received the above kit.

X _____
Date: _____ Issued by: _____

Senior Training

MBLEX Massage & Bodywork Licensing Examination
ISBN-
Review for Therapeutic Massage & Bodywork Exams 3rd Ed
ISBN-13:978-1-60547-712-1
Theory & Practice of Therapeutic Massage, Online
Preparation, 5th Ed
ISBN-13:978-1-4354-8531-0

I have received the above kit.

(I HAVE at least 300 hours of training, have completed the JR portion of curriculum, AND have achieved a minimum grade of 75% on all tests/quizzes to date, OR paid for this kit in advance with cash.)

X _____

Kit 2

The Muscular System Manual 3rd Ed
ISBN 978-0-323-05723-3
Basic Clinical Massage Therapy 2nd Ed
ISBN-13:978-0-7817-5677-8
LA Muscle Mastery Manual
Reflexology Hand Chart
Reflexology Foot Chart
Biotone 1/2 Gallon Product
(AT Gel or AT Lotion-In Stock Only)
Box-Disposable Face Cradle Covers
Bolster, Oakworks Massage Table "The One", and
Oakworks Chair "Portal Pro"

I HAVE at least 80 hours of training AND have attended more than 30 days,
OR paid for this kit in advance with cash.

I have received the above kit.

X _____
Date: _____ Issued by: _____

Note: Kit Package has \$847 Value: One pkg, Portal Pro pkg, bolster, shipping charges. Student may upgrade "One" massage table to a "Nova" or "Wellspring" for additional \$211.80+ \$14.83 Sales tax

LORAINES ACADEMY & SPA ADDENDUM

Updated 5/18/17 (Note: Tuition for Hair, Nails & Massage has not increased since 2011)

Note: State Licensing fees (Body Wrapping \$25, Facial Spec \$75, Full Spec. \$75, Nail Spec \$75, Cosmetologist \$95 Massage Therapist \$350,) kit tax (7% of kit) & HIV/AIDS certification (\$15) will be additional contracted charges if applicable

PROGRAMS AVAILABLE:	TUITION & FEES
<hr/>	
COSMETOLOGY (1200 HOURS)	
<i>DAY CLASSES: (8:30AM-3:00 PM Mon-Fri)</i>	Tuition: \$ 15,300.00
<i>EVENING CLASSES: (5:30-9:30 Mon-Fri)</i>	Registration 150.00
<i>New classes start once or twice a month:</i>	Lab Fee: 200.00
<i>Call to discuss a start date.</i>	Cosmetology Kit: 1320.00
	Total: \$16,970.00
<hr/>	
COSMETOLOGY W/FACIAL (1500 HOURS)	
<i>Start on any Cosmetology Day/Evening Class Date</i>	Tuition: \$19,425.00
	Registration: 150.00
	Lab Fee: 400.00
	Kits: 2709.20
	:
	Total: \$22,684.20
<hr/>	
COSMETOLOGY W/NAILS (1500 HOURS)	
<i>Start on any Cosmetology Day/Evening Class Date</i>	Tuition: \$19,125.00
	Registration: 150.00
	Lab Fee: 350.00
	Kits: 2494.00
	Total: \$22, 119.00
<hr/>	
COSMETOLOGY W/ADVANCED STYLING BOOTCAMP (1275 HOURS)	
<i>DAY CLASSES: (8:30am-3:00pm Mon-Fri)</i>	
<i>Same schedule as Cosmetology</i>	
<i>EVENING CLASSES: (5:30pm-9:30pm Mon-Fri)</i>	Tuition: \$ 16,800.00
<i>Same schedule as Cosmetology</i>	Registration 150.00
	Lab Fee 250.00
	Cosmetology Kit: 1320.00
	Bootcamp Kit 562.00
<i>Offered ONLY by Loraine's Academy...</i>	Total: \$19,082.00
<p><i>This exclusive program Includes our entire standard cosmetology curriculum PLUS 75 hours of an intense Bootcamp" unit taught by our own educators skilled in advanced cutting and styling techniques. It features personalized training in men's and women's styles: barbering techniques including clipper over comb, shear over comb, razor over comb, fades, layer cutting, designing, texturizing, building and retaining clientele, as well as advanced color techniques. The 75 hours of the "Bootcamp" portion of the program are usually taught during the mid-portion of your training.</i></p>	

