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ACCREDITATION

BELLUS ACADEMY

Accredited by:
NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS & SCIENCES, INC. (NACCAS)

4401 Ford Ave., Suite 1300
Alexandria, VA 22302
703.600.7600

NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

MEMBERSHIPS

- American Association of Cosmetology Schools (AACS)
- California Association of Private Postsecondary Schools (CAPPS)
- Association of Private Sector Colleges and Universities (APSCU)
  - National Cosmetology Association (NCA)
  - The Day Spa Association
  - International Spa Association
- Associated Bodywork & Massage Professionals (ABMP)
- National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
  - American Massage Therapy Association (AMTA)
  - California Massage Schools Association (CAMSA)
  - NAFSA: Association of International Educators
- International Therapy Examination Council (ITEC) – Registered Centre

APPROVALS

- Kansas Board of Cosmetology
- Kansas Board of Regents
- Kansas State Approving Agency for use of the GI Bill

APPROVAL DISCLOSURE STATEMENT

Bellus Academy, 1130 Westloop Place, Manhattan, KS 66502. Instruction is in residence with facility occupancy level accommodating 350 students at any one time. The following programs are approved:

- Cosmetology 1500 hours
- Cosmetology 102 1650 hours
- Massage Therapy 840 hours
- Makeup Artistry 150 hours
- Esthetics 1000 hours
- Esthetics 102 1150 hours
- Nail Technology 350 hours

The institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Kansas statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the Academy and to discuss personal, educational, and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. The Academy has available, sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information pages in this catalog for more details. The Kansas Board of Cosmetology sets minimum standards for the programs of study. The minimum number of class hours and the total class hours for each program must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to the Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603, 785.296.3155; the Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66603, 785.296.3421; or the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 703.600.7600.
Approval to Operate

Bellus Academy, is approved to operate as a postsecondary institution in the State of Kansas by the Kansas Board of Cosmetology and the Kansas Board of Regents. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Kansas Board of Cosmetology
714 SW Jackson, Suite 100
Topeka, KS 66603
P: 785.296.3155

Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, KS 66603
P: 785.296.3421

NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
P: 703.600.7600

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issues. If further attention is needed beyond the institution level, please contact the Kansas Board of Regents. The complaint procedure and form are located at the following website: http://www.kansasregents.org/private_postsecondary_complaint_process. A student or any member of the public may file a complaint about this institution with the Kansas Board of Cosmetology by calling 785.296.3155 or the Kansas Board of Regents by calling 785.296.3421.

Bellus Academy has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

LOCATION

BELLUS ACADEMY– 1130 WESTLOOP PLACE, MANHATTAN, KS  66502 – 785.539.1837

The campus is located in the Westloop Shopping Center near Dillons, just east of the Seth Childs and Anderson intersection. The building was previously the home of Westloop 6 Cinema. The space has been remodeled to provide a professional and unique educational design. The facility offers 20,000 square feet of educational classrooms that include a salon classroom, day spa area, massage studio, 6 training classrooms, dispensary, and student center with computer lab, kitchenette and library.

Administrative offices are open from 9 am to 5 pm Monday through Friday or by appointment.
**ADMINISTRATION / FACULTY**

Bellus Academy in Manhattan is an Additional Location campus of Bellus Academy in Poway, CA. Bellus Academy is incorporated under Poway Academy of Hair Design, Inc. The chief officers are:

William D. Lynch, CEO  
Lynelle Lynch, President

Administrative staff operates out of the Administrative Offices, located at Bellus Academy, 13266 Poway Road, Poway, CA 92064.

<table>
<thead>
<tr>
<th><strong>Administrative Staff</strong></th>
<th><strong>Director of Operations</strong></th>
<th><strong>Compliance Manager</strong></th>
<th><strong>Human Resources Manager</strong></th>
<th><strong>Senior Accountant</strong></th>
<th><strong>AP/Receivables</strong></th>
<th><strong>Logistics Analyst</strong></th>
<th><strong>Director of Financial Aid</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>David Taylor</td>
<td>Charlene Hengen</td>
<td>Annette Lane</td>
<td>Stephanie LaRue</td>
<td>Margie Conley</td>
<td>Glen Miller</td>
<td>Victoria Russ</td>
</tr>
<tr>
<td></td>
<td>Regional Director – Poway</td>
<td></td>
<td></td>
<td>Academy Manager – El Cajon</td>
<td></td>
<td>Academy Manager – National City</td>
<td>Jennifer Ibarra</td>
</tr>
<tr>
<td></td>
<td>Bradley Quick</td>
<td></td>
<td></td>
<td>David Yocum</td>
<td></td>
<td>Marketing Artistic Manager</td>
<td>Amy Masini</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Communications Manager</td>
<td>Jennifer Lyles</td>
</tr>
</tbody>
</table>

| **Instructional Staff** | **Samantha Beall**          | **Gina Bulthaup**      | **Evelyn Conway**          | **Sarah Couchman**    |
|                         | Dawn Engels                 | Eydie Foltz            | Mary Hanner                | Kalisha Johnson       |
|                         | Stacy Lambert               | Amanda Sandmann        | Sharon Miller              | Kristi Moylan         |
|                         | MerryKristinPhillips        | Meagan Spradling       | Tonya Volk                 |                        |

| **Financial Aid & Compliance Manager** | **Michelle Adolph** |
| **Financial Aid Assistant** | **Morgan LeDoux** |
| **Admissions** | **Beth Wesgaites** |
| **Community Outreach** | **Sara Meyer** |
| **Career Services Ambassador** | **Melissa Vettel** |
| **Student Services Coordinator** | **Melissa Vettel** |
| **Administrative Assistant** | **Meagan Spradling** |
| **Experience Coordinators** | **Alejandra Arellano** |
| **Building and Maintenance** | **Ethan Fank** |
| **Andrea Kinsey** | **Kendra Marston** |
| **Jennifer Roach** |                        |
FACULTY INFORMATION

INSTRUCTOR QUALIFICATIONS
Manhattan cosmetology educators are licensed by the Kansas Board of Cosmetology. Kansas instructional staff members meet all requirements of Kansas state law. To become a Cosmetology educator in Kansas, a licensed cosmetologist must first attend an instructor training course. If a cosmetologist is licensed for more than one year, 300 hours of training is required. If they are licensed less than one year, they will be required to receive 450 hours of educator training. Upon completion of training a written examination is administered by the Kansas Board of Cosmetology. A score of 75% is required for licensure as an instructor in the State of Kansas.

SUBSTITUTES
Day and evening faculty alternate schedules to accommodate absences at any location.

MANHATTAN - Instructional Staff

Samantha Beall, Nail Technician Director
Crums Beauty School – Cosmetology
Licensed Cosmetologist, Regis Designer Stylist, CND Grand Master

Amanda Sandmann, Esthetics Educator
American Academy of Hair Design
/Bellus Academy; Hair Experts
Licensed Cosmetologist and Esthetician

Gina Bulthaup, Cosmetology Educator
Crums Beauty School – Cosmetology
Licensed Cosmetologist, CND Grand Master

Sharon Miller, Massage Educator/Director
Washburn University; Ahern Massage School;
Licensed Massage Therapist; ITEC, NCBTMB Certified
Kansas Liaison for Government Relations Committee

Evelyn Conway, Massage Therapy Educator
Kansas Massage Institute
Licensed Cosmetologist, Certified Massage Therapist, AACMT Educator; AMTA, NCBTMB, NAPW Member

Kristi Moylan, Lead Cosmetology Educator
Crums Beauty School – Cosmetology
Licensed Cosmetologist, Salon Owner

Dawn Engels, Cosmetology Educator
Gene Blake’s School of Hairstyling – Cosmetology
Licensed Cosmetologist, Medical Assistant
Salon owner/manager; Member CEA

Merry Kristin Phillips, Massage Therapy Educator
Kansas State University – BA; American Academy of Cosmetology and Massage Therapy – Licensed Massage Therapist
NCBTMB, AMTA

Eydie Foltz, Cosmetology Discovery Educator
Salina Academy; Pivot Point Master Educator
Licensed Cosmetologist, 45+ years industry experience, 5 years salon owner; Member PBA, AACS

Stacy Lambert, Cosmetology Educator
Crums Beauty School; South Carolina University
Licensed Cosmetologist; Salon Owner, Educator
Stage and Runway Artist


EDUCATIONAL OBJECTIVES/MISSION STATEMENT

Our mission and educational objectives of our training programs are:

Bellus Academy is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the Beauty and Wellness industry.

GENERAL INFORMATION

NON-DISCRIMINATION AND TITLE IX POLICY
The institution, in its admission, instruction and graduation policies, does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, disability, age, marital status, national origin, ethnic origin or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, the institution is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the Academy’s Title IX coordinator or to the U.S. Department of Education’s Office of Civil Rights (“OCR”). The institution’s Title IX coordinator is the Academy Director. He may be contacted by telephone at 785-539-1837 or by email at titleixcoordinator@bellusacademy.edu.

STUDENTS WITH DISABILITIES
Bellus Academy does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Academy will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Academy programs, services, or activities.

RECORD RETENTION
The institution maintains current records for a period of not less than five years at its principle place of business within the state of Kansas. Transcripts are maintained indefinitely.

