Parisian Spa

Institute

**Vol. 8 No. 1**

**Revised 2/28/2018**

**904-350-9796**



1045 Riverside Avenue

Jacksonville, Fl. 32204

This is in the language of the courses taught

**Accredited by the National Accrediting Commission of Career Arts & Sciences**

**Licensed by the Commission for Independent Education for the State of Florida**

**TABLE OF CONTENTS**

**Introduction/Mission Statement 4**

**School Goals and Objectives 4**

**History 4**

**Ownership/Governing Body 4**

**Philosophy and Mission Statement 4**

**School Facilities 5**

**Handicap Facilities 5**

**Policy Statement of Non-Discrimination 5**

**Grading System 5**

**School Closing 6**

**Student Records 6**

**Employment Assistance 6**

**Admissions Requirements 6**

**Reentry 7**

**Validity of a High School Diploma 7**

**Foreign Diplomas 7**

**Transfer Policy 7**

**Graduation Requirements 7**

**Course Numbering System 7**

**Satisfactory Academic Progress Policy 8**

**Academic Progress 8**

**Satisfactory Progress 9**

**Determination of Progress 9**

**Programs Eligible for Title IV Funding 9**

**Programs Not Eligible for Title IV Funding 9**

 **Warning 9**

**Appeal Process 10**

**Policy for Student Appeals 10**

**Absences/Excused/Unexcused 10**

**Tardiness Policy 11**

**Leave of Absence 11**

**Withdrawal/Program Incomplete 11**

**Repetition 11**

**Student Grievance Procedure 12**

**Refund Policy 12**

**Class Cancellation Policy 13**

**Payments 13**

**Enrollment Agreement 13**

**Housing 13**

**Starting Classes/Holidays 13**

**Non-Degree Program 14**

**Funding Disclosure 14**

**Rules and Regulations 14**

**Grounds for Dismissal 16**

**Additional Instructional Fees 16**

**Faculty 16**

**Student Services 17**

**Library/Learning Resources/Informational Service 17**

**Institute Licensing Authority 17**

**Executive Order 13607 for Veterans 18**

**Cosmetology Program 18**

 **1. Educational Objectives 18**

 **2. Outline 18**

 **3. Graduation 19**

 **4. Student Kit 19**

 **5. Fee Schedule 20**

**Nail Technology Program 20**

 **1. Educational Objectives 20**

 **2. Outline 20**

 **3. Graduation 21**

 **4. Student Kit 21**

 **5. Fee Schedule 21**

**Skin Care Program 22**

 **1. Educational Objectives 22**

 **2. Outline 22**

 **3. Graduation 23**

 **4. Student Kit 23**

 **5. Fee Schedule 23**

**Full Specialty Program 23**

 **1. Educational Objectives 23**

 **2. Outline 24**

 **3. Graduation 25**

 **4. Student Kit 25**

 **5. Fee Schedule 25**

**Massage Therapy Program 26**

 **1. Educational Objectives 26**

 **2. Outline 26**

 **3. Graduation 27**

 **4. Student Kit 27**

 **5. Fee Schedule 27**

**VA Attendance Policy 27**

**Emergency Response Related Procedures/Timely Warnings 28**

**Annual Campus Crime Report/Jeanne Clery Act Compliance 29**

**Sexual Assault/Prevention Hate Crimes 29**

**Security Awareness Programs 30**

**Campus Security Authorities 30**

**Reported Geographical Locations 31**

**Reporting a Crime 31**

**Voluntary Confidential Reporting 31**

**Accurate and Prompt Reporting 31**

**Crime Statistics from Local Agencies 32**

**Drug and Alcohol Free School 32**

**TABLE OF CONTENTS CONT’D**

**Title IV Implications of Illegal Drug Offenses 33**

**Copyright Infringement Policy 33**

**Social Media Guidelines for Students 33**

**Voter Registration 34**

**Constitution Day Sept 17th 34**

**Financial Aid for Students 34**

**Eligibility 34**

**Verification Process 34**

**Financial Need 35**

**Pell Grants 35**

**Refunds to Title IV Programs 35**

**ACE Grant 36**

**MyCAA 36**

**Scholarships 36**

**Professional Dress Code 37**

**INTRODUCTION**

1045 Riverside Ave.

Jacksonville, Fl. 32204

904.350.9796

**Volume 8 No. 1** revised: 2/28/2018

**MISSION STATEMENT**

Our programs in Cosmetology, Nail Technology, Skin care, Massage Therapy and Full Specialty are developed to help you achieve your goals. We are a “student-driven” Institute, meaning we are “driven” to help you succeed to pass the state board for licensing in your chosen career path and for gainful employment. We also expect you to be “driven” to direct your educational future by taking your instruction and commitment seriously.

**SCHOOL GOALS AND OBJECTIVES:**

1. To produce skilled and knowledgeable professionals who will be

prepared for the Cosmetology Industry and related industries.

2. Create the best learning environment available by emphasizing

short-term progress, individualized attention, progressive teaching

methods and “Hands On” education.

1. Assist each student to achieve his/her own professional goals by

helping to match their existing personal, technological and economic conditions.

4. Respond to the request of business, industry, and other agency’s specific needs.

**HISTORY**

 Parisian Spa Institute was established by Linda Sue Fontenot, BSE, R.N., former owner of Parisian Nail and Massage Spa, a successful spa operated for over 11 years. It was felt that a beauty institute was necessary that encompassed all the skills of cosmetology, but also one where the focus is on the “student” where encouragement, motivation, feed-back, creative education and a “can-do” spirit, would make all the difference while attending school in a spa-like environment.

**OWNERSHIP/GOVERNING BODY**

Parisian Nail Spa, LLC is a corporation formed under the laws of the State of Florida doing business as Parisian Spa Institute located on 1045 Riverside Avenue, Jacksonville , Florida 32204. Linda Fontenot is the President of the Corporation.

**PHILOSOPY AND MISSION STATEMENT**

The goal of Parisian Spa Institute is to provide the skills knowledge and practical work experience needed to become a competent Cosmetologist, Nail Technician, Skin Care, Full Specialist or Massage Therapist. Our curriculum will meet all requirements necessary for you to become licensed.

**SCHOOL FACILITIES**

Parisian Spa Institute consists of over 8,000 square feet, situated in the beautiful historical district of Riverside in Jacksonville, Florida. Located adjacent to the Cummer Museum, the Institute is easily accessed via public or private transportation and there is plenty of parking surrounding the three-story building.

SITUATED WITHIN THE FACILITIES ARE:

1. Prominent reception desk and waiting area.

 2. Laboratory area with 20 working hair stations, hydraulic chairs, and wet sanitizers.

 3. Shampoo area with 3 shampoo bowls and units.

 4. Facial room with 4 facial beds, sink, waxing machine and 4 steamers.

 5. 4 Hair dryers and 8 manicure/four pedicure facilities, 5 massage therapy rooms.

 6. Classrooms for theory and beginners equipped with student desks, tables, bulletin

 Board, dry erase boards, mannequin work area, teacher’s desk, TV, VCR and

 DVD and power point projector.

 7. Office for admitting, counseling and administrative work.

 8. Restrooms for both men and women.

 9. Stockroom/washer/dryer room/laundry/linen area

 10. Library/computer room with books, magazines, tapes, computers, and reference material that can

 Be checked out by students.

 11. Student lounge/locker area

 12. Faculty office for private counseling

**HANDICAP FACILITIES**

The school has handicap parking areas, ramps, wide doorways, and an elevator to assist

handicap persons. The Institute takes pride as it also has an admission educational form

for students that require special educational needs to better inform faculty.

**POLICY STATEMENT OF NON-DISCRIMINATION**

The school does not discriminate and admits students of any race, color, sex, age, creed, religion, national or ethnic origin to all the rights, privileges, progress, and activities in our school programs.

**GRADING SYSTEM**

The grading system is based on “A,” 90-100%; “B, 80-89%; “C” 75-79%; and “F” below 75%. A report of grades will be issued to each student at evaluations. All homework and test grades are weighted equally. Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a written grade average of 75 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90–100 EXCELLENT

80– 89 VERY GOOD

 75–79 SATISFACTORY

academic records are maintained permanently. Passing score for the Florida State Board Exam is 75%.

**SCHOOL CLOSING**

If the school closes due to extenuating circumstances, such as hazardous weather conditions, the student may call (904-350-9796) for further information. Circumstances permitting, a notice will be posted at the school’s entrance. A make-up class will be provided for those days missed.

**STUDENT RECORDS**

The Institute follows the FERPA Family Education Rights and Privacy Act. Students and parents or guardian, if dependent, have a right to gain access to their cumulative records by written request, at which time an appointment will be set up with a school representative. The school has 45 days from the request date to set up the review. A written consent is not needed for student information required by government agency or other agencies authorized by law. A record will be maintained of any disclosures in the student’s file. Student records are kept in storage in hard copy and on disk**. A copy of student’s transcript will be provided for a fee of $10.**

STUDENTS’ & PARENTS’ RIGHTS TO REVIEW EDUCATIONAL RECORDS

Parisian Spa Institute provides a student with an opportunity to review his or her education records within 45 days of the receipt of a request. The Institute provides the student with copies of education records or makes other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.

A STUDENT HAS THE RIGHT TO:

✔ Inspect and review any education records pertaining to the student;

✔ Request an amendment to his/her records; and

✔ Consent to disclosure of personally identifiable information from education records, except when FERPA permits disclosure without consent.

