



**UNIVERSAL SPA TRAINING ACADEMY**

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***CATALOG and HANDBOOK***

29-31 North Cass Avenue  
Westmont, IL 60559  
Universal Spa Training Academy – Catalog, Update: September 2009

# Universal Spa Training Academy Catalog

Update: September 2009

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## **UNIVERSAL SPA TRAINING ACADEMY MISSION**

### **OWNERSHIP and LICENSURE**

The Academy is owned by Universal Spa Training Academy, Inc. The corporate office and school are located at 29 – 31 North Cass Avenue, Westmont, IL 60559. The phone number is (630) 968-6800. The campus is licensed by the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777 and the Department of Financial and Professional Regulation, PO Box 7007, Springfield, IL 62791. The school is a candidate for accreditation with the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600. Current licenses and certifications may be reviewed at the campus during regular business hours. Contact the campus director during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs\* offered. \*The school is not yet eligible to participate in federal financial aid programs.

### **FACILITY**

The Academy's facility includes:

- 6,000 square feet of trendy, state-of-the-art space
- Office space for administration, testing, and education
- Guest area
- Classrooms for theoretical and practical training
- A student salon and clinic with stations and tables for supervised students to serve the public
- A well-equipped student lounge
- A media center with comprehensive technology for use by students and instructors
- A library of texts, publications, curricula, audio-visual equipment and aids, and industry-related journals

### **MISSION STATEMENT**

The mission of Universal Spa Training Academy is to provide an opportunity to achieve a quality education in a safe and professional environment that will afford its graduates the knowledge and skill set necessary to become top earners and industry leaders during their professional careers.

### **GENERAL OBJECTIVES**

The school's mission will be accomplished through the following performance objectives:

- Assessing institutional effectiveness through student achievement and performance and using the assessment to maintain or improve institutional performance.
- Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition using qualified financial management.
- Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

### **ASSESSMENT PLAN**

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic student evaluations of the staff, programs and facility.
- Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services.
- Review of annual retention, licensure and employment rates.
- Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success.
- Feedback annually from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided.
- Completion of an Institutional Self-Study for the school.

The information received is used in formulating plans to maintain and improve the operation and outcomes of the institution.

## ADMISSIONS

### ADMISSIONS AND ENROLLMENT REQUIREMENTS

The Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, creed, religion, ethnic or national origin, or physical or mental handicap unrelated to ability. The Academy does not recruit students already attending or admitted to another school offering similar programs of study. The Academy requires that each student enrolling in the Aesthetics, Nail Technology, or Massage Therapy programs must:

- Complete an application for enrollment;
- Be able to understand instruction offered in English
- Provide proof of secondary education
- Have graduated from high school or successfully completed the EQUIVALENT of twelfth grade
- OR demonstrate the ability-to-benefit from the training as evidenced by successful completion of an approved ability-to-benefit examination.

Instructor applicants must;

- hold a current license as a practitioner in the field they wish to teach
- complete an application for enrollment

### CLASS CALENDAR AND ATTENDANCE

Classes are scheduled daily at the Academy with a 45 minute lunch break for schedules over 4 hours daily as follows:

**Aesthetics:** 750 Hours

Full-time Days: 32.5 Hours, 6 months (Tuesday-Saturday 10am-5pm)

Part-time Days: 16 Hours + 1 Sat/Mo., 11 months (Tuesday-Friday 10am-2pm and 1 Saturday 10am-5pm)

Part-time Nights: 16 Hours + 1 Sat/Mo., 11 months (Tuesday-Friday 6pm-10pm and 1 Saturday 10am-5pm)

**Massage Therapy:** 600 Hours

Full-time Days: 26 Hours, 6 months (Tuesday-Thursday and every Saturday 10am-5pm)

Part-time Days: 16 Hours + 1 Sat/Mo., 9 months (Tuesday-Friday 10am-2pm and 1 Saturday 10am-5pm)

Part-time Nights: 16 Hours + 1 Sat/Mo., 9 months (Tuesday-Friday 6pm-10pm and 1 Saturday 10am-5pm)

**Nail Technology:** 350 Hours

Part-time Days: 16 Hours + 1 Sat/Mo., 5 months (Tuesday-Friday 10am-2pm and 1 Saturday 10am-5pm)

Part-time Nights: 18.5 Hours, 5 months (Tuesday-Thursday and every Saturday 10am-5pm)

Students are encouraged to maintain 90% attendance or higher to avoid extra-instructional charges. Observed school closures include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, the week between Christmas Day and New Year's Day (the actual dates vary based on which day of the week the actual holiday occurs), and one week scheduled each Summer. Breaks and additional days off are published well in advance. Students may call the school or local radio stations to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. New classes begin every three months with a few exceptions. Exact start dates are found on a page 25 of this catalog, but are subject to change.

Students are required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the school, whichever is higher. Any education missed due to absence is the responsibility of the student. In the event of extended absence, see the Leave of Absence policy. Failure to complete required program hours by class graduation will result in overage fees.

### Electronic Tracking of Hours

Universal Spa Training Academy is a clock hour school. In order to graduate, all program hours must be documented. Please remember to clock in and out every day. On the first day of class, students will receive instructions on how to clock in and out using the online system. Students forgetting to clock in will only receive hours from when he or she clocks in. Students are prohibited from clocking in or out for another student.

All students are allowed to clock in 15 min. before class during the week as long as program related material is being done prior to the start of class. This is a privilege and not a guarantee for students. Depending on when a student's class time starts, the school may not yet be open.

## Reporting of Student Hours

Students have the ability to monitor their accumulated hours at anytime through the academy's online system. A demonstration on how to run a report will be given at orientation. Students wishing to discuss their hours are asked to make an appointment with an advisor. To help ensure educational focus, the student is expected to maintain a high rate of attendance in order to assure timely completion of the academic program. Failure to complete by the expected contract date will result in extra-instructional charges and poor attendance may result in termination.