INSTRUCTIONAL LANGUAGE
The academy is an English-speaking facility and all instruction is conducted in the English language. The academy does not offer English-as-a-second-language instruction. There is no level of English language proficiency required.

STUDENT ADVISORY SERVICES
The Academy maintains an advisory service. It is recommended that any student who needs personal or educational advice, make an appointment with the Academy Director or Manager. No dormitories are available; however, careful attention and assistance are given to students to help them find satisfactory living quarters.

RECORD KEEPING
Student practice and theory hours are recorded daily on individual practical operation sheets and are posted to the computer. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken daily in the classrooms at the scheduled starting time. Cumulative attendance hours are available for students to check weekly. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

STUDENT RECORDS POLICY / PRIVACY / RELEASE OF INFORMATION (FERPA)
The academy complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view their file by setting up an appointment with the administrative office. Any information pertaining to a student’s Academy record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated Academy representative will be present. The Academy’s accrediting agency (NACCAS), the state approval agencies, and other governmental agencies (ex. IPEDS, US Department of Education Gainful Employment regulations) automatically have the right of access to student records. The policy requires written consent for each request from third parties. The Academy does not release any information known as Directory Information.

COMPLAINT PROCEDURE
It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issues. If
further attention is needed beyond the institution level, please contact the Kansas Board of Regents. The complaint procedure and form are located at the following website: http://www.kansasregents.org/private_postsecondary_complaint_process.

Persons seeking to file a complaint are advised to follow the procedure below:

1. Complainant must submit their concern to the Academy Director in writing.
2. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. All written complaints are responded to within 10 days.
3. In the event that the complainant is not satisfied with the outcome of the above proceedings, they may pursue the matter further by contacting:

   Kansas Board of Cosmetology
   714 SW Jackson, Suite 100
   Topeka, Kansas 66603
   785.296.3155

   Kansas Board of Regents
   1000 SW Jackson St., Suite 520
   Topeka, KS 66603
   785.296.3421

   National Accrediting
   Commission of Career Arts & Sciences, Inc. (NACCAS)
   4401 Ford Ave., Ste. 1300
   Alexandria, VA 22302
   703.600.7600

The complaint must be stated in writing. A complaint form may be made available through the above agencies.

**REQUIREMENTS FOR ADMISSION**

Only students 16 years of age holding High School Diplomas, General Education Diploma (GED) Certificates or the equivalent will be admitted. The Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to enrollment. Students must have attained the age of 17 before applying to take the Kansas Cosmetology Examination. Upon acceptance into the Academy, each student enrolled in cosmetology, esthetics or nail technology must have an Apprentice License issued by the Kansas Board of Cosmetology and must be free from infectious and contagious diseases. All prospective students are encouraged to participate in a shadow day to gain more insight into the program they are considering. Please ask the Admissions Representative about the details of this opportunity.

**GED CERTIFICATION**

Please see your admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location approved by the state. Your admissions representative can provide more information regarding costs and test dates or you may refer to the adult school location in your area listed below:

Manhattan-Ogden Unified School District – Adult School
Manhattan Adult Learning Center
205 South 4th Street, Upper Level
Manhattan, KS 66502
(785) 539-9009
http://www.usd383.org/Programs/AdultBasicEducation.aspx

**CREDIT FOR PREVIOUS TRAINING**

Acceptance of hours from other approved schools and institutions is at the sole discretion of Bellus Academy. Students who have had prior training must furnish proof of the number of hours of training to the Academy. Transfer hours from another institution that are accepted toward the 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. This institution will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the students’ file. The Academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain Academy obligations have been satisfied. Bellus Academy does not award credit for prior work/life experience.

Within 30 days after enrollment of a transfer student, the Academy shall obtain verification of the student’s prior course of training including subjects, the number of hours, and practice services completed by the student, on a form approved and provided by the board from the state board or school in the state or jurisdiction where the transfer student completed the training. The Academy shall determine the subjects, hours and practice services of the transfer student’s prior course of training which conforms to the curriculum requirements in K.A.R. 69-3-8 and shall give the student credit for those subjects, hours and practice services.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Bellus Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at
this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bellus Academy to determine if your credits will transfer.

**TRANSFER OR ARTICULATION AGREEMENTS**

Bellus Academy has entered into an articulation agreement with National American University to offer our Cosmetology graduates the opportunity to obtain an Associate Degree in Health and Beauty Management. NAU has physical locations throughout the Midwest and access to online learning options through the internet. For more information, visit the website at www.national.edu or talk to your Admissions Representative.

**VETERAN’S POLICY STATEMENTS**

**Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2) and (d)(4).**

Students who are receiving benefits from Veteran's Assistance programs must meet the required 75% GPA and/or 75% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

**Reinstatement / Re-Enrollment Policy** – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran’s Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-enrollment Policy in this catalog.

**GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

**DIPLOMAS and CERTIFICATES**

Students are issued a Diploma upon completion of programs leading to State or National licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for tuition payments. Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completion of the program. There is a $5 fee for each request for a duplicate diploma.

**REQUIREMENTS FOR STATE EXAMINATION**

In order to receive compensation for cosmetology or esthetic services provided, individuals must be licensed by the Kansas Board of Cosmetology. Individuals providing massage services must be certified by the appropriate state and/or local agencies. Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of Cosmetology. Academy programs meet or exceed the minimum requirements prescribed by the Kansas Board of Cosmetology and the Kansas Board of Regents. Each exam applicant must have a current driver's license or I.D. and Social Security number. Exam candidates must be seventeen years of age and have completed an accredited High School, or equivalent thereof. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**COST OF STATE EXAMINATION / LICENSE**

Each exam cost varies. Check with the Academy office for current costs. Graduates must pass a Cosmetology or related examination in order to be issued a license. Students must pay their own traveling expenses and furnish their own model where required. Kansas Cosmetology state examinations are conducted at a location designated by the Kansas State Board of Cosmetology. The testing location will be provided to each candidate by the State Board Office upon application for their licensing exam. Students enrolled in massage programs that are a minimum of 500 hours in length, are eligible for a national test at the conclusion of their program.

**INSTRUCTIONAL SCHEDULES**

The Manhattan campus offers full-time and part-time schedules as follows:

<table>
<thead>
<tr>
<th>Day Schedules</th>
<th>All programs – Full-time students –</th>
<th>Monday through Friday, 9:00 a.m. – 4:30 p.m. (35-hour week) Each student has a 30-minute lunch break.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional Full-time schedule –</td>
<td>Available under specific circumstances: Monday through Friday, 12:00 p.m. – 7:30 p.m. (35-hour week) Each student has a 30-minute lunch break.</td>
</tr>
<tr>
<td>Night Schedules</td>
<td>Cosmetology and Massage – Part-time schedule –</td>
<td>Monday through Friday, 5:30 p.m. – 10:30 p.m. (25-hour week) Each student has a 15-minute lunch break.</td>
</tr>
</tbody>
</table>

*Saturday attendance is mandatory when schedule includes Saturday hours.
RULES AND REGULATIONS / GENERAL

1. You are a student attending the Academy. You are not considered an employee of the Academy.
2. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
3. The Academy is closed on the following holidays:
   - New Year’s Day;
   - Memorial Day;
   - Fourth of July;
   - Labor Day;
   - Thanksgiving and the day after;
   - Christmas Day
4. Makeup work will be assigned by way of oral, written, or practical assignment, depending on the judgment of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements.
5. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission of the Academy Director.
6. Food and beverages may only be consumed in the student lounge and are not permitted on the clinic floors or in classrooms.
7. No smoking will be allowed in the buildings at any time. Smoking is permitted in designated areas only. This policy is for the health and safety of all students and staff. Smoking is not allowed within 20 feet of a building entrance or in front of any of our fellow businesses. Your cooperation is requested. This policy must be rigidly enforced to comply with Manhattan City Ordinance No. 6737. The entire law may be viewed at http://www.ci.manhattan.ks.us/.
8. The Academy does not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; stealing; willful destruction of Academy property; refusal of clinic work; disobedience or disrespect towards clients, another student, an administrator, faculty or staff member; unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
9. The Academy has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facility.
10. The Academy does not require vaccinations.
11. The Academy has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the Academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons, including mace or pepper spray, on Academy premises or at Academy-related events.
12. Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is available in the student resource binder in the Academy Director’s office.
13. Detailed procedures and optional best practices are outlined in the Academy’s Guidelines for Success and other documents issued available in the student resource binder in the Academy Director’s office.
14. Violation of rules and regulations can result in probation, suspension, or termination/expulsion.

NON-DISPARAGEMENT POLICY – Positive Representation of the Academy

Students of the Academy acknowledge and agree that Disparagement refers to negative remarks about the Academy, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about the Academy and/or other students, former students, instructors, or employees and staff members of the Academy.

Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the Academy.

TARDINESS POLICY

Each student is very important to Bellus Academy. Regular attendance is essential to the successful performance of each of our programs and is especially important in the development of our future leaders in the Beauty and Wellness industry. Tardiness is considered unexcused time, as it is deemed unprofessional behavior. All tardy hours are calculated into the total allowable absence hours.

All students are expected to be in their appropriate roll-call room, clocked in and ready to study at their regular starting time and remain in the classrooms and/or on the campus until their regular scheduled quitting time, except when clocked out for lunch break. Students not physically present in class, per their class start time, are considered tardy.

