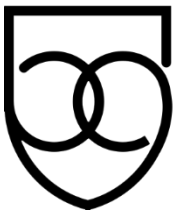
Bellus Academy Catalog



BELLUS
ACADEMY

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

www.bellusacademy.edu

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ACCREDITATION

BELLUS ACADEMY
Additional Location
Accredited by:
NATIONAL ACCREDITING COMMISSION OF
CAREER ARTS & SCIENCES (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703.600.7600

MEMBERSHIPS

- American Association of Cosmetology Schools (AACS)
- Career Education Colleges and Universities (CECU)
- International Spa Association

APPROVALS

- Kansas Board of Cosmetology
- Kansas Board of Barbering
- Kansas Board of Regents
- Kansas State Approving Agency for use of the GI Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.)

APPROVAL DISCLOSURE STATEMENT

Bellus Academy, 1130 Westloop Place, Manhattan, KS 66502. Instruction is in residence and/or distance education (hybrid) delivery with facility occupancy level accommodating 350 students at any one time. The following programs are approved:

Barbering*	1200 hours	Esthetics	1000 hours
Barbering*	1500 hours	Esthetics Hybrid	1000 hours
Cosmetology	1500 hours	Esthetics 102	1150 hours
Cosmetology Hybrid	1500 hours	Esthetics 102 Hybrid	1150 hours
Cosmetology 102	1650 hours	Nail Technology	350 hours
Cosmetology 102 Hybrid	1650 hours	Esthetics Nail Technology*	1350 hours
Massage Therapy*	840 hours	Esthetics Nail Technology Hybrid*	1350 hours
Makeup Artistry*	150 hours		

*Not currently offered

The institution and its operation comply with the minimum standards established under the law for occupational instruction by private post secondary 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, 2420 NW Button Rd., 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 66612, 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	Kansas Board of Barbering 700	Kansas Board of Regents	National Accrediting Commission of Career Arts & Sciences (NACCAS)
2420 NW Button Rd.	SW Jackson St., Ste. 1002	1000 SW Jackson St., Suite 520	3015 Colvin Street
Topeka, Kansas 66618	Topeka, KS 66603	Topeka, KS 66612	Alexandria, VA 22314
785.296.3155	785.296.2211	785.430.4290	703.600.7600

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

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

LOCATION AND FACILITIES

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, six 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.

EQUIPMENT AND MATERIALS

Bellus Academy maintains classrooms, practical training areas, clinic floor facilities, and instructional equipment necessary to support the educational objectives of each program. Students receive a program-specific kit designed to meet the training requirements of their chosen field. Equipment and materials used for instruction are comparable to those commonly used in the industry and are intended to prepare students for entry-level employment.

Instructional equipment and materials may include professional styling, barbering, esthetics, makeup, and nail technology tools and products, as well as textbooks, study guides, and digital learning resources, including the Pivot Point LAB learning platform.

Instruction is supported through lectures, demonstrations, videos, practical exercises, guided practice, and hands-on training.

Bellus Academy continuously reviews and updates its curriculum, equipment, products, textbooks, and learning resources to reflect current industry practices. As a result, specific equipment, supplies, books, and kit materials may be added, replaced, or discontinued from time to time.

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 remindedthat 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: https://bellusacademy.edu/consumer-and-student-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 Officer is Lynelle Lynch, President & CEO.** Corporate staff operate out of the Administrative Offices, located at Bellus Academy, 13266 Poway Road, Poway, CA 92064. Every effort is made to ensure this listing is accurate and up to date. However, because reassignments may be made at any time, the listing maynot be the most current reflection of staff assignments.

Corporate & All Campus Staff

President & Chief Executive Officer	Lynelle Lynch	**Admissions Manager**	Christie Sto Domingo
Vice President	David Yocum	**Admissions Support Manager**	Wendy Floyd
Chief Financial Officer	Denisa Martens	**Assistant Compliance Director**	Raquelle Culver
Director of Financial Aid	Becky Herrera	**Accounts Payable Specialist II**	Cathleen Noman
Director of Student Affairs	Andrea Kinsey	**Payroll Specialist**	Michele Vasquez
IT Director	JR Paguia	**Facilities and Maintenance**	Jesus Zavala
Director of Marketing	Sheila Lawrence	**Sr. Inventory Control Specialist**	Andrew Bowers
Director of Curriculum & Educator Development	Adrian De La Parra	**Academic Support Administrator**	Michael Stewart
Director of Compliance	Charlene Hengen	**Corporate Trainer**	Todd DaSilva
Director of HR Operations	Cindy Cordova	**Admissions Support Representative**	Ashley Hernandez
Business Office Manager	Rebecca Dominguez	**Admissions Support Representative Lead**	Nicole Higginbotham
Event & Community Outreach Manager	Floyd Carmona	**Admissions Support Representative**	Julia Cox

Manhattan Administrative Staff

Academy Director	David Yocum	**Experience Coordinator**	Emily Caricato
Assistant Academy Director	Andrea Kinsey	**Experience Coordinator**	Darrin Battiste
Financial Aid Officer	Kristin Phillips	**Experience Coordinator**	Cheyennne Pearce
Senior Admissions Representative	Megan Stecklein	**Facilities and Maintenance**	Ryan Holen
Student and Career Services Representative	Meagan Spradling		

Manhattan Instructional Staff

Jessica Andrews	Kristin Yocum	Samantha Beall	Eydie Foltz
Amanda Nicole Sandmann-Massie	Wida Egan	Gina L. Bulthaup	Darrin Battiste
Emma Kinkelaar	Megan Simmoneau		

Manhattan Substitutes

Andrea Kinsey	Emily Caricato	Kendra Marston

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 for 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.

MANHATTAN - INSTRUCTIONAL STAFF

Jessica Andrews, Esthetics/ Makeup Artistry Educator
Individual Lash Applications 2006
Bellus Academy 2015
Makeup Designory School Burbank 2016
Licensed Esthetician /Educator

Samantha Beall, Cosmetology/ Nail Technology Educator
Crums Beauty School 2003
American Academy of Cosmetology 2006
Licensed Cosmetologist/Educator
Regis Designer Stylist
CND Grand Master

Amanda Nicole Sandmann-Massie, Esthetics Educator
American Academy of Hair Design 2001
American Academy of Cosmetology 2005
Hair Experts
Licensed Cosmetologist/Educator

Gina L. Bulthaup, Cosmetology/Nail Technology/Esthetics Educator
Crums Beauty School 1981
Bellus Academy 2013
Licensed Cosmetologist /Educator
CND Grand Master

Emma Kinkelaar, Cosmetology/ Esthetics Educator
Bellus Academy 2022
Licensed Cosmetologists/Educator

Andrea Kinsey (Substitute)
American Academy of Cosmetology 2005
Bellus Academy 2017
Licensed Cosmetologist/Educator

Kristin Yocum, Cosmetology Educator
Crum's Beauty College 1984
American Academy of Cosmetology 2006
Salon Owner
Licensed Cosmetologist, Licensed Educator

Eydie Foltz, Cosmetology/ Esthetics Educator
Salina Academy 1966
Pivot Point Master Educator
Licensed Cosmetologist, 45+ years industry experience
Salon owner
Member: PBA, AACS

Wida Egan, Cosmetology/ Esthetics Educator
Crums Beauty College 1989
Crums Beauty College 1994
Licensed Cosmetologist/Educator

Darrin Battiste, Barbering Educator
Bellus Academy 2024
Licensed Barber/ Educator

Megan Simmoneau, Cosmetology Educator
Bellus Academy 2021
Licensed Cosmetologist/Educator

STUDENT-TO-TEACHER RATIO

The student-to-teacher ratio mandated by the Kansas Board of Cosmetology is 25:1.

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.

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.

GENERAL INFORMATION

NON-DISCRIMINATION AND TITLE IX POLICY

The institution does not discriminate, and does not tolerate discrimination, 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 its admission, instruction, graduation or employment policies or in its educational 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 Raquelle Culver. She may be contacted by telephone at 858-748-1490 or by email at titleixcoordinator@bellusacademy.edu. Please see our full Title IX Policy at: https://bellusacademy.edu/consumer-and-student-disclosures/.