## Early Departure

A student who leaves the school prior to regular dismissal time is considered to be an early departure. If a student must leave the school earlier than his or her scheduled dismissal time, he or she is asked to advise their instructor in advance of the departure and he or she must clock out in order to receive hours. Students will not earn hours for periods in which they are not clocked in.

## Proper absentee notification is considered:

- ✓ Presenting a school official with a written notification of the intended absence.
- ✓ Leaving a message on the school voicemail before class: **(630) 968-6800**.
- ✓ Giving at least 24 hrs. notice if the absence is on a clinic day.
- ✓ Students are required to complete all hours as mandated for the program, by State requirements.
- ✓ Students who are absent must make up all hours missed.

## Making up of Hours

A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours can only be made up in the student clinic during the last 2 month's of a student's program. The only exception to this policy will be in the event of a special school function where students can participate.

- Make-up hours can be completed during student clinic only.
- Make-up hours completed after a student's contracted graduation date will accrue overage fees.
- Make-up time is not guaranteed, as it may not always be available.
- Clinic client priority is given to current students not in need of make-up hours.
- All requests to be put on a make-up schedule must go through the education director.
- Students who do not attend scheduled make-up assignments may automatically have their remaining make-up hours converted to chargeable overage fees (regardless of it being before or after the graduation date).

## Accelerated Hours

Clock hour acceleration is defined as exceeding one's scheduled hours and possibly completing hours prior to completion of the required curriculum. The curriculum is designed for completion according to the pace allowed by the State. All clock hours must be completed prior to receiving a graduation diploma. Acceleration of hours due to an internship will result in a student completing hours prior to the completion of the curriculum. In this instance, the student is required to continue to attend classes until the program curriculum requirements are completed.

## CAREER CONSIDERATIONS

The Academy wants to ensure that students interested in pursuing a career in Massage, Nail or Skin Care considers all aspects of such a decision. Persons who want to become professionals in these fields must:

- Have finger dexterity and a sense of artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest skin care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a massage or an esthetician's treatment bed or a nail care table.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.

- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).

### **CAMPUS PERFORMANCE STATISTICS**

The Academy will track its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. It is the goal of the Academy to achieve the following rates: Completion: 90%; Licensure: 90%; Employment 90%.

## **CURRICULUM**

### **CAMPUS CURRICULUM – COURSE OUTLINES**

All practitioner programs offered by The Academy follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog. The education is designed to be learner-centered and discovery-oriented in order to channel the talents of each Student toward a successful career.

**Level I:** In this basic, indispensable, and pre-clinical, opening level of training, Students will focus on learning the underlying theory and the basic skills required for performing Client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

**Level II:** During this vital second level of training, students will journey toward becoming a Star and develop and customize their skills to meet the needs of Clients. They will perform skills in the student salon or student spa and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, and hands-on practice.

**Level III:** In this final Level of training, students will master the creative skills necessary for achieving excellence and success in the workplace and learn key business skills needed to be successful professionals. Successful completion of this level will prepare students for immediate success and will dramatically improve their opportunities for employment upon graduation. In addition, students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation.

**Professional:** During this Level, the graduate begins an important relationship with the Universal Spa Training Academy Alumni Association. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of their goals while enjoying success in an exciting career in the workplace.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. All assignments must be completed by each student as agreed upon in the enrollment agreement. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% 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:

#### **WRITTEN and PRACTICAL**

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

0 - 74 BELOW STANDARDS - NEEDS IMPROVEMENT

**Exam Make-ups**

If a student is absent on the day of an exam (written or practical), he or she is required to make up the exam within 5 scheduled school days of his or her return to class and during times established by the instructor. In order to maintain the credibility of the exam, at its discretion, the academy may use an alternate exam for a make-up attempt. Failure to make up an exam in accordance with the make-up policy requirements will result in a recorded grade of 0% which will be weighted into the students overall grade.

**Exam Retakes**

Students are permitted two exam retake attempts for each failed exam. If re-taken, the maximum percentage score allowed will be 80%.

**Final Exam**

State law requests that the school allow each candidate for graduation at least 3 attempts to pass the final exam. Students will be allowed a maximum of 5 attempts to pass the final exam administered by the school. A passing score for the final exam is 75%. If re-taken, the maximum percentage score allowed will be 80%.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

**UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients for Aesthetics and Nail Technology students, and shall be completed on models or clients for Massage students. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and client volume.

***“Focus and perseverance will always achieve a positive result.”***

**AESTHETICS COURSE OUTLINE****750 HOURS**

**DESCRIPTION:** The primary purpose of the Aesthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an aesthetician or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.