**EMPLOYMENT ASSISTANCE**

The school does not guarantee employment to its students; however, the school assists students in finding employment. The school’s placement assistance procedures include identifying employment opportunities and advising students on appropriate means of realizing these opportunities. There is a bulletin board with recent job opportunities in the student lounge and career days where employers are invited to the school.

**ADMISSIONS REQUIREMENTS**

The minimum requirements for acceptance to all programs are:

 1. Provide proof of a high school, or general equivalency diploma.

2. Must be at least 16 years of age for Cosmetology programs and or 18 years of age for the Massage Therapy Programs.

 3. Copy of photo I.D. and or Driver’s License

 4. Reentry students must wait 30 days before reinstated. A re-enrollment fee of fee of $150.00 will be charged.

 **REENTRY**

A student who has canceled or been terminated and desires to reenter must wait 30 days before being considered and meet with the Director and show cause why he/she should be reinstated. The decision of the Director is final. A re-enrollment fee of $150 will be charged

 **VALIDITY OF A HIGH SCHOOL DIPLOMA**

If the Admission office has suspect to believe that a high school diploma is not valid or was not obtained from an entity that provides post secondary school education, the Admission office will check the National Center for Education Statistics (NCES), inclusion does not mean that is a valid diploma or exclusion does not mean so as well. Additional documentation such as the final transcript of courses taken, along with a copy of the diploma is required to be acceptable.

**FOREIGN DIPLOMAS**

For students who have completed their secondary schooling outside the United States, comparable documents can help, and it is preferred that the diploma has been officially translated to the language in which Parisian’s courses are taught which is English. The diploma must be equivalent to a high school diploma in the United States, translated and evaluated. If Parisian’s Admission’s office has to send the diploma off for translation there is a fee of $30 for the translation and $70 for the evaluation.

**TRANSFER POLICY**

Transfer credits may be allowed if the student can produce a transcript from a licensed school approved by the state and be evaluated by the School Director in both theory and a practical performance. No guarantee that credits from this school could be transferred to another institution. The maximum amount of credits is not more than half the existing program (for example 600 for Cosmetology 1200 hours). A hands-on practicum must be performed and scheduled with the instructor of that program to determine current skill level and knowledge. The transferability of credit is at the discretion of the accepting institution and is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. Our Institute does not recruit students already attending or admitted to another school offering a similar program or study. Transfer hours from another institution that are accepted toward student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the institution.

**GRADUATION REQUIREMENTS**

**The following must be completed before graduation:**

1. Required clock hours

2. Required clinic services and practicums

3. All written exams and final with minimum grade of 75%

4. All financial obligations unless other arrangements have been made.

5. HIV/AIDS attendance certificate

**COURSE NUMBERING SYSTEM**

 The course numbers for the courses offered are as follows:

C100- Cosmetology SK200-Full Specialty

 N300- Nail Technology S400- Skin Care

MT600-Massage Therapy

All course descriptions are numbered sequentially.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Department of Education’s Satisfactory Progress Requirements – HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34. Satisfactory Progress will be monitored at all times. The instructors will conduct a written Satisfactory Progress Report at the date that the student reaches the accumulated hours indicated below and varies per program. The student may also receive a Satisfactory Progress Report at the beginning of each month for students who are at or as close as possible to the following milestones:

Cosmetology 1200 450, 900 hours, and 1200 hours

Full Specialist 600 150 hours, 300 hours 450, and 600 hours

Facial/Skin Care Specialist 300 150 hours, 300 hours

Nail Technology 300 120 hours, and 300 hours

Massage Therapy 600 150 hours, 300 hours, 450 and 600 hours

The student will receive the original signed progress report; a copy will be filed in the academic file and financial aid file (if required).

 Satisfactory = Students with a minimum of 75% average in theory, practical/clinic work, and at least 75% of actual/scheduled cumulative hours for all students.

 At any time PARISIAN SPA INSTITUTE staff may calculate student’s attendance percentage to determine whether the student will complete the course within the contracted time frame

To be considered satisfactory students must meet all the satisfactory requirements set by the Department of Education = 75% average in theory practical/clinic work, and 75% of actual/schedule cumulative hours. Students failing to meet minimum requirements will be placed on warning until the next evaluation period. If the student has made satisfactory improvements, he or she will be reinstated as making satisfactory progress. If the student fails to meet minimum requirements, he or she will be placed on probation with an appeal request.

**ACADEMIC PROGRESS:** The following factors will be measured to determine academic progress.

Theory, practical & laboratory work will be graded as follows:

Excellent A 90-100%

Good B 80-89%

Fair C 75-79%

Unsatisfactory F Below 75%

Theory work will be evaluated on the basis of written examinations. Practical and Laboratory work are evaluated upon actual work performed on clients in the clinic or on other students, and/or performed on

mannequins. Instructors will keep written progress record for each student, which are summarized on SAP evaluations. Each student will receive a copy of his or her report at each evaluation period. If the student meets the requirements of attendance and grades, they will be required to sign their SAP.

**SATISFACTORY PROGRESS:** Satisfactory Academic Progress **(**SAP) applies to both qualitative measures of academic units measured by obtaining and maintaining an average grade of more than 75% in all written, theory, practical requirements and class work and also by quantitative measures determined by maintaining more than 75% in attendance by the number of clock hours for each program.

 **DETERMINATION OF PROGRESS:** In order for a student to be considered making satisfactory progress as of program mid-point, and/or the end of the payment period/evaluation period, the student must met both attendance and academic minimum requirements and will be considered making satisfactory progress until the next scheduled evaluation.

**PROGRAMS ELIGIBLE FOR TITLE IV FUNDING**: **Cosmetology, Full Specialty, Skincare, and Massage Therapy: S**tudents failing to meet minimum requirements at an evaluation period may be placed on **Warning** with the opportunity to meet minimum requirements at their scheduled evaluation period.

**PROGRAMS NOT ELIGIBLE FOR TITLE IV FUNDING**: Nail technicians, skincare students, or any student that makes their own payments, who fail to meet minimum progress requirements at an evaluation period may have their education interrupted and be placed on warning with the opportunity to meet minimum requirements at their next scheduled evaluation period after making a written plan on how to improve their academic progress and be able to complete their program within the maximum timeframe of 133.33%.

**WARNING:** During Warning, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the warning period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements he/she will be removed from Warning Status. Any student failing to meet minimum satisfactory progress for the second consecutive evaluation period will be given the opportunity to appeal the negative progress determination. A student will be placed on **Probation** only if the institute determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period, and the student has prevailed upon appeal. If a student loses his/her appeal and they are a Title IV eligible student, it will result in a loss of their aid. All students whether self pay or financial aid must comply with the following steps to continue on with their program: 1) Other financial arrangements must be made if there is an outstanding balance 2) If no arrangements can be made then the student may need to terminate from their program 3) If there is not a balance, then an academic plan is developed that will ensure the student is able to complete the school’s requirements by a specific point within the maximum timeframe established for the individual student.

Student attendance is on a cumulative basis and must complete the program within 133.33% of the program length.

**Based on 133.33 % maximum time frame:
                                                     100 % Time Frame               133.33 % Maximum time frame**
Full-time Cosmetology.             36 wks.       1200 hrs.           47 wks.     1608 hours
Part time Cosmetology.                46 wks.      1200 hrs           62 wks.     1608 hours
Full-time Full Specialty            18 wks.        600 hrs.           24 wks.       804 hours
Part-time Full Specialty.                 38 wks.        600 hrs.           50 wks.       804 hours
Full-time Massage.            23 wks.         600 hrs.           31 wks.     804 hours
Part-time massage.       38 wks.         600 hrs.          50 wks.     804 hours
Full-time Skin care.                       10 wks.        300 hrs.          13.5 wks.   402 hours
Part-time Skin care                       19 wks    300 hrs.          15.5 wks     402 hours
Full-time Nail Technology.          10 wks.        300 hrs.          13.5 wks.    402 hours
Part-time Nail Technology.          19 wks.       300 hrs.          15.5 wks.    402 hours

**APPEAL PROCESS**. **:** A student, who is terminated after failing to achieve minimum requirements or for any disciplinary action, may appeal the determination. The student must submit a written appeal to the school director, along with supporting documentation, reasons why the decision to terminate Title IV funding should be reversed What has changed in the student’s situation that will allow the achievement of satisfactory academic progress or a disciplinary change, and or request for re-evaluation of progress and why they failed to make satisfactory academic progress (i.e. death of a relative, an injury, illness of the student or other mitigating circumstances). The appeal must contain sufficient evidence as to why the attendance was below satisfactory level. The appeal must be received within 5 business days of the end of the Warning evaluation period. A decision on the student’s appeal will be communicated to the student in writing within 7 days. This decision will be final and all written documentation will be kept in the student’s records. Should the student prevail upon his or her appeal and be considered making satisfactory progress, the student will be automatically re-entered in their program and is allowed to receive financial aid. If standards are not met by the next payment/evaluation period the student will be placed on Financial Aid Suspension ineligible for financial aid unless eligibility is re-established without appeal. If the student does not appeal the negative determination, or does not win the appeal, the student will be deemed as not making satisfactory academic progress and the Financial Aid suspension will remain in effect unless eligibility is re-established **If the student’s appeal is approved by the institution, the student may continue to receive financial aid.**

**POLICY FOR STUDENT APPEALS:** If a student is ineligible for Federal Financial Aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal Form. The student will be advised in writing of the decision within 7 days. If an appeal is denied at this level, the student may appeal to the Director of the Institute.