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 academic adjustments for documented disabilities of individuals who are eligible to receive or participate in academy programs, services, or activities. It is the student's responsibility to inform the admissions representative and/or the Section 504 Coordinator, prior to enrollment, with specific adjustments requested, including supporting documentation, in order to create an academic plan to meet your needs. The Section 504 Coordinator is Andrea Kinsey, Director of Student Affairs, akinsey@bellusacademy.edu.

RECORD RETENTION

The institution maintains student records for a period of not less than five years at its principal place of business within the state of Kansas. Transcripts are maintained indefinitely. All records related to accreditation are maintained in accordance with state and federal law, but not lessthan six years.

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 childcare, 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, and links are provided to the following resources:
Kansas State University School of Family Studies and Human Services – www.he.k-state.edu/fshs
Riley County Health Department – www.rileycountyks.gov/286/Health-Department
Kansas Welfare Department – www.welfareinfo.org/manhattan.ks

RECORD KEEPING

Student practical 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 multiple times daily in the classrooms. 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. The Bellus App is available to students for an electronic version of the progress report.

STUDENT RECORDS POLICY / PRIVACY / RELEASE OF INFORMATION (FERPA)

The academy complies with the Family Educational Rights and Privacy Act (FERPA) in regard to the 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 pertainingto 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. Bellus Academy may release directory Information to certain vendors.

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy

if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." 34 CFR § 99.3 and 34 CFR § 99.37.

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: https://www.kansasregents.gov/academic_affairs/private_out_of_state/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	Kansas Board of Barbering	Kansas Board of Regents	National Accrediting Commission of Career Arts& Sciences (NACCAS) 3015 Colvin Street
2420 NW Button Rd.	700 SW Jackson St., Ste. 1002	1000 SW Jackson St., Suite 520	Alexandria, VA 22314
Topeka, Kansas 66618	Topeka, KS 66603	Topeka, KS 66612	703.600.7600
785.296.3155	785.296.2211	785.430.4290	

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

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, but is not limited to, the following: School issued uniform that includes Bellus branded scrubs, Jackets, and T-shirts included in kit.

INSTRUCTIONAL SCHEDULES

The academies offer day and evening schedules as follows:

Day Schedules: Each student has a 30-minute lunch break when the 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 15-minute break.

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

DISCLOSURES OF CHANGES TO SCHEDULES, DATES AND / OR LOCATION

Depending on the program in which the student is enrolled, there may be changes to the scheduled hours, changes to dates that sections of the program are offered, and/or changes to the location at which the program or sections of the program are offered. Coursework that is delivered through distance education is completed at a location determined by the student.

DISTANCE EDUCATION TECHNOLOGY RESOURCES

Distance Education instructional resources are available to the students through online learning platforms that are accessible either from their personal computers, laptops, tablet, smartphone, etc. Programs use Pivot Point LAB for access to digital textbooks, online course materials and study guides as applicable to a students' program of enrollment. Distance education activities may include video-conferencing lectures, PowerPoints, Activities, Exercises, Videos, Quizzing, Flashcards, Digital Portfolio and Glossary.

ATTENDANCE / CLOCK-IN APP

Attendance and participation is tracked through a unique student login and password entered by the student in the Campus Login Student Information System. Students must have "Location" allowed on the device they are using for clock-in in order to be registered as attending. Students have the responsibility to clock in and out daily for class and lunch breaks. Failure to do so will result in loss of hours attended. Students are directed to see Student Services for any questions or concerns with attendance tracking or procedures.

BELLUS ACADEMY STUDENT APP

All students have access to a mobile app giving 24/7 connectivity with an internet connection using a unique student login and password for review of progress reports, academics, attendance, and job postings. The Bellus Academy Student App is the student's source for daily information, it provides a private means for students to communicate with faculty and school administrators, including but not limited to, private online forums, chat with instructors and classmates directly submitting questions to the instructor or administrative personnel.

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: https://www.sos.ks.gov/elections/elections.html.

HOUSING

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

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.

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 academies are closed on the following days:

January 1st -New Years Day	May 26th -Memorial Day	July 3rd -Independence Day (observed)
September 7th -Labor Day	November 26th -Thanksgiving	November 27th -Day After Thanksgiving
December 25th- 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 permissionof 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 dishonesty; 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. Violation of Zero Tolerance Policies will result in immediate expulsion from the academy.
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. The binders show links to the following resources:
    Kansas State University Department of Applied Human Sciences – www.he.k-state.edu/fshs
    Riley County Health Department – www.rileycountyks.gov/286/Health-Department
    Kansas Welfare Department – www.welfareinfo.org/manhattan.ks
13. Detailed procedures and optional best practices are outlined in the academy's Guidelines for Success and other documents issued tothe 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. The 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.

ATTENDANCE POLICIES

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. All students are expected to be clocked in and ready to begin class and remain in the classrooms and/or on the campus until their regularly scheduled ending time, except when clocked out for lunch breaks. Students not physically present in class at their class start time are considered absent. If clock-in occurs after start time, student is 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 must submit an absent/late notice in the attendance portal at www.bellusattendance.com, or via the hotline before the scheduled start time of their class if they are going to be late for school. Students must provide their full name, student ID number, program, the reason for absence and expected date/time of absences. All tardy hours are calculated into the total allowable absence hours. Frequent tardiness may result in overtime charges.
Late Entry – Without proper documentation, AM students arriving after 9:00 a.m. may not clock in until 9:30 a.m., and PM students arriving after 5:30 p.m. may not clock in until 6:00 p.m. Proper documentation is also required in order to clock in after the 9:30 am or 6:00 pm late clock-in times.

ABSENCE POLICY

All absences must be reported. All vacations and scheduled time off requests must be submitted a minimum of 24 hours in advance by filling out a Student Absent Request. Requests can be made via email, Bellus App to Student Services, or in person with Student Services. Students are urged to make personal appointments at off-scheduled times or near the beginning or end of your scheduled school hours. If appointments must be scheduled during academy hours, a minimum of 24-hour notification must be provided. With proper and verifiable documentation, the student will be allowed to return to classroom participation and receive credit for the remainder of the hours for the day. Documentation must be provided at the time they return to class or admittance will not be honored. All absences will result in accrued absent hours unless the student is on an approved Leave of Absence on file with the Financial Aid Office. Students unable to attend school must notify the school via the attendance portal at www.bellusattendance.com and/or the absence hotline. Students must provide their full name, student ID number, program, the reason for absence and expected date/time of absences.

LEAVING EARLY

Students who are aware that they must leave early must submit a book out in advance by notifying their educator in order to prevent scheduling issues for exams, clients, field trips, etc. If a student is clocked in and cannot be found on the campus during a period of time, they will not get credit for hours after the last roll call at which they were present. All early departure hours are calculated into the total allowable absence hours. Frequent loss of hours due to early departures may result in overtime charges.

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 AcademyDirector.

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 calendar 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 taking an unapproved leave of absence or 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 be reinstated 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.

MANDATED HOURS OF ATTENDANCE POLICY

Students must complete the state-mandated hours per their program of study. These requirements are as follows for both Residential and Hybrid programs:

*Barbering	Satisfactory completion of 1200 hours
*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
*Esthetics Nail Technology	Satisfactory completion of 1350 hours
Nail Technology	Satisfactory completion of 350 hours
*Massage Therapy	Satisfactory completion of 840 hours
*Makeup Artistry	Satisfactory completion of 150 hours
*Not currently offered	Satisfactory completion of 1500 hours

REQUIREMENTS FOR ADMISSION

Students desiring to enroll in Bellus Academy must be at least 16 years of age, and must provide a high school diploma, or its equivalent (i.e., a GED or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma), a transcript showing high school completion, a transcript showing proof of attainment of an Associate's degree or higher, or evidence of completion of home schooling that state law treats as a home or private school. The State of Kansas does not recognize ATB eligibility. Bellus Academy does not enroll students under training agreements.