5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

**REFERENCES AND TEXTBOOKS:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training.

***Milady's Standard Esthetic's Fundamentals***

***Milady's Standard Esthetic's Fundamentals Work Book***

***Milady's Standard Esthetic's Fundamentals Exam Review Guide***

HOURS	SUBJECT - UNIT
75	<b>Level I- Basic Training:</b> Basic Training is classroom instruction in general theory and practical application in the following areas: Skin Care History and Career Opportunities Your Professional Image, Professional Ethics Communicating for Success, Human Relations
150	<b>Level II- Scientific Concepts:</b> Intermediate Training is classroom instruction in the following areas: Infection Control, Universal Precautions, Health, Safety, Sanitation, Use and Safety of Products, tools, equipment General Anatomy and Physiology, Biology Basics of Chemistry and Electricity Physiology, Histology, Disorders and Diseases of the Skin Skin Analysis, Skin Care Products, Chemistry, Ingredients and Selection
500	<b>Level III- Basic and Advanced Practices and Procedures:</b> Training is classroom and practical instruction in practical skills procedures including Product Knowledge, Use and Safety in the following areas: The Treatment Room, Basics of Nutrition Basic Facials and Facial Massage Facial Machines, Ultrasound Technique Hair Removal Advanced Topics and Treatments The World of Makeup, Advanced Ingredients Antioxidants, Peels, Microdermabrasion Aromatherapy, Spa Body Treatments Clinical and Chemical Skin Care Procedures Eyelash Perming and Tinting Foot Reflexology
25	<b>Level IV- Business Practices:</b> Classroom instruction and application in the following areas: Illinois Aesthetics Licensing Laws and Regulations Fundamentals of Business Management, Compensation Packages, Payroll Deductions OSHA Standards relating to Chemical Use Succeeding in a Service Profession Business Plan/ Types of Business Ownership Resume Writing, Job Interviewing Building a Clientele, Continuing Education Opportunities Principles of Selling, Retailing and Display, Marketing and Promotions Preparing and Passing the License Examination
75	<b>Level V- Internship Program:</b> Internship Program is an optional part of the curriculum and is only available after completion of 500 hours of training. The following guidelines apply: The school must approve internship site which is under supervision of a licensed cosmetologist or esthetician. The intern student may not clock more than 75 hours in an internship program. The intern student may not be paid while participating in this internship program. The intern student may not work more than 8 hours per day in the internship program. The intern student must attend the internship outside of their scheduled school hours.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

## ***NAIL TECHNOLOGY COURSE OUTLINE***

**350 HOURS**

**DESCRIPTION:** The primary purpose of the Nail Technology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Nail Technician or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.

**REFERENCES AND TEXTBOOKS:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training.

***Milady's Standard Nail Technology Revised 5<sup>th</sup> Edition***

***Milady's Standard Nail Technology Work Book Revised 5<sup>th</sup> Edition***

***Milady's Standard Nail Technology Exam Review Guide Revised 5<sup>th</sup> Edition***

<b>HOURS</b>	<b>SUBJECT - UNIT</b>
20	<b>Level I- Basic Training :</b> Basic Training is classroom instruction in general theory application in the following areas: History and Opportunities Life Skills Your Personal Image, Professional Ethics Communicating for Success, Human Relations
75	<b>Level II- Sciences:</b> Intermediate Training is classroom instruction in the following areas: Infection Control, Health, Sanitation, Bacteriology, Products and Tools (use and safety) General Anatomy and Physiology, Biology Skin Structure and Growth Nail Structure and Growth Nail Diseases and Disorders Basics of Chemistry Nail Product Chemistry Simplified Basics of Electricity
225	<b>Level III- Practices and Procedures:</b> Training is classroom and practical instruction in practical skills procedures Including Product Knowledge, Use and Safety in the following areas: Nail Care Manicuring Pedicuring Electric Filing Nail Tips, Wraps and No-Light Gels Acrylic Nail Enhancements UV Gels The Creative Touch
30	<b>Level IV- Business Practices:</b> Classroom instruction and application in the following areas: Business Skills, Professional Ethics, Effective Communication, Human Relations

	Seeking Employment
	On the Job
	The Salon Business
	Illinois Nail Technology Licensing Requirements and Regulations
	Preparing and Passing the License Examination
	Fundamentals of Business Management
	OSHA Standards relating to Chemical Use
	Workers' Compensation Act, Compensation Packages, Payroll Deductions
	Succeeding in a Service Profession
	Resume/ Job Interviews
	Principles of Selling
	Marketing and Promotions
	Building a Clientele
350	Total

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**MASSAGE THERAPY**

**600 HOURS**

**DESCRIPTION:** The primary purpose of the Massage Therapy Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and achieve competency in entry-level positions in therapeutic massage. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A massage therapist or establishment owner, an educator, a product representative, and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

**PROGRAM OBJECTIVES**

Upon completion of the program requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform the basic analytical skills to determine the best possible massage service/application.
4. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

**REFERENCES AND TEXTBOOKS:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training.

*Theory and Practice of Therapeutic Massage*  
*Theory and Practice of Therapeutic Massage Work Book*

MINIMUM OPERATIONS	PERFORMANCE HOURS	UNIT OF STUDY
0	10	<b>THE HISTORY AND ADVANCEMENT OF THERAPEUTIC MASSAGE</b>
0	10	<b>Historical Overview of Massage:</b> Development of modern massage techniques; decline of massage in the 20 <sup>th</sup> century, contemporary developments in massage
0	10	<b>Requirements for Practice of Therapeutic Massage:</b> Scope of Practice, Licenses, Educational Requirements, Health Requirements for Practitioners, Certification, Career and Employment Information
0	10	<b>Professional Ethics for Massage Practitioners:</b> Boundaries, Therapeutic Relationships, Ethical Touch, Ethical Business Practices, Communication Skills, Building a Professional Image, Your Business Name, Self-care for the Practitioner.
0	20	<b>HUMAN ANATOMY AND PHYSIOLOGY</b>
		<b>Anatomy and Physiology Overview:</b> Definitions, Relationships of Anatomy and