The following steps are required when submitting an appeal: 1) Submit the SAP Appeal Form 2) Clearly state the circumstances that affected your academic performance. 3) Provide written documentation of your special circumstances 4) Attached supporting documentation that validates your statements 5) identify the steps you have taken to ensure that you will not fall below satisfactory academic progress standards in the future 6) Sign and date your petition.

**ABSENCES/EXCUSED/UNEXCUSED:** For purposes of determining a student’s cumulative satisfactory attendance percentage there is no difference between an unexcused absence and an excused absence. The only type of absences which would hold a student’s attendance percentage static would be an institutionally approved leave of absence, (i.e. death in the family, sickness verified with a medical note) or a school closure, such as an emergency weather condition day. **For Title IV purposes a student may not exceed excused absences beyond 10% of the total program.** ABSENCE DURING SCHEDULED THEORY OR PRACTICAL TESTS**:** In the instance that a student is absent for a scheduled Practical or Theory test, the instructor will enter a grade of zero. The Zero Grade will be entered onto the student’s grade/progress report and counted when the student’s cumulative average is

calculated. **Missed tests with a zero grade do have a detrimental effect upon a student’s grade point average and satisfactory progress. If a student is absent for a test, it is the responsibility of the student to contact the instructor and make arrangements to take the make-up test while under supervision of a faculty member**. Students are advised that a low test score is much better than a zero test score. Make-up tests are graded with 15% deduction taken off the total (i.e. for example, missing zero on the test, the grade is 85%) without an excused absence for reasons stated above. **Makeup hour requests must be made by completing the form and having approval by the Financial Aid Director. The form must be submitted 24 hours prior to the requested date. There are no accelerations. An excused absence is accompanied by documentation kept in the file.**

**TARDINESS POLICY: If a student is planning to arrive after 9:00am on any scheduled training day, that student MUST follow this procedure:**

1. The student must telephone the school and speak with a staff member prior to 9:00am.

 2. The student must provide proof to the school of a valid reason for arriving after 9:00am. Examples: A doctor or medical provider’s note B. The written citation if you were stopped for driving infraction. C. A note from our child’s daycare provider clearly stating that the reason for the late arrival was due to the child-care provider. 3. A student who arrives after 9:00am has failed to telephone and advise the school, and who fails to produce the required document as they walk in the door will have an unexcused absence for the day.

**LEAVE OF ABSENCE:** A student requesting a leave of absence must submit the request in advance in writing to the Director. The request must specify the reason for the leave, the length and date of return and have the student’s signature. The leave may be granted for a reasonable length of time up to **180 days** within a 12 month period and only for illness, hospitalization and or death in the family unless some unusual mitigating circumstances as approved by the Director. The graduation date will be extended for any approved leave. The leave of absence extends the student’s contract period and maximum time frame by the same number of days taken in the leave of absence. There will be no additional charge for the leave period. The enrollment agreement will be initialed by both the Admission’s officer and the student to add the appropriate amount of days to the completion date according to the amount of days authorized by the LOA. The student will also return on the same status of satisfactory progress as when they left. If the student does not re-enter within the specified time and has not notified the school, the student’s contract will be terminated and he/she will be granted a refund according to the Refund Policy. The school may grant an LOA to a student who did not request prior, due to unforeseen circumstances if the institution documents the reason for it decision and collects the request from the student at a later date.

**WITHDRAWAL/PROGRAM INCOMPLETE:** Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in his/her file as to progress at the point of withdrawal. An incomplete program will have no effect on the school’s satisfactory progress policy. Grants, scholarships apply only to completed programs, meaning if the program is not completed, the full amount less the scholarship or grant is owed back to the school or financial institution. The withdrawal date for purpose of calculating a refund is always student’s last date of attendance.

**REPETITION:** A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at the point of re-entry. Students will re-enter the institution in the same progress status as when the student left. A student failing to

meet minimum satisfactory requirements at the point of withdrawal will be placed on probation. Course repetitions, incompletes and non-credit remedial classes have no effect on programs measured in clock hours. If a student re-enters within one year of withdrawal, all hours previously obtained will be credited. Students re-entering after more than one year will need to be evaluated to determine the amount of hours that will be credited.

**STUDENT GRIEVANCE POLICY**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. 2. The complaint form will be given to the school Director. 3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. 4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable. 5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. 6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a school officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Management shall consider the report and either accept, reject, or modify the recommendations of the committee. 7. Students must exhaust the institution’s internal complaint process before submitting the complaint to the State of Florida’s Commission for Independent Education, if applicable.

**REFUND POLICY**

**Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule: FLORIDA MANDATED POLICY.**

 1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Cancellation after attendance has begun **up to a minimum of 40% of the program will result in a Pro Rata refund computed on the number of scheduled hours to the total program hours.**

5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination date: The termination date for computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

7. Refunds will be made within 30 days of termination or receipt of Cancellation notice.

8. If a student is on leave of absence and has not returned on the determination date, mailing of the refund will be within 30 days of the determination date.

9. If the school closes or cancels a program for whatever reason and whether or not classes have started and if the student has made payment, the student is entitled to a complete refund of all monies paid.

10. The amount for textbooks and kit shall not be refunded should a student be terminated or cancelled for any reason.

**CLASS CANCELLATION POLICY**

The school has the right to cancel any class offered seven (7) days prior to scheduled start date due to non-sufficient enrollment for that class. A full refund will then be issued to the student.

**PAYMENTS**

Tuition and fees are paid via check, money order, cash, Title IV, VA benefits and or credit or debit card. If using a debit or credit card, there is a 3% fee to cover the merchant processing fees. If making payments, tuition is payable in full the first day of classes; however, if “arrangements are made” the student at the school’s option must at least pay the registration, books and kit fee upfront. The balance will be paid in monthly or bi-weekly installments until all tuition and fees are paid in full as specified on the enrollment contract without the student being reminded. If a tuition payment is more than 3 business days late from the original due date, a late charge in the amount of 10% of the payment due will be added to the payment.

**ENROLLMENT AGREEMENT**

Upon enrollment the student agrees to attend classes regularly as scheduled by the school, to prepare all lessons and perform all duties, to abide by the rules and regulations of the school and to fulfill their responsibilities as per the enrollment agreement. The student agrees to complete the program of instruction within the period stated on the enrollment agreement. Enrollment time is defined as the time elapsed between the actual starting date of the student’s last physical day of attendance in school, regardless of the time actually spent in class.

**HOUSING**

Parisian Spa Institute does not assist students in housing on or off campus at this time.

**STARTING CLASSES/HOLIDAYS**

The school is open Monday thru Friday , from 9 a.m. til 5:30 p.m. for admissions. The school is closed on Sundays and the following holidays: Memorial Day, Labor Day, Fourth of July, November 23rd thru 26th returning on the 27th, December 23rd to 26th returning on the 27th, Jan. 1-2nd returning on the 3rd. Spring break is March 18th -24th returning on the 26th . Classes are scheduled at various times from 9:00 a.m.-5:00 p.m. Evening classes are available on Monday, Tuesday, Wednesday and Thursday from 5:30 p.m.-9:30 p.m. for both full and part-time students. A student may enter the programs year round. The starting dates are subject to change. The date of completion is determined by the program length and scheduled hours. Students must attend a minimum of 16 hours per week in order to enter our

programs. Massage Therapy students can’t attend classes for more than 6 hours per day or 26 hours per week.

**Starting dates:**

**Jan. 10, 2017 May 30, 2017 Sept.19, 2017 Jan. 23, 2018**

**Feb. 7, 2017 June 27, 2017 Oct. 24, 2017 Feb. 27, 2018**

**Mar. 28, 2017 July 25, 2017 Nov. 28, 2017 Mar. 27, 2017 Apr. 25, 2017 Aug. 22, 2017 Dec. 27, 2017 Apr. 24, 2018**

**May 29, 2018 July 31, 2018 Sept. 25, 2018 Nov. 27, 2018**

**June 26, 2018 Aug. 28, 2018 Oct. 30, 2018 Jan. 9, 2019**

 **NON-DEGREE PROGRAM**

The programs offered at Parisian Spa Institute are non-degree programs offering a diploma.

**FUNDING DISCLOSURE**

There is in-house funding available at 0% interest with payments pro-rated on a weekly payment plan. In addition, other funding options are available. A check, money order or credit card payment will be acceptable. There is a 3% service fee on credit card charges and a $30 insufficient funds fee on all returned checks.

**RULES AND REGULATIONS**

1. All students must obey all rules of personal hygiene, sanitation, and personal conduct. Be mindful of body odor, smoke, foods that we eat when we are within close proximity to guests and others. Hair and makeup will be tastefully done and applied. No shower caps, hats, or head wraps unless for religious reasons.

2. Students must be in the classroom and prepared to begin promptly at 9:00 am for day classes and 5:30 pm for evening classes. Excused absence of a short duration and not taken as a leave of absence will be at the discretion of the school director and only for mitigating circumstances.

3. Tuition payments are expected without the student being reminded and made on the same time each and every month. If not, the late fee will be applied at 10%.

4. A phone call is mandatory whenever a student is going to be late or absent, documentation is required to be excused.

5. Visitors are not permitted past the lobby without signing in at the front desk.

6. Students will be allowed personal services with the permission of the instructor and at the student discount rate of 30% only with approval from program instructor and by making an appointment.The student will clock out while obtaining services. Refusing a service is grounds for dismissal. Stalling and taking excessive time in a timed service is grounds for counseling. **Guests come first and if needed you may have to end your personal service to take care of the guest.**

7. All breaks are given at the discretion of the instructor. At any time the student leaves the campus, he or she must clock out.

8. Smoking is prohibited except at the designated smoking areas. Cigarette butts are to be disposed of properly. E cigarettes are not permitted in the classroom.

