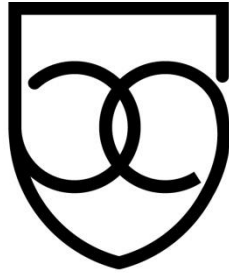


# Bellus Academy Catalog



B E L L U S  
A C A D E M Y

Manhattan  
1130 Westloop Place  
Manhattan, KS 66502  
785-539-1837

[www.bellusacademy.edu](http://www.bellusacademy.edu)

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**ACCREDITATION  
BELLUS ACADEMY**

Accredited by:  
NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS & SCIENCES (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
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)
  - CECU: Career Education Colleges and Universities
    - 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)
  - NAFSA: Association of International Educators
- International Therapy Examination Council (ITEC) – Registered Centre

**APPROVALS**

- Kansas Board of Cosmetology
  - Kansas Board of Barbering
  - 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:

Barbering	1500 hours	Esthetics	1000 hours
Cosmetology	1500 hours	Esthetics 102	1150 hours
Cosmetology 102	1650 hours	Nail Technology	350 hours
Massage Therapy	840 hours	Makeup Artistry	150 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 Barbering, 700 SW Jackson St., Ste. 1002, Topeka, KS 66603, 785.296.2211; the Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66603, 785.430.4290; or the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 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, Kansas 66603 785.296.3155	Kansas Board of Barbering 700 SW Jackson St., Ste. 1002 Topeka, KS 66603 785.296.2211	Kansas Board of Regents 1000 SW Jackson St., Suite 520 Topeka, KS 66603 785.430.4290	National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street Alexandria, VA 22314 703.600.7600
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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://kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://kansasregents.org/academic_affairs/private_out_of_state/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 785.430.4290.

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.

### **BELLUS ACADEMY 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 space provides 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.

### **CAMPUS SECURITY**

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the academy. The Academy Director will investigate the incident and report it to the local Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The receptionist, Academy Director, or supervisor will unlock the premises and terminate the alarm each morning. The night supervisor, instructor and/or receptionist will lock up and set the alarm in the evening at closing time. There will always be two employees closing the facilities in the evening. The alarm system is a motion and infra-red security system. If the system is activated, the police are summoned automatically.

The academy does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

The academy does not recognize any off-campus student organizations.

Our company policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Academy Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

Please see our full Campus Security and Title IX Policy at: [Consumer Information Disclosures](#).

## 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.

### Administrative Staff

Director of People and Culture	Lauri Miville	Academy Director – Poway	Matthew Hom
Controller	Stephanie LaRue	Academy Director – El Cajon	Latera Olaseware
AP/AR and Payroll Specialist	Margie Conley	Academy Director – Chula Vista	Danielle Sharp
Purchasing Specialist	Jamie Clark	Academy Director – Manhattan	David Yocum
Regional Director of Enrollment	Sarah Holmes	Director of Educational Operations	Christine Pool
Regional Academy Director	Matthew Hom	Director of Bellus Professional	Diego Raviglione
Regional Cosmetology Manager	Dorothy Wrightsman	Creative Director	Manny San Martin
Community and Events Ambassador	Holly Walker	Marketing Artistic Director	Ariana Torres
		Compliance Manager	Charlene Hengen

Instructional Staff	Jessica Andrews	Samantha Beall	Gina Bulthaupt	Laura Darland
	Trina Price	Eydie Foltz	Jeffrey Honeycutt	Courtney Myers
	Andrea Kinsey	Amanda Massie	Kristi Moylan	

Financial Aid Officer	Kristin Phillips		
Director of Admissions	Megan Stecklein		
Community Relations Coordinator	Diane Bruce		
Career Services Representative	Andrea Kinsey		
Student Services Representative	Andrea Kinsey		
Administrative Assistant	Meagan Spradling		
Experience Coordinators	Alejandra Arellano	Kendra Marston	Edith Tessman
Building and Maintenance	John Stewart		

## 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. Substitute educators meet state and/or licensure requirements in order to instruct students in their respective programs.