Students who provide documentation in any language other than English will be required to have that documentation translated 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.

Students enrolling in a program that offers a distance education delivery method (hybrid) must meet the minimum student skills, hardware, and software requirements to enroll in any distance education (online) courses. Students will be assessed, prior to admission in the program through completion of a Distance Education Questionnaire on whether the student has the appropriate skills and competencies needed to succeed in the distance education environment.

DISTANCE EDUCATION REQUIREMENTS

Students enrolling in a program that offers a distance education delivery method (hybrid) must meet the minimum student skills, hardware, and software requirements to enroll in any distance education (online) courses. Students will be assessed, prior to admission in the program through completion of a Distance Education Questionnaire on whether the student has the appropriate skills and competencies needed to succeed in the distance education environment.

DISTANCE EDUCATION MINIMUM STUDENT SKILLS REQUIREMENTS

Students are expected to have at least the following skills prior to taking distance education courses:

a. Basic keyboarding competence
b. Elementary knowledge of their computer operating system
c. Basic knowledge of software and tools such as:
    i. Word processor
    ii. E-mail
    iii. Internet browser

DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS

Hardware Requirements:
PC (personal Computer), laptop, iPad, or tablet with access to a Windows®/MacOS™/iOS; Tablets are provided in the standard Bellus Academy student kit.

Software Requirements:
Microsoft Word compatible or RTF (rich text format); Applicable Browser; E-mail software/Web browser capable of supporting email activity (sending/receiving attachments); Download and install the following software (or comparable alternatives): Adobe Acrobat Reader, Bellus Academy App; Optional: Antivirus Software.

Internet Access:
Internet access either via modem and phone line high speed BROADBAND access; Internet service provider for home/work access; e-mail account for sending and receiving electronic email; ability to video conference in real time (appropriate equipment needed – camera, microphone).

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

NOTICE OF ARBITRATION AGREEMENT AND CLASS ACTION WAIVER

As a condition for enrollment in Bellus Academy, students enter into an enrollment agreement which provides that alldisputes between a student and Bellus Academy will be resolved by BINDING ARBITRATION.

Students thus GIVE UP THEIR RIGHT TO GO TO COURT to assert or defend their rights under their enrollmentagreement (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).

*A student's rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury.

*Students are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.

*Arbitrator decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Notwithstanding the student's agreement to resolve any disputes with Bellus Academy by binding arbitration:

- Bellus Academy does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206€;
- Bellus Academy does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing borrower defense claim, pursuant to 34 CFR § 685.206€ at any time; and
- Any arbitration required by the pre-dispute arbitration agreement contained within a student's enrollment agreement with Bellus Academy tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206€(6)(ii)Binding arbitration pursuant to a student's enrollment agreement with Bellus Academy will be conducted by the AmericanArbitration Association (the "AAA"), under its Supplementary Rules for Consumer Related Disputes ("Consumer Rules").

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement with the arbitration clause that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: https://www.adr.org/aaawebfile
- Email box: casefiling@adr.org

- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org

For more information about Bellus Academy's arbitration process please contact: *David Yocum, Vice President at dyocum@bellusacademy.edu*

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 the 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 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 does not currently participate in any articulation agreements with other colleges or universities.

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. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.)

- 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 ofVeterans 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 number of clock hours as set forth in the course of instruction. The student is responsible for purchasing their cap and gown in order to participate in the optional graduation ceremony.

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, certificate or transcript.

TRANSCRIPTS

Academic transcripts will be released to the student upon completion of the program. There is a $5 fee for each request for a duplicate diploma, certificate or transcript.

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 qualified to sit 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 qualified to sit for a national test at the conclusion of their program.

GRADING METHODS AND REPORTS

Bellus Academy's course provides education and training in the areas associated with skills needed to graduate that are measured by course objectives. The academy offers theory instruction in both an asynchronous (progress is virtually tracked and monitored by an instructor that engages with the student on an individual basis) and synchronous (students and instructors interact with specified start and end times) distance education formats using electronic media. These delivery methods via distance education provide the same training as in a residential format. The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test (Mock Board) after approximately 75% of program completion. It simulates actual program procedures and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the state exam. Grading to evaluate learning objectives via distance education theory is primarily through tests. 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. The Bellus App is available to students for an electronic version of the progress report. A written report is kept and will be presented to any student who requests this record in the future.

ONLINE COURSE RESPONSE TIME

For online courses, the institution has 10 days between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

CAREER SERVICES

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Barbering, Cosmetology, Nail Technician, Esthetics or Massage. Your goals can guide you to a lifetime career working in a variety of professional job roles. Employment opportunities for Barbers include Barber, Stylist, Master Barber, and Barber Shop Operator. 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. 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 to assist them with placement opportunities, 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.

DIRECTORY OF SERVICES AND SUPPORT

SERVICES AND SUPPORT	PLEASE SEE
Academic Advising	Educators
Academic Adjustments for Disabilities	Section 504 Coordinator
Address/Phone Number Changes	Student Services
Admissions/Catalog Information	Admissions
Alumni	Career Services
Attendance Information	Student Services
Cancellation of Program	Admissions
Career Advising	Career Services
Certificate or Diploma Inquiries	Student Services
Complaints	Academy Director
Compliance Information	Compliance
Document Request Forms	Student Services
Enrollment Verification Letter (EDD; WIA; Insurance)	Student Services
Event Coordination	Branding and Event Office
FERPA Release Updates	Financial Aid
Financial Assistance	Financial Aid
Graduate Employment Assistance	Career Services
Graduation Ceremony	Career Services
Graduation Process – Exit Interview	Student Services
Housing and Transportation Assistance	Admissions
Kit and Classroom Supplies	Educators
Leave of Absence (LOA)	Financial Aid
Program Changes	Academy Director / Financial Aid
Proof of Training	Student Services
Resource Guide for Outside Professional Assistance	Student Services
Return of Title IV/Refunds	Financial Aid
Time Clock Issues	Educators
Title IX Complaints	Title IX Coordinator
Transcript Request	Student Services
Tuition and Payments	Financial Aid
Veteran's Benefit Information	Financial Aid / Sr. FA Representative
Withdrawal from Program	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: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56 .

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/ .

CAREER ONE STOP

The Career One Stop program is the nation's primary source of occupational information. Central to the project is the Career One Stop database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, Career One Stop 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 Career One Stop please visit the website at www.careeronestop.org .

Program	CIP Code	SOC Code	O*Net	Occupational Title
*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	12.0499	39-5012	39-5012.00	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
*Esthetics Nail Technology	12.0499	39-5094	39-5094.00	Skin Care Specialists, Manicurists, and Pedicurists
*Massage Therapy	51.3501	31-9011	31-9011.00	Massage Therapists

*Not currently offered

FINANCIAL INFORMATION

TUITION AND FEE SCHEDULE

Effective for class starts after January 1st, 2026 ******Prices subject to change without notice******