9. All eating and drinking is in the lounge area only. All cups and drinks will be emptied prior to disposing of them into the trash. **No eating or drinking on clinic floor. Water only.**

10. Students must perform assigned duties to maintain areas in a neat, and sanitized condition at all times. This is to include the break room as well. Clean your area after eating.

11. All equipment and supplies used at the school must be school approved.

12. Each student is responsible for his/her own equipment. Misuse of another person’s belongings or items without permission will not be tolerated. All kits and books must be taken home daily or locked up in a locker if one is available. Lockers are on a first-come first-serve basis.

13. School attire: Black scrubs are the only approved school attire except on Saturday. A school t-shirt with black scrub pants is allowed. Hair/makeup will be tastefully done and the student will be presentable as working in a spa setting. No bull rings are allowed. Tattoos must be covered. No dresses, miniskirts are allowed while on the clinic floor. If the student fails to be in dress code, the student will be clocked out and sent home.

14. Closed toed shoes must be worn, no high heels. If the student fails to wear closed toed shoes, the student is liable for any injury sustained while not wearing proper shoes. Flip flops are NOT allowed.

15. Students will always conduct themselves in a professional manner. No profanity, Insubordination, or refusal of any assignment will be tolerated. **It is YOUR responsibility to bring in guests to fulfill your skills to graduate.**

16. **Texting** is not allowed in class. **Cell phones** are to be turned off and put up during theory and class time. Cell phones are not allowed on the clinic floor. If seen with a cell phone on during these times, the student will be sent home from school.

17. Students are encouraged to seek counsel with a staff member in the event of a personal or academic problem which could affect their behavior or performance.

18. Tardiness: Any student who accumulates 5 or more tardies in one month may be grounds for termination. Students are not allowed to enter the classroom until the next scheduled break as not to disrupt the class and are NOT allowed to clock in until that time.

19. Students who are absent are expected to make up all work and assignment before graduation. These assignments are to be obtained from the instructor. Students will only speak to a school official when calling in. A phone call is mandatory. Text or email will not be accepted.

20. Attendance/Class Cut/Makeup: Because a contract hour system is used, all curriculum hours must be made up prior to graduation. Students must have 75% of their scheduled hours as per our Satisfactory Progress Policy. **You must have a note for the absence to be considered excused**. More than 10% of excused absences to your total program will be grounds for termination and will that student will not be eligible for financial aid.

21. If any student should have any complaints they can be brought to the attention of the Director, Linda Fontenot or the Commission for Independent Education at (888) 224-6684 or Nation Accrediting Commission of Career Arts and Sciences at (703) 600-7600 or by following the school’s grievance policy.

22. Saturdays are **mandatory** as part of clinical service time. A fee of $25 for non-attendance on Saturday will be assessed without an approved absence. **There are 5 hours on Saturday fees assessed are $5/hr for any hours missed. Saturdays are from 9 am to 2pm.**

 23**. Students must clock out when leaving campus and clock back in when returning. Leaving without clocking out, is fraudulent. Do not make this a habit.**

24. Kits are to be brought daily and must be used to do services on clients. Continuously failing to bring your kit to school is grounds for termination.

**GROUNDS FOR**

 **DISMISSAL**

**The following will result in dismissal from our Institute:**

1. 5 consecutive days of unexcused absences

2. Non-payment of tuition unless other arrangements have been made

3. Breaking rules and regulations/not in proper dress code

4. More than 5 tardies in one month and absence from theory and clinical services

5. Low grade due to lack of effort after special tutoring and counseling

6. Using profanity or involved in immoral conduct on or near school premises

7. Use of chemical dependencies on or near the vicinity of the school premises

8. Signing someone else in or out on the time sheet

9. Refusing to service a Guest in the clinic.

**ADDITIONAL INSTRUCTIONAL FEE**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately four weeks has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable bi-weekly or monthly payments are made. On hours made up during the contract period, there will be no additional charge.

**FACULTY**

Linda Sue Fontenot Director/Financial Aid/Substitute

Instructor/Nail Technology/Skincare/Full Specialty

 Bachelor of Science Education

 Arkansas Tech University

 Nursing/FCCJ Jacksonville

 Registered Nurse RN3027192

 Diploma Full Specialty FS880795

 Orange Park Beauty Academy

Robert Serafine Diploma in Massage Therapy

 Massage Therapist Alpha School of Massage

 Licensed Massage Therapist MA82607

Rachelle Cox Instructor/Cosmetology

 Kittanning Beauty School

 Diploma Cosmetologist CL1165152

Dyrinda Devaugh Instructor/Skincare

Heritage Institute

Associate of Science Esthetics

Facial Specialist FB9748109

Roffler Beauty School

Diploma Barber Stylist BB28065

Donna Floyd Instructor/Cosmetology

 Orange Park Beauty Academy

 Diploma Cosmetologist CL 0100082

Erika Davis Instructor Skincare

Heritage Institute

Associate of Science Esthetics

Diploma Facial Specialist FB9744339

 Gladys Ramirez Instructor/Nail Technology

 Hollywood Institute of Beauty Careers

 Diploma Nail Specialist FV9530950

Robin Polydore Financial Aid Director/Assistant Director Bachelor of Arts Finance

Isabelle Boumechrek Admissions Coordinator/Students Services

 Lebanese University

 Masters Degree in Finance

 **STUDENT SERVICES**

Student services are available in academic, financial, personal and job placement during school hours. The Institute tries to handle all grievances or complaints in-house first by instructors or by filing a formal complaint by following the grievance procedure. If issues are not resolved, the issues may be addressed to Linda Fontenot, Director of Parisian Spa Institute or to the Commission for Independent Education at 1-(888) 224-6684 or the accrediting agency, the National Accrediting Commission of Career Arts and Sciences at 1- (703)-600-7600.

**LIBRARY/LEARNING RESOURCES/INFORMATIONAL SERVICE**

Parisian Spa Institute has a library with four computers with recommended computerized simulated testing of (practice) state boards on student CD-ROMs and an array of DVDs, VHS, and books for students to check out or view during school hours of Tuesday thru Friday 9 am to 9 pm or on Saturdays from 9 am to 2 pm.

**INSTITUTE LICENSING AUTHORITY**

Parisian Spa Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institute may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, Fl. 32399-0400 (888) 224-6684 and accredited by the National Accrediting Commission of Career Arts and Sciences at 3015 Colvin St. Alexandria, VA 22314.

**EXECUTIVE ORDER 13607
Principles of Excellence Demonstration of Compliance**

Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; to assist those students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

**COSMETOLOGY PROGRAM**

**1200 Hours**

**EDUCATIONAL OBJECTIVES**

The objective in the Cosmetology program is to train the student in the skills needed to meet the competencies and prepare the student for the examination by the State Board of Cosmetology and prepare the student for employment in the various avenues in the field such as stylist, colorist, product demonstrator, salon manager or owner. The program consists of 1200 clock hours of in-depth training in the fields of hair styling, manicure, pedicure, facials and salon management. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD’s, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

**OUTLINE**

**C100.1: FLORIDA LAW & STATUTES:** To present an overview of cosmetology law, Florida Statutes, rules and regulations in relation to consumer protection for health and economic matters, licensure information and continuing education requirements. (5 hours-No service)

**C100.2: HIV/AIDS:** To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-no service)

**C100.3: SANITATION AND STERILIZATION/ELECTRICITY:** To use chemical agents to sanitize implements and equipment in the school to promote and protect good health in the community. Learn electrical equipment used to sanitize equipment and the proper use. Learn how to set up, use and maintain electrical devices. (18 hours-No service)

**C100.4: FACIALS/CONTRAINDICATIONS & HAIR REMOVAL:** To gain information and knowledge of anatomy and to give a facial massage treatment using oils, creams, lotions, or other

preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal. (76.5 hours-10 services)

**C100.5 HAIR SHAPING:**  To use hair shaping implements and supplies in cutting the clients hair in a requested style (s) in specific times between 15 to 30 minutes. (200 hours-75 services)

**C100.6 SCALP TREATMENTS & HAIR CARE RINSES:** Through knowledge of anatomy provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of client’s hair following proper safety precaution in application procedure. (25 hours-45 services)

**C100.7 SHAMPOO RINSES:** To understand the chemistry of products and to use shampoo and chemicals in cleansing the scalp and hair in preparation for additional hair services. (100 hours-50 services)

**C100.8 HAIR ARRANGING:**  To arrange client’s hair into a style of the client’s choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair. (275 hours-300 services)

**C100.9 HAIR COLORING/PRODUCT CHEMISTRY:** To change the client’s hair color through the use of semi-permanent and lightening products following proper steps to safeguard the client in giving the desired service. The student will be able to understand the chemistry of color. (161.5 hours-45 services)

**C100.10 CHEMICAL WAVING & RELAXING/STRAIGHTENING:** To use professional implements in waving and relaxing the hair to make it more manageable and durable for the client from one style to another and to understand the chemistry of permanent waves and relaxers. (115 hours-65 services)

**C100.11 MANICURE/PEDICURE & NAIL EXTENSIONS:**  To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. The student will be able to learn how to improve the appearance of their hands and feet by following proper safety precautions. (100 hours- 20 services)

**C100.12 MAKEUP APPLICATION/LASH AND BROW TINTING/EYELASH ENHANCEMENTS:** Learn proper techniques of makeup application and for day for evening looks and how to place eyelashes individually, or with strips. . In addition learn, lash and brow tinting techniques and proper products safe to use. (2 hours-5 services)

**C100.13 SKIN THEORY AND DISORDERS OF THE SKIN:** Learn the structure and function of the skin; diseases of the glands, and how to recognize lesions. (85 Hours-No services)

**C100.14 CAREER DEVELOPMENT/SALON MANAGEMENT/ETHICS:**  To learn the basic principles needed to own and operate a salon a successfully and the principles of business ethics. (33 hours- No services)

**GRADUATION**

**COSMETOLOGIST:** After completion of the required 1200 hours required number of services, and satisfactory passing of both practical and written examinations with at least 75%, **a diploma** will be issued to the student. The student will then be eligible to take the Florida Board of Cosmetology Exam $27.00 for the exam.. After passing the Florida Board Exam , licensure is ($63.50) the student is duly licensed to practice in the State of Florida. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment. Must be 16 years of age have a social security card. Applicants who completed their education at a Florida school should submit a board-approved Initial HIV/AIDS course completion certificate from their school.