#### MANHATTAN - Instructional Staff

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

**Gina Bulthaupt**, Cosmetology Educator  
Crums Beauty School – Cosmetology  
Licensed Cosmetologist/Educator CND Grand Master

**Trina Price**, Massage Therapy Training Institute 500 Hours,  
Board Certified Massage Therapist expires 2020,  
USUL Reiki Kansas City, Missouri  
C.N.A. 1993, CMT 2007, NCTMB 2007,  
CMLDT, Reiki Master 2015, CE Provider #482

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

**Courtney Myers**  
Bellus Academy, Cosmetology 2012  
Licensed Cosmetologist, Licensed Educator

**Andrea Kinsey**  
American Academy of Cosmetology – 2005,  
Bellus Academy 2017  
Licensed Cosmetologist/Educator

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

**Jessica Andrews** Makeup Artistry Educator  
Bellus Academy, Individual Lash Applications 2006  
Makeup Designory School Burbank 2016,  
Licensed Esthetician /Educator

**Kristi Moylan**, Lead Cosmetology Educator  
Crum's Beauty College 1984,  
American Academy of Cosmetology 2006  
Salon Owner, Licensed Cosmetologist, Licensed Educator

**Laura Darland**  
Bellus Academy 2015,  
American Academy of Cosmetology 2005

**Jeffrey Honeycutt**  
Bellus Academy Cosmetology 2013-2014, Esthetics 2014-2015, Makeup  
Artistry 2015, Massage Therapy 2016  
Licensed Cosmetologist/Educator

## **EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

Our mission and educational objectives of our training programs are:

It is the mission of Bellus Academy to create a culture of excellence for post-secondary education where students are inspired to achieve their career goals in the beauty and wellness industry.

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### **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, gender identity, 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](mailto:titleixcoordinator@bellusacademy.edu). Please see our full Title IX Policy at: [http://www.bellusacademy.edu/student\\_information](http://www.bellusacademy.edu/student_information).

#### **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. If you require accommodations, please contact the Academy Director / Manager in order to create an academic plan to meet your needs.

#### **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**

Students are routinely advised on attendance and academic issues. Outside agencies are recommended when the academy finds that the student needs professional assistance in areas such as child care, transportation, housing, or family, financial or legal advice. Students have access to a community resource binder showing a list of local agencies that offer professional assistance.

#### **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](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 Barbering  
700 SW Jackson St., Ste.  
1002  
Topeka, KS 66603  
785.296.2211

Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66603  
785.430.4290

National Accrediting  
Commission of Career Arts  
& Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
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. Students who provide documentation in any language other than English will be required to have that documentation translated, at their own expense, by an approved outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The Admissions Director can provide a list of approved translation services and service centers. 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.

### **VERIFICATION OF HIGH SCHOOL DIPLOMA**

The academy will verify the authenticity of the high school 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.

### **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](http://www.national.edu) or talk to your Admissions Representative.

## **VETERAN'S POLICY STATEMENTS**

**NOTE: A Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Bellus Academy permits any covered individual (as defined above) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Bellus Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows Bellus Academy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Bellus Academy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## **Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) 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. Bellus 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 locations designated by the Kansas State Board of Cosmetology and the Kansas State Board of Barbering. 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.

**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.

**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.

**BELLUS ACADEMY UNIFORM**

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

- Barbering - Barber jacket (included in kit) or Bellus scrubs; solid black pants.
- Cosmetology / Nail Technicians / Makeup - Solid black shirts or tops or Bellus Academy T-shirt; solid black pants; solid black dresses or skirts no shorter than mid-thigh and must be worn with opaque tights or leggings.
- Massage Programs - Black scrubs (included in kit); solid black pants.
- Esthetician - Black scrubs (included in kit) or solid black shirts and pants.

**INSTRUCTIONAL SCHEDULES**

The academies offer day and evening schedules as follows:

Day Schedules: Each student has a 30-minute lunch break when schedule exceeds 6 hours.

Monday through Friday 9:00 a.m. – 4:30 p.m. (35-hour week)	Monday through Friday 8:30 a.m. – 4:30 p.m. (37.5-hour week)
All Programs	Makeup Artistry

Night Schedule: Each student has a minimum of one break

Monday through Friday, 5:30 p.m. – 10:30 p.m. (25-hour week)
Barbering, Cosmetology

**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; 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. Required assignments and/or exams that are not made up within 14 days from the original assignment, except in cases of LOAs or other extenuating circumstances, may result in the student's being dropped from the program.

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 updated regularly and 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 to the student prior to class start.
14. Violation of rules and regulations can result in disciplinary consequences including suspension and/or termination/expulsion from the program. Suspended hours will be deducted from student's allowable absence hours. Student is responsible for either making up suspended hours to complete the program or for any resulting overtime charges at program completion.