		Physiology to Massage and Bodywork, Physiological Changes During Disease, The Role of Therapeutic Massage in Stress, Pain, and the Pain-Spasm-Pain Cycle, Healing Mechanisms of the Body, the Wellness Model, Medical Terminology, Biomechanics of the Practitioner
0	40	<b>Human Anatomy and Physiology:</b> Cells, Enzymes, Tissues, Anatomical Positioning, Terms, and Meanings, Body Cavities and Organs, Body Systems, Energetic System, Effects of Techniques and Principles and Practices.
		<b>MASSAGE PRACTICE</b>
	40	<b>Effects, Benefits, Indications, and Contraindications of Massage:</b> Effects and Benefits of Massage, Massage During Pregnancy, Massage for the Critically Ill, Precautions for Working with HIV-Infected Individuals, Massaging People with Cancer, Endangerment Sites.
	20	<b>Equipment and Products:</b> Your Place in Business, the Massage Room, Preparation of the Service Environment
200	100	<b>Sanitary and Safety Practices:</b> Infection Control, Paths of Disease and Infection, Maintaining Sanitary Conditions, Summary or Precautions, Universal Precautions, Use and Safety of Products, Tools, and Equipment, Safety Practices for Massage Therapists, Body Mechanics, CPR, and First Aid
80	40	<b>The Consultation:</b> Making Appointments, Explain Procedures and Polices, Determining the Client's Needs and Expectations, Intake and Medical History Forms, Body Diagrams, Preliminary Assessments, Develop a Treatment Plan, Informed Consent, Client Files, Charting, Updating Records
50	50	<b>Classification and Application of Massage Movements:</b> Understanding Massage Movements, Application of Massage Strokes, Rhythm and Pressure, Manipulation of soft tissue, Stroking, Kneading, Tapping, Percussive, Compressive, Vibratory and Friction Techniques, Joint Mobilization, Body Mechanics, Posture and Stances, Professional Rules, Effects and Techniques
50	100	<b>Procedures for Complete Body Massage:</b> Preparation, Positioning, Draping, Methods, Touch Quality, Procedures
10	40	<b>Therapeutic Procedure:</b> Soft Tissue Barriers, Palpation Skills, Review Outcome
5	40	<b>Hydrotherapy:</b> Use of Electrical Modalities, Heat and Cold Applications, Baths
10	30	<b>Massage in Spa Setting:</b> History, practice, spa massage, body wraps, exfoliation
5	20	<b>Athletic/Sports Massage:</b> Purpose, Applications, Contraindications, Problems
0	20	<b>Massage in Medicine:</b> Alternative, Chiropractic, and Integrative Medicine
5	20	<b>Other Therapeutic Modalities:</b> Prenatal, Lymphs, Craniosacral, Deep Tissue, etc.
		<b>BUSINESS ADMINISTRATION FOR MASSAGE</b>
0	20	<b>Business Practices:</b> Attitude, Self-Image, Business Planning and Practices, Compensation Packages and Payroll Deductions
435	600	<b>TOTAL</b>

*"Your goals are the road maps that guide you and show you what is possible for your life."*

## AESTHETICS INSTRUCTOR COURSE OUTLINE

**750 HOURS\***

**DESCRIPTION:** The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an Instructor or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

<b>HOURS</b>	<b>SUBJECT/UNIT</b>
<b>250</b>	<b>Post-Graduate Aesthetics Review and Training, Program Development</b>
<b>40</b>	<b>An Introduction to Teaching</b> The Teacher: Communications, Human Relations, Technical Knowledge; Teacher Characteristics; Teachers as Professionals; Preparation for Teaching: Steps of Teaching; Steps of teaching: Preparation; Presentation; Application; Testing, Principles of Teaching and Learning, Student Motivation
<b>20</b>	<b>Ethics and Personality Development</b>
<b>20</b>	<b>Preparation of Lesson Plans</b> Planning the Course; Preparing Lesson Plans
<b>20</b>	<b>Use of Audio Visual Aids</b> Teaching materials: Audio-Visual Aids, Value of Teaching Aids, Correct Usage, Miscellaneous Teaching Materials (textbooks, workbooks, reference books, creative aids)
<b>40</b>	<b>Testing and Evaluation</b> Development and Use of Testing Instruments, Testing: Purpose, Performance Tests, Written Tests, Standardized Tests, Assessing Overall Progress, Academic Advising.
<b>40</b>	<b>Record keeping for Schools and Students</b> Administrative duties, student records, school reports, regulatory requirements, licensure requirements, fundamentals of business management, compensation packages, payroll deductions
<b>100</b>	<b>Theory Class Lectures</b> Principles of Teaching and Learning, Methods, Procedures, and Techniques of Teaching: Lectures, Demonstrations, Practice Activities, Questioning Techniques, Results, Special Situations; Classroom Management: Physical Environment, Administrative Duties, Student Discipline, Class Supervision, Classroom Routine, Corrective Measures
<b>100</b>	<b>Performance Class Demonstrations</b>
<b>100</b>	<b>Student Supervision in the Clinic</b>
<b>20</b>	<b>Laws and Rules Governing Cosmetology</b> General Student Abilities; Student Achievement, Teacher Evaluation
<b>750</b>	<b>TOTAL</b>

\* With 2 years Practitioner Experience the 250 hours of Post-Graduate Training is eliminated resulting in a 500 hour course.

## **NAIL TECHNOLOGY INSTRUCTOR COURSE OUTLINE**

**625 HOURS\***

**DESCRIPTION:** The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an Instructor or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

<b>HOURS</b>	<b>SUBJECT/UNIT</b>
<b>125</b>	<b>Post-Graduate Nail Technology Review and Training, Program Development</b>
<b>40</b>	<b>An Introduction to Teaching</b> The Teacher: Communications, Human Relations, Technical Knowledge; Teacher Characteristics; Teachers as Professionals; Preparation for Teaching: Steps of Teaching; Steps of teaching: Preparation; Presentation; Application; Testing, Principles of Teaching and Learning, Student Motivation
<b>20</b>	<b>Ethics and Personality Development</b>
<b>20</b>	<b>Preparation of Lesson Plans</b> Planning the Course; Preparing Lesson Plans
<b>20</b>	<b>Use of Audio Visual Aids</b> Teaching materials: Audio-Visual Aids, Value of Teaching Aids, Correct Usage, Miscellaneous Teaching Materials (textbooks, workbooks, reference books, creative aids)
<b>40</b>	<b>Testing and Evaluation</b> Development and Use of Testing Instruments, Testing: Purpose, Performance Tests, Written Tests,

Standardized Tests, Assessing Overall Progress, Academic Advising.