. **STUDENT KIT**

 1 brush kit 2 paddle brushes

 1 carbon comb 1 foiling comb

 1 curling iron 1 blow dryer/flat iron/curling iron

 1 bag rubber bands 12 butterfly clips

 1 pack bobby pins 1 spray bottle

 1 pack hair pins Clippers & Trimmers

2 manikins Aluminum duck bills Silver clips Ceramic brush kit Aluminum rolling cart Mirror

 1 Milady textbook Milady student study guide

 Perm rods/case/rollers OPI kit/Makeup kit

 Dermalogica Cosmo skin kit Lashes/glue

 Tweezer kit Extractor kit

 Headband/cotton rounds Shark Fin “Top” Shears Kit

**FEE SCHEDULE**

 Registration $150.00

 Tuition $9500.00

 Kit & Materials $1,250.00

 Total $10,900.00

Milady’s Standard Cosmetology Hard Cover ISBN:9781285769417 $124.33

Milady’s Study Guide: The Essential Companion ISBN: 9781285769639 $59.01

**NAIL TECHNOLOGY PROGRAM**

**300 Hours**

**EDUCATIONAL OBJECTIVES**

The objective in the Nail Technology program is to train the student in the skills needed to meet the competencies and prepare the student for employment in the various avenues in the field such as nail technician, salon manager or owner. This program consists of 300 hours of training in the field of manicuring and pedicuring. Advanced methods of artificial nail application are included. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD’s, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

**OUTLINE**

**N300.1: FLORIDA LAW AND RULES/ETHICS:** To present an overview of nail technology law, Florida Statutes, consumer protection notices, fines, compliancy, HIV/AIDS requirements, licensure information and continuing education requirements. (7 hours-No service)

**N300.2: HIV/AIDS:** To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-no service)

**N300.3: SANITATION AND STERILIZATION:** Understanding, bacteria, disinfectants, use, Florida Statutes regarding sanitation and sterilization. Importance use of the pedicure log, and Consumer Protection Notice. (4hours-No service)

**N300.4 NAIL THEORY:** To understand and be able to assess nail disorders and skin diseases and types of physical deficiencies that might be the causes.

(145 hours-No service)

**N300.5 MANICURING:**  To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (10 hours-20 services)

**N300.6 PEDICURING:** To gain professional knowledge regarding the proper procedures, use of implement and proper supplies in regards to foot care. (10 hours-10 services)

**N300.7 POLISHING & NAIL ART:** Learning designs, French, and American polish styles. (5 hours-10 services)

**N300.8 TIPS W/ OVERLAY:** To apply artificial nails using tips with an acrylic overlay, including the dipping nail technique. (37.5 hours-15 services)

**N300.9 NAIL FILL-INS:** Procedure to fill-in acrylic nails. (18 hours-10 services)

**N300.10 SCULPTING/MENDING/NAIL WRAPS:** Application of artificial nails using a form. (52.5 hours-25 services)

**N300.11 DRILL:** To learn the safe and proper use of electric drill for nails, creating less damage to nail beds to create smooth acrylic nails. And to be able to determine proper drill bit for different techniques. (2 hours-20 services)

**N300.12 ARTIFICIAL NAIL REMOVAL:** Procedure to safely remove artificial nails without damaging nail bed. (5 hours-5 services)

**GRADUATION**

**NAIL TECHNICIAN:** After completion of the required 300 hours and 115 services, and satisfactory passing of both practical and written examinations with at least 75%, **a diploma** will be issued to the student. The student will then be eligible to register with the Department of Professional Regulation for the Nail Technician Specialty. The registration fee is $75.00. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

**STUDENT KIT**

 Black OPI case Bondex primer

 Implement box Brush Cleaner

 Metal pusher Cuticle Nipper

 Nail Clipper Sculpture Stickers

Orange Buffer Acrylic brush

180 file White file

 Metal rasp 2 black files

 2 practice fingers Manicure brush

 Dappen dish set Pumice stone

 Bond aid 2 OPI colors

 Base coat Top coat

 2 Nail glue Monomer

 Natural acrylic powder Pink acrylic powder

 White acrylic powder White nail tips

 Natural nail tips Cuticle oil

 Milady Nail Technology Textbook Handheld practice drill

UV 9W light Apron

**FEE SCHEDULE**

Registration $150.00

Kit&Materials $400.00

Tuition $2450.00

Total $3000.00

Milady’s Standard Nail Technology Book ISBN: 9781285080475 $126.33

**SKIN CARE PROGRAM**

**300 Hours**

**EDUCATIONAL OBJECTIVES**

The objective of the Skin Care Program is to train the student in the skills necessary to meet the acceptable performance from a new employee in a beauty salon or skin care salon after registration with the state. This is a basic to advanced program that introduces students to the fundamentals of skincare, correct use of facial equipment, corrective facials, anti-aging modalities and study of related anatomy. At the conclusion of the program the student is ready to be licensed as a Facial Specialist. No State examination is required. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands-on and visual aids such as DVD’s, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

**OUTLINE**

**S400.1 FLORIDA LAW AND RULES:** Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters and to provide information on continuing education and continued licensure requirements. (5 hours-No service)

**S400.2 HIV/AIDS:**  To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS. (4 hours-No service)

**S400.3 SANITATION & STERILIZATION:** To be able to learn how to proper sanitize and maintain equipment and implements. To be understand how to reduce bacteria exposure using disinfectants properly. (10 hours-No services)

S**400.4 SKIN CARE/ DISEASES AND DISORDERS:** To understand the structure and function of the skin, and to understand the diseases of the glands and recognize lesions. (85 hours-No service)

**S400.5 CORRECTIVE FACIALS/EXTRACTIONS:** To understand and define the various types of corrective facials. (15 hours-20 services)

**S400.6 PRODUCT CHEMISTRY:** To understand products used and their purpose of each. (10 hours-0 services)

**S400.7 MUSCLE TONING:** To understand the purpose and effects of muscle toning. (12 hours-No service)

**S400.8 HAIR REMOVAL:** To understand the proper steps in removing hair safely through tweezing threading & waxing and to be able to choose the proper wax product for different skin types, and for different hair removal areas. (15 hours-20 services)

**S400.9 EYELASH ENHANCEMENTS:** To be able to learn how to safely apply and remove eye lash enhancements. (10 hours-15 services)

**S400.10 MAKE-UP:** To understand make-up products and the proper applications. (10 hours-10 services)

**S400.11 BODY & FACIAL SPA TREATMENTS:** To be able to learn techniques using body scrubs, paraffin and hot stones. (10 hours- 5 services)

**S400.12 MICRODERMABRASION:** To be able to learn how to properly and safely use a machine to exfoliate the skin. (20 hours-5 Services)

**S400.13 ETHICS/SALON MANAGEMENT:** To be able to learn about how to own or operate a salon. To be able to learn how to market, sell, products and customer service knowledge. (10 hours-No service)

**S400.14 BASIC ELECTRICITY:** Learn the set up, use and maintenance of electrical devices. (8 hours- 2 services)

**S400.15 LASH AND BROW TINTING:** To be able to tint lashes and brows using dyes. (10 hours- 10 services)

**S400.16 FACIALS:** To perform basic facial movements on various skin types and determine contraindications for each using proper technique and skincare products. (66 hours-40 services)

**GRADUATION**

**SKIN CARE:** After completion of the required 300 hours/127 services and satisfactory passing both the written and practical examinations with at least a 75%, **a diploma** will be issued. The student will then be eligible to register with the Department of Professional Regulations for the Skin Care Specialty. The registration fee is $75.00. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

**STUDENT KIT**

 Dermalogica Skin Kit Facial sponges

 1 Makeup kit Tweezer kit/wax sticks x 1 box

 1 Eyelash kit and glue Fan brush/thumb drive

 Gauze cotton rounds x2 Micro-dermabrasion machine 2-N-1

 1 Extractor kit High Frequency Machine

 Spa Headband x 1 Milady Esthetics Textbook/Milady

**FEE SCHEDULE**

 Registration $150.00

 Kit& Materials $800.00

 Tuition $5550.00

 Total $6500.00

 Milady’s Standard Esthetics ISBN: 9781111306892 $152.42

**FULL SPECIALTY PROGRAM**

**600 Hours**

**EDUCATIONAL OBJECTIVES**

The objective of the Full Specialty program is to train the student in the skills needed to be able to competently perform skin care, and the duties of a nail technician and to be knowledgeable in salon management or ownership. This extensive, 600 hour program provides in-depth training on the full range of technical and management skills necessary to operate a successful salon, and to function independently as a full specialist upon graduation. The graduate of the Full Specialty program will be cross-trained as an esthetician, spa technician, nail technician, specializing in both natural and artificial nails. Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands-on and visual aids such as DVD’s, video tapes and overheads. One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