PROGRAMS AVAILABLE :

TUITION & FEES (Updated 5-18-17)

Note: State Licensing fees (Body Wrapping \$25, Facial Spec \$75, Full Spec. \$75, Nail Spec \$75, Cosmetologist \$95, Massage Therapist \$350,) kit tax (7% of kit) & HIV/AIDS certification (\$15) will be additional contracted charges if applicable

NAIL TECH (300 HOURS)

DAY CLASSES: (8:30-3:00 Mon-Fri)

EVENING CLASSES: (5:30-9:30 Mon—Fri)

Tuition:	\$3,825.00
Registration:	150.00
Lab Fee:	150.00
Kit:	1174.00

Please call to determine a date you could start.

Total: \$5,299

FACIAL SPECIALIST (300 HOURS)

DAY CLASSES: (8:30am-3:00pm Mon-Fri)

2/27/17, 5/8/17, 7/17/17, 9/25/17, 12/4/17

EVENING CLASSES: (5:30pm-9:30pm Mon-Fri)

2/20/17, 6/19/17, 10/02/17

Tuition:	\$4125.00
Registration:	150.00
Lab Fee:	200.00
Kit:	1389.20

Total: \$5,864.20

CLINICAL SKIN CARE (600 HOURS)

Start on any Facial Specialist Day/Evening class Date above

Tuition:	\$8250.00
Registration:	150.00
Lab Fee:	300.00
Kit:	177400

Total: \$10,474.00

FULL SPECIALIST (600 hours)

Start on any Facial Specialist or Nail Tech Day/Evening Class Date

Tuition:	\$7950.00
Registration:	150.00
Lab Fee:	350.00
Facial Kit:	1389.20
Nail Kit:	1174.00
:	

Total: \$11013.20

**PROGRAMS OF 600 HOURS OR MORE
QUALIFY FOR FEDERAL FINANCIAL AID**

Estimated cost of living for students who attend Loraine's Academy and live in this area (From a student survey)

FAMILY EXPENSES FOR STUDENTS with PARENTS

Family Room/Board	\$498/month
Students' Personal Expense	\$261.08/month
Transportation	\$55.07/month

ALL OTHER STUDENTS

Room/Board	\$987.44/month
Personal Expense	\$264.12/month
Transportation	\$55.07/month

PROGRAMS AVAILABLE**TUITION & FEES (updated 5-18-17)**

Note: State Licensing fees (Body Wrapping \$25, Facial Spec \$75, Full Spec. \$75, Nail Spec \$75, Cosmetologist \$95 Massage Therapist \$350,) kit tax (7% of kit) & HIV/AIDS certification (\$15),

THERAPEUTIC MASSAGE* (600 hours)**DAY CLASSES: Schedule: 8:30-3:30 Mon-Friday**

1/23/2017, 4/3/17, 6/12/17, 8/21/17, 10/30/17

EVENING CLASSES Schedule: 5:30-9:30 Mon -Friday

3/13/17, 6/26/17, 10/9/17

Tuition:	\$7,650.00
Registration:	150.00
Lab Fee:	275.00
Table/Kit:	1,750.00

Total: \$9825**MASSAGE WITH FACIAL* (900 HOURS)****Start on any Massage or Facial Specialist Day/Evening Class**

Tuition:	\$11,775.00
Registration:	150.00
Lab Fee:	475.00
Massage Kit:	1,750.00
Skin Kit:	1389.20

Total: \$15,539.20**See Schedule details with each course***INSTRUCTOR TRAINING (600 HOURS)****Please call to determine a date you could start*****Plus cost of textbook for subject area.....**

Tuition:	\$7,650.00
Registration:	50.00
Kit:*	168.50

Total: *\$7868.50

Faculty and Staff

MASSAGE FACULTY:

Christine Bauer, AP (Instructor) Acupuncture Physician, Clinical Esthetician and Neuromuscular Massage Therapist. Teaches Therapeutic Massage, Facials and Clinical Skin Care in the LA Spa department, including chemical peeling, medical esthetics, advanced skin care equipment, many facets of massage, and business management. She received her Clinical Skin Care training at Loraines Academy. Christine also operates a private practice where she offers Massage, Paramedical Esthetics and Acupuncture. She specializes in holistic anti-aging treatments. Grad of Suncoast School of Traditional Chinese Medicine.