Student attendance is monitored closely so that students maintain satisfactory progress. Failure to maintain the assigned class schedule may cause a student to be placed on probation, possibly resulting in the discontinuance of financial aid, which could increase the student’s personal financial obligation to the Academy. Students should notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are going to be late for school. Students should provide their full name, student ID number, the instructor’s name (to notify them), and when they expect to be at school.

When a student shows up late for school, they cannot attend the Theory portion of class in progress. The student can choose to not clock in and leave the campus until the first scheduled break or clock in and have the Academy Director assign a task to be completed by the student until they are allowed to join the class in session. Tardy students will not get Theory hours for the day.

INDIVIDUAL CAMPUSES MAY HAVE VARYING START TIMES DEPENDING ON PROGRAMS OFFERED AT EACH CAMPUS. PLEASE SEE THE SCHEDULE POSTED AT THE TIME CLOCK AND/OR FRONT DESK AT YOUR LOCATION.
**ABSENCE POLICY**

Students must notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are not able to attend school. Students should provide their full name, student ID number, the instructor’s name (to notify them), the reason for being absent and when they expect to return.

Students on a schedule that includes mandatory Saturday attendance cannot be absent without prior approval from the Request Time Off Form (available from the Experience Coordinator) or other valid documentation. Unexcused Saturday absence will result in a one day suspension the following week. Suspended hours may not be made up.

**LEAVING EARLY**

In order to be granted time off for leaving early, students must submit the approved Request Time Off Form to the Experience Coordinator on duty. The request must be approved by their instructor, floor manager or the Academy Director. Submitting this form helps to avoid classroom interruptions and client scheduling issues.

If a student is clocked in and cannot be found on the campus by the instructor during a period of time, they will not get credit for any hours on that day from that point on.

**STUDENT LOCKERS AND PERSONAL ITEMS POLICY**

Students are responsible for their own personal property. The Academy is not responsible for loss or theft of personal items. All articles should be labeled with permanent marker or engraved with the student's name. **Please note:** Student lockers are subject to inspection at any time. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the premises. It is grounds for a citation if inspectors do not have access to all facilities. Each student will be assigned a locker for their training period. All personal belongings and all valuable equipment should be kept in the locker. This includes: purse, money, makeup, shoes, clothing, etc.

**ACADEMY UNIFORM**

Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:

- **Cosmetology / Nail Technicians** - Official Academy T-shirts (included in kit) or solid black shirts or tops; solid black slacks; solid black dresses or skirts no shorter than the bottom of the finger tips and must be worn with tights or leggings.
- **Massage Programs** - Official Academy T-shirts (included in kit); solid black slacks.
- **Esthetician** - White Academy smocks; solid black slacks.

**STUDENT ID**

New students will be issued a picture ID badge showing their student ID number and campus location. Students must wear their ID badge when on academy premises. If lost or stolen, students may purchase a new ID badge for $5.

**STUDENT PHOTO RELEASE**

Students attending Bellus Academy give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

**GRADING METHODS AND REPORTS**

The Academy maintains complete records on each student or graduate for reference, as required by law. All students receive a complete theory and practical test toward the end of the training program. This test simulates the actual state licensing exam procedure and constitutes a final exam.

Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

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

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.
**CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Nail Technician, Esthetics or Massage. Your goals can guide you to a lifetime career working in a variety of professional job roles. Entry-level employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Makeup Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians and Massage Therapists can seek positions in medical arenas, such as med-spas, chiropractic offices, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include, but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

**PLACEMENT ASSISTANCE**

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our Academy works closely with salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resumé preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the Academy and provide employment updates, and are always welcome to call for any information the Academy can assist with. Although the Academy works closely with our graduates through our placement assistance program, the Academy cannot guarantee employment.

**ALUMNI ASSOCIATION**

The Alumni Association supports the continued success of our licensed graduates by providing internationally acclaimed guest speakers, discounts on advanced education, discounts on professional products and equipment, development of a network of successful professionals, and providing extensive placement opportunities. Joining the Alumni Association keeps you informed of the latest events and trends in the industry.

**VOTER REGISTRATION**

In Kansas you may register to vote by going in person to a voter registration site and filling out the voter form, or you may download the form at: [http://www.kssos.org/forms/elections/voterregistration.pdf](http://www.kssos.org/forms/elections/voterregistration.pdf), print and complete the application then mail it. You also have the option of registering whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices. For more information, please visit the Kansas Secretary of State website at: [http://www.kssos.org/elections/elections_registration.html](http://www.kssos.org/elections/elections_registration.html)

**HOUSING**

The Academy does not provide housing for students but may be able to assist in researching suitable accommodations. Please refer to the Bellus Academy Off-Campus Housing website at [http://bellus.och101.com/](http://bellus.och101.com/) for more information.

**ITEC CERTIFICATION**

ITEC, International Therapy Examination Council, is the premier International Awarding Organization for qualifications in Hairdressing, Barbering, Massage Therapy, Nail Technology and Esthetics. Graduates who pass the ITEC examination are eligible to work in over 38 countries. ITEC qualifications are supported by the professional beauty and spa industry and are easily transferable nationally and internationally. ITEC certification enhances a technician or artist's portfolio for local employment opportunities and provides a significant benefit for our beauty students who are military spouses and must travel or reside abroad. This elite certification will allow for employment on cruise ships that travel internationally, exclusive resort destinations with numerous global sites, as well as employment in spas in the U.S., Europe, Canada, and Australia.

Bellus Academy students and graduates are eligible for international certification through ITEC. ITEC components and qualifications are incorporated within the curriculum of several programs offered at Bellus Academy. Qualifications are verified prior to participation in the ITEC Examination process (exam fees may vary per program).

For more information on ITEC, please visit the website at: [http://www.itecworld.co.uk/](http://www.itecworld.co.uk/)

**LEARNING RESOURCES**

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for student use in the Computer Lab. Additional hard copy and CD/DVD instructional materials are also available in the Computer Lab. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.
DIRECTORY OF SERVICES AND SUPPORT

SERVICES AND SUPPORT

Academic Advising
Accommodations for Disabilities
Address/Phone Number Changes
Admissions/Catalog Information
Alumni
Attendance Information
Cancellation of Program
Career Advising
Certificate or Diploma Inquiries
Complaints
Compliance Information
Document Request Forms
Enrollment Verification Letter (EDD; WIA; Insurance)
Event Coordination
FERPA Release Updates
Financial Assistance
Graduate Employment Assistance
Graduation Ceremony
Graduation Process – Exit Interview
Housing and Transportation Assistance
I-20 and Visa Inquiries
Kit Issues
Leave of Absence (LOA)
Program Changes
Proof of Training
Resource Guide for Outside Professional Assistance
Return of Title IV/Refunds
Time Clock Issues
Transcript Request
Tuition and Payments
Veteran’s Benefit Information
Withdrawal from Program

PLEASE SEE

Educators
Academy Director
Student Services
Admissions
Career Services
Student Services
Admissions
Career Services
Student Services
Academy Director
Compliance
Student Services
Student Services
Branding and Event Office
Financial Aid
Financial Aid
Career Services
Career Services
Student Services
Admissions
Admissions
Educators
Financial Aid
Academy Director / Financial Aid
Student Services
Student Services
Financial Aid
Educators
Student Services
Financial Aid
Financial Aid / School Certifying Official
Academy Director / Financial Aid
CONSUMER INFORMATION / GAINFUL EMPLOYMENT

CIP CODES
US Department of Education regulations as of July 1, 2011, require the Academy to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information Network (O*Net). CIP Codes were developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at nces.ed.gov/ipeds/cipcode.

SOC CODES
NACCAS accrediting agency policies as of July 1, 2011, require the Academy to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at www.bls.gov/SOC/.

O*NET
The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at www.onetcenter.org/overview.html.

<table>
<thead>
<tr>
<th>Program</th>
<th>CIP Code</th>
<th>SOC Code</th>
<th>O*Net</th>
<th>Occupational Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>12.0401</td>
<td>39-5012</td>
<td>39-5012.00</td>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
</tr>
<tr>
<td>Cosmetology 102</td>
<td>12.0499</td>
<td>39-5012</td>
<td>39-5012.00</td>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
</tr>
<tr>
<td>Makeup Artistry</td>
<td>12.0406</td>
<td>39-5091</td>
<td>39-5091.00</td>
<td>Makeup Artists, Theatrical and Performance</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>12.0410</td>
<td>39-5092</td>
<td>39-5092.00</td>
<td>Manicurists and Pedicurists</td>
</tr>
<tr>
<td>Esthetics</td>
<td>12.0409</td>
<td>39-5094</td>
<td>39-5094.00</td>
<td>Skin Care Specialists</td>
</tr>
<tr>
<td>Esthetics 102</td>
<td>12.0408</td>
<td>39-5094</td>
<td>39-5094.00</td>
<td>Skin Care Specialists</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>51.3501</td>
<td>31-9011</td>
<td>31-9011.00</td>
<td>Massage Therapists</td>
</tr>
</tbody>
</table>

GAINFUL EMPLOYMENT DISCLOSURES
Gainful Employment disclosures for all programs include:
- Tuition and Fees for Normal Time Frame
- Program Name and US Dept. of Labor Standard Occupational Classification (SOC) code
- Occupations the GE program prepares students to enter
- O-Net Code with Link to the O-Net Website
- On-time Graduation Rate
- Job Placement Rate
- Median Loan Debt for Title IV and for Private Loans