**OUTLINE**

**SK200.1 FLORIDA LAW AND RULES:**  Present an overview of cosmetology law HIV/AIDS and rules and regulations in relation to consumer protection for both health and economic matters, focusing on nail and skin care guidelines and statutes. (5 hours-No service)

**SK200.2 HIV/AIDS:** To understand the modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS (4 hours-No service)

**SK200.3 SANITATION & STERILIZATION:** To be able to understand bacteria, disinfectants and use, cleanliness. (10 hours-no service)

**SK400.4 SKIN CARE/ DISEASES & DISORDERS:** To understand the structure and function of the skin, and to understand the diseases of the glands and recognize lesions. (85 hours-No service)

**SK200.5 CORRECTIVE FACIALS/EXTRACTIONS:** To understand and define the various types of corrective facials. (35 hours-20 services)

**SK200.6 PRODUCT CHEMISTRY:** To understand products used and their purpose of each. (15 hours-No service)

**SK200.7 MUSCLE TONING:** To understand the purpose and effects of muscle toning. (10 hours-No service)

 **SK200.8 HAIR REMOVAL:** To understand the proper steps in removing hair safely through tweezing, threading & waxing and to be able to choose the proper wax product for different skin types, and for different hair removal areas. (20 hours-20 services)

 **S200.9 EYELASH ENHANCEMENTS:** To be able to learn how to safely apply and remove eye lash enhancements. (20 hours-15 services)

**SK200.10 MAKE-UP:** To understand make-up products and the proper applications. (30 hours-10 services)

**SK200.11 BODY & FACIAL SPA TREATMENTS:** To be able to learn techniques using body scrubs, paraffin and hot stones. (15 hours- 5 services)

**SK200.12 MICRODERMABRASION:** To be able to learn how to properly and safely use a machine to exfoliate the skin. (11 hours-5 Services)

 **SK200.13 ETHICS/SALON MANAGEMENT:** To be able to learn about how to own or operate a salon. To be able to learn how to market, sell products and customer service knowledge. (10 hours-No service)

**SK200.14 LASH AND BROW TINTING:** To be able to tint lashes and brows using dyes. (10 hours- 5 services)

**SK200.15 FACIALS:** To perform basic facial movements on various skin types and determine contraindications for each using proper technique and skincare products. (68 hours-40services)

**SK200.16 NAIL THEORY:** To understand and be able to assess nail disorders and skin diseases and types of physical deficiencies that might be the causes.

(85 hours-No service)

**SK200.17 MANICURING:**  To gain professional information to give all services to clients by using proper procedures, use of implements and proper supplies. Also improve the appearance of hands by following proper safety precautions. (20 hours -20 services)

**SK200.18 PEDICURING:** To gain professional knowledge regarding the proper procedures, use of implement and proper supplies in regards to foot care. (10 hours-10 services)

**SK200.19 POLISHING & NAIL ART:** Learning designs, French, and American polish styles. (10 hours-10 services)

**SK200.20 TIPS WITH OVERLAY:** To apply artificial nails using tips with an acrylic overlay. (37.5 hours-15 services)

**SK200.21 NAIL FILL INS:** Procedure to fill-in acrylic nails. (20 hours-10 services)

**SK200.22 SCULPTING/MENDING/WRAPS:** Application of artificial nails using a form. (52.5 hours-25 services)

**SK200.23 BASICS OF ELECTRICITY:**  Learn the set up, use and maintenance of electrical devices. (10 hours- 5 services)

**SK200.24 ARTIFICIAL NAIL REMOVAL:** Procedure to safely remove artificial nails without damaging nail bed. (5 hours-5 services)

**SK200.25 DRILL:** To learn the safe and proper use of electric drill for nails, creating less damage to nail beds to create smooth acrylic nails. And to be able to determine proper drill bit for different techniques. (2 hours-20 services)

**GRADUATION**

 **FULL SPECIALTY:**  After completion of the required 600 hours, 240 services and satisfactory passing both the written and practical examinations with at least a 75%, **a diploma** will be issued. The student will then be eligible to register with the Department of Professional Regulations for the Full Specialty. The registration fee is $75.00. The Board of Cosmetology requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment.

**STUDENT KIT**

 Dermalogica Skincare Kit Makeup sponges

 1 Makeup kit Microdermabrasion machine

 Tweezer kit Lashes and glue

 1 High Frequency Machine Fan brush 1 extractor kit

 Cotton Rounds x 2 Milady Esthetics Textbook

 Black OPI case Bondex primer

 Implement box Brush Cleaner

 Metal pusher Cuticle Nipper

 Nail Clipper Sculpture Stickers

Orange Buffer Acrylic brush

180 file White file

 Metal rasp 2 black files

 2 practice fingers Manicure brush

 Dappen dish set Pumice stone

 Bond aid 2 OPI colors

 Base coat Top coat

 2 Nail glue Monomer

 Natural acrylic powder Pink acrylic powder

 White acrylic powder White nail tips

 Natural nail tips Cuticle oil

 Milady Nail Technology Textbook Handheld practice drill

UV 9W light Nail Glue/Apron

 Milady’s Nail Technology Book ISBN: 9781285080475 $126.33

 Milady’s Standard Esthetics ISBN: 9781111306892 $152.42

**FEE SCHEDULE**

 Registration $150.00

 Kit&Materials $1200.00

 Tuition $8150.00

 Total $9500.00

**MASSAGE THERAPY PROGRAM**

**600 HOURS**

**EDUCATIONAL OBJECTIVES**

The objective of the Massage Therapy program is to train the student in the skills needed to meet the competencies for examination by the MBLEX Federation of State MT Boards and to prepare the student for employment in the Massage Therapy field. This program is a 600 hour course that focuses on training the student in basic massage therapy with a brief introduction to allied, spa and hydrotherapies. Our massage Therapy program readies the adult learner to meet the requirements for entry-level employment as a licensed massage therapist (LMT) in their own private practice (e.g. independent contractor) or in the medical offices of physicians, chiropractors and or physical therapists. Successful massage graduates may also find employment in medi-spas, health spas, hospitals, massage clinics as well as cruise lines

Each of the objectives listed will be covered in theory and practical instruction. Instructional methods used throughout the course include lecture, hands on and visual aids such as DVD’s, video tapes and overheads One clock hour consists of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

**OUTLINE**

**MT600.1 HIV/AIDS:** A study of the virus and how it affects the immune system and ways to prevent and avoid the spread of the HIV/AIDS virus. (3 hours-No services)

**MT600.2 FLORIDA LAW AND STATUES:** Knowledge of the Florida Statute Chapter 480 that defines and regulates the practice of massage therapy, standards, and ethics of the massage profession. (10 hours-No services)

**MT600.3 ANATOMY AND PHYSIOLOGY:** The study of anatomy, physiology, and pathology is essential in mastering the theory and practice of therapeutic massage. The student will learn the functions and structure of each body system and the mechanisms that control each function. (150 hours-No services)

**MT600.4 BASIC MASSAGE THEORY PRACTICUM 1:** Comprehensive academic training in the history and theory of massage therapy and techniques to include effects, benefits, indications, and contradictions of massage. (100-No services)

**MT600.5 MASSAGE PRACTICAL APPLICATIONS:** Various forms of massage are taught including Swedish, deep tissue and therapeutic massage techniques through practice on fellow students and general public under direct supervision of instructors. The practical experience will help develop the student’s massage skills. (125 Hours-175 Services)

**MT600.6 ALLIED MODALITIES:** Introduction to the basic theory and practical applications of related massage modalities such as sports massage, reflexology, aromatherapy, therapeutic stretching, positional release, first aid, and business marketing and management in massage. (100 hours-50 services)

**MT600.7 HYDROTHERAPY:** Using various applications of water for the purpose of therapy and rehabilitation. Students will learn and practice the correct use of cold, hot, ice packs, herbal wraps and other related techniques. (15 hours-20 services)

 **MT600.8 SPA THEORY AND TECHNIQUES:** Learn the various modalities used in a spa such as body wraps, scrubs, and hot stone to promote relaxation and therapeutic effects. Learn the benefits and contraindications for each of the modalities. (75 hours-15 services)

**MT600.9 ETHICS:** Learn the ethics of working in the medical field, the rules for HIPPA and client confidentiality and privacy and proper boundaries relating to patient/client services. (5 hours-No services)

**MT600.10 MEDICAL ERRORS:** Learn how to properly document regarding client/patient care. Learn how to avoid medical errors and what to do when errors occur. (2 Hours-No services.)

**MT600.11 BUSINESS:** Learn how to manage and run your massage business. The steps required to open up a business and the different work scenarios for massage therapists. (15 hours-No services)

**GRADUATION**

The following are entrance requirements in compliance with Florida Statute 480.041 for

Massage therapy qualifications, licensure, or endorsement.

1) Any person is qualified as a massage therapist under this act who:

A) Is at least 18 years of age or has received a high school diploma or graduate equivalency diploma.

B) Has completed a course of study at a board-approved massage school or has completed an apprenticeship program that meets standards adopted by the board; and

C) Has received a passing grade on an examination administered by the department.

 After the completion of the required 600 hours, number of services and satisfactory passing of the practical and written examinations with at least 75%, **a diploma** will be issued to the student. The student will then be eligible to sit for the MBLEX Federation of State MT Boards The application and examination fee is $195.00 per 61G11-27.002 and $155.00 for initial state license. The Board of Massage requires criminal background reporting on their applications for licensure and individuals with criminal backgrounds may not be eligible for licensure or employment. Fingerprinting is required for licensure and cost is $55-75.