PROGRAM	PROGRAM FEES***	KIT*** (Includes books, supplies, equipment)	TUITION	TOTAL	TUITION HOURLY RATE**	PERIOD OF ATTENDANCE(CLOCK HOURS)	ALLOWABLE ABSENT HOURS	LENGTH OF PROGRAM IN WEEKS	
								DAY	NIGHT
SOC Code 39-5011 **** BARBERING Residential Only (Not Currently Offered)	$1,781.82	$2,657.88	$21,375.00	$25,814.70	$14.25	1500	112.5	43	60
SOC Code 39-5011 **** BARBERING Residential Only (Not Currently Offered)	$1,781.82	$2,657.88	$17,100.00	$21,539.70	$14.25	1200	90	35	48
SOC Code 39-5012 COSMETOLOGY Residential and Hybrid	$1,941.41	$3,729.47	$18,375.00	$24,045.88	$12.25	1500	112.5	43	60
SOC Code 39-5012 COSMETOLOGY 102 Residential and Hybrid	$2,062.61	$5,448.51	$22,687.50	$30,198.62	$13.75	1650	123.75	48	66
SOC Code 39-5094 ESTHETICS Residential and Hybrid	$1,670.86	$1,203.98	$15,500.00	$18,374.84	$15.50	1000	75	29	40
SOC Code 39-5094 ESTHETICS 102 Residential and Hybrid	$1,874.16	$2,923.02	$17,825.00	$22,622.18	$15.50	1150	86.25	33	46
SOC Code 39-5094 **** ESTHETICS NAIL TECHNOLOGY Residential and Hybrid (Not Currently Offered)	$2,221.46	$2,239.99	$18,900.00	$23,361.45	$14.00	1350	101.25	39	54
SOC Code 39-5012 NAIL TECHNOLOGY Residential Only	$1,055.32	$1,036.01	$3,850.00	$5,941.33	$11.00	350	26.25	10	14
SOC Code 31-9011 **** MASSAGE THERAPY Residential Only (Not Currently Offered)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SOC Code 39-5091 **** MAKEUP ARTISTRY Residential Only (Not Currently Offered)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Tuition Hourly Rate is used to calculate Overtime charges.
***Overall Kit Costs and Program Fees may change depending on whether or not the student opts out of specific items.
****Not currently being offered

NET PRICE CALCULATOR

The Net Price Calculator is available on the academy website at: https://bellusacademy.edu/financial-aid/

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, kits and fees are charged 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/orthe 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 hourshave 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, will cause the student to miss the completion date as stated on the Enrollment Agreement, unless they are canceled out by making up hours. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

SCHOLARSHIPS

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

SAMPLE TUITION WITH OVERTIME HOURS

SAMPLE TUITION WITH OVERTIME HOURS: COSMETOLOGY

	Cost of program using regularly scheduled hours	Cost of program with 150 overtime hours	Cost of program with 200 overtime hours	Cost of program with 300 overtime hours
SAMPLE				
Tuition with Overtime Hours				
Cosmetology	1500	1500	1500	1500
Overtime Hours		150	200	300
Total Hours Attended Including Overtime		1650	1700	1800
Minus Allowable Absent Hours		-112	-112	-122
Total Hours Attended Minus Absent Hours		1538	1588	1688
Chargeable Overtime Hours		38	88	188
Overtime Charges @$12.25/hour		$466	$1,078	$2,303
Basic Program Cost	$23,865	$23,865	$23,865	$23,865
Sample Total Tuition with Overtime		**$24,331**	**$24,943**	**$26,168**

SAMPLE TUITION WITH OVERTIME HOURS: ESTHETICS

	Cost of program using regularly scheduled hours	Cost of program with 150 overtime hours	Cost of program with 200 overtime hours	Cost of program with 300 overtime hours
SAMPLE				
Tuition with Overtime Hours				
Esthetics	1000	1000	1000	1000
Overtime Hours		150	200	300
Total Hours Attended Including Overtime		1150	1200	1300
Minus Allowable Absent Hours		-75	-75	-75
Total Hours Attended Minus Absent Hours		1075	1125	1225
Chargeable Overtime Hours		75	125	225
Overtime Charges @$15.50/hour		$1,163	$1,938	$3,488
Basic Program Cost	**$18,396**	$18,396	$18,396	$18,396
Sample Total Tuition with Overtime		**$19,559**	**$20,334**	**$21,884**

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. Be either a U.S. citizen or a permanent resident.
5. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

APPLICATION PROCEDURE

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

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

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the academy and have established a class start date convenient for the student and the academy.

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentaid.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 on a first-come, first-served basis.

POST WITHDRAWAL DISBURSEMENT

A post-withdrawal disbursement occurs if a student receives less Title IV funds than the amount actually earned on the R2T4 calculation. A student must meet the late disbursement requirements to be eligible for the post withdrawal disbursement(s). The academy will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal. If eligible, a post-withdrawal disbursement from Pell Grant funds will be made first and then credited to the student's account. Any remaining Pell funds will be released to the student within 45 days from the date of determination. Any federal loan program funds due in a post-withdrawal disbursement will be offered to the student in writing as soon as possible but no later than 30 days from the date of withdrawal. Written confirmation from the student (or parent in the case of a PLUS loan) is required within 14 days in order to accept the loan funds offered.

FINANCIAL AID CREDIT BALANCE

Financial aid awards are applied first to tuition, fees, institutional direct costs, and lastly non-institutional direct costs. If the total federal funds exceed charges for the payment period or academic year, a refund will be made back to the lender or a check will be sent to the student's, (or parent's, in the case of a parent PLUS loan) address on the file within 14 days from the date the credit balance was created. An Authorization to Retain Title IV Funds form is completed at enrollment and is used to determine this preference.

FINANCIAL AID PROGRAMS

The following is a description of the various financial aid programs available at Bellus Academy for students who qualify. Additional information may be obtained through the Financial Aid Office.

Federal Pell Grant: Eligibility for the Federal Pell Grant Program is determined by a standard need-analysis formula that is revised and approved every year by the federal government. The student must be enrolled in an undergraduate program and may not already have a bachelor's or professional degree. Unlike loans, grants do not have to be paid back. The maximum Federal Pell Grant for 2019-2020 is $6,195 per academic year. In certain situations, an eligible student can receive up to 150 percent of the maximum annual Federal Pell grant amount for an award year. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent.

Federal Children of Fallen Heroes Scholarship: This scholarship authorizes a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer to be eligible to receive a maximum Federal Pell Grant for the award year for which the determinationof eligibility is made. To qualify, a student must be Pell-eligible and have a Pell-eligible EFC and be less than 24 years of age or enrolled at an institution of higher

education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship if the student has a Pell-eligible EFC and continues to be an eligible student.

Federal Iraq and Afghanistan Service Grant: The Federal Iraq and Afghanistan Service Grant is offered to students who are not eligible for a Federal Pell Grant basis on their Expected Family Contribution as calculated from FAFSA data but meet the remaining Federal Pell Grant eligibility requirements. In order to qualify, students must have had a parent or guardian in the U.S. armed forces that died as a result of military service performed in Iraq or Afghanistan after the events of 9/11. The student must have been under 24 years old or enrolled in college at least part-time at the time of the parent or guardian's death.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student's family and the cost of attendance.

William D. Ford Federal Direct Loan: Under the Federal Direct Loan (FDL) program the school certifies eligibility for each loan and sends the loan details to the U.S. Department of Education. Loan proceeds are disbursed to the school electronically and then posted to the student's account. Students must repay the loan with interest to the servicer assigned by the U.S. Department of Education after the loan is disbursed. Eligible students will receive estimated student loan amounts based on FAFSA submission and the standard need-analysis formula. The estimate will include studentloan eligibility for the amount necessary to cover direct institutional costs. Students interested in borrowing in excess of direct costs may request additional funds by contacting the financial aid office. Students and parents borrowing Federal Direct Parent Loans, must complete and submit a Master Promissory Note (MPN) to the Department of Education before loans will be processed. First time student loan borrowers must also complete loan entrance counseling prior to funds being disbursed. A description of the terms and conditions for borrowers of federal education loans is available at www.studentaid.gov.

Federal Subsidized Direct Loan: Federal Direct Subsidized loans are available to undergraduate students with financial need. The interest is paid by the federal government while students are in school. Interest begins accruing at the time students cease full-time enrollment. Regular payments begin six months after the student ceases enrollment. A fixed interest rate is established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates.
Note First-time borrowers may not receive this type of loan for more than 150 percent of the length of their program of study; U.S. Department of Education may stop paying interest if student who received Direct Subsidized Loans for the maximum period continues enrollment. Loans for students who have exceeded the maximum eligibility period 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 the loan. For more information please see your Financial Aid Officer or visit: https://studentaid.ed.gov/types/loans/subsidized- unsubsidized

Federal Unsubsidized Direct Loan: Unsubsidized Direct loans are available for students to borrow for additional education costs. Except for demonstrating financial need and undergraduate status, borrowers must meet all eligibility criteria of the Federal Subsidized Direct loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. 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. Regular payments begin six months after the student ceases enrollment. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates.