Gainful Employment disclosures for all Bellus Academy campuses are posted on the website at: http://www.bellusacademy.edu/w_consumer_information/
Effective August 17, 2015

FEE SCHEDULE:

***Prices subject to change without notice***

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PROGRAM</th>
<th>REGISTRATION</th>
<th>KIT (Includes books, supplies, equipment)</th>
<th>TUITION</th>
<th>TOTAL</th>
<th>OVERTIME HOURLY RATE**</th>
<th>PERIOD OF ATTENDANCE (CLOCK HOURS)</th>
<th>ALLOWABLE ABSENT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5012 COSMETOLOGY</td>
<td>$75.00</td>
<td>$2,650.00</td>
<td>$15,325.00</td>
<td>$18,050.00</td>
<td>$10.22</td>
<td>1500</td>
<td>112</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5012 COSMETOLOGY 102</td>
<td>$75.00</td>
<td>$4,450.00</td>
<td>$18,650.00</td>
<td>$23,175.00</td>
<td>$11.30</td>
<td>1650</td>
<td>124</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5004 ESTHETICS</td>
<td>$75.00</td>
<td>$1,370.00</td>
<td>$12,125.00</td>
<td>$13,570.00</td>
<td>$12.13</td>
<td>1000</td>
<td>75</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5004 ESTHETICS 102</td>
<td>$75.00</td>
<td>$3,145.00</td>
<td>$15,500.00</td>
<td>$18,720.00</td>
<td>$13.48</td>
<td>1150</td>
<td>86</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5092 NAIL TECHNOLOGY</td>
<td>$75.00</td>
<td>$710.00</td>
<td>$3,400.00</td>
<td>$4,115.00</td>
<td>$9.71</td>
<td>350</td>
<td>26</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 31-9011 MASSAGE THERAPY</td>
<td>$75.00</td>
<td>$1,250.00</td>
<td>$11,325.00</td>
<td>$12,575.00</td>
<td>$13.48</td>
<td>840</td>
<td>63</td>
</tr>
<tr>
<td>Manhattan</td>
<td>SOC Code 39-5091 MAKEUP ARTISTRY</td>
<td>$75.00</td>
<td>$1,775.00</td>
<td>$3,325.00</td>
<td>$5,175.00</td>
<td>$22.17</td>
<td>150</td>
<td>11</td>
</tr>
</tbody>
</table>

**Overtime hourly rate subject to change depending on scholarships or other adjustments for tuition.**

NET PRICE CALCULATOR

TERMS OF PAYMENT
In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

TUITION AND FEES
Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the Academy.

Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following: suspension, termination and/or the student's account turned over to collections.

The student is responsible for all contracted tuition, registration, equipment, kit and overtime fees before final paperwork is released.

OVERTIME CHARGES
Students are allowed to miss 7.5% of the total hours contracted. (See Fee Schedule in this catalog for specific hours.) Overtime occurs when a student has not completed their program of study by their stated completion hours. If training is not completed by the prescribed time limit, additional tuition fees will accrue at the hourly rate stated on the student’s contract at the time of enrollment until the time the student meets the graduation requirements. (See the Overtime Hourly Rate for each program in the above Fee Schedule.) Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

SCHOLARSHIPS
Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship. Ask your Admissions Representative for information regarding current scholarships that may be available.
INFORMATION FOR FINANCIAL AID APPLICANTS

ELIGIBILITY REQUIREMENTS
Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate.
2. Be enrolled in an eligible program.
3. Have a valid Social Security card.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

*Some students may not be eligible based on drug related offenses.

APPLICATION PROCEDURE
The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

1. Loan entrance counseling
2. Authorization form
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet
6. Payment options

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS
Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the Academy and have established a class start date convenient for the student and the Academy.

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID
Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the Academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentloans.gov.

DISBURSEMENTS
Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds, but are only available in the first academic year on a first-come, first-served basis.

FINANCIAL AID PROGRAMS
Bellus Academy administers federal programs of student assistance including:

Pell Grant (FPELL): Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

Supplemental Educational Opportunity Grant (SEOG): This program is for students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility.

William D. Ford Federal Direct Loans: The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the Academy's Financial Aid Department.

Federal Subsidized Loan: The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six month grace period after leaving school.

Note: Loans for students who have exceeded the maximum eligibility period (150% of the program length) for attendance on their Federal loan eligibility could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of your loan. Interest does not accrue retroactively to the date the loan was disbursed.

For more information please see your Financial Aid Officer or visit: https://studentaid.ed.gov/types/loans/subsidized-unsubsidized.

Federal Unsubsidized Loan: The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments
on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after your last day of attendance).

**Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child’s educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student’s cost of education.

**Veterans Educational Benefits:** The programs at Bellus Academy are approved by the Kansas State Approving Agency for use of the GI Bill. For more information on veterans benefits, please see your Admissions Representative.

**MyCAA:** Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at: www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx.

**Tuition Flex:** The Academy offers multiple, flexible payment plan options through Education Loan Source. These payment plans allow students to spread payments over a pre-set period of time, as opposed to paying the full amount up-front. Students choose the program that best fits within their budget. An interest rate may apply depending on the plan chosen. No credit check is required at the time of application, and the process is completed 100% online using an e-signature validation.

**Sallie Mae Career Training Loans:** In addition to the above programs, Bellus Academy offers financial assistance through Sallie Mae Career Training Loans. Eligibility and student need are based on the Sallie Mae Career Training Loan program requirements. Any student interested in applying for a Sallie Mae Career Training Loan may contact the financial aid department at the Academy.

**ADDITIONAL INFORMATION**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

For more information regarding student and parent loans, please refer to the US Department of Education publication, “Funding Education Beyond High School” at www.edpubs.gov/document/EN0990P.pdf, or visit the website at www.studentloans.gov.

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the Academy.

Financial Aid Officers are available at all campuses from 9 am to 5 pm, Monday through Friday, or by appointment.
INSTITUTIONAL REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

STUDENT’S RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a program of instruction and receive a full refund within three (3) business days of signing the Enrollment Agreement regardless of whether the student has actually started training.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed less than sixty (60) percent of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Bellus Academy, 1130 Westloop Place, Manhattan, KS 66502. This can be done by mail, FAX, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Academy in person.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled after three (3) business days of signing, but prior to starting classes, the Academy will refund the student any money he/she paid, less a registration fee not to exceed $75, within 45 days after the notice of cancellation is received.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the Academy or by not coming to class.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the Academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed less than 60 percent of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed $75, and less any deduction for equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student’s official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the Academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student’s withdrawal in writing.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the Academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student’s withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student’s last date of attendance.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<table>
<thead>
<tr>
<th>Percent of Scheduled Time Enrolled to Total Program</th>
<th>Total Tuition School Shall Retain</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 59.9%</td>
<td>Prorated based on percentage of scheduled attendance</td>
</tr>
<tr>
<td>60% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If the Academy cancels a program subsequent to a student’s enrollment, and before instruction in the program has begun, the Academy shall provide a full refund of all monies paid.
If the Academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the Academy shall at its option:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid

In the event the Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the Academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.
RETURN TO TITLE IV FUNDS

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the program when any of the following occurs: a. You notify school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for a 14 day period; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdraw from program.

<table>
<thead>
<tr>
<th>Program: Cosmetology</th>
<th>Academic Year: 900.00 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 4/14/2012</td>
<td>Program Length: 1,600.00 Hours</td>
</tr>
<tr>
<td>Withdraw Date: 10/09/2012</td>
<td>Completed: 174.50 Hours</td>
</tr>
<tr>
<td>Last Day Attended: 05/22/2012</td>
<td>Scheduled as of LDA: 202.00 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order in Which to Return Funds</th>
<th>Hours at Start of Payment Period</th>
<th>Hours at End of Payment Period</th>
<th>Disbursed This Period</th>
<th>Entitled To Refund Now Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsubsidized Direct Loan</td>
<td>450.0</td>
<td>$2,970.00</td>
<td>$378.92</td>
<td>$2,591.08</td>
</tr>
<tr>
<td>Subsidized Direct Loan</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Direct PLUS (Parent)</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FSEOG</td>
<td>N/A</td>
<td>N/A</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Return to Title IV</td>
<td>$4,702.50</td>
<td>$2,111.42</td>
<td>$2,591.08</td>
<td></td>
</tr>
</tbody>
</table>

Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the Institutional Refund Policy will apply for contract purposes.
SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS
The Academy defines its academic year as 900 hours and 26 weeks. The student’s first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>EVALUATION POINTS – ACTUAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>450, 900, 1200, 1500</td>
</tr>
<tr>
<td>Cosmetology 102</td>
<td>450, 900, 1275, 1650</td>
</tr>
<tr>
<td>Esthetics</td>
<td>450, 900, 1000</td>
</tr>
<tr>
<td>Esthetics 102</td>
<td>450, 900, 1150</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>420, 840</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>175, 350</td>
</tr>
<tr>
<td>Makeup Artistry</td>
<td>75, 150</td>
</tr>
</tbody>
</table>