**STUDENT KIT**

1 Holster for oil Student/lotion bottle/massage chair

 Trail Guide Book and Workbook

Salvo Principles of Massage Therapy Textbook

Mosby Fundamentals of Pathophysiology Textbook

Susan Salvo Principles and Practice of Massage Therapy ISBN: 978-0323239714 $137.63

Trail Guide Trail Guide Book and Workbook 5th Edition ISBN: 9780982978665 $ 97.83

Susan Salvo/Mosby Fundamentals of Pathophysiology SBN-13: 978-0323084727 $79.95

**FEE SCHEDULE**

Tuition: $8250.00

Registration: $150.00

Kit&Materials: $550.00

Total Program: $8950.00

**V.A. ATTENDANCE POLICY**

 By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

* Is considered reasonable additional criteria,
* Will become a part of 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used),
* Will be listed as an addendum to the institution’s catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b). A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

* Serious illness of the veteran.
* Serious illness or death in the veteran’s immediate family.
* Emergency financial obligations or change of place of employment or

work schedule which preclude pursuit of the program/course.

Active duty military service including active duty for training.

**EMERGENCY RESPONSE/RELATED PROCEDURES**

 **Timely Warnings**

In the event a situation arises, either on or off campus, that , in the judgment of the Director of Parisian Spa Institute, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the school’s cell phone “APP” and email system to students, faculty, and staff. Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Administrators may also post a notice on the front doors of the Institute, Facebook/social media, school’s webpage, and on the campus-wide application at [1tap.mobi](http://www.1tap.mobi)/student providing the student community with more immediate notification. In such instances, a copy of the notice is posted on the second floor as well, location of the Institute and also on the front door of the public building. Anyone with information warranting a timely warning should report the incident to the administration office by phone at (904) 350-9796 or in person to the administrative offices on the second floor of the Riverside Building where the Institute is located.

Information about emergency response procedures is provided at the beginning of each semester at student orientation, and it is re-emphasized throughout the year on a campus-wide basis as other relevant advisories are issued, such as those posted at the start of hurricane season. Information on how to receive emergency notifications is also located in the campus disclosure policy, which is provided

electronically to the entire campus community on an annual basis. Our campus is equipped with an emergency evacuation sign which illustrates the emergency evacuation route.

 **~ ANNUAL CAMPUS CRIME REPORT ~**

**Jeanne Clery Act Compliance**

The [***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f))**](http://clerycenter.org/node/38) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.  Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The following are the Crime Statistics for the three (3) previous calendar school years (2016, 2015, & 2014):

0 manslaughter on campus 0 arson on campus

0 murders on campus 0 rapes on campus

0 robbery on campus 0 aggravated assaults on campus

0 burglaries on campus 0 motor vehicle thefts on campus

0 hate crimes on campus (ie: sex, race, religion)

During the most recent school year , there were no arrests for the following crimes occurring on campus:

• Liquor law violators

• weapons possessions violators

• Drug abuse violators

Parisian Spa Institute has prepared this publication made it available to all current students, faculty and staff, and prospective students. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies and procedures concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. three years’ worth of statistics as included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus and must be available by Oct 1, of each year. This report is additionally available online at **www.parisianbeautyschool.com** . You may request a paper copy from the Administration Office of Parisian Spa Institute.

#### SEXUAL ASSAULT PREVENTION/HATE CRIMES

Parisian Spa Institute is committed to providing a non-discriminatory and harassment-free educational and working environment for students, faculty, administrators, staff, and visitors. This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, stalking and intimate partner violence. Misconduct of this nature is contrary to the schools values and prohibited by state and federal law.

Parisian Spa Institute encourages the prompt reporting of any incident of sexual or gender-based misconduct to the school and to local law enforcement or civil rights enforcement agencies. Upon receipt of a report, the school will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this policy (referred to as the “Complainant”); conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused individual (referred to in this policy as the “Respondent”). The policy provides specific procedures for investigation and resolution based on the role of Respondent (student, staff or faculty).

All members of the Parisian Spa Institute community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Institute will not tolerate sexual harassment, sexual violence, stalking and intimate partner violence. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

Parisian Spa Institute expects that all students, staff, and faculty members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority.

Should a student be sexually assaulted, it is the student’s responsibility to notify local police. At the student’s request, the Director of the Institute will assist the student in notifying the proper authorities. To report the assault to the local police, call 911. Parisian does not have on-campus services available for these circumstances. It is recommended that victims call a rape crisis center.

Jacksonville Rape Crisis Hotline (904) 721-7273.

**SECURITY AWARENESS PROGRAMS**

Safety programs for students begin on the first day’s orientation for each class and continue throughout the year in cooperation with the Admission’s office. The school’s Campus Security and Safety

Advisors, which are any staff member of the Institute has the authority to (1) check all person on the school property to determine their legitimate presence, and to escort unauthorized person to the proper office or off the school property; (2) has the right to inspect any person’s items if suspected of potential theft, larceny, or possession of drug or alcohol, as it is in violation of the school’s policy of possessing these items on campus (3) cooperate with local, state or federal law enforcement should that become necessary (4) may control the actions of person violating school rules or local, state , or federal laws.

All members of the School community play an important role in keeping the Institute safe and encouraged to alert the Institute’s Admissions office at (904) 350-9796 ext. 202 or Campus Security and Safety Advisors of any criminal act, unsafe condition, or suspicious activity. Students, faculty, and staff should always use sound judgment and take simple precautions to avoid becoming the victim of a crime, such as traveling in groups or pairs, staying or walking in well-lit areas, reporting suspicious activities or persons, locking vehicles or personal property and knowing where the Institute’s campus advisors can be reached at any time.

**CAMPUS SECURITY AUTHORITIES**

 Mr. Gavin Thompson, Financial Aid Director, and all Instructors are Campus Safety Advisors and responsible for Campus Safety and Security Compliance.

|  |  |
| --- | --- |
| Office Responsible | Administration  |
| Are Information is Located: | [www.parisianbeautyschool.com/paper](http://www.parisianbeautyschool.com/paper) copy upon request |
| Date Document was last Updated: | 9/12/2016 |

**REPORTED GEOGRAPHICAL LOCATIONS**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act require that our institution report crimes on campus, and campus buildings or properties that meet all of the following criteria:

• The institution owns or controls them;

• They are reasonably contiguous to one another;

• They directly support or relate to the institution’s educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of The Riverside Building, located at 1045 Riverside Avenue, Jacksonville, Fl. 32204

For Purposes of Geographical location the following areas are considered part of Parisian Spa Institute’s campus: 1) Second Floor of the Riverside Building 2) Stairs and elevator leading to the Second Floor. The school leases this space and this is considered the location of the Institute.

Public property and non campus area that the school does not own includes the following: 1) Parking lot adjacent to the school. 2) Sidewalks adjacent to the Riverside building.

**REPORTING A CRIME**

To report a crime or suspected crime, an individual may contact the Police Department by dialing 9-1-1, or the school Administrative Offices or any instructor all of whom have been designated as campus security advisors by dialing 904-350-9796. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the classrooms, spa or clinic areas should be reported to the police department.

**VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Which such information, the school can keep an accurate record of the number of incidents involving student, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**ACCURATE AND PROMPT REPORTING**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the school Administration and to the local Jacksonville Sheriff’s Police Department in a timely manner. Only by the prompt reporting of crime and the subsequent action by appropriate authorities can issues be quickly investigated. By making accurate and prompt reports the community, students, faculty, staff and guests help ensure increased safety for all.

**CRIME STATISTICS FROM LOCAL AGENCIES**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act not only requires crime reports from campus authorities, but every institution must make a “reasonable, good-faith effort” to obtain Clery crime statistics from local law enforcement agencies that have jurisdiction over the school’s Clery geography. Local law enforcement agencies that serve our Clery geographical location are: The Jacksonville Sheriff’s Police Department, non-emergency line (904) 630-0500 . In support of these requirements, the school has contacted the City of Jacksonville where we were directed to enter our geographical location, street and adjacent streets and a copy of the report is made available. The report may be found on the school’s website at [www.parisianbeautyschool.com](http://www.parisianbeautyschool.com).

Duval County Sheriff Office Non-Emergency Line (904) 630-0500

Jacksonville Police Department (904) 630-7600

Federal Bureau of Investigations (904) 248-7000

**DRUG AND ALCOHOL FREE SCHOOL**

Parisian Spa Institute welcomes public law that requires schools to provide a drug-free campus and workplace. As part of our philosophy, we are dedicated to the advancement and well-being of the population we serve. The use and abuse of alcohol and other drugs can lead to physical and psychological health risks and Parisian Spa Institute has a zero tolerance policy to awarding those who abuse the substances from receiving any grants, or scholarships. In addition, the Federal government will deem those students ineligible who are convicted or continue to abuse illegal substances.

The health risks associated with the abuse depends upon the type of drug used and the intensity of the use. Long-term use of drugs can lead to organic damage to the body and psychological problems. And even short-term use carries a risk of an overdose that can result in effects as serious as death. Drug and alcohol use also carries other direct and indirect health risks, including a heightened risk of blood-

transmitted disease for users of intravenous drugs, the risk of pregnancy complications and birth defects in women who use drugs or alcohol while pregnant, and the impairment of the ability to operate motor vehicles. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on Parisian property including grounds, parking areas, anywhere within the buildings or while participating in school-related activities. Students are also prohibited from being present on campus under the influence of alcohol or controlled substances. Students who violate this policy will be subject to disciplinary action up to and including termination of enrollment. If there is a reasonable suspicion that a student of Parisian is under the influence of alcohol or a controlled substance while on Parisian’s premises, the student will be required to clock out for the day and asked to leave and may be subject to formal discipline. In all cases, Parisian will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol, including the full enforcement of applicable underage drinking laws.