Federal Direct Parent Loan for Undergraduate Students (PLUS): Federal Parent Loans for undergraduate students provide additional funds for credit-worthy parents to help pay for students' educational expenses. If a parent has no credit or a poor credit history, he/she may still qualify for a loan by applying with a credit-worthy endorser. They can be combined with other financial aid resources and cannot exceed the student's cost of education. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at https://studentaid.ed.gov/sa/types/loans/interest-rates#rates. Repayment begins immediately after the loan is fully disbursed.

Veterans Educational Benefits: The programs at Bellus Academy are approved by the Kansas State Approving Agency for use of the GI Bill®. Formore 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.

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.

UNISA: We offer multiple, flexible payment plan options through UNISA. These payment plans allow students to spread payments over a pre-set period, as opposed to paying the full amount up-front. An interest rate may apply depending on the plan chosen. A credit check may be required at the time of application, and the process is completed 100% online using an e-signature validation. Please speak to a Financial Aid Representative to find out more information.

Alternative (Private) Loans: Private loans are available to students to help pay educational expenses. Students may borrow from any lender of their choice including Sallie Mae. Private loans have repayment terms that vary depending on the lender from which you borrow. Generally, private loans require that the borrower is a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. If the student has no credit or apoor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower. Please talk to your financial aid representative formore information. Be sure to research and review each lender's terms and conditions before making a final decision.

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 visit the US Department of Education website at www.studentaid.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 an approximate range of rental fees for apartments in the general vicinity of the school's location in Manhattan, KS: $800 to $1400 per month (based on an average of prices of rental units available on Zillow.com as of 04/2026).

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 deductionfor 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:

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

Calculation Example: The following example illustrates the calculations outlined above. The figures are examples only; actual amounts may vary for each student/program.

Example: Student withdraws when he/she was scheduled to complete 45 hours in a 1000-hour program.

Payment Period		Total Title IV Aid Disbursed	
Total # of Hours	450	Or could have been disbursed	$2000
# of Scheduled Hours:	45		
% Earned	10%	**Amount Earned by Student**	**$200**

Hypothetical Refund Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid the following:

Total Contract		**Less Kit Supplies**	**Tuition and Fees**	
$19,500.00		-$2,500.00	$17,000.00	
% Completed	**10%**	**25%**	**50%**	**60%**
Refund Due	$15,300.00	$12,750.00	$8,500.00	0

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 anyremaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

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

Return of Title IV (R2T4) calculations are performed by Bellus Academy when a student has received financial aid or has met the eligibility criteria for a late disbursement of federal financial aid and withdraws from a program. Bellus Academy is required to review the amount of financial aid received for the payment period in order to determine what percentage of federal financial aid the student earned. The percentage of federal financial aid determined to be unearned for the payment period must be refunded back to the appropriate federal financial aid program(s) as soon as possible but no later than 45 days from the date of withdrawal.

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 of 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 theamount 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

After the academy allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the academy from the total amount of unearned federal financial aid funds to be returned. The student (or parent in the case of funds due to a parent PLUS loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant.

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 evaluation points for Hybrid programs is the same as the corresponding Residential program. 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:

COURSE	EVALUATION POINTS – ACTUALHOURS/WEEKS	ACADEMIC YEARS
*Barbering – Residential Only (1200 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks	1.33
*Barbering – Residential Only (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Cosmetology – Residential and Hybrid (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Cosmetology 102 – Residential and Hybrid (1650 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1275 Hours/36 Weeks; 1650 Hours/47 Weeks;	1.83
Esthetics – Residential and Hybrid (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Esthetics 102 – Residential and Hybrid (1150 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks;	1.28
*Esthetics Nail Technology- Residential and Hybrid (1350 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39Weeks	1.5
Nail Technology – Residential Only (350 Hours)	175 Hours/5 Weeks; 350 Hours/10 Weeks	0.38
*Massage Therapy (840 Hours)	420 Hours/12 Weeks; 840 Hours/24 Weeks	0.93
*Makeup Artistry (150 Hours)	75 Hours/2 Weeks, 150 Hours/5 Weeks	0.16

*Not currently offered

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 TIMEFRAME

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. The maximum time allowed for Hybrid programs is the same as the corresponding Residential program. Students who exceed the maximum timeframe will be terminated from the program and thereafter will be permitted to reenroll in a program on a cash-pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

MAXIMUM TIME ALLOWED

COURSE	WEEKS	SCHEDULED HOURS
*Barbering (Day, 35 hrs/wk) – 1200 Hours	56 Weeks	1596
*Barbering (Night, 25 hrs/wk) – 1200 Hours	64 Weeks	1596
*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	2195
Cosmetology 102 (Night, 25 hrs/wk) – 1650 Hours	88 Weeks	2195
Esthetics (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Esthetics (Night, 25 hrs/wk) – 1000 Hours	54 Weeks	1330
Esthetics 102 (Day, 35 hrs/wk) – 1150 Hours	44 Weeks	1530
Esthetics 102 (Night, 25 hrs/wk) – 1150 Hours	62 Weeks	1530
*Esthetics Nail Technology- 1350 Hours (Day, 35 hrs/wk)- 1350 Hours	52 Weeks	1796
*Esthetics Nail Technology- 1350 Hours (Night, 25 hrs/wk)- 1350 Hours	72 Weeks	1796
*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
Nail Technology (Night, 25 hrs/wk)- 350 Hours	19 weeks	465
*Makeup Artistry (Day, 35 hrs/wk) – 150 Hours	6 Weeks	199
*Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199

*Not currently offered

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 conductedduring 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 atany 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, TRANSFER HOURS

With regard to Satisfactory Academic Progress, course incompletes, withdrawals and/or 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

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.

MANHATTAN CLASS START CALENDAR – 2026

DAYTIME START DATES

	Jan	Feb	March	April	May	June	July	Aug	Aug	Sept	Oct	Nov	Dec
	13	10	10	7	5	2	7	4	25	22	20	17	15
Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Cosmetology 102	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics 102	X	X	X	X	X	X	X	X	X	X	X	X	X
Nail Technology	X		X		X	X		X		X		X	

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. Residential and Hybrid programs have the same class start dates.

EVENING START DATES

	Jan	Feb	March	April	May	June	July	Aug	Aug	Sept	Oct	Nov	Dec
	13	10	10	7	5	2	7	4	25	22	20	17	15
Cosmetology	X	X	X	X	X	X	X	X	X	X	X	X	X
Cosmetology 102	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics	X	X	X	X	X	X	X	X	X	X	X	X	X
Esthetics 102	X	X	X	X	X	X	X	X	X	X	X	X	X
Nail Technology					X						X		

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. Residential and Hybrid programs have the same class start dates.

Programs that are approved but not offered, are not listed.

CAREER TRAINING PROGRAMS – CURRICULA

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

BARBERING- 1500 Hours

Not currently offered

Method of Delivery: Residential

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, 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:	Theory Hours (Minimum Hours of Demonstration & Lecture in Classroom)	Minimum Practice (Minimum Hours of Supervised Practice on Clinical Floor)
(1) Scientific Fundamentals of Barbering	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) Physical Services		
(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) Chemical Services		
(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) Hair Designing		
(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) Electricity as applied to Barbering	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) Shaving	20	100
(a) Instruments	5	
(b) Honing and Stropping	1	1
(c) Singeing and Hair Tonics	1	1
(7) Economics, Equipment and Shop Management	15	
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(8) Law and Ethics	25	
(a) Rules and Regulations		
Additional Supervised Practice on the Clinical Floor		300
Additional Instruction and Training		
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.		

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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.