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS
Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MAXIMUM TIME ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (Full time, 35 hrs/wk) – 1500 Hours</td>
<td>43 Weeks 1995</td>
</tr>
<tr>
<td>Cosmetology (Part time, 25 hrs/wk) – 1500 Hours</td>
<td>60 Weeks 1995</td>
</tr>
<tr>
<td>Cosmetology 102 (Full time, 35 hrs/wk) – 1650 Hours</td>
<td>47 Weeks 2194</td>
</tr>
<tr>
<td>Cosmetology 102 (Part time, 25 hrs/wk) – 1650 Hours</td>
<td>66 Weeks 2194</td>
</tr>
<tr>
<td>Esthetics (Full time, 35 hrs/wk) – 1000 Hours</td>
<td>29 Weeks 1330</td>
</tr>
<tr>
<td>Esthetics 102 (Full time, 35 hrs/wk) – 1150 Hours</td>
<td>33 Weeks 1529</td>
</tr>
<tr>
<td>Massage Therapy (Full time, 35 hrs/wk) – 840 Hours</td>
<td>24 Weeks 1117</td>
</tr>
<tr>
<td>Massage Therapy (Part time, 25 hrs/wk) – 840 Hours</td>
<td>34 Weeks 1117</td>
</tr>
<tr>
<td>Nail Technology (Full time, 35 hrs/wk) – 350 Hours</td>
<td>10 Weeks 465</td>
</tr>
<tr>
<td>Makeup Artistry (Full time, 35 hrs/wk) – 150 Hours</td>
<td>4 Weeks 199</td>
</tr>
<tr>
<td>Makeup Artistry (Part time, 25 hrs/wk) – 150 Hours</td>
<td>6 Weeks 199</td>
</tr>
</tbody>
</table>

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>85 – 92</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>75 – 84</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>74 and BELOW</td>
<td>UNSATISFACTORY</td>
</tr>
</tbody>
</table>

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations if the Satisfactory Academic Progress may affect their eligibility for Title IV funding. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning 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 warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. 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 required for satisfactory academic progress or by the academic plan, 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 warning or 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 and maximum time frame 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 will return in the same satisfactory academic progress status as at the time of withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. 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, REMEDIAL COURSES, REPETITIONS**

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

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.
**MANDATED HOURS OF ATTENDANCE POLICY**

Students must complete the state-mandated hours per their program of study. These requirements are as follows:

- **Cosmetology**  
  Satisfactory completion of 1500 hours
- **Cosmetology 102**  
  Satisfactory completion of 1650 hours
- **Esthetics**  
  Satisfactory completion of 1000 hours
- **Esthetics 102**  
  Satisfactory completion of 1150 hours
- **Nail Technology**  
  Satisfactory completion of 350 hours
- **Massage Therapy**  
  Satisfactory completion of 840 hours
- **Makeup Artistry**  
  Satisfactory completion of 150 hours

**LEAVE OF ABSENCE POLICY**

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is restricted to Medical, Military, or Family Emergency.

In order for an LOA to qualify as an approved LOA, the request for leave of absence must be submitted in advance in writing, must include the reason for the student’s request, the expected return date and must be signed by the student.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the Academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the Academy to be the first date the student was unable to attend the Academy because of the circumstance.

Students requesting a leave of absence from the institution must submit a written request to a Student Services or Financial Aid Representative in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school, including the date the student expects to return to school. All leave of absence requests must be approved by the Academy Director.

A student on a leave of absence will incur no additional charges by the school. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The Academy will extend the student’s contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all of the grace period for their loan. The grace period starts on the last day of attendance. The withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance. All refunds will be due 45 days from the date of determination. Any student failing to return to the Academy after the expiration of a leave of absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance. Students who do not return are required to complete an exit interview with the Academy’s Financial Aid department.

**DROP-OUT POLICY**

The student’s enrollment may be terminated at the election of the Academy Director, if the student’s academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the Academy (as stated in the catalog and Guidelines for Success); in which event, the extent of the student’s tuition obligation will be in accordance with the Academy’s refund policy.

**RE-ENROLLMENT POLICY**

Students desiring to reinstate in the Academy within six months of their last date of attendance will be readmitted at their original cost. Students desiring to re-enroll in the Academy after a 6-month lapse must sign a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment. Please consult with your Admissions Representative regarding the Academy’s transfer policy for specific information. A student re-enrolling re-enters at the same progress status as when they left. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will have the same status when they return. Re-enrolling students on probation are not eligible to receive Financial Aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress at their next evaluation point.
## CLASS START DATES – 2015 – MANHATTAN

### FULL-TIME AND PART-TIME SCHEDULES

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>16</td>
<td>16</td>
<td>13</td>
<td>11</td>
<td>8</td>
<td>13</td>
<td>17</td>
<td>21</td>
<td>19</td>
<td>16</td>
<td>14</td>
</tr>
</tbody>
</table>

NOTE: All students are required to attend a mandatory Orientation session before their class start date. Part-time schedule available at night for Cosmetology and Massage programs. NOTE: Management reserves the right to modify class schedules when necessary.

### MAKEUP ARTISTRY CLASS SCHEDULES

#### DAY

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
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<th>NOV</th>
<th>DEC</th>
</tr>
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<tbody>
<tr>
<td>19</td>
<td>16</td>
<td>16</td>
<td>13</td>
<td>11</td>
<td>8</td>
<td>13</td>
<td>17</td>
<td>21</td>
<td>19</td>
<td>16</td>
<td>14</td>
</tr>
</tbody>
</table>

#### NIGHT

(To Be Determined)

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
</table>

NOTE: Makeup class schedules are subject to modification when necessary.
### CLASS START DATES – 2016 – MANHATTAN

#### FULL-TIME AND PART-TIME SCHEDULES

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>15</td>
<td>14</td>
<td>11</td>
<td>9</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>26</td>
<td>24</td>
<td>21</td>
<td>19</td>
</tr>
</tbody>
</table>

29

**NOTE:** All students are required to attend a mandatory Orientation session before their class start date.

Part-time schedule available at night for Cosmetology and Massage programs.

**NOTE:** Management reserves the right to modify class schedules when necessary.

### MAKE-UP ARTISTRY CLASS SCHEDULES

#### DAY

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
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<tbody>
<tr>
<td>18</td>
<td>15</td>
<td>14</td>
<td>11</td>
<td>9</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>26</td>
<td>24</td>
<td>21</td>
<td>19</td>
</tr>
</tbody>
</table>

29

#### NIGHT

(To Be Determined)

<table>
<thead>
<tr>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
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<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
</table>

**NOTE:** Make-up class schedules are subject to modification when necessary.
CAREER TRAINING PROGRAMS

Note: Curriculum content and equipment is subject to review and change at any time.

CURRICULUM: COSMETOLOGY – SOC Code 39-5012

This is a program of study in the basic services, theories and principles of Cosmetology Arts and Sciences. The minimum length of the program is 1500 clock hours. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business course as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

Upon completion of the 1500-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:

The following units of study are established in our cosmetology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A cosmetology student shall not work on the public until the student has completed 320 hours of training.

Cosmetology – 1500 Hours

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory Hours</th>
<th>Minimum Practice</th>
</tr>
</thead>
</table>

(1) Scientific Concepts – 115 Hours

(a) Sanitation

- Personal, Public, Methods, Chemistry, Safety Precautions, First Aid
- 40

(b) Hair and scalp

- Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders
- 35

(c) Skin

- Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders
- 20

(d) Nails

- Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases
- 20

(2) Physical Services – 400 Hours

(a) Shampoos and rinses

- Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection
- 35

(b) Scalp and Hair Care

- Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry
- 35

(c) Facials and Makeup

- Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Makeup, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Safety Precautions
- 150

(d) Manicuring

- Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions
- 180

(3) Chemical Services – 450 Hours

(a) Hair Coloring

- Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures, Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions
- 175

(b) Chemical Waving

- Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures
- 150

(c) Chemical Hair Relaxing

- Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification,
Procedures, Special Hair Problems, Related Chemistry, Safety Measures

(4) Hair Designing – 360 Hours
(a) Hair Shaping 150
   Purpose and Effects, Materials, supplies and Implements, Techniques, Designing, Safety
   Measures
   Use of implements — Razor 25
   — Scissors 25
(b) Hair Styling 125
   Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation,
   Pin Curls—Complete Pin Curl Sets 25
   Pin Curl and Wave — 25
   Rollers—Complete Roller Sets 50
   Comb-out Techniques—Complete Comb-out 50
(c) Thermal Techniques 75
   Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling
   and
   Waving, Iron Curling, Electric Curling—Curling Iron Sets 50
   Air waving—Blow Dry Styling, Safety Measures 50
(d) Care and Styling of Hair Pieces 10

(5) Business Practices – 75 Hours
(a) Management Practices
(b) Salon Development
(c) Insurance
(d) Client Records
(e) Salesmanship

(6) State Law – 50 Hours
(a) Rules and Regulations

(7) Student Specific Needs – 50 Hours

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:
Carrying Cases  Pivot Point LAB  Workbook  Nail Kit/Manicure Kit
Scissors  Mannequin Heads & Holder  Curling Iron  Blow Dryer
Brushes & Combs  Skin Care Kit

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.