<b>40</b>	<b>Record keeping for Schools and Students</b> Administrative duties, student records, school reports, regulatory requirements, licensure, fundamentals of business management, compensation packages, payroll deductions
<b>100</b>	<b>Theory Class Lectures</b> Principles of Teaching and Learning, Methods, Procedures, and Techniques of Teaching: Lectures, Demonstrations, Practice Activities, Questioning Techniques, Results, Special Situations; Classroom Management: Physical Environment, Administrative Duties, Student Discipline, Class Supervision, Classroom Routine, Corrective Measures
<b>100</b>	<b>Performance Class Demonstrations</b>
<b>100</b>	<b>Student Supervision in the Clinic</b>
<b>20</b>	<b>Laws and Rules Governing Cosmetology</b> General Student Abilities; Student Achievement, Teacher Evaluation
<b>750</b>	<b>TOTAL</b>

\* With 2 years Practitioner Experience the 125 hours of Post-Graduate Training is eliminated resulting in a 500 hour course.

### **PRACTICAL REQUIREMENTS – ALL INSTRUCTOR COURSES**

Student Instructors will have available a personal textbook and personal implements as needed for demonstrations throughout the programs offered at the school. During the course of study, the student instructor will be required to complete the following:

- 1. Personal Purpose Statement**
- 2. Student Instructor Notebook with assigned components**
- 3. Completion of the Learning Reinforcement Activities** in the Textbook including Journaling Accomplishments and Discoveries.
- 4. Review of Milady's Master Educator DVD series.**
- 5. Completion of Independent Student Teaching** in Theory Classroom and Laboratory.
- 6. Completion of required tests** including a final written and practical exam.
- 7. Completion of an employment portfolio** and resume for job entry level position.
- 8. Preparation and conduct of new student orientation** for cosmetology and specialty course students.
- 9. Completion of all other projects** as assigned by the supervising instructor such as new student registration, monthly state board hours report, out-processing a graduating student, monitoring dispensary, etc.

It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are kept in the student file and monitored by various regulatory agencies. In order for a student to graduate, all required practices must be rated as Satisfactory to be counted for course completion.

### **STUDENT SALON/SPA**

#### **Scheduling of Appointments**

Any absence from a clinic day must notify the Academy at least 24 hrs. in advance, (630) 968-6800. As part of the learning process, students are required to participate in a variety of clinic/guest services. Students are assigned services randomly and fairly.

Students are prohibited from erasing, adjusting or adding an appointment into the academy's appointment book or scheduling system. Students who cannot follow this policy will be asked to clock out for the remainder of the day. Make-up hours will follow the make-up policy.

A student's clinic appointments may be adjusted to accommodate the needs of the clinic. In some instances, appointments may be shifted to another student. These adjustments can be made all the way up to the start of clinic. Students should not expect a final schedule of appointments until 1 hr. before the start of clinic. On clinic days, students should arrive 15 minutes early to prepare work stations for their first clients. Students are expected to start and finish clinic days according to their contracted schedule. Hours missed will follow the academy make-up policy. Scheduled clinic appointments should not be traded amongst students.

#### **Assigned Services**

No student should refuse an assigned service. All students are assigned services uniformly and fairly. Students who cannot follow this policy will be asked to clock out for the remainder of the day. Make-up hours will follow the make-up policy.

### Equipment and Stations

There are no assigned stations in any of the clinics. The station you use one day may not be the station you use the next day.

### Dress and Appearance

Students are reminded that they must be in complete uniform during any clinic day. During cooler weather, students may wear either a white or black long sleeved shirt under their scrub top during clinic. No sweaters or sweatshirts are permitted during clinic. Appearance should follow policies outlined in this booklet

### Jewelry

Rings, long earrings and long necklaces should not be worn in the clinic. Post earrings and short necklaces that will not distract or interfere with the client or service are permitted.

### Clinic Conduct

Engaging in personal conversation with classmates while you are performing a service is very unprofessional to your client and will be reflected in your comment cards. It is your responsibility to see that the client receives a relaxing service and has a pleasant time while they are at the academy.

### Client Preparation

When dealing with clients, it is very important that students be on time. Stations must be prepared prior to appointment times and clients should always be greeted on time. Timing is a large part of becoming a successful therapist. Students who are late to start their scheduled appointments will throw off appointment times for the entire day. Proper planning will ensure success.

It is the student's responsibility to know what their schedule is for the clinic day and to understand that it may change throughout the day. On clinical days, your lunches may be adjusted to accommodate clients.

### Client Exit

Once services are done, each student will walk their client into the reception area to pay and then end the appointment with a formal thank you and goodbye.

- ✓ Students must bring the Check out sheets for the clinic up to the check out window with the client.
- ✓ Students need to make changes to services they have added or could not complete.
- ✓ The check out sheets are designed not only to keep the receptionist aware of what services the client received but also to let the students know what service the client is receiving next and at what time.
- ✓ Students who upgrade a client's service or product are required to inform the client and the front desk of any additional charges that will accrue.

## STUDENT DISCOUNTS

### Student Clinic Discount

Current Students: **No discount**

Friends & Family of Current Students: **No discount**

### About Student Discounts

One of the main goals of the academy is to try and keep tuition low for the students. To achieve this goal, the school counts on the student clinic to help offset academy related costs. Your training program was designed to allow ample opportunity to receive services for free during your weekly training. These free services occur within your own program as well as our other programs during academy trade days. To continue to meet our goal of keeping student tuition low, there are no discounts during clinic days for current students or their family and friends. Students are asked to understand that any appointments made on a clinic day will be charged the full price.

### Product Lines

As students of Universal Spa Training Academy, certain product discounts are available:

<u>Product Line</u>	<u>Student Discount</u>	<u>Product Line</u>	<u>Student Discount</u>	<u>Product Line</u>	<u>Student Discount</u>
O.P.I	40%	Dermalogica	20%	Emma's Natural	20%

### **Family and Friends Day**

Although no clinic discounts are given to friends and family, there is one exception. Before each class moves to the clinic floor, students are allowed to invite family and friends to come in for scheduled services on a non-clinic day. This day helps relieve the first day “jitters” that students experience before going onto the clinic floor. Policies are:

- ✓ Each family and friend will be charged a \$5 product fee.
- ✓ A student’s friends and family should only schedule appointments with that specific student.
- ✓ Services for family and friends are limited to only the program in which the student is enrolled.
- ✓ Any appointments left open in the student’s schedule will be filled by the front desk.