**NON-DISPARAGEMENT POLICY – Positive Representation of Bellus 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.

### **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.

### **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>, 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)

### **INTERNATIONAL STUDENTS**

Bellus Academy campus in Poway is authorized under Federal law to enroll nonimmigrant alien students. Bellus Academy is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the academy. The I-20 document is only valid for an M-1 visa that will allow the

student to study at Bellus Academy for a specific period of time. Upon completion of the course or program, the student must leave the country within 30 days. The M-1 visa is for students in vocational schools only and does not authorize external work experience. Bellus Academy does not offer Optional Practical Training (OPT) due to licensure requirements; however, while in school, students may be eligible for the Bellus Academy Externship program, providing they meet the qualifications.

International students must present valid proof of high school completion or a GED. Students who provide documentation in any language other than English will be required to have that documentation translated, at their own expense, by an approved outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The Admissions Director can provide a list of approved translation services and service centers. In addition, students will be required to provide the academy with financial records, to establish that they will have sufficient funds to cover the cost of tuition, materials and living expenses during their stay in the United States.

To obtain I-20 documentation for an M-1 visa, prospective students must complete a Bellus Academy Application, along with the I-20 Application. These forms may be downloaded from the academy website at [http://www.bellusacademy.edu/w\\_admissions\\_international\\_students](http://www.bellusacademy.edu/w_admissions_international_students). For more specific information regarding the processing of I-20 and M-1 visa documentation, please contact your Admissions Representative through the above website.

### **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/> 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/>

### **LEARNING RESOURCES**

Supplementary instructional resources are available to the students through online learning segments 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

### 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](http://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/](http://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](http://www.onetcenter.org/overview.html).

<b>Program</b>	<b>CIP Code</b>	<b>SOC Code</b>	<b>O*Net</b>	<b>Occupational Title</b>
Barbering	12.0402	39-5011	39-5011.00	Barbers
Cosmetology	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Cosmetology 102	12.0499	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Makeup Artistry	12.0406	39-5091	39-5091.00	Makeup Artists, Theatrical and Performance
Nail Technology	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists
Esthetics	12.0409	39-5094	39-5094.00	Skin Care Specialists
Esthetics 102	12.0408	39-5094	39-5094.00	Skin Care Specialists
Massage Therapy	51.3501	31-9011	31-9011.00	Massage Therapists

## FINANCIAL INFORMATION

### TUITION AND FEE SCHEDULE – 2019

Effective for class starts after April 16, 2019

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

PROGRAM	PROGRAM FEES***	KIT*** (Includes books, supplies, equipment)	TUITION	TOTAL	OVERTIME HOURLY RATE**	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS	LENGTH OF PROGRAM IN WEEKS	
								DAY	NIGHT
SOC Code 39-5011 BARBERING	TBD	TBD	\$15,375.00	\$15,375.00	\$10.25	1500	112	43	60
SOC Code 39-5012 COSMETOLOGY	\$738.00	\$3,240.98	\$15,375.00	\$19,353.98	\$10.25	1500	112	43	60
SOC Code 39-5012 COSMETOLOGY 102	\$913.00	\$4,634.22	\$18,562.50	\$24,109.72	\$11.25	1650	124	47	66
SOC Code 39-5094 ESTHETICS	\$509.00	\$1,262.31	\$13,000.00	\$14,771.31	\$13.00	1000	75	29	N/A
SOC Code 39-5094 ESTHETICS 102	\$684.00	\$2,655.54	\$16,100.00	\$19,439.54	\$14.00	1150	86	33	N/A
SOC Code 39-5092 NAIL TECHNOLOGY	\$234.00	\$775.64	\$3,552.50	\$4,562.14	\$10.15	350	26	10	N/A
SOC Code 31-9011 MASSAGE THERAPY	\$604.00	\$930.12	\$11,760.00	\$13,294.12	\$14.00	840	63	24	34
SOC Code 39-5091 MAKEUP ARTISTRY	\$184.00	\$1,408.71	\$3,556.50	\$5,149.21	\$23.71	150	11	4	6
**Overtime hourly rate subject to change depending on scholarships or other adjustments for tuition.									
***Overall Kit Costs and Program Fees may change depending on whether or not the student Opts Out of specific items.									