The Cosmetology 102 program is a 1650-hour program combining the basic services, theories and principles of Cosmetology Arts and Sciences 1500-hour program required for state board licensing and 150 hours of Makeup training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 47 weeks and the Evening Schedule is 66 weeks. The Makeup Artistry portion of the program adds an additional level of skills to the student’s training and expertise. Bellus Academy students are trained using the Bellus S.T.A.R. system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business course as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives: Upon completion of the program requirements, the determined graduate will be able to: Project a sense of personal integrity and self-confidence; practice proper grooming, effective communications skills, and visual poise; reflect a strong business and professional work ethic; perform basic manipulative skills required for successfully performing cosmetology practices, including effective use of required implements and equipment, proper application of corrective and special event makeup, unwanted hair removal, and lash/brow tinting; apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures; practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Cosmetology, Makeup Artistry and related positions.

Units of Study:

The following units of study are established in our cosmetology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A cosmetology student shall not work on the public until the student has completed 320 hours of training.

SUBJECTS AND REQUIREMENTS:

Makeup Artistry – 150 Hours

<table>
<thead>
<tr>
<th>THEORY</th>
<th>PRACTICAL OPERATIONS / APPLICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>History</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Sanitation/Safety/Hygiene</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

**Makeup:**

| **A. Skin Analysis** | 3 | 10 |
| **B. Color Theory** | 8 | |
| **C. Base Application** | 3 | 10 |
| **D. Concealers/Highlighters** | 9 | 10 |
| **E. Eye Brow Artistry** | 5 | 10 |
| **F. Eye Shadow and Liner** | 8 | 10 |
| **G. Lash & Brow Tinting/Mascara** | 5 | 10 |
| **H. Cheek Color and Application** | 5 | 10 |
| **I. Lip Liner** | 5 | 10 |
| **J. Artificial Eyelashes and Lip Color** | 5 | 10 |
| **K. Makeup for Mature Skin / Ethnic Skin** | 8 | 10 |
| **L. Male Corrective Makeup** | 5 | 5 |
| **M. Varying Mediums** | 3 | 5 |
| **N. Airbrushing** | 3 | 5 |
| **O. Body Makeup and Outside of the Box** | 3 | 5 |
| **P. Special Effects** | 3 | 5 |

**Makeup Application:**

| **A. Bridal** | 8 | 10 |
| **B. Daytime** | 8 | 10 |
| **C. Evening** | 8 | 10 |
| **D. Corrective** | 8 | 10 |
| **E. Photography** | 8 | 10 |

**Portfolio Building**

10

**Personal Success in Makeup Artistry**

| **A. “Must do’s” in Makeup Artistry/Their Relevance to Success** | 4 |
| **B. Marketing Yourself and Your Salon/Spa** |
| **C. Salon Business and Professional Development** |

**Business Skills**

| **A. Importance of service, sales and homecare** | 2 |

2015 – 09/01/2015
B. Compensation
C. Building Your Business
D. Networking in the Industry/Alumni Activities
E. Continuing Education: Supporting Success

Review, Practice and Testing 5
Additional Training 2

**Cosmetology – 1500 Hours**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Theory Hours</th>
<th>Minimum Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) <strong>Scientific Concepts</strong> – 115 Hours</td>
<td></td>
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<tr>
<td>(a) Sanitation</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Personal, Public, Methods, Chemistry, Safety Precautions, First Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Hair and scalp</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Skin</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Nails</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases</td>
<td></td>
<td></td>
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<tr>
<td>(2) <strong>Physical Services</strong> – 400 Hours</td>
<td></td>
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<tr>
<td>(a) Shampoos and Rinses</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Scalp and Hair Care</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Facials and Makeup</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Makeup, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Safety Precautions</td>
<td></td>
<td></td>
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<tr>
<td>(d) Manicuring</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions</td>
<td></td>
<td></td>
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<tr>
<td>(3) <strong>Chemical Services</strong> – 450 Hours</td>
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<tr>
<td>(a) Hair Coloring</td>
<td>175</td>
<td>25</td>
</tr>
<tr>
<td>Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures, Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>(b) Chemical Waving</td>
<td>150</td>
<td>25</td>
</tr>
<tr>
<td>Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures</td>
<td></td>
<td></td>
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<tr>
<td>(c) Chemical Hair Relaxing</td>
<td>125</td>
<td>25</td>
</tr>
<tr>
<td>Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures</td>
<td></td>
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<tr>
<td>(4) <strong>Hair Designing</strong> – 360 Hours</td>
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<tr>
<td>(a) Hair Shaping</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Purpose and Effects, Materials, supplies and Implements, Techniques, Designing, Safety Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of implements — Razor — Scissors</td>
<td>25</td>
<td>25</td>
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<tr>
<td>(b) Hair Styling</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation, Pin Curls—Complete Pin Curl Sets</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pin Curl and Wave — Rollers—Complete Roller Sets</td>
<td>25</td>
<td>50</td>
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<tr>
<td>Comb-out Techniques—Complete Comb-out</td>
<td>50</td>
<td></td>
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<tr>
<td>(c) Thermal Techniques</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(5) **Business Practices – 75 Hours**
   (a) Management Practices
   (b) Salon Development
   (c) Insurance
   (d) Client Records
   (e) Salesmanship

(6) **State Law – 50 Hours**
   (a) Rules and Regulations

(7) **Student Specific Needs – 50 Hours**

**Total Hours – 1650**

COSMETOLOGY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:
- Carrying Cases
- Pivot Point LAB
- Workbook
- Nail Kit/Manicure Kit
- Scissors
- Mannequin Heads & Holder
- Curling Iron
- Blow Dryer
- Brushes & Combs
- Skin Care Kit

MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:
- MUD Makeup Brush Kit
- MUD Makeup Kit
- MUD Beauty Makeup Book
- Assorted Lashes & Styles
- Lash Adhesive
- Disposable Makeup Wands
- Carrying Case
- Airbrush Kit
- Makeup Palette
- Professional Makeup Sponges
- Full Length Cover Cloth
- Dry Makeup Remover Pads
- Cuticle Scissors
- Tweezers

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.
CURRICULUM: ESTHETICS – SOC Code 39-5094

This is a program of study in the services, theories and principles of Esthetics. The minimum length of the program is 1000 clock hours. The program length for the Day Schedule is 29 weeks. Bellus Academy esthetic students are trained using the Bellus Academy System of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business course as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:
Upon completion of the 1000-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:
The following units of study are established in our esthetics program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. An esthetics student shall not work on the public until the student has completed 130 hours of training.

Esthetics – 1000 Hours

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Theory Hours</th>
<th>Practice Hours</th>
<th>Minimum Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Infection Control – 60 Hours</td>
<td>10</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>(a) Public Health (Sanitation, Disinfection, Sterilization)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(b) Universal Precautions (Cross contamination, and blood borne pathogens)</td>
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<td></td>
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<tr>
<td>(2) Skin Anatomy and Physiology – 200 Hours</td>
<td>200</td>
<td></td>
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</tr>
<tr>
<td>(a) Structure and Function of the body System and Nerves</td>
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<tr>
<td>(b) Dermatology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Cosmetic Chemistry</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(d) Pharmacology</td>
<td></td>
<td></td>
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<tr>
<td>(e) Nutrition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Skin Analysis and Consultation – 120 Hours</td>
<td>80</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>(a) Skin types and conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Contraindications and safety measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Health screening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Consultation, post consultation and home care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Skin Analysis Equipment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(4) Skin Treatments – 240 Hours</td>
<td>120</td>
<td>120</td>
<td>80 facials</td>
</tr>
<tr>
<td>(a) Cleansing techniques</td>
<td></td>
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</tr>
<tr>
<td>(b) Exfoliation–Mechanical &amp; Chemical (enzymes, hydro-aphroxy)</td>
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<td></td>
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<tr>
<td>(c) Extraction–Without lancet</td>
<td></td>
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<tr>
<td>(d) Conditioning</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(e) Masque therapy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(f) Protection</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(g) Massage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(h) Basic facial equipment and safety--Steamer, brush machine</td>
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<tr>
<td>(5) Body Treatments – 40 Hours</td>
<td>20</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>(a) Back and chest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Body wrap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Body exfoliation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Hydrotherapy (theory only)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(6) Advanced Skin Treatments – 140 Hours</td>
<td>80</td>
<td>60</td>
<td>45</td>
</tr>
<tr>
<td>(a) Advanced exfoliation</td>
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</tr>
<tr>
<td>(b) Extractions using a lancet</td>
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</tr>
<tr>
<td>(c) Microdermabrasion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) LED</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(e) Chemical exfoliation–Gessner’s and AHA’s</td>
<td></td>
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<tr>
<td>(f) Microcurrent and other electrical treatments</td>
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</tr>
<tr>
<td>(g) Equipment for advanced skin treatments–Microdermabrasion, microcurrent, LED, mechanical</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(7) Temporary Hair Removal – 40 Hours</td>
<td>10</td>
<td>30</td>
<td>40 facial waxes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 body waxes</td>
</tr>
</tbody>
</table>

Our curriculum meets or exceeds the minimum standards.