### **Trading Service Days**

Occasionally, throughout the program, instructors will administer student trade days. Students can enjoy practicing on different students as well as receiving free services from the other programs. Any students that trade services with another student must have it approved by instructors in both programs.

### **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. Upon the student’s return, the student will resume the same payment period and coursework. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days.

All approved leaves will be scheduled to begin on the first class day after the student’s last physical day of attendance prior to beginning the Leave.

### **GRADUATION REQUIREMENTS**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course;
- Completion of the designated hours for the course of study as required by the State regulatory agency;
- Pass the final written and practical exam for the applicable course;
- Complete all required exit paperwork and attend an exit interview;
- Make satisfactory arrangements for all debts owed to the institution.

Upon completion of the course of study and all graduation requirements, a DIPLOMA for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

### **LICENSURE REQUIREMENTS**

A person is eligible to receive a license as a practitioner, or Instructor of Aesthetics or Nail Technology, if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Educators must complete applicable hours of continuing education every two years in teaching methodology for license renewal.

## **CAREER OPPORTUNITIES**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation.

### **AESTHETICS**

*Skin Care Specialist  
Makeup Technician  
Product Representative  
Spa or Salon Owner  
Spa or Salon Manager  
Platform Artist  
Theatrical Makeup Artist  
Aromatherapist  
Retail Specialist*

### **INSTRUCTOR**

*Private School Instructor  
Public School Instructor  
Product Representative  
Director of Education  
School Administrator  
Platform Artist  
Board Member/Examiner  
School Owner/Manager  
Education Consultant*

### **NAIL TECHNICIAN**

*Nail technician  
Product Representative  
Spa or Salon Owner or Manager  
Retail Specialist*

### **MASSAGE THERAPIST**

*Massage Therapist  
Product Representative  
Spa or Salon Owner or Manager  
Board Member/Examiner*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an education in skin care, nail care, or massage therapy may be your pathway to a secure income and a solid future.

## **CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The Academy places emphasis on how to obtain and retain employment after graduation. In addition, the Academy maintains a network of relationships with area professionals and employers for the purpose of helping place graduates. When our graduates succeed, we succeed!

## **INCOMPLETE ENROLLMENTS**

### **WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the President.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the state board. Upon payment of the \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances.

### **TRANSFER STUDENTS**

The school accepts transfer students who meet all other regular admission requirements. However, a student transferring to any program at Universal Spa Training Academy will be contracted for up to 50% of the hours required in their chosen course of study or the applicant will be required to take the full course of study. All accepted transfer hours will be added to the hours clocked at the academy and reported on the student's Official Transcript of Hours. All transfer students must enter the class level assigned at the time of enrollment (course beginning or course mid-point). Transfer students will be required to purchase the necessary kit and/or book items to meet the academy's kit and book bundle standards.

**RE-ENTRY STUDENTS**

Former students of the Academy who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed for the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

**BUYER’S RIGHT TO CANCEL – REFUND POLICY**

- Applicants not accepted by the Academy shall be refunded all monies paid to the Academy.
- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment contract, all monies collected by the Academy will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than three business days after signing the enrollment contract but prior to starting classes, a refund of all monies paid to the Academy less the \$100 registration fee.
- The Formal Cancellation Date will be determined by the postmark on written notification, the date said notification is delivered to the Academy in person, the date of expulsion by the Academy, or for unofficial withdrawals, 30 calendar days after the last day of attendance which is monitored monthly, or the expiration date of an approved Leave of Absence from which the student did not return.
- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after three business days of signing the contract, the following schedule of tuition earned by the Academy applies:

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

- Any monies due the applicant or student shall be refunded within 45 calendar days of the Formal Cancellation Date.
- In case of a documented disabling illness or other documented mitigating circumstances, the refund to the student may exceed the Academy’s minimum refund policy, at the discretion of the Academy.
- The Academy does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the Academy will provide a pro rata refund of tuition to the student.
- If the course is canceled subsequent to a student's enrollment, the Academy will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or are expelled prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment contract. Other miscellaneous charges the student may have incurred such as extra kit materials, used books and kits, products, and unreturned Academy property will be calculated separately at the time of Formal Cancellation.

***“Intelligence boils down to your ability to know your own strengths and weaknesses and to capitalize on the strengths while compensating for the weaknesses.”***  
***- Robert Sternberg, PhD.***

## STUDENT SUPPORT SERVICES

### EVALUATIONS AND ACADEMIC ADVISING

Students are advised regarding progress and achievement on a monthly basis. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance.

### SCHOLARSHIPS

The school offers limited scholarships to qualified student instructor applicants. To determine an applicant's eligibility for full or partial scholarship, he/she must complete a Financial Aid Application and provide any other information requested. Scholarships are approved and awarded based on the individual's need to cover tuition charges, ability to excel, personal desire and interview results.

A performance scholarship of up to \$500.00 may be awarded to full course Aesthetics or Massage students. Upon course completion, \$100 will be credited to the Student's tuition account for every month in which the student has met the following criteria:

1. Maintained 95% or above attendance.
2. Maintained 95% or above grade average.
3. Completed all assigned practical requirements.
4. Displayed a "winning attitude" and professionalism, i.e., no serious infraction of the Code of Conduct; no disruptive behavior of any kind; exhibited a constant professional demeanor toward clients, peers, and others.

If the student withdraws from the Academy prior to completion of the course of study, the student will not be eligible receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition under the contract.