### NET PRICE CALCULATOR

The Net Price Calculator is available on the academy website at <http://www.bellusacademy.edu/NetPriceCalculator/npcalc.htm>.

### 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 (there is a \$25 fee for returned checks) 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 termination from the program and/or the student's account turned over to collections.

All contracted tuition, fees, application, equipment, kit and overtime charges must be paid, or payment arrangements made, before final paperwork is released.

### OVERTIME CHARGES

Overtime occurs when a student has not completed their program of study by the completion date stated on their Enrollment Agreement. Students can attend beyond their scheduled completion date to complete their program, at no additional charge, up to 7.5% of their total program hours. (See Tuition and Fee Schedule in this catalog for specific hours.) If training is not completed by the prescribed time limit, and the allowable absence hours have been exhausted, additional tuition charges 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 Tuition and Fee Schedule.) Absence hours, whether allowable or overtime, always extend the student's graduation date from the date scheduled on the Enrollment Agreement. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.



**Sample Tuition with Overtime Hours**

**Cosmetology**

	<u>Cost of program using regularly scheduled hours</u>	<u>Cost of program with 100 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 200 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 300 overtime hours (in addition to the allowable hours)</u>
<b>SAMPLE</b>				
<b><u>Tuition with Overtime Hours</u></b>				
Cosmetology	1500	1500	1500	1500
Allowable Absence Hours	<u>112</u>	<u>112</u>	<u>112</u>	<u>112</u>
	1612	1612	1612	1612
Overtime Hours		<u>100</u>	<u>200</u>	<u>300</u>
Total Hours Attended Plus Absent Hours		1712	1812	1912
Overtime Charges @ \$10.70/hour		\$1,070	\$2,140	\$3,210
		<u>\$18,471</u>	<u>\$18,471</u>	<u>\$18,471</u>
<b>Sample Total Tuition with Overtime</b>	<b>\$18,471</b>	<b>\$19,541</b>	<b>\$20,611</b>	<b>\$21,681</b>

**Sample Tuition with Overtime Hours**

**Esthetics**

	<u>Cost of program using regularly scheduled hours</u>	<u>Cost of program with 100 overtime hours(in addition to the allowable hours)</u>	<u>Cost of program with 200 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 300 overtime hours(in addition to the allowable hours)</u>
<b>SAMPLE</b>				
<b><u>Tuition with Overtime Hours</u></b>				
Esthetics	1000	1000	1000	1000
Allowable Absence Hours	<u>75</u>	<u>75</u>	<u>75</u>	<u>75</u>
	1075	1075	1075	1075
Overtime Hours		<u>100</u>	<u>200</u>	<u>300</u>
Total Hours Attended Plus Absent Hours		1175	1275	1375
Overtime Charges @ \$12.65/hour		\$1,265	\$2,530	\$3,795
Basic Cost		<u>\$14,160</u>	<u>\$14,160</u>	<u>\$14,160</u>
<b>Sample Total Tuition with Overtime</b>	<b>\$14,160</b>	<b>\$15,425</b>	<b>\$16,690</b>	<b>\$17,955</b>

**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](http://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](http://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](http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx).

**Military Tuition Assistance for Active Duty Military:**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with Department of Defense policies, Bellus Academy will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided.

TA funds are earned proportionally during the student's period of enrollment with unearned funds returned based upon when a student stops attending Bellus Academy. These funds are returned to the military Service branch. If the student cancels their enrollment within the first 7 calendar days of the start of the program, 100% of TA received will be returned.

In instances when a Service member stops attending due to a military service obligation, Bellus Academy will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

**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](http://www.edpubs.gov/document/EN0990P.pdf), or visit the website at [www.studentloans.gov](http://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.

**HOUSING**

Bellus Academy does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, the following represents approximate rental fees for two-bedroom apartments in the general vicinity of the school's location in Manhattan, KS: \$677 per month (based on an average of prices of rental units available on apartments.com as of 07/2018).

## **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, 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 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:

<u><b>Percent of Scheduled Time Enrolled to Total Program</b></u>	<u><b>Total Tuition School Shall Retain</b></u>
0.01% to 59.9%	Prorated based on percentage of scheduled attendance
60% and over	100%

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 Withdrew from program.