2015 – 09/01/2015
- 31 - Manhattan
(a) Tweezing
(b) Waxing
(c) Depilatories
(d) Sugaring
(e) Threading
(f) Contraindications and safety

(8) Makeup – 60 Hours
   (a) Purpose and effects
   (b) Eyebrow and eyelash services
   (c) Corrective
   (d) Camouflage

(9) Business Practices – 30 Hours
   (a) Business planning
   (b) Client records

(10) State Law – 20 Hours

(11) Student Specific Needs – 50 Hours
   (a) Test preparation

Total Hours – 1000

ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

<table>
<thead>
<tr>
<th>Esthetic Brush Set</th>
<th>Esthetician Text, Workbook &amp; CD/ROM</th>
<th>NU Face</th>
<th>Body Brush</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarisonic Brush</td>
<td>Makeup Brush</td>
<td>Business Cards</td>
<td>White lab jacket</td>
</tr>
<tr>
<td>Murad Professional Size Products</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.
**CURRICULUM: ESTHETICS 102 – SOC Code 39-5094 and 39-5091**

The Esthetician 102 program is an 1150-hour program combining the 1000-hour program of study in the services, theories and principles of Esthetics required for state board licensing and 150 hours of Makeup training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 33 weeks. The Makeup Artistry portion of the program adds an additional level of skills to the student’s training and expertise. Bellus Academy esthetic students are trained using the Bellus Academy System of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business course as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

**Course Objectives:**
Upon completion of the 1150-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

1. To successfully prepare the student to pass the exam.
2. To prepare students for entry level employment
3. To develop personality skills as well as mechanical skills suitable for the field of Esthetics
4. To develop marketing and sales skills to become a successful Esthetician.

Project a sense of personal integrity and self-confidence; practice proper grooming, effective communications skills, and visual poise; reflect a strong business and professional work ethic; perform basic manipulative skills required for successfully performing cosmetology practices, including effective use of required implements and equipment, proper application of corrective and special event makeup, unwanted hair removal, and lash/brow tinting; apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures; practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Cosmetology, Makeup Artistry and related positions.

**Units of Study:**
The following units of study are established in our esthetics program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. An esthetics student shall not work on the public until the student has completed 130 hours of training.

**SUBJECTS AND REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Makeup Artistry – 150 Hours</th>
<th>Theory Hours</th>
<th>Practical Operations / Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sanitation/Safety/Hygiene</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Makeup:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Skin Analysis</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>B. Color Theory</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>C. Base Application</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>D. Concealers/Highlighters</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>E. Eye Brow Artistry</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>F. Eye Shadow and Liner</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>G. Lash &amp; Brow Tinting/Mascara</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>H. Cheek Color and Application</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>I. Lip Liner</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>J. Artificial Eyelashes and Lip Color</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>K. Makeup for Mature Skin / Ethnic Skin</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>L. Male Corrective Makeup</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>M. Varying Mediums</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>N. Airbrushing</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>O. Body Makeup and Outside of the Box</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>P. Special Effects</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Makeup Application:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Bridal</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>B. Daytime</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>C. Evening</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>D. Corrective</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>E. Photography</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Portfolio Building</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
Personal Success in Makeup Artistry 4
A. "Must do’s" in Makeup Artistry/Their Relevance to Success
B. Marketing Yourself and Your Salon/Spa
C. Salon Business and Professional Development

Business Skills 2
A. Importance of service, sales and homecare
B. Compensation
C. Building Your Business
D. Networking in the Industry/Alumni Activities
E. Continuing Education: Supporting Success

Review, Practice and Testing 5
Additional Training 2

### Esthetics – 1000 Hours

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory Hours</th>
<th>Practice Hours</th>
<th>Minimum Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Infection Control – 60 Hours</td>
<td>10</td>
<td>50</td>
<td>(a) Public Health (Sanitation, Disinfection, Sterilization) (b) Universal Precautions (Cross contamination, and blood borne pathogens)</td>
</tr>
<tr>
<td>(2) Skin Anatomy and Physiology – 200 Hours</td>
<td>200</td>
<td></td>
<td>(a) Structure and Function of the body System and Nerves (b) Dermatology (c) Cosmetic Chemistry (d) Pharmacology (e) Nutrition</td>
</tr>
<tr>
<td>(3) Skin Analysis and Consultation – 120 Hours</td>
<td>80</td>
<td>40</td>
<td>(a) Skin types and conditions (b) Contraindications and safety measures (c) Health screening (d) Consultation, post consultation and home care (e) Skin Analysis Equipment</td>
</tr>
<tr>
<td>(4) Skin Treatments– 240 Hours</td>
<td>120</td>
<td>120</td>
<td>80 facials</td>
</tr>
<tr>
<td>(5) Body Treatments – 40 Hours</td>
<td>20</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>(6) Advanced Skin Treatments – 140 Hours</td>
<td>80</td>
<td>60</td>
<td>45</td>
</tr>
<tr>
<td>(7) Temporary Hair Removal – 40 Hours</td>
<td>10</td>
<td>30</td>
<td>40 facial waxes 10 body waxes</td>
</tr>
</tbody>
</table>
(e) Threading
(f) Contraindications and safety

**(8) Makeup – 60 Hours**

<table>
<thead>
<tr>
<th>Purpose and effects</th>
<th>20</th>
<th>40</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Purpose and effects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Eyebrow and eyelash services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Corrective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Camouflage</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**(9) Business Practices – 30 Hours**

<table>
<thead>
<tr>
<th>Business planning</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Business planning</td>
<td></td>
</tr>
<tr>
<td>(b) Client records</td>
<td></td>
</tr>
</tbody>
</table>

**(10) State Law – 20 Hours**

<table>
<thead>
<tr>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Test preparation</td>
</tr>
</tbody>
</table>

**(11) Student Specific Needs – 50 Hours**

<table>
<thead>
<tr>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Test preparation</td>
</tr>
</tbody>
</table>

**Total Hours – 1150**

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**ESTHETICIAN INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

- Esthetic Brush Set
- Clarisonic Brush
- Murad Professional Size Products
- Esthetician Text, Workbook & CD-ROM
- Makeup Brush
- NU Face
- Business Cards
- Body Brush
- White lab jacket

**MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

- MUD Makeup Brush Kit
- Assorted Lashes & Styles
- Carrying Case
- Professional Makeup Sponges
- Cuticle Scissors
- MUD Makeup Kit
- Lash Adhesive
- Airbrush Kit
- Full Length Cover Cloth
- Tweezers
- MUD Beauty Makeup Book
- Disposable Makeup Wands
- Makeup Palette
- Dry Makeup Remover Pads

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability.

Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.
CURRICULUM: NAIL TECHNOLOGY – SOC Code 39-5092
This is a program of study in natural nail care and artificial nail enhancement application. The minimum length of the program is 350 clock hours. The program length for the Day Schedule is 10 weeks. Bellus Academy is a Creative Nail Design (CND) Partner School. Bellus Academy nail technology students are trained using the Bellus system of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Students are trained on how to market themselves, the services they provide and the products they use so that they can be successful in this exciting and ever-growing career. Each student will have the opportunity to practice their techniques on the public in our student salon and spa which is designed around today’s high-end professional salons and spas. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:
Upon completion of the 350-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories in compliance with the requirements of the Kansas Board of Cosmetology. The skills and theories of each service are presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

Units of Study:
The following units of study are established in our nail technology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A manicuring student shall not work on the public until the student has completed 70 hours of training.

Subject: Hours
(1) Scientific Concepts – 60 Hours
   (a) Sanitation
   (b) Chemistry–General Concepts, Product Composition, Chemical Safety/OSHA Regulations
   (c) Nails–Structure and Composition, Growth and Regeneration, Irregularities, Diseases
   (d) Skin–Structure and Functions, Growth and Regeneration, Disorders
   (e) Muscles, Nerves, and Blood–Structure, Function
(2) Manicuring Skills – 75 Hours
   (a) Purpose and Effect
   (b) Preparations
   (c) Equipment and Implements–Purpose and Effects, Types
   (d) Supplies and Products–Purpose and Effects, Types
   (e) Procedures–Basic Manicure (minimum practice 25), Reconditioning Treatments, Repair Techniques, Hand and Arm Massage, Application of Polish, Pedicures (minimum practice 10)
   (f) Special Problems and Procedures
   (g) Sanitation and Safety Precautions
(3) Artificial Nails – 160 Hours
   (a) Purpose and Effects
   (b) Preparation
   (c) Equipment and Implements
   (d) Supplies and Products
   (e) Procedures–Sculpturing (minimum practice 100 nails), Gels, Tipping (minimum practice 100 nails), Wrapping (minimum practice 100 nails), Repair Techniques
   (f) Sanitation and Safety Precautions
(4) Business Practices – 35 Hours
   (a) Management Practices
   (b) Salon Development
   (c) Insurance
   (d) Client Records
   (e) Salesmanship
(5) State Law – 20 Hours
   (a) Rules and Regulations
Total Hours – 350

NAIL TECHNOLOGY INSTRUCTIONAL MATERIAL is periodically updated and includes, but is not limited to:
Creative Nail Products Acrylic Nail Kit Nail Polish Manicure Textbook Manicure Pro Tool Kit (Impliments)
Manicure Brushes Pedicure Paddle Applicator Bottles Finger Bowl
Toe Nail Clipper Metal Pusher Plastic Pusher Spa Treatment Products
When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit Supplies may vary due to manufacturer availability. Note: The Academy provides sufficient supplies and informational material to each student during their course of study, to reinforce their learning. Such materials are issued based on instructional subject areas.
**CURRICULUM: MASSAGE THERAPY – SOC Code 31-9011**

This program of study is based on the principles of Swedish massage that provide the solid foundation for other massage modalities to build upon. The minimum length of the program is 840 clock hours. The program length for the Day Schedule is 24 weeks and the Evening Schedule is 34 weeks. Bellus Academy massage therapy students are trained using the Beck methodology system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. The program offers hands-on practice and theory generally presented in an alternating schedule so the theory portion is followed by hands-on demonstrations and supervised practice whenever possible. During a “Mock Clinic” phase students will refine their hands on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies incorporated in the Bellus Best in Business course as well as receiving Financial Literacy training.