### PRIVACY AND FILE ACCESS POLICY

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) do not allow publication of "directory information" about students;
- d) provide and permit access to student and other school records as required for any accreditation process initiated by the institution

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

### HANDICAP POLICY

Universal Spa Training Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus director.

### OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various

chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

### **DRUG AND ALCOHOL ABUSE PREVENTION**

The Academy fully supports the prevention of drug and alcohol abuse. When the school becomes eligible to participate in Federal Title IV Financial Aid programs, the school will certify to the Department of Education that it operates a drug free campus. At that time, students will be provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

### **RECIPROCITY**

The Academy understands that many of its graduates may be moving to other states after graduation. In an effort to support their success in the industry, such students are allowed to continue clocking additional hours in the student salon to meet out-of-state requirements at no additional charge providing they completed their contracted hours in good standing and within the original contract period. Students should contract the administration office at the earliest opportunity to make arrangements to take advantage of this student support service.

*“Do not go where the path may lead; go instead where there is no path and leave a trail.”  
– Ralph Waldo Emerson*

## **STANDARDS OF PROFESSIONALISM**

### **UNIFORMS AND KITS**

Charges for each program offered will include a Registration Fee, Books and Kit Fee, and Tuition charges. The Academy provides 1 pair of scrubs included with tuition. Additional scrubs may be purchased by students at uniform retailers as long as students abide by their assigned colors. Student dress code mandates that students in each program wear distinctive colored scrubs as follows:

Massage:	Light Blue
Nail Technology:	Black
Aesthetics:	Burgundy

Students are required to wear appropriate footwear for a professional environment, however, no heels or flip flops are allowed. Hats or head coverings of any kind are not permitted during school hours. Students are expected to arrive for school in the appropriate makeup and hairstyle. Body piercing is to be kept to a minimum. Spandex, tube tops, halter tops, exposed midriffs or other clothing unsuitable as determined by the school will not be allowed. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty and image industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

### **CODE OF CONDUCT**

The Academy sets forth a specific Code of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will greatly enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. If more than 5 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness could result in termination of enrollment.
3. Students are responsible for their own Practical Requirements record.
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.

5. Notify a staff member by 10:00 a.m. for day students and 5:00 p.m. for night students of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
6. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others. Students must clock out for lunch.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime, breaks, and closing.
8. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock hours until coming into compliance and may be sent home.
9. Not chew gum, eat or drink except in the designated areas. Students are asked to contain food and beverage to the kitchen area only. Drinks that are in "spill-proof" containers are allowed in classrooms. However, food of any kind is strongly discouraged from being brought into the classroom and never to be brought into the clinic area.
10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow students, clients, and Instructors, please notify the school if you are not returning from lunch.
11. NOT perform any services on clients until successful completion of the applicable Level I training class and having successfully passed a comprehensive written and practical evaluation.
12. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors and staff.
13. Follow all state laws and regulations at all times during school.
14. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delay in graduation and additional tuition charges.
15. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow Sanitation rules and practices at all times.
16. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity. Abusive language includes, but is not limited to topics of sexual, religious, ethnic, and/or racial nature.
17. Be fair, honest, and never cheat or steal. Alteration of academic records or data will not be tolerated and is punishable up to and including expulsion from the Academy.
18. Refrain from the willful destruction of property. Theft of, destruction or misuse of another's property will subject a student to disciplinary action up to and including expulsion from the academy. Destruction of or defacing academy property will result in disciplinary action including charges for the full replacement cost of the item(s) and up to expulsion. School equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
20. Be mentally and physically prepared to participate in lectures and practice sessions at all times when clocked in. Class preparation includes having student kits, textbooks, and classroom materials ready and available daily. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Refrain from using the business phone, personal cellular phones (calls or text messaging), or personal pagers. Answering cell phones or texting while in class or clinic is unprofessional and disrespectful to your teacher. All phones should be kept on silent while in class. Other than an emergency, the academy sees no reason for a student to leave class for a phone call until scheduled breaks and/or lunch. These situations may result in disciplinary procedures resulting in verbal/written warnings, expulsion and/or an instructor sending a student home for the day with unearned hours.
22. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
23. Keep all student and client analysis and service records up to date.
24. Not make any changes to the appointment books except with permission of an instructor.
25. Refrain from keeping personal effects on station.
26. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
27. Notify an instructor if/when additional products or materials are needed to complete a service and apply the appropriate charges to the client ticket.
28. Provide lock for personally assigned locker. The school is not responsible for lost or stolen items.
29. Strive to continually upgrade abilities through education and practice.
30. Provide student conduct that will limit the potential for harm, damage or injury of another. Gross negligence, abuse, or endangering the health and welfare of another is strongly prohibited. This behavior includes but is not limited to the use of verbal, or written (including electronic / internet) threats, intimidation, coercion, verbal or non-verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or

other behavior deemed inappropriate by senior administration. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including expulsion and legal action.

31. Smoking is not allowed in the school. Students are asked to be very considerate of classmates and clients who do not smoke. Smokers should be careful to limit odors that may be offensive to others by making sure to wash hands and freshen breath before coming back into class and especially clinic.
32. NOT possess, use, sell, or distribute controlled substances. The unlawful possession, use, sale or distribution of controlled substances is prohibited on academy property. A student's use of alcohol or illegal drugs (non-prescription) while on academy property will be handled with zero tolerance. Student's expelled from the academy as a result of illegal drug or alcohol use may appeal the decision. Situations will be handled on a case-by-case basis. However, the decision after appeal is final.
33. Not threaten (verbally or otherwise) the use of a weapon against any person related to the Academy. Such action is subject to disciplinary action up to and including expulsion. Violators of this policy are also subject to prosecution.

## **DISCIPLINARY POLICIES**

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**DISMISSAL – FOR THE DAY:** Students unwilling to adhere to school policies whether during theory or clinic, will be made aware of the non-compliance. Failure to correct the behavior will result in the student being clocked out and set home for the remainder of the day with unearned hours.