Dr. Jaye Blackburn DC, (Instructor) Chiropractic Physician .Graduate of Palmer College of Chiropractic; and earned her undergraduate degree in general Sciences. Has been in private practice since 2000 and currently has private practice at Tyrone Chiropractic in St. Petersburg. She is working on a Diplomate in Applied Clinical Nutrition and completed Graduate X-Ray and MRI Study in the Specialty Field of Spinal and Musculoskeletal Disorders.

Michael Ganci, LMT (Instructor) Graduate of Loraine's Massage Program and former clinical director for the largest behavior modification hypnotherapy organization in the country. He is also a certified master practitioner and Instructor of Neuro-linguistic programming and hypnosis. Specializes in Sports, Myofascial, and NMT Trigger Point therapies. Graduate of Loraine's Academy Therapeutic Massage program. Owner of Massage Establishment in St. Petersburg. Also grad of NY Institute of Photography.

Marie Moore, LMT (Instructor) Graduate of Loraines Academy Therapeutic Massage department. Specializes in Pregnancy Massage and gives classes to pregnant women about the benefits of pregnancy massage. Has a special interest in Lymphatic Drainage as well. Was in the Childcare business for many years before becoming a massage therapist.

Connie Perry, LMT (Instructor) Graduated from Humanities Massage School and studied Manual Lymphatic Drainage at the Upledger Institute. Specializes in Body Mechanics, Ethics, Energy Work, Lymphatic Drainage and Structural work. Educator in the Advanced Esthetics Clinical Facial Specialist program as well as the Therapeutic Massage program. Owner of Massage Establishment in St. Petersburg.

Victoria Paradise, LMT (Instructor) Licensed Florida Massage Therapist certified in Paul St John's Neuromuscular Therapy (NMT) for over 25 years, Victoria traveled internationally providing Neuromuscular, Sports and Medical Massage Therapies to professional female tennis athletes on the WTA pro tour. In private practice since 1990, has held in-service workshops internationally, instructing other health care professionals in soft tissue pain relief, and specializes in TMJ techniques. She is a graduate of Loraine's Clinical Esthetician Program, She is also a Certified Personal Fitness Trainer, and a Certified Health Coach with the US Health Foundation.

OWNERS (Director and Administrator)

The owners are sisters who work on campus and have "open door" policies

Kathryn Blankenship Alvarez (*Director, Co-owner, Instructor since 1990*) BA degree in Business from the University of South Florida. Florida native and graduate of Seminole High and Loraines Academy. Instructor with additional experience in corporate and real estate management, construction, marketing, development of budgets, hairdressing, modeling, and commercial art. Former owner of a stained glass gallery, landscaping business and nursery.

Nancy Blankenship Fordham (*Administrator, Co-owner, Instructor since 1978*) BA degree in Education from the University of South Florida. Florida native and graduate of Seminole High and Loraines Academy Cosmetology Program. Instructor whose background includes teaching, modeling and administrative work, and website maintenance as well as hair and makeup artistry with a photography agency.

COSMETOLOGY AND SPECIALTY INSTRUCTORS:

Christine Bauer, AP (Instructor) Acupuncture Physician, Clinical Esthetician and Neuromuscular Massage Therapist. Teaches Therapeutic Massage, Facials and Clinical Skin Care in the LA Spa department, including chemical peeling, medical esthetics, advanced skin care equipment, many facets of massage, and business management. She received her Clinical Skin Care training at Loraines Academy. Christine also operates a private practice where she offers Massage Paramedical Esthetics and Acupuncture. She specializes in holistic anti-aging treatments. Graduate of Suncoast School of Traditional Chinese Medicine.