**Course Objectives:**
Upon completion of the 840 hour program, the student will have been fully trained, evaluated and approved of their technical abilities; and will have achieved or exceeded a 75% GPA for the academic (theory) portion of the program. Students must also achieve approximately 250 hours of hands-on practice that incorporates both classroom training and supervised clinic appointments. After graduation from the program, it is strongly recommended that our students take the Massage and Bodywork Licensing Exam (MBLEx), not yet required in Kansas, but to be prepared to meet future requirements.

**Massage Modalities Studied:**
Swedish; Therapeutic; Athletic/sports; Reflexology, Chair; Hydro-therapy/Heated Stone; Pre-natal/Infant; Aromatherapy; Trigger point Release; MET; Deep Tissue Techniques and Therapeutic Stretching. Massage students may be introduced to other modalities such as MLD (manual lymph drainage), Cranio-sacral Therapy or Acupressure, which would require more extensive or advanced training after graduation from our program.

**Massage Theories Studied include:**
Historical overview of Massage; Business; Ethics; Safety & Sanitation; Products and Equipment; Anatomy, Physiology, Kinesiology and Pathology; indications & contraindications for Massage; Effects & Benefits of Massage; Consultation; SOAP Charting; Requirements for Practice; Massage in the spa; Nursing home & Special needs clients; Business & marketing practices and Pathology for massage practitioners.

**Units of Study:**
The following units of study are established in our massage therapy program. Listed below the topics are the subject descriptions that incorporate all areas required by NCBTMB to apply for certification exam. Following the subject description section is a list of items/areas covered in each subject.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Hours</th>
<th>License and Certification Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (70 hrs) &amp; Ethics (10 hrs)</td>
<td>80</td>
<td>10</td>
</tr>
<tr>
<td>Massage &amp; Bodywork, Assessment</td>
<td>350</td>
<td>200</td>
</tr>
<tr>
<td>Theory / Application Instruction / Body Wrap / Clinic Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy, Physiology &amp; Kinesiology</td>
<td>225</td>
<td>125</td>
</tr>
<tr>
<td>Pathology</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>Athletic &amp; Therapeutic Massage</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>(Program of Study) Deep Tissue Part I - Basic Techniques &amp; Trigger Point Release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deep Tissue Part II - Orthopedic Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitary &amp; Safety Practices</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours</td>
<td>840</td>
<td>500</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Business and Ethics – 80 Hours</td>
<td>80</td>
</tr>
<tr>
<td>(a) Professional Ethics for the Massage Practitioner</td>
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</tr>
<tr>
<td>(b) Requirements for the Practice of Massage</td>
<td></td>
</tr>
<tr>
<td>(c) The Consultation</td>
<td></td>
</tr>
<tr>
<td>(d) Equipment and Products</td>
<td></td>
</tr>
<tr>
<td>(e) Effects and Benefits of Massage</td>
<td></td>
</tr>
<tr>
<td>(f) Contraindications for Massage</td>
<td></td>
</tr>
<tr>
<td>(g) Endangerment Sites</td>
<td></td>
</tr>
<tr>
<td>(2) Sanitary and Safety Practices – 10 Hours</td>
<td>10</td>
</tr>
<tr>
<td>(a) Safety Precautions for Therapist and Client</td>
<td></td>
</tr>
<tr>
<td>(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens</td>
<td></td>
</tr>
<tr>
<td>(3) Practice and Techniques – 350 Hours</td>
<td>350</td>
</tr>
<tr>
<td>(a) Basic Massage Movements</td>
<td></td>
</tr>
<tr>
<td>(b) Procedures for Complete Body Massage; Face and Scalp Massage</td>
<td></td>
</tr>
<tr>
<td>(c) Heated Stone and Hydrotherapy</td>
<td></td>
</tr>
</tbody>
</table>
(d) Massage for Nursing Home Clientele; Healthcare and Specialized Massage
(e) Deep Tissue Part I - Basic Deep Tissue Techniques & Trigger Point Release (NMT)
(f) Deep Tissue Part II - Orthopedic & Functional Assessments
(g) Deep Tissue Part III - Athletics & Sports Massage; Therapeutic Stretching
(h) Reflexology
(i) Seated (Chair) Massage
(j) Pre-Natal and Infant massage
(k) Nutrition
(l) Aromatherapy and Body Wrap
(m) Review for Finals
(n) Finals

(4) Anatomy, Physiology and Kinesiology for Massage – 225 Hours
   (a) Anatomy and Physiology Objectives, Anatomical Positions
   (b) Medical and Anatomical Terminology, The Regions of the Human Body
   (c) The Integumentary System (Skin)
   (d) Skeletal System
   (f) The Nervous System, The Endocrine System
   (g) The Respiratory System, The Digestive System, The Excretory System
   (h) The Human Reproductive System
   (i) Kinesiology – Study of Movement and Body Mechanics

(5) Pathology – 50 Hours
   (a) Effects of Disease on Structure and Function of the Body

(6) Athletic and Therapeutic Massage (Program of Study) – 125 Hours
   (a) Athletic Massage; Pre-event, Post-event, Rehabilitative, Restorative and Injury Prevention
   (b) NMT, PNF, and MET
   (c) Muscle Testing
   (d) SOAP Charting and Records Keeping for Insurance Claim
   (e) Active Assisted, Active Resistive and Passive Therapeutic Stretching

Practical Requirements
During the course of the program a student will be required to complete 250 Hands-on Clinic Hours. The approximate requirements are as follows:
125 Swedish-based Massages during classroom instruction
125 Clinic Massages under educator supervision

MASSAGE THERAPY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:

- CPR Certification
- Hand Exercise Balls
- Massage Oil/Lotion Bottles
- Massage Holster
- Kit Supply Bag
- Name Badge
- Uniform Shirts
- Note Binders
- Personalized Business Cards
- Theory & Practice of Therapeutic Massage Textbook
- Massage Therapy Workbook
- Review for Therapeutic Massage & Bodywork Certification
- Massage Therapist’s Guide to Pathology
- Trail Guide to the Body Textbook
- Trail Guide to the Body Workbook
- Orthopedic Assessment Resource Book
- Stretching Anatomy Book

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**CURRICULUM: MAKEUP ARTISTRY – SOC Code 39-5091**

The Makeup Artistry program is a 150-hour program that teaches makeup application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The Makeup Artistry program does not lead to licensure. The primary purpose of the Makeup Artistry program is to train students in the basic skills, safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine Makeup artistry within the scope of their professional license. The following is a list of requirements that must be met during the course of study.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory Hours</th>
<th>Practical Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Makeup Artistry – 150 Hours</strong></td>
<td></td>
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<tr>
<td>History</td>
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<tr>
<td>Sanitation/Safety/Hygiene</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Makeup:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Skin Analysis</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>B. Color Theory</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>C. Base Application</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>D. Concealers/Highlighters</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>E. Eye Brow Artistry</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>F. Eye Shadow and Liner</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>G. Lash &amp; Brow Tinting/Mascara</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>H. Cheek Color and Application</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>I. Lip Liner</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>J. Artificial Eyelashes and Lip Color</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>K. Makeup for Mature Skin / Ethnic Skin</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>L. Male Corrective Makeup</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>M. Varying Mediums</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>N. Airbrushing</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>O. Body Makeup and Outside of the Box</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>P. Special Effects</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Makeup Application:</td>
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<td></td>
</tr>
<tr>
<td>A. Bridal</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>B. Daytime</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>C. Evening</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>D. Corrective</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>E. Photography</td>
<td>8</td>
<td>10</td>
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<tr>
<td>Portfolio Building</td>
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<tr>
<td>Personal Success in Makeup Artistry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>A. “Must do’s” in Makeup Artistry/Their Relevance to Success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Marketing Yourself and Your Salon/Spa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Salon Business and Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Skills</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>A. Importance of service, sales and homecare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Compensation</td>
<td></td>
<td></td>
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<tr>
<td>C. Building Your Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Networking in the Industry/Alumni Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Continuing Education: Supporting Success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review, Practice and Testing</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Additional Training</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**MAKEUP ARTISTRY INSTRUCTIONAL MATERIAL is updated periodically and includes, but is not limited to:**

- MUD Makeup Brush Kit
- MUD Makeup Kit
- MUD Beauty Makeup Book
- Assorted Lashes & Styles
- Lash Adhesive
- Disposable Makeup Wands
- Carrying Case
- Airbrush Kit
- Makeup Palette
- Professional Makeup Sponges
- Full Length Cover Cloth
- Dry Makeup Remover Pads
- Cuticle Scissors
- Tweezers

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