**PROBATION:** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be dismissed permanently at the discretion of the school administration.

**DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution including, but not limited to the following reasons:

- ▶ Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- ▶ Non-conformance with the state laws and regulations governing schools and students
- ▶ Non-compliance with the school's Satisfactory Academic Progress Policy
- ▶ An action that causes or could cause bodily harm to a client, student or employee of the school
- ▶ Theft
- ▶ Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- ▶ Immoral or improper conduct
- ▶ Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

## **GRIEVANCES**

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 information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form and detailed procedures for how to properly register a grievance.

## **SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress Policy consistently applies to all students enrolled in programs of 600 clock hours or more, whether participating in Title IV programs or not. It is printed in this catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education in anticipation of approval by both agencies.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows;

Aesthetics:	300, 600 hours
Massage Therapy:	300, 600 hours
Instructor:	300, 600 hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
MESSAGE THERAPY: 600 Hrs	35 Weeks	900
AESTHETICS: 750 Hrs	35 Weeks	1125
AESTHETICS INSTRUCTOR: 750 Hrs	35 Weeks	1125
AESTHETICS INSTRUCTOR: 500 Hrs	23 Weeks	750
NAIL TECHNOLOGY INSTRUCTOR: 625 Hrs	29 Weeks	937

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

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Numerical grades are given on the following scale:

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 75 - 84 SATISFACTORY
- 70 - 74 BELOW STANDARDS – UNSATISFACTORY

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory progress while during the first probationary period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

***“Man’s mind stretched to a new idea never goes back to its original dimensions.”  
– Oliver Wendell Homes, Jr.***

**This code of ethics is a summary statement of the standards by which professionals agree to conduct their practices and is a declaration of the general principles of acceptable, ethical and professional behavior.**

**Professional Practitioners shall:**

- Have a sincere commitment to provide the highest quality care to those who seek their professional service.
- Perform only those services for which they are qualified and represent their education, certifications, professional affiliations and other qualifications honestly.
- Acknowledge the inherent worth and individuality of each person, and, therefore, do not unjustly discriminate against clients or colleagues and work to eliminate prejudices in the profession.
- Strive for professional excellence through regular assessment of personal strengths, limitations and effectiveness and by continued education and training.
- Actively support the profession through participation in local, state and national organizations that promote high standards of practice of massage therapy.
- Work in the community towards the understanding and acceptance of the profession as a valuable health and/or beauty service; abide by all laws governing licensed practice and work for the repeal or revision of laws detrimental to the legitimate practice of the profession.
- Acknowledge the confidential nature of the professional relationship with a client and respect each client's right to privacy.
- Respect all ethical health care practitioners and work together amicably to promote health and natural healing.
- Conduct their business and professional activities with honesty and integrity and project a professional image in all aspects of their practices.
- Accept the responsibility to self, clients and associates to maintain physical, mental and emotional well-being.
- Respect the integrity of each person and, therefore, do not engage in any sexual conduct or sexual activities involving their clients.

**COST OF ATTENDANCE**

## **PAYMENT TERMS & EXTRA INSTRUCTIONAL CHARGES**

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. All students needing additional financial assistance will be placed on a payment plan through The Financial Corporation (TFC). The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for you. If a student does not graduate within the contract period, additional training will be billed at the rate of \$750 per month, or any part thereof, payable in advance, until graduation.

## **GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, students may face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect monthly living costs of approximately \$607.00. Students living independently can expect approximate monthly living costs of \$976.00. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

## **COURSE COSTS AND START DATES**

### **MASSAGE THERAPY**

Registration Fee:	\$ 100.00
Books and Kit:	\$ 485.00
Tuition:	<u>\$6,865.00</u>
TOTAL:	\$7,500.00

### **AESTHETICS**

Registration Fee:	\$ 100.00
Books and Kit:	\$ 400.00
Tuition :	<u>\$8,000.00</u>
TOTAL:	\$8,500.00

### **INSTRUCTOR – 600 HOURS**

Registration Fee:	\$ 100.00
Books and Kit:	\$ 150.00
Tuition:	<u>\$ 5,100.00</u>
TOTAL:	\$ 5,350.00

### **NAIL TECHNOLOGY**

Registration Fee:	\$ 100.00
Books and Kit:	\$ 400.00
Tuition:	<u>\$3,000.00</u>
TOTAL:	\$3,500.00

## **2009/2010 SCHEDULED CLASS START DATES**

Aesthetics Days:	November 10 <sup>th</sup> , 2009; January 13 <sup>th</sup> , 2010
Aesthetics Nights:	April, 2010
Massage Days:	November 10 <sup>th</sup> , 2009; January 13 <sup>th</sup> , 2010
Massage Nights:	November 10 <sup>th</sup> , 2009; January 13 <sup>th</sup> , 2010
Nail Technology Days:	December 1, 2009; January 13 <sup>th</sup> , 2010
Nail Technology Nights:	December 1, 2009; January 13 <sup>th</sup> , 2010

***COURSE OFFERINGS AND SCHEDULES MAY VARY based on class enrollment, staff availability and other considerations.***

## **CAMPUS PERSONNEL**

Mr. Chris Tyler:	General Manager
Mrs. Felicia Tyler:	Director of Education
Mrs. Jean McHenry:	Massage Therapy Instructor
Mr. Pal Kokity:	Massage Therapy Instructor
Mrs. Angelena Grant:	Aesthetics Instructor
Mrs. Erin James:	Aesthetics Instructor
Mrs. Jennifer Kyles;	Aesthetics Instructor
Mrs. Donna Nutow:	Nail Instructor
Mrs. Jennifer Kyles:	Nail Instructor

## **ADDENDUMS**

For addendums, see separate Addendum portion of the catalog, (if applicable). All addendums and information contained therein supersede information provided in this publication.