BARBERING- 1200 Hours

Not currently offered

Method of Delivery: Residential

SOC Code 39.5011

This is a course of study in the services, theories, and principles of Barbering. The minimum length of the course is 1200 clock hours. The program length for the Day Schedule is 34 weeks and the Evening Schedule is 48 weeks. Bellus Academy Barbering 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. 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 1200-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.

METHODS OF INSTRUCTION SHALL INCLUDE:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration
7. Role-Play

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 – 1200 Hours Subject:	Theory Hours (Minimum Hours of Demonstration & Lecture in Classroom)	Minimum Practice (Minimum Hours of Supervised Practice on Clinical Floor)
(1) Scientific Fundamentals of Barbering	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) Physical Services		
(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) Chemical Services		
(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) Hair Designing		
(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) Electricity as applied to Barbering	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) Shaving	20	100
(a) Instruments	5	
(b) Honing and Stropping	1	1
(c) Singeing and Hair Tonics	1	1
(7) Economics, Equipment and Shop Management	15	
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(8) Law and Ethics	25	
(a) Rules and Regulations		

OCCUPATIONAL TITLES:
Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator.

CLASS AVAILABILITY:
Classes are conducted, in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students.

REQUIRED TEXTS:
Pivot Point LAB for Barbering and workbook; included in the kit cost.

LANGUAGE
The course is conducted in the English language.

COSMETOLOGY

Method of Delivery: Residential

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.

Residential Delivery

Cosmetology – 1500 Hours

Subject:	MinimumTheory Hours	MinimumPractice
(1) Scientific Concepts – 115 Hours		
(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) Physical Services – 400 Hours		
(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) Chemical Services – 450 Hours		
(a) Hair Coloring	175	25
Hair Lightening – Purpose and Effects, Materials and Supplies,		25
Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures, 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) Hair Designing – 360 Hours

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

(5) Business Practices – 75 Hours

(a) Management Practices
(b) Salon Development
(c) Insurance
(d) Client Records
(e) Salesmanship

(6) State Law – 50 Hours

(a) Rules and Regulations

(7) Student Specific Needs – 50 Hours

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal 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 HYBRID

Method of Delivery: Hybrid

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 HYBRID COURSE OUTLINE

Subject:	Online Theory	On Campus Training	Minimum Theory Hours	Minimum Practice
(1) Scientific Concepts – 115 Hours	*90*	*25*		
(a) Sanitation	35	5	40	
Personal, Public, Methods, Chemistry, Safety Precautions, First Aid				
(b) Hair and scalp	25	10	35	
Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders				
(c) Skin	15	5	20	
Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders				
(d) Nails	15	5	20	
Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases				
(2) Physical Services – 400 Hours	*30*	*370*		
(a) Shampoos and Rinses	5	30	35	
Purpose and effects, Materials and Supplies, Types of Shampoos,Types of Rinses, Procedures, Related Chemistry, Client Protection				
(b) Scalp and Hair Care	5	30	35	
Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry				
(c) Facials and Make-up	10	140	150	
Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Safety Precautions				
(d) Manicuring	10	170	180	
Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions				
(3) Chemical Services – 450 Hours	*65*	*385*		
(a) Hair Coloring	25	150	175	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				25
(b) Chemical Waving	20	130	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	20	105	125	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures				
(4) Hair Designing – 360 Hours	*50*	*310*		
(a) Hair Shaping	20	110	150	
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing, Safety Measures				
Use of implements — Razor				25
— Scissors				25
(b) Hair Styling	15	110	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	10	65	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	5	5	10	
(5) Business Practices – 75 Hours	*15*	*60*		
(a) Management Practices				
(b) Salon Development				
(c) Insurance				
(d) Client Records				
(e) Salesmanship				
(6) State Law – 50 Hours	*50*	*0*		
(a) Rules and Regulations				
(7) Student Specific Needs – 50 Hours	*0*	*50*		
TOTAL HOURS – 1500	***300***	***1200***		

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal 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

Method of Delivery: Residential

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 48 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.

Residential Delivery

Subject:	Minimum Theory Hours	Minimum Practice
(1) Scientific Concepts – 115 Hours		
(a) Sanitation		
Personal, Public, Methods, Chemistry, Safety Precautions, First Aid	40	
(b) Hair and scalp Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders	35	
(c) Skin	20	
Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders		
(d) Nails		
Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases	20	
(2) Physical Services – 400 Hours		
(a) Shampoos and Rinses Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection	35	
(b) Scalp and Hair Care Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry	35	
(c) Facials and Makeup Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Makeup, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Eyelash Extensions as well as allpertinent Safety Precautions	150	
(d) Manicuring Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures,Related Chemistry, Safety Precautions	180	
(3) Chemical Services – 450 Hours		
(a) Hair Coloring	175	25

Hair Lightening – Purpose and Effects, Materials and Supplies,		25
Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures,		
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		
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures		
(4) Hair Designing – 360 Hours		
(a) Hair Shaping	150	
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety Measures		
Use of implements — Razor		25
— Scissors		25
(b) Hair Styling	125	
Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation,		
Pin Curls—Complete Pin Curl Sets		25
Pin Curl and Wave –		25
Rollers—Complete Roller Sets		50
Comb-out Techniques—Complete Comb-out		50
(c) Thermal Techniques	75	
Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and		
Waving, Iron Curling, Electric Curling—Curling Iron Sets		50
Air waving—Blow Dry Styling, Safety Measures		50
(d) Care and Styling of Hair Pieces	10	
(5) Business Practices – 75 Hours		
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(6) State Law – 50 Hours		
(a) Rules and Regulations		
(7) Student Specific Needs – 50 Hours		
Total Cosmetology Hours – 1500		

Makeup Artistry –150 Hours

SUBJECTS AND REQUIREMENTS:	**MINIMUM THEORY HOURS**	**MINIMUM PRACTICAL OPERATIONS / APPLICATIONS**
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	

TOTAL PROGRAM HOURS – 1650

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal 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 HYBRID

Method of Delivery: Hybrid

SOC Code 39-5012 and 39-5091 The Cosmetology 102 Hybrid 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 48 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 BellusCutting 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 practicalcriteria. 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.

Hybrid (Online and Residential Delivery

COSMETOLOGY 1500 Hours

Subject:	Online Theory	On Campus Training	Minimum Theory Hours	Minimum Practice
(1) Scientific Concepts – 115 Hours	*90*	*25*		
(a) Sanitation Personal, Public, Methods, Chemistry, Safety Precautions, First Aid	35	5	40	
(b) Hair and scalp Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders	25	10	35	
(c) Skin Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders	15	5	20	
(d) Nails Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases	15	5	20	
(2) Physical Services – 400 Hours	*30*	*370*		
(a) Shampoos and Rinses Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection	5	30	35	
(b) Scalp and Hair Care Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry	5	30	35	
(c) Facials and Make-up Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Safety Precautions	10	140	150	
(d) Manicuring Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions	10	170	180	
(3) Chemical Services – 450 Hours	*65*	*385*		
(a) Hair Coloring	25	150	175	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				25
(b) Chemical Waving	20	130	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	20	105	125	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures				
(4) Hair Designing – 360 Hours	*50*	*310*		
(a) Hair Shaping	20	110	150	
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing, Safety Measures				
Use of implements — Razor				25
— Scissors				25
(b) Hair Styling	15	110	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	10	65	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	5	5	10	
(5) Business Practices – 75 Hours	*15*	*60*		
(a) Management Practices				
(b) Salon Development				
(c) Insurance				
(d) Client Records				
(e) Salesmanship				
(6) State Law – 50 Hours	*50*	*0*		
(a) Rules and Regulations				
(7) Student Specific Needs – 50 Hours	*0*	*50*		
TOTAL COSMETOLOGY HOURS – 1500	***300***	***1200***		

Makeup Artistry –150 Hours

SUBJECTS AND REQUIREMENTS:	MINIMUM THEORY HOURS	MINIMUM PRACTICAL OPERATIONS / APPLICATIONS
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	

TOTAL PROGRAM HOURS – 1650

CLASS AVAILABILITY:

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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

When the kit, its contents, and the textbooks have been issued to the student, they become the financial and personal 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

Method of Delivery: Residential

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 and the Evening Schedule is 40 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.