Program:	Cosmetology	Academic Year:	900.00 Hours
Start Date:	4/14/2017	Program Length:	1,600.00 Hours
Withdraw Date:	10/09/2017	Completed:	174.50 Hours
Last Day Attended:	05/22/2017	Scheduled as of LDA:	202.00 Hours

Order in Which to Return Funds [same for all programs]	Hours at Start of Payment Period	Hours at End of Payment Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized Direct Loan	1.0	450.0	\$3,515.40	\$440.20	\$3,075.20
Subsidized Direct Loan	1.0	450.0	\$2,064.60	\$2,064.60	\$0.00
Direct PLUS (Parent)	N/A	N/A	\$0.00	\$0.00	\$0.00
Federal Pell Grant	N/A	N/A	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	\$0.00	\$0.00	\$0.00
Total Return to Title IV			\$5,580.00	\$2,504.80	\$3,075.20

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:

<b>COURSE</b>	<b>EVALUATION POINTS – ACTUAL HOURS</b>	<b>ACADEMIC YEARS</b>
Barbering	450, 900, 1200, 1500	1.66
Cosmetology	450, 900, 1200, 1500	1.66
Cosmetology 102	450, 900, 1275, 1650	1.83
Esthetics	450, 900, 1000	1.11
Esthetics 102	450, 900, 1150	1.27
Massage Therapy	420, 840	0.93
Nail Technology	175, 350	0.38
Makeup Artistry	75, 150	0.16

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. Students who exceed the maximum time frame will be dropped from the program.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Cosmetology (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Cosmetology (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Cosmetology 102 (Day, 35 hrs/wk) – 1650 Hours	63 Weeks	2194
Cosmetology 102 (Night, 25 hrs/wk) – 1650 Hours	88 Weeks	2194
Esthetics (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Esthetics 102 (Day, 35 hrs/wk) – 1150 Hours	44 Weeks	1529
Massage Therapy (Day, 35 hrs/wk) – 840 Hours	32 Weeks	1117
Massage Therapy (Night, 25 hrs/wk) – 840 Hours	46 Weeks	1117
Nail Technology (Day, 35 hrs/wk) – 350 Hours	14 Weeks	465
Makeup Artistry (Day, 35 hrs/wk) – 150 Hours	6 Weeks	199
Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199

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:

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

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. The academy is required to notify students of any evaluation that impacts the student's eligibility for Title IV funding. Students receive a hard-copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. 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 of 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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. 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:

Barbering	Satisfactory completion of 1500 hours
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.

**MANHATTAN CLASS START CALENDAR – 2019**

**DAYTIME START DATES – 2019**

	Jan 22	Feb 19	March 19	April 16	May 14	June 11	July 9	Aug 6	Sept 3	Oct 1	Oct 29	Nov 26	Dec 30 <sup>1</sup>
<b>Barbering</b>	TBD												
<b>Cosmetology</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Cosmetology 102</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Esthetics</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Esthetics 102</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Nail Technology</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Massage Therapy</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Make-Up Artistry</b>	*	*	*	*	*	*	*	*	*	*	*	*	*

\* Indicates Class Start

<sup>1</sup>Monday Class Start

**EVENING START DATES – 2019**

	Jan 22	Feb 19	March 19	April 16	May 14	June 11	July 9	Aug 6	Sept 3	Oct 1	Oct 29	Nov 26	Dec 30 <sup>1</sup>
<b>Barbering</b>	TBD												
<b>Cosmetology</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Cosmetology 102</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Esthetics</b>													
<b>Esthetics 102</b>													
<b>Nail Technology</b>													
<b>Massage Therapy</b>	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Make-Up Artistry</b>													

\* Indicates Class Start

<sup>1</sup>Monday Class Start

NOTE: Management reserves the right to modify class start dates when necessary

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

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at [www.bellusacademy.edu/about/consumer-information-disclosures](http://www.bellusacademy.edu/about/consumer-information-disclosures).

**CAREER TRAINING PROGRAMS – CURRICULA**

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

**BARBERING**

**SOC Code 39.5011** The Barbering program of instruction consists of 1500 hours. The minimum requirement for Kansas State Board licensing is 1200 hours and the maximum requirement is 1500 hours. Bellus Academy utilizes the maximum training hours in order to incorporate its proprietary system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. The program length for the Day Schedule is 43 weeks and the Evening Schedule is 60 weeks. 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. The following is a list of the state of Kansas requirements for technical and practical criteria. The instructional program of our Academy meets or exceeds these requirements.

**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 Barbering. 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.

**Units of Study:**

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

**Barbering – 1500 Hours**

**Subject:**

	<u>Theory Hours (Minimum Hours of Demonstration &amp; Lecture in Classroom)</u>	<u>Minimum Practice (Minimum Hours of Supervised Practice on Clinical Floor)</u>
(1) <i>Scientific Fundamentals of Barbering</i>	150	
(a) History of Barbering	5	
(b) Histology of the Hair and Skin	10	
(c) Sanitation and Sterilization	10	10
Personal, Public, Methods, Chemistry, Safety Precautions, First Aid		
Elementary Chemistry in Relation to Sterilization and Antiseptics	10	
(d) Skin, Scalp and Hair and their Common Disorders	10	
Structure, Composition, Blood, Nerve, and Muscle Supply and Function,		
Growth and Regeneration, Analysis, Conditions and Disorders		
(e) Hygiene and First Aid	5	
(f) Bacteriology	5	
(g) Anatomy, including particularly structure of the head, face and neck	10	
(2) <i>Physical Services</i>		
(a) Soaps, Shampoos Creams, Lotions and Tonics	5	
Purpose and effects, Materials and Supplies, Types of Shampoos, Types of		
Rinses,		
Procedures, Related Chemistry, Client Protection		
(b) Scalp Care and Shampooing	5	30
Purpose and effects, Materials and Supplies, Types of Scalp Treatments,		
Procedures,		
Safety measures, Related Chemistry		
(c) Facials, Massages and Packs	5	20
Purpose and Effects of Massage Movements, Materials, Implements, and		
Supplies,		
Related Chemistry, Safety Precautions		
(3) <i>Chemical Services</i>		
(a) Chemistry and Pharmacology	2	
(b) Coloring, Bleaching, Tinting and Dyeing the Hair	17	25
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		
(c) Permanent Waving	10	20
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures		
(4) <i>Hair Designing</i>		
(a) Haircutting	25	600
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety Measures		
Use of implements — Razor		
— Scissors		
(b) Hair Styling and Arranging	10	30
Purpose and Effects, Materials and Supplies, Comb-out Techniques—Complete Comb-out		
(5) <i>Electricity as applied to Barbering</i>	2	
(a) Thermal Techniques		
Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and Waving, Iron Curling, Electric Curling, Air waving—Blow Dry Styling, Safety Measures		
(b) Care and Styling of Hair Pieces		
(6) <i>Shaving</i>	20	100
(a) Instruments	5	
(b) Honing and Stropping	1	1
(c) Singeing and Hair Tonics	1	1
(7) <i>Economics, Equipment and Shop Management</i>	15	
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(8) <i>Law and Ethics</i>	25	
(a) Rules and Regulations		
<i>Additional Supervised Practice on the Clinical Floor</i>		300
<i>Additional Instruction and Training</i>		
Incorporated throughout the program:		
Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers		
Review, practice and testing.		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **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 Cutting and Color 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, 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**

#### **Subject:**

	<u>Theory Hours</u>	<u>Minimum Practice</u>
<b>(1) Scientific Concepts – 115 Hours</b>		
(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	
<b>(2) Physical Services – 400 Hours</b>		
(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, Eyelash Extensions as well as all pertinent Safety Precautions	150	
(d) Manicuring Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions	180	
<b>(3) Chemical Services – 450 Hours</b>		
(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	25
(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	25
(c) Chemical Hair Relaxing Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures	125	25
<b>(4) Hair Designing – 360 Hours</b>		
(a) Hair Shaping Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety	150	

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		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **COSMETOLOGY 102**

**SOC Code 39-5012 and 39-5091** 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 Cutting and Color 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, 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**