Any student who suspects that he or she or someone else may be at risk is invited to seek services that can be of help. Parisian maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from the campus manager.

**TITLE IV IMPLICATIONS FOR DRUG RELATED OFFENSES**

Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for federal financial aid based on the chart below. If convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the longer penalty will apply. In addition, violations of federal, state, or local laws and ordinances concerning drugs and alcohol can lead to felony or misdemeanor convictions and legal sanctions, which include but are not limited to: fines, imprisonment, forfeiture of property, and loss of driving privileges.

**Drug a 24 Hour Able Helpline**

Jacksonville, FL - Duval County

Call (800) 238-2134

* Drug & Alcohol Addiction
* Detox & Rehab Programs
* Treatment of Dual Diagnosis
* 24/7 Toll-Free Treatment Hotline

**For drug or alcohol help, please call (800) 315-2056 Jacksonville**

I have read and understood Parisian Spa Institute’s zero tolerance Drug and Alcohol Policy in reference to attending this Institute, in regards to Title IV Financial Aid, grants or scholarships that I may receive from this Institute or any other awarding agency.

**COPYRIGHT INFRINGEMENT POLICY**

 Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: www.copyright.gov/title17/92appf.pdf. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information system will be terminated.

**SOCIAL MEDIA GUIDELINES FOR STUDENTS**

Parisian Spa Institute students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio.) Parisian Spa Institute does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Parisian Spa Institute on any of Parisian Spa Institute’s social media sites. Parisian Spa Institute reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Parisian Spa Institute to protect itself from undue harm related to information that is shared on social networking sites

**VOTER REGISTRATION**

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. STAND UP AND BE COUNTED – MAKE A DIFFERENCE. To register contact your county Supervisor of Elections Office or go online to register on www. election.dos.state.**fl**.us/**voter-registration**/**voter**-reg**.** shtml.

**CONSTITUTION DAY SEPT 17TH**

The Department of Education encourages Title IV schools to celebrate Constitution Day and Parisian Spa Institute chooses to have students celebrate by wearing the patriotic colors of red, white or blue.

**FINANCIAL AID FOR STUDENTS**

**Parisian Spa Institute** participates in Financial Aid Programs (Title IV) to assist students who need money to attend school. Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The Federal Financial Aid Programs which the school makes available are the Pell Grant, and Direct Loan Program. The Free Application for Federal Student Aid (FAFSA) is available in the Financial Aid office or can be completed on-line. The FAFSA form must be completed first, then processed via Internet by the school with the proper office listed on the form. Our Financial Aid office will assist every student that needs help with their applications.

**ELIGIBILITY**

In general, you are eligible for Federal Aid if you meet the following requirements:

1. You must be enrolled at least half-time.

2. You are a U.S. Citizen or an eligible non-citizen.

3. You show that you have financial need.

4. You are making satisfactory progress in your program of study (See Satisfactory Progress Statement).

5. You are not in default on a National Direct Student Loan (NDSL), F.F.E.L. or PLUS/SLS Loan.

6. You do not owe a refund on a Pell Grant .

7. You must sign a statement that you understand your responsibilities regarding Federal Student Aid funds and that only Loans get paid back.

8. You must sign a statement of registration status on Form 3 indicating you have registered with the Selective Service, if you are required to do so. (Males only)

**VERIFICATION PROCESS**

If an applicant is selected for verification through the central processing center, the Financial Aid office will advise the student about the verification process, have them sign the verification procedures documents and worksheets and then we will furnish them a copy. The original documents will be maintained in the students financial aid file. After all required documents are collected and forms are signed the Verification Packet will be sent to our third-party servicer for processing. Our current third-party servicer is Financial Aid Services, Inc.

**FINANCIAL NEED**

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

**PELL GRANTS**

The student must complete the Free Application for Federal Student Aid (FAFSA). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants. The school will input your application and give you an award letter. After you have begun classes, the school will then receive and credit your award disbursements to your account ledger, until your school account is paid in full, and the student will receive receipts accordingly. The school receives the student’s award in two to three payments (depending on program length), one at the beginning of school, and the second after one-half of their academic year has been reached, or after one-half of their program

hours has been reached, which ever applies. Parisian Spa Institute’s academic year consists of 900 clock hours, however, a student must complete all of their program clock hours to graduate from this Institute. How much you actually receive depends on the

following factors:

1. Your student aid index number.

2. The cost of education at your school, whether you are a full-time or half-time student.

3. How long you will be enrolled in the academic year.

FEDERAL LOAN PROGRAMS

The program that Parisian Spa Institute offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you

may receive and your expected family contribution. To be eligible, the student’s financial need must be evaluated.

To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet.

Repayment begins six (6) months after the student leaves school or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect. Students must also be aware that taking leaves of absence from school will affect their repayment grace period.

**REFUNDS DUE TO TITLE IV PROGRAMS**

The school will determine the amount of a refund in accordance with Federal Regulation, Return of Title IV Funds (FSA) also referred to as R2T4 calculation. After the school has determined the amount of the refund which must be returned, the school will first return all sums to the Federal Loan Program (Unsub, Sub, Plus), then the Pell Grant Programs . NOTE: A student needs to understand that if he or she withdraws from school, school charges that were previously paid by FSA funds might become a

debt that the student will be responsible for paying under the Institutional Withdrawal , Cancellation and Refund Policy. This refund policy applies to both official and unofficial withdrawals.

Students who enrolled in a program, and who received Federal Title IV (FSA) assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school or are terminated from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on; 1] in which payment period did the student terminate from school, and 2] the number of hours that were scheduled to have been completed as of the withdrawal date. Any payment period in which less then 60% of scheduled hours was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or greater of scheduled hours was completed of a payment period, the school is entitled to retain 100% of the aid received. From time to time this Federally required calculation results in the student also refunding aid money. Should that occur, the student would be notified by the school in writing. Federal Regulations require the return of Title IV funds in the following order, if applicable; Direct Unsubsidized loans, Subsidized loans, Plus loans, Pell Grants, within forty-five (45) days from the date of determination. In the case of a leave of absence, the date of determination will become the date of documented return from the leave. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (printed on the back of their contract) and charge for unpaid portions of their schooling. The student must understand that if he or she withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy.

**ACE Grant**

ACE American Cosmetology Educational Grant is offered to students who qualify if they fill out the ACE Grant application and obtain an interview by a manager or salon/spa owner and write a 250 word or more essay, neatly handwritten, or typewritten on the topic of, “Why this training is important to them.” The documents are submitted to the enrollment director and then to the board of the school who

determines eligibility based on the number of grants still available. Only 40 grants are available for the Nail Technology, Massage Therapy and Skincare Programs. They are offered at various amounts from $500 up to and not to exceed $4853. The amounts are determined by the school board and based on student census in each program and yearly budgets. All submitted references will be checked along with the establishment for the interview. **If the student fails to meet minimum satisfactory attendance of 75% and or grades do not meet the minimum passing of 75%, the ACE Grant will be removed and the student will be responsible for the rest of the tuition without the ACE Grant.** \***Subject to a Financial Assistance package reduction based on any additional funding sources.**

**MYCAA**

The Military Spouses MYCAA funding is valued at $4,000 per spouse based on ranking and years of service. Parisian Spa Institute participates and is approved to participate in this program. Contact the MYCAA representative to find out more details.

**SCHOLARSHIPS**

## Bright Futures Scholarships

Florida Bright Futures established a lottery-funded scholarship program to reward any Florida high school graduate who:

* Merits recognition of high academic achievement
* Enrolls in a degree program, certificate program, or applied technology program at an eligible Florida public or private post-secondary education institution
* Receives funding within 2 years of graduation from high school

The program offers three levels of scholarship awards – the Florida Academic Scholars award (FAS), the Florida Medallion Scholars award (FMS), and the Florida Gold Seal Vocational Scholars award (GSV).

* Be a Florida resident
* Earn a standard high school diploma
* Accepted and enrolled in an eligible Florida public/private post-secondary school
* Enrolled for at least six semester credit hours
* Not have been found guilty of a felony
* Apply for the scholarship in the last semester before graduation and complete an error-free Free Application for Federal Student Aid (FAFSA). The FAFSA is no longer required, but highly recommended

**PROFESSIONAL DRESS CODE**

“Dress as if you are working at a Spa,” is the statement we want you to think about when you are choosing an outfit for the Institute. Your makeup and hair should always be tastefully done. Nails well-groomed, and trimmed, if in the field of Skin, Massage or Cosmetology. Esthetician students must have their hair pulled back when doing facials and nails trimmed and clean. Massage students must present with well groomed nails as well. Be mindful of presenting a positive and professional image at all times. Hairstylists not only set hair trends, they also set fashion trends. Listed below are some appropriate clothing ideas to assist you. Remember, footwear must be closed toed.

 Acceptable: • Professional Attire\* ALL BLACK• Scrubs Only. Saturdays only: Tshirts and black srub pants.

Unacceptable: OTHER THAN BLACK• Hoodies and Sweatshirts • Logos, Slogans and Words • Revealing Necklines • Denim Jeans • Flip Flops or Sandals • Shorts • Hats and Head scarves (may be allowed for religious purposes) • Work Out Attire (yoga type leggings)