Residential Delivery

Esthetics – 1000 Hours Subject:	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours	10	50	
(a) Public Health (Sanitation, Disinfection, Sterilization)			
(b) Universal Precautions (Cross contamination, and blood borne pathogens)			
(2) Skin Anatomy and Physiology – 200 Hours	200		
(a) Structure and Function of the body System and Nerves			
(b) Dermatology			
(c) Cosmetic Chemistry			
(d) Pharmacology			
(e) Nutrition			
(3) Skin Analysis and Consultation – 120 Hours	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) Skin Treatments– 240 Hours	120	120	80 facials
(a) Cleansing techniques			
(b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphroxy)			
(c) Extraction--Without lancet			
(d) Conditioning			
(e) Masque therapy			
(f) Protection			
(g) Massage			
(h) Basic facial equipment and safety--Steamer, brush machine			
(5) Body Treatments – 40 Hours	20	20	10
(a) Back and chest			
(b) Body wrap			
(c) Body exfoliation			
(d) Hydrotherapy (theory only)			
(6) Advanced Skin Treatments – 140 Hours	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) Temporary Hair Removal – 40 Hours	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			
Total Hours – 1000			

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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 HYBRID

Method of Delivery: Hybrid

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 and the Evening Schedule is 40 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.

Hybrid (online and residential) Delivery

Subject:	Online Theory	On Campus Training	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours (a) Public Health (Sanitation, disinfection, sterilization) (b) Universal Precautions (Cross contamination, and blood borne pathogens)	5	5	10	50	
(2) Skin Anatomy and Physiology – 200 Hours (a) Structure and Function of the body System and Nerves (b) Dermatology (c) Cosmetic Chemistry (d) Pharmacology (e) Nutrition	40	160	200		
(3) Skin Analysis and Consultation – 120 Hours (a) Skin types and conditions (b) Contraindications and safety measures (c) Health screening (d) Consultation, post consultation and home care (e) Skin Analysis Equipment	25	55	80	40	
(4) Skin Treatments (including 80 facials)– 240 Hours (a) Cleansing techniques (b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphroxy) (c) Extraction--Without lancet (d) Conditioning (e) Masque therapy (f) Protection (g) Massage (h) Basic facial equipment and safety--Steamer, brush machine	25	190	120	120	80 facials
(5) Body Treatments (including 10 body treatments) – 40 Hours (a) Back and chest (b) Body wrap (c) Body exfoliation (d) Hydrotherapy (theory only)	10	10	20	20	10
(6) Advanced Skin Treatments (including 45 advanced skin treatments)– 140 Hours (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	30	50	80	60	45

(g) Equipment for advanced skin treatments-- Microdermabrasion, microcurrent, LED, mechanical					
(7) Temporary Hair Removal – 40 Hours	10	0	10	30	40 facial waxes 10 body waxes
(a) Tweezing					
(b) Waxing					
(c) Depilatories					
(d) Sugaring					
(e) Threading					
(f) Contraindications and safety					
(8) Make-up (including 25 make-up practices) – 60 Hours	20	0	20	40	25
(a) Purpose and effects					
(b) Eyebrow and eyelash services					
(c) Corrective					
(d) Camouflage					
(9) Business Practices – 30 Hours	15	20	30		
(a) Business planning					
(b) Client records					
(10) State Law – 20 Hours	20	0	20		
(11) Student Specific Needs – 50 Hours	0	50	50		
(a) Additional training					
PROGRAM HOURS – 1000	***200***	***800***			

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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

Method of Delivery: Residential

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 program length for the Night Schedule is 46 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 1300-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories incompliance 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.

Residential Delivery

Makeup Artistry –150 Hours

SUBJECTS AND REQUIREMENTS:	MINIMUM THEORY HOURS	MINIMUM PRACTICAL OPERATIONS / APPLICATIONS
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 Subject:	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours	10	50	
(a) Public Health (Sanitation, Disinfection, Sterilization)			
(b) Universal Precautions (Cross contamination, and blood borne pathogens)			
(2) Skin Anatomy and Physiology – 200 Hours	200		
(a) Structure and Function of the body System and Nerves			
(b) Dermatology			
(c) Cosmetic Chemistry			
(d) Pharmacology			
(e) Nutrition			
(3) Skin Analysis and Consultation – 120 Hours	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) Skin Treatments– 240 Hours	120	120	80 facials
(a) Cleansing techniques			
(b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphroxy)			
(c) Extraction--Without lancet			
(d) Conditioning			
(e) Masque therapy			
(f) Protection			
(g) Massage			
(h) Basic facial equipment and safety--Steamer, brush machine			
(5) Body Treatments – 40 Hours	20	20	10
(a) Back and chest			
(b) Body wrap			
(c) Body exfoliation			
(d) Hydrotherapy (theory only)			
(6) Advanced Skin Treatments – 140 Hours	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) Temporary Hair Removal – 40 Hours	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			
Total Program Hours – 1150			

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday throughFriday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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 issuedbased on instructional subject areas.

ESTHETICS 102 HYBRID

Method of Delivery: Hybrid

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 program length for the Night Schedule is 46 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 1300-hour program, the student will have had the opportunity to acquire the technical abilities and the academic theories incompliance 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.

Hybrid (online and residential) Delivery

ESTHETICS-1000 HOURS

Subject:	Online Theory	On Campus Training	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours (a) Public Health (Sanitation, disinfection, sterilization) (b) Universal Precautions (Cross contamination, and blood borne pathogens)	5	5	10	50	
(2) Skin Anatomy and Physiology – 200 Hours (a) Structure and Function of the body System and Nerves (b) Dermatology (c) Cosmetic Chemistry (d) Pharmacology (e) Nutrition	40	160	200		
(3) Skin Analysis and Consultation – 120 Hours (a) Skin types and conditions (b) Contraindications and safety measures (c) Health screening (d) Consultation, post consultation and home care (e) Skin Analysis Equipment	25	55	80	40	
(4) Skin Treatments (including 80 facials)– 240 Hours (a) Cleansing techniques (b) Exfoliation--Mechanical & Chemical (enzymes, hydro-aphroxy) (c) Extraction--Without lancet (d) Conditioning	25	190	120	120	80 facials

(e) Masque therapy					
(f) Protection					
(g) Massage					
(h) Basic facial equipment and safety--Steamer, brush machine					
(5) Body Treatments (including 10 body treatments) – 40 Hours	10	10	20	20	10
(a) Back and chest					
(b) Body wrap					
(c) Body exfoliation					
(d) Hydrotherapy (theory only)					
(6) Advanced Skin Treatments (including 45 advanced skin treatments)– 140 Hours	30	50	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) Temporary Hair Removal – 40 Hours	10	0	10	30	40 facial waxes 10 body waxes
(a) Tweezing					
(b) Waxing					
(c) Depilatories					
(d) Sugaring					
(e) Threading					
(f) Contraindications and safety					
(8) Make-up (including 25 make-up practices) – 60 Hours	20	0	20	40	25
(a) Purpose and effects					
(b) Eyebrow and eyelash services					
(c) Corrective					
(d) Camouflage					
(9) Business Practices – 30 Hours	15	20	30		
(a) Business planning					
(b) Client records					
(10) State Law – 20 Hours	20	0	20		
(11) Student Specific Needs – 50 Hours	0	50	50		
(a) Additional training					
TOTAL ESTHETICS HOURS - 1000	***200***	***800***			

Makeup Artistry –150 Hours

SUBJECTS AND REQUIREMENTS:	**MINIMUM THEORY HOURS**	**MINIMUM PRACTICAL OPERATIONS / APPLICATIONS**
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	

TOTAL PROGRAM HOURS – 1150

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday throughFriday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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 issuedbased on instructional subject areas.