Gerri Bradley (Instructor Training Instructor) Ms Bradley has been teaching adults and youth for over 25 years. She has an undergraduate degree in Business Administration and a graduate degree in Curriculum and Instruction from National Louis University (Masters in Education.) Her education career includes developing and implementing curriculum, programs and authentic learning strategies and teacher training throughout the state for the Florida Dept of Education. Gerri is committed to continual learning and improvement and supports others in developing these skills. Teaching hair, skin, nails or massage requires more than a knowledge of those subjects. Gerri helps these students learn HOW to teach others to gain these new skills.

Genevieve Centofanti (Instructor) Works at Amaris Aesthetics in the office of Dr Williams and in our Esthetics Department. Medical esthetician and makeup artist. Third generation graduate of Loraines Academy, and has a BA in Criminal Justice from St Petersburg College.

Tony Dolan (Instructor) Cosmetology training in Illinois, teaching experience, strong styling experience and has trained new salon stylists. Color and Cutting specializations. Florida Cosmetology License. Graduate of Arlington Academy of Beauty Culture.

Robin Downing (Instructor) Medical Esthetician at Red Bamboo Medica in Clearwater;; much teaching , sales and esthetics experience

Jeff Losito (Instructor) Esthetics graduate of Loraine's, and owns JD Salon & Spa in St. Petersburg. He spent 12 years as the National Director of Training for BioElements Professional Skincare, as well as working as a platform educator. He is an educator for BioElements and Mirabella Professional Makeup, an expert in basic/advanced skin education, makeup, peels, and professional level skin ingredients. He is also a certified Massage Therapist, trained in Reiki. Florida Facial Specialist license.

Wendy Merrick (Instructor) Educator , spa specialist and cosmetologist. Diploma in Instructor Training. Florida licensed Graduated from American College of Hair & Esthetics.

Michele Mizzi (Instructor) Florida licensed nail tech, Graduated from Zinzi's in California w/1600 hours in Cosmetology and trained in nails in Florida. Has worked as a Nail Tech over 15 years. Currently a Nail Tech at Metro Hair Salon. Specializes in Acrylics, Gel Polish and natural nails; loves spa pedicures and thin, natural looking nails.

Josh Pabon (Bi-lingual Instructor) Loraine's Instructor Training Graduate. Originally from Connecticut, and has a passion for teaching, particularly in the areas of client care, color and cutting. Florida Cosmetology license.

Stephanie Pellegrino (Instructor) Has years of experience in Basic and Advanced Esthetics instruction. Certified as a Master Esthetic Instructor in MA. Specialized experience in advanced science theory, peels and advanced equipment. Manages and operates "Spa by Design, a Med spa, when not teaching. Graduated from the Masters Esthetic 800 our program at NewEngland Center for Esthetic Education.

Beth Sheedy (Instructor) Esthetics Instructor in our Clinical Skin Care Program. An LA graduate herself, Beth owns and operates "Salon Tru" in St Petersburg. Widely known and respected by many Loraines graduates, Beth is an exciting and creative teacher. She is also strongly experienced in all phases of Cosmetology, Nail and Facial Instruction as well as Instructor Training and competition training, student advising, salon technology and client relations. She is a recipient of Loraine's Dedication to Education Award, and has been an educator with Loraines Academy for many years. Also Graduated from BOCES Beauty School New York.

Christie Sterling (Instructor) Mr. Christie was in instructor and then Director of Education of Ogle Schools in the Dallas area, eventually managing four schools which included 500 students. She was more recently campus manager for Regency Beauty Institute in Ft Myers and worked at both Clearwater and Tampa Regency campuses. In addition, she has several years of experience as a designer stylist and salon manager. Specializes in teaching customer service as well as any and all phases of cosmetology classroom and clinic. Florida Licensed Cosmetologist.

ADMINISTRATIVE STAFF: **Michael Harmon** (Librarian, Adm. Asst) **Mily Tang** (*Administrative Asst/Bookkeeper*) **Luba Weidler** (*Financial Aid Dept.*) **Dr Tina O'Daniels** (Director of Admissions & Student Success) **Tera Bryant** (Spa Department Manager)

Gerri Bradley (Financial Aid Director) **Terri Meyer** (*Dispensary Tech*) **Sara Flores** Clinic Coordinator **Eva Salazar**, *Evening Desk*
Updated 5-18-17

Lorraine's Academy

INTERNAL COMPLAINT PROCEDURE

Lorraine's encourages and welcomes your comments, both positive and negative, regarding your school experience. Your observations and ideas help us to continually update our programs and maintain a comfortable learning environment. Please drop us a note or stop into the offices at any time.

However, should any person (student, teacher, or interested party) choose to file a formal complaint, the following is the proper procedure:

1. The complaint should be in writing to the school owner/directors (Mrs. Kathryn Alvarez and Mrs. Nancy Fordham) and should outline the allegations or nature of the complaint. The complaint must be signed, so that a school representative can respond to the complainant.
2. A school representative will meet with the complainant within 10 working days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to a complaint committee. The school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.
3. The institution will set up a complaint committee to review the allegation. It will be comprised of at least three individuals from the following categories: school owner/director, school owner/administrator, instructor, financial aid administrator, member of the public interest, and/or student.
4. The institution's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations.
5. If more information from the complainant is needed, a letter will be written outlining the additional information.
6. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
7. The Accrediting Agency for Lorraine's Academy is NACCAS. Its address is 901 N. Stuart Street, Arlington, VA. 22203. If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The accrediting agency requires that the complainant try to resolve the problem through the school's complaint process prior to filing a complaint with the accrediting agency.
8. Written records of all complaints will be filed in permanent student or personnel records as applicable. They will also be filed with NACCAS records kept at the school for a minimum of 10 years.

I have received a copy of this procedure before the end of the first day of school.

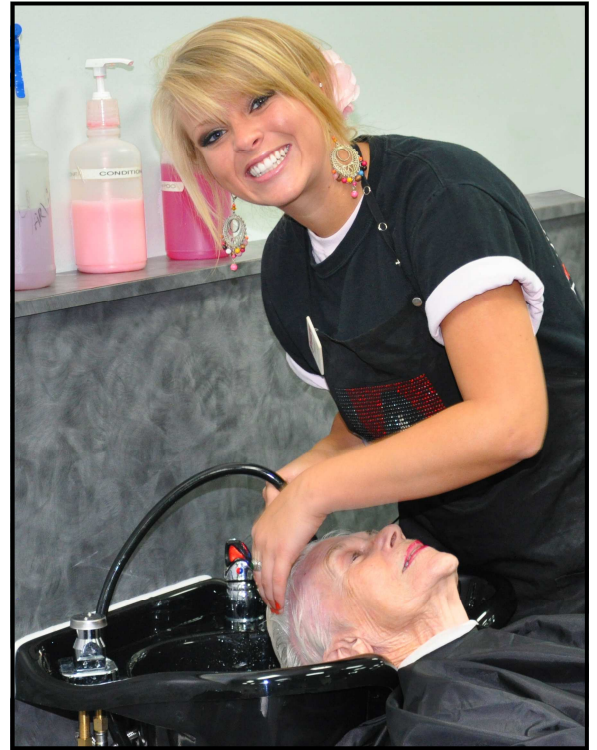
Student Signature: _____ Date: _____

Printed Name: _____

N6 Lform/ internal complaint



Nancy Blankenship Fordham, Mayor Bill Foster, Kathryn Blankenship Alvarez
Ribbon Cutting for New Loraines Academy Spa in 2011



Cosmetology Clinic



Massage Clinic



Loraines Academy Spa



LA Loraines Academy & Spa
Hair • Skin • Nails • Massage

1012 58th Street North
 St. Petersburg, FL 33710
 727.347.4247 (HAIR)

In St. Petersburg's *Tyrone Gardens*
 Where *Tyrone Blvd.* meets *9th Ave. N.*

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Loraines Academy & Spa

**1012 58th Street North
Tyrone Gardens Shopping Center
St. Petersburg, FL 33710**

**888.393.5015 or 727.347.4247
727.347.6491 Fax**

**www.LorainesAcademy.edu
todaniels@LorainesAcademy.edu**