	<b>THEORY HOURS</b>	<b>PRACTICAL OPERATIONS / APPLICATIONS</b>
History	1	
Sanitation/Safety/Hygiene	5	10
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	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		
<b>Cosmetology – 1500 Hours</b>		<b>Theory</b>	<b>Minimum</b>
<u>Subject:</u>		<u>Hours</u>	<u>Practice</u>
(1) <i>Scientific Concepts – 115 Hours</i>			
(a) Sanitation		40	
Personal, Public, Methods, Chemistry, Safety Precautions, First Aid			
(b) Hair and scalp		35	
Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders			
(c) Skin		20	
Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders			
(d) Nails		20	
Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases			
(2) <i>Physical Services – 400 Hours</i>			
(a) Shampoos and Rinses		35	
Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection			
(b) Scalp and Hair Care		35	
Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry			
(c) Facials and Makeup		150	
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, Eyelash Extensions as well as all pertinent Safety Precautions			
(d) Manicuring		180	
Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions			
(3) <i>Chemical Services – 450 Hours</i>			
(a) Hair Coloring		175	25
Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures,			25
Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions			
(b) Chemical Waving		150	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures			
(c) Chemical Hair Relaxing		125	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures			
(4) <i>Hair Designing – 360 Hours</i>			
(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) <i>Business Practices – 75 Hours</i>	
(a) Management Practices	
(b) Salon Development	
(c) Insurance	
(d) Client Records	
(e) Salesmanship	
(6) <i>State Law – 50 Hours</i>	
(a) Rules and Regulations	
(7) <i>Student Specific Needs – 50 Hours</i>	
<b>Total Hours – 1650</b>	

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **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, 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**

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

(a) Tweezing			
(b) Waxing			
(c) Depilatories			
(d) Sugaring			
(e) Threading			
(f) Contraindications and safety			
(8) Makeup – 60 Hours	20	40	25
(a) Purpose and effects			
(b) Eyebrow and eyelash services			
(c) Corrective			
(d) Camouflage			
(9) Business Practices – 30 Hours	30		
(a) Business planning			
(b) Client records			
(10) State Law – 20 Hours	20		
(11) Student Specific Needs – 50 Hours	50		
(a) Additional training			
<b>Total Hours – 1000</b>			

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **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, 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:**

##### ***Makeup Artistry – 150 Hours***

	<u>Theory Hours</u>	<u>Practical Operations / Applications</u>
History	1	
Sanitation/Safety/Hygiene	5	10
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	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**

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

(e) Threading			
(f) Contraindications and safety			
(8) Makeup – 60 Hours	20	40	25
(a) Purpose and effects			
(b) Eyebrow and eyelash services			
(c) Corrective			
(d) Camouflage			
(9) Business Practices – 30 Hours	30		
(a) Business planning			
(b) Client records			
(10) State Law – 20 Hours	20		
(11) Student Specific Needs – 50 Hours	50		
(a) Additional training			
<b>Total Hours – 1150</b>			

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **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.

<u>Subject:</u>	<u>Hours</u>
(1) <i>Scientific Concepts – 60 Hours</i>	60
(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) <i>Manicuring Skills – 75 Hours</i>	75
(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) <i>Artificial Nails – 160 Hours</i>	160
(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) <i>Business Practices – 35 Hours</i>	35
(a) Management Practices	
(b) Salon Development	
(c) Insurance	
(d) Client Records	
(e) Salesmanship	
(5) <i>State Law – 20 Hours</i>	20
(a) Rules and Regulations	

Total Hours – 350

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

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 to reinforce their learning. Such materials are issued based on instructional subject areas.



## **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, 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.

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

<u>Subject</u>	<u>Hours</u>
(1) <i>Business and Ethics – 80 Hours</i>	80
(a) Professional Ethics for the Massage Practitioner	
(b) Requirements for the Practice of Massage	
(c) The Consultation	
(d) Equipment and Products	
(e) Effects and Benefits of Massage	
(f) Contraindications for Massage	
(g) Endangerment Sites	
(2) <i>Sanitary and Safety Practices – 10 Hours</i>	10
(a) Safety Precautions for Therapist and Client	
(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens	
(3) <i>Practice and Techniques – 350 Hours</i>	350
(a) Basic Massage Movements	
(b) Procedures for Complete Body Massage; Face and Scalp Massage	
(c) Heated Stone and Hydrotherapy	
(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* 225
- (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
- (e) The Muscular System, The Circulatory System, Lymph-Vascular 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* 50
- (a) Effects of Disease on Structure and Function of the Body
- (6) *Athletic and Therapeutic Massage (Program of Study) – 125 Hours* 125
- (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:

Swedish-based Massages during classroom instruction	125
Clinic Massages under educator supervision	125

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

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 to reinforce their learning. Such materials are issued based on instructional subject areas.

## **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.

Subject	Theory Hours	Practical Operations
<b>Makeup Artistry – 150 Hours</b>		
History	1	
Sanitation/Safety/Hygiene	5	10
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	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	

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

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 to reinforce their learning. Such materials are issued based on instructional subject areas.