ESTHETICS NAIL TECHNOLOGY

Not currently offered

Method of Delivery: Residential

SOC CODE 39-5094 This is a course of study in the services, theories, and principles of Esthetics and Manicuring that satisfies the requirements for Kansas State Board licensing for both Esthetics and Nail Technology. The minimum length of the course is 1350 clock hours. The program length for the Day Schedule is 39 weeks and 54 weeks for the Night Schedule. Bellus Academy Esthetics Nail Technology 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 settings. 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. Graduates of this program are eligible to sit for both the Esthetics and the Nail Technology licenses, giving them an additional level of skill sets on which to build their businesses. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES*:*

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 and Manicurist.
4. To develop marketing and sales skills to become a successful professional.

Subject:	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours	10	50	
(a) Public Health (Sanitation, disinfection, sterilization)			
(b) Universal Precautions (Cross contamination, and blood borne pathogens)			
(2) Skin Anatomy and Physiology – 200 Hours	200		
(a) Structure and Function of the body System and Nerves			
(b) Dermatology			
(c) Cosmetic Chemistry			
(d) Pharmacology			
(e) Nutrition			
(3) Skin Analysis and Consultation – 120 Hours	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) Skin Treatments (including 80 facials)– 240 Hours	120	120	80
(a) Cleansing techniques			
(b) Exfoliation--Mechanical & Chemical (enzymes, hydroaphroxy)			
(c) Extraction--Without lancet			
(d) Conditioning			
(e) Masque therapy			
(f) Protection			
(g) Massage			
(h) Basic facial equipment and safety--Steamer, brush machine.			
(5) Body Treatments (including 10 body treatments) – 40 Hours	20	20	10
(a) Back and chest			
(b) Body wrap			
(c) Body exfoliation			
(d) Hydrotherapy (theory only)			
(6) Advanced Skin Treatments (including 45 advanced skin treatments) – 140 Hours	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) Temporary Hair Removal – 40 Hours	10	30	50
(a) Tweezing			
(b) Waxing			
(c) Depilatories			
(d) Sugaring			
(e) Threading			
(f) Contraindications and safety			
(8) Make-up (including 25 make-up practices) – 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			
Total Hours – 1000			

MANICURING UNITS OF STUDY:

Subject:	**Minimum Theory and Practice Hours**
(1) Scientific Concepts – 60 Hours	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) Manicuring Skills – 75 Hours	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) Artificial Nails – 160 Hours	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 practice100 nails), Wrapping (minimum practi 100 nails), Repair Techniques	
(f) Sanitation and Safety Precautions	

*(4) Business Practices – 35 Hours*35 35

(a) Management Practices
(b) Salon Development
(c) Insurance
(d) Client Records
(e) Salesmanship

(5) State Law – 20 Hours 20

(a) Rules and Regulations

Total Hours – 350

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday throughFriday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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 NAIL TECHNOLOGY HYBRID

Not currently offered

Method of Delivery: Hybrid

SOC CODE 39-5094 This is a course of study in the services, theories, and principles of Esthetics and Manicuring that satisfies the requirements for Kansas State Board licensing for both Esthetics and Nail Technology. The minimum length of the course is 1350 clock hours. The program length for the Day Schedule is 39 weeks and 54 weeks for the Night Schedule. Bellus Academy Esthetics Nail Technology 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. Graduates of this program are eligible to sit for both the Esthetics and the Nail Technology licenses, giving them an additional level of skill sets on which to build their businesses. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

COURSE OBJECTIVES:

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 and Manicurist.
4. To develop marketing and sales skills to become a successful professional.

Subject:	Minimum Theory Hours	Minimum Practice Hours	Minimum Procedures
(1) Infection Control – 60 Hours (a) Public Health (Sanitation, disinfection, sterilization) (b) Universal Precautions (Cross contamination, and blood borne pathogens)	10	50	
(2) Skin Anatomy and Physiology – 200 Hours (a) Structure and Function of the body System and Nerves (b) Dermatology (c) Cosmetic Chemistry (d) Pharmacology (e) Nutrition	200		
(3) Skin Analysis and Consultation – 120 Hours (a) Skin types and conditions (b) Contraindications and safety measures (c) Health screening (d) Consultation, post consultation and home care (e) Skin Analysis Equipment	80	40	
(4) Skin Treatments (including 80 facials)– 240 Hours (a) Cleansing techniques (b) Exfoliation--Mechanical & Chemical (enzymes, hydroaphroxy) (c) Extraction--Without lancet (d) Conditioning (e) Masque therapy (f) Protection (g) Massage (h) Basic facial equipment and safety--Steamer, brush machine.	120	120	80
(5) Body Treatments (including 10 body treatments) – 40 Hours (a) Back and chest (b) Body wrap (c) Body exfoliation (d) Hydrotherapy (theory only)	20	20	10
(6) Advanced Skin Treatments (including 45 advanced skin treatments) – 140 Hours (a) Advanced exfoliation	80	60	45

(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) Temporary Hair Removal – 40 Hours	10	30	50
(a) Tweezing			
(b) Waxing			
(c) Depilatories			
(d) Sugaring			
(e) Threading			
(f) Contraindications and safety			
(8) Make-up (including 25 make-up practices) – 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			
Total Hours – 1000			

MANICURING UNITS OF STUDY:

Subject:	**Minimum Theory and Practice Hours**
(1) Scientific Concepts – 60 Hours	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) Manicuring Skills – 75 Hours	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) Artificial Nails – 160 Hours	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 practice100 nails), Wrapping (minimum practi 100 nails), Repair Techniques	
(f) Sanitation and Safety Precautions	

*(4) Business Practices – 35 Hours*35 35

(e) Management Practices

(f) Salon Development

(g) Insurance

(h) Client Records

(e) Salesmanship

(5) State Law – 20 Hours 20

(a) Rules and Regulations

Total Hours – 350

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday throughFriday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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

Method of Delivery: Residential

SOC Code 39-5012 This is a program of study in natural nail care and artificial nail enhancement application. The minimum length of the program is 350 clock hours. The program length for the Day Schedule is 10 weeks. Bellus Academy is a Creative Nail Design (CND) Partner School. Bellus Academy nail technology students are trained using the Bellus system of education, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum Students are trained on how to market themselves, the services they provide and the products they use so that they can be successful in this exciting and ever-growing career. Each student will have the opportunity to practice their techniques on the public in our student salon and spa which is designed around today's high-end professional salons and spas. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Course Objectives:

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

Units of Study:

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

Subject:	Minimum Hours
(1) Scientific Concepts – 60 Hours	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) Manicuring Skills – 75 Hours	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) Artificial Nails – 160 Hours	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) Business Practices – 35 Hours	35
(a) Management Practices	
(b) Salon Development	
(c) Insurance	
(d) Client Records	
(e) Salesmanship	
(5) State Law – 20 Hours	20
(a) Rules and Regulations	
Total Hours – 350	

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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

Not currently offered

Method of Delivery: Residential

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.

Topics	Minimum Hours	License and Certification Requirements
Business (70 hrs) & Ethics (10 hrs)	80	10
Massage & Bodywork, Assessment	350	200
Theory / Application Instruction / Body Wrap / Clinic Supervision		
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

Subject	Hours
(1) Business and Ethics – 80 Hours	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) Sanitary and Safety Practices – 10 Hours	10
(a) Safety Precautions for Therapist and Client	
(b) Maintaining Sanitary Conditions in the Massage Area and Sanitizing Linens	
(3) Practice and Techniques – 350 Hours	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

CLASS AVAILABILITY

Classes are conducted, in an online format and in residency, Monday through Friday from 9:00 am to 4:30 pm for day students and Monday through Friday from 5:30 pm to 10:30 pm for night students. Coursework that is delivered through distance education is completed at a location determined by the student. Please see the Class Start Calendar in the Catalog for Start dates.

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 financial and personal 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

Not currently offered

Method of Delivery: Residential

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	Minimum Theory Hours	Minimum Practical Operations
Makeup Artistry – 150 Hours		
